

SERVICE SPECIFICATIONS

Provision of Services for the Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2026

In this Service Specifications, unless the context otherwise specified –

“CCO”	means the Countryside Conservation Office under the Environment and Ecology Bureau;
“Contract”	means the contract to be signed between the ECC and an authorised representative of the Bidder referred to in this Service Specifications whose proposal is accepted;
“Contractor”	means the Bidder referred to in this Service Specifications whose proposal is accepted;
“ECC”	means the Environmental Campaign Committee;
“ECC Representative”	means the officer authorised to act on behalf of ECC;
“Government”	means the Government of the Hong Kong Special Administrative Region;
“Hong Kong”	means the Hong Kong Special Administrative Region of the People’s Republic of China;
“NED”	means the National Ecology Day in Hong Kong, an annual observance aligned with a broader national initiative on environmental protection and the promotion of ecological civilisation;
“Services”	means the services to be provided by the Contractor as set out in this Service Specifications.
"Bidder"	means the company/organisation, and/or its representative/ person authorised to act on his behalf, that is invited to make a proposal for the services set out in this Service Specifications;

Words importing the singular includes the plural and vice versa and words importing a gender include any gender; and

The headings to the Clauses and/or Sub-clauses of this Service Specifications are for ease of reference only and shall not limit or extend the interpretation of this Service Specifications.

1 PURPOSE

- 1.1 The Services shall enhance public awareness of countryside conservation through the planning and delivery of publicity, educational and engagement activities that promote understanding of village revitalisation, biodiversity, environmental protection and sustainable living.
- 1.2 The Services shall foster community participation in environmental initiatives by encouraging active involvement from different sectors of the community, including schools, green groups, local organisations, professional bodies and the general public, in conservation-related programmes and activities.
- 1.3 The Services shall showcase the work and achievements of CCO, and promote countryside conservation and revitalisation efforts in Hong Kong, with a view to strengthening public appreciation and support for these initiatives.

2 BACKGROUND

- 2.1 The Standing Committee of the 14th National People's Congress designated 15 August as NED in 2023 to promote ecological civilisation and environmental protection. In support of this initiative, the Government of the Hong Kong Special Administrative Region has organised a series of publicity and education activities in 2023 - 2025 to enhance public awareness.
- 2.2 NED serves as a territory-wide platform to engage diverse segments of the community through programmes such as launching ceremonies, symposiums, exhibitions, and interactive activities, with a focus on promoting understanding of Hong Kong's natural ecology and biodiversity, and reinforcing the concept that "lucid waters and lush mountains are invaluable assets."
- 2.3 Building on previous experience, there is an opportunity to further strengthen the scale, coordination, and impact of NED activities through more integrated, engaging, and community-oriented programmes.

3 SCOPE OF SERVICES

- 3.1 The Contractor shall organise: (i) the NED Launching Ceremony cum Symposium on 15 August 2026 at the Hong Kong Science Museum; (ii) an Exhibition and Theatre Performance from 1 to 6 September 2026 at the East Kowloon Cultural Centre; and (iii) the associated NED publicity activities.
- 3.2 The Contractor shall, as an essential requirement, deploy key personnel who meet the requirements specified in Clause 5.1(A).
- 3.3 The Contractor shall commence the Services upon written instruction or confirmation from the ECC Representative.

- 3.4 The Contractor shall carry out all tasks concurrently as required to meet the overall programme schedule.
- 3.5 The Contractor shall conduct joint site inspections with the ECC Representative within one (1) week of commencement.
- 3.6 The Contractor shall submit an Inception Report within two (2) weeks of commencement. The Contractor shall incorporate any revisions or adjustments as reasonably requested by the ECC Representative.
- 3.7 The Contractor shall liaise with all Government departments, authorities, venue operators, and other relevant parties, and shall obtain all necessary permits, licences, approvals, copyright clearances, and permissions for the use of venue equipment required for the execution of the Services.
- 3.8 The Contractor shall provide, at its own cost, all necessary labour resources, logistics arrangement, storage areas, equipment, audio-visual (AV) systems, lighting, power supply, building services provisions, and all other resources required for the proper execution and completion of the Services.
- 3.9 The Contractor shall be responsible for the design, development, and production of key visuals, multimedia and/or animation effects for all components of the Services, including exhibition, stage, and promotional materials, and shall ensure a consistent visual identity in accordance with the requirements of the ECC Representative.
- 3.10 The Contractor shall comply with all applicable statutory requirements, regulations, and codes of practice in force.
- 3.11 The Contractor shall engage competent and qualified persons to carry out all relevant trades of work, e.g. structural safety of exhibition installations, electrical works, etc., and shall complete all required documentation and submissions in relation to the Services.
- 3.12 The Contractor shall implement environmental and green measures as far as practicable in the execution of the Services.
- 3.13 The Contractor shall ensure public safety and shall provide adequate contingency measures to address emergency situations.
- 3.14 The Contractor shall maintain cleanliness of the venues throughout the event period.
- 3.15 The Contractor shall collect, manage, and properly dispose of all waste generated from the event.
- 3.16 The Contractor shall reinstate all venues to their original condition upon completion of the Services.
- 3.17 The Contractor shall carry out any additional tasks as reasonably instructed by the ECC Representative.

3.18 In the event of adverse weather or force majeure, the Contractor may be required to reschedule and complete the Services on an alternative date at no additional cost.

3.19 The Contractor shall obtain written acceptance from the ECC Representative to certify the completion of the Services.

3.20 Launching Ceremony cum Symposium

3.20.1 The Contractor shall organise the Launching Ceremony cum Symposium on 15 August 2026 from 8:30 a.m. to 1:30 p.m., or alternatively from 1:30 p.m. to 6:30 p.m. in the afternoon, at the Lecture Hall of the Hong Kong Science Museum, with venue rental costs borne by the ECC Representative. The Symposium shall feature not more than five (5) speakers from different sectors in Hong Kong and Chinese Mainland. An attendance of approximately two hundred and fifty (250) participants is expected, including senior government officials, guests of honour, and around twenty (20) invited reporters and editors.

3.20.2 The venue is divided into four (4) functional areas, namely: (a) Lecture Hall; (b) Mini-exhibition Area; (c) Guest Reception Area; and (d) Media Reception Area. See Annex I for the venue layout and Annex II available equipment list at the venue.

The Contractor shall deliver the programme under the theme “Art-Tech in Village Revitalisation” (鄉村振興之「藝術－科技」) for an expected attendance of approximately 250 participants, with the tentative rundown as follow:

Time	Item
8:35 a.m. / 1:35 p.m.	Registration
9:00 a.m. / 2:00 p.m.	Opening Ceremony, Signing of Memorandum and Photo Session
10:15 a.m. / 3:15 p.m.	Keynote Speech No. 1
10:35 a.m. / 3:35 p.m.	Keynote Speech No. 2
10:55 a.m. / 3:55 p.m.	Coffee break
11:15 a.m. / 4:15 p.m.	Keynote Speech No. 3
11:35 a.m. / 4:35 p.m.	Keynote Speech No. 4
11:55 a.m. / 4:55 p.m.	Panel Discussion

3.20.3 The Contractor is required to (i) design, (ii) plan, (iii) organise and (iv) manage the Launching Ceremony cum Symposium.

3.20.4 The Contractor shall submit preliminary and detailed proposals within two (2) and four (4) weeks respectively, covering:

- (a) Key visuals design including stage gimmick for NED opening, opening video (1–2 minutes), backdrop, name badges, roll-up banners, 3D microphone tags, and promotional materials design in both electronic and printed formats;
 - (b) Operation Plan for the organisation and execution of the Launching Ceremony cum Symposium
 - (c) Lecture Hall setup, including stage layout and design, seating plan, control panels, camera positions, furniture, AV systems, lighting, and equipment layout aligned with the event rundown;
 - (d) Mini-exhibition area design and setup including furniture, AV, lighting, equipment layout, and panel design;
 - (e) Guest and media reception arrangements including layout, furniture, tea break arrangements; and
 - (f) Manpower allocation plans.
- 3.20.5 The Contractor shall set up the Lecture Hall, including stage presentation equipment (e.g. laptops and microphone systems), VIP seating area, media zone, backstage rooms, and simultaneous interpretation (SI) room, as well as all decorative materials such as carpet, banners and backdrops.
- 3.20.6 The Contractor shall provide all necessary technical equipment and support, including but not limited to AV, sound systems, microphones, lighting, SI systems, and all related equipment, and shall ensure that all systems are properly installed, tested, and functioning effectively throughout the event.
- 3.20.7 The Contractor shall coordinate with the venue operator, comply with all applicable venue rules and requirements, and ensure that no damage is caused to the venue or its facilities.
- 3.20.8 The Contractor shall complete all venue setup works by 2:00 p.m. on 14 August 2026. Rehearsal shall be conducted upon completion of setup on 14 August 2026.
- 3.20.9 The Contractor shall recruit a Master of Ceremonies (MC) fluent in Cantonese, Putonghua, and English, subject to approval by the ECC Representative, and shall submit the MC script no later than ten (10) days prior to the event.
- 3.20.10 The Contractor shall produce one (1) opening video of approximately two (2) minutes for the Launching Ceremony cum Symposium, meeting the following requirements:
- (a) The video shall be developed based on raw footage provided by the ECC Representative for editing.
 - (b) The Contractor shall undertake additional filming and/or incorporate suitable stock footage as necessary to ensure a complete and compelling production.

- (c) The video shall showcase the natural landscapes of Hong Kong, including country parks, marine parks, and rural areas, featuring local flora and fauna to highlight ecosystem diversity and beauty.
 - (d) The video shall reflect the core values of nature conservation and village revitalisation in alignment with the principles of NED.
 - (e) The Contractor shall submit the first draft no later than three (3) weeks prior to the Launching Ceremony cum Symposium, and the final version no later than one (1) week before the event.
 - (f) The musical arrangement, whether tailor-made or selected from library music, shall be subject to the approval of the ECC Representative.
- 3.20.11 The Contractor shall provide and set up appropriate arrangements for the VIP photo-taking session, including tiered staging or step platforms to facilitate group photos in two (2) rows. The Contractor shall ensure adequate floor protection is provided to prevent any damage to the venue finishes.
- 3.20.12 The Contractor shall provide a dedicated team to assist VIPs, including escorting VIPs, Guests of Honour, and speakers to and from the stage.
- 3.20.13 The Contractor shall facilitate stage reconfiguration during the Launching Ceremony cum Symposium as required by the programme flow.
- 3.20.14 The Contractor shall provide professional SI services for not fewer than twenty (20) participants, covering interpretation between Cantonese and Putonghua.
- 3.20.15 The Contractor shall design, produce, and install twenty-four (24) A1-sized full-colour fabric panels for the Mini-Exhibition Area, based on content provided by the ECC Representative, and shall ensure that all panels are properly illuminated.
- 3.20.16 The Contractor shall provide and install three (3) sets of 4K-resolution monitors, each with a screen size of not less than 65 inches (measured diagonally), mounted on stands for video playback at the Mini-Exhibition Area.
- 3.20.17 The Contractor shall set up and furnish a Guest Reception Area to facilitate continuous guest registration, including attendance recording, issuance of name badges/identification labels, on-site colour printing, and lending and return of SI machines. The area shall also include display of roll-up banners and be staffed by not fewer than five (5) staff members. The Contractor shall provide sufficient quantities of spare guest badges and other identification material.
- 3.20.18 The Contractor shall set up and furnish a Media Reception Area equipped

with AV equipment, including speakers and microphones, to support interviews and media activities, facilitate reporter registration throughout the event, and deploy not fewer than one (1) staff member.

- 3.20.19 The Contractor shall provide beverage services for 100 participants during the coffee break, including setup of six (6) to eight (8) high tables, provision of three (3) beverage options, reusable tableware, at least two (2) dedicated service staff, and coordination to ensure timely return of participants to the lecture hall after breaks.
- 3.20.20 The Contractor shall provide signage for key locations including guest and media reception area, toilet facilities, exits, and other wayfinding requirements.
- 3.20.21 The Contractor shall provide professional photography and videography services for the full duration of the Launching Ceremony cum Symposium, deploying not fewer than two (2) photographers and one (1) videographer, and shall produce a full recording and a highlight video of approximately three (3) minutes.
- 3.20.22 The Contractor shall arrange a luncheon on 15 August 2026 in a restaurant at close proximity to the Symposium venue for not more than 12 VIPs, guests, and any other person specified by the ECC representative, subject to the approval of the ECC Representative. The cost shall be no more than \$450 per head.

3.21 Exhibition and Theatre Performance

- 3.21.1 The Contractor shall organise the Exhibition and Theatre Performance from 1 September to 6 September 2026 at the East Kowloon Cultural Centre (EKCC). Venue rental costs shall be borne by the ECC Representative.
- 3.21.2 The venue shall be divided into two (2) functional areas, namely: (a) Exhibition Area; and (b) Theatre Performance Area. Annex III and Annex IV set out the venue layout and available equipment respectively.
- 3.21.3 The Contractor shall deliver the Exhibition and Theatre Performance in accordance with the following programme:
 - (a) Exhibition
 - i. The Contractor shall operate the Exhibition from 1 September to 6 September 2026, from 11:00 a.m. to 8:00 p.m. daily, and the Exhibition shall be open to the public.
 - (b) Theatre Performance
 - i. Session I: Countryside Photography — 5 September 2026 (10:00 a.m. to 11:00am)

- ii. Session II: Rerun of Countryside Harvest Festival 2026 — 5 September 2026 (3:00 p.m. to 4:30 p.m. and 7:30 p.m. to :9:00 p.m.)
- iii. Session III: The Countryside Conservation Funding Scheme (CCFS) Project Organisation Sharing Session — 6 September 2026 (3:00 p.m. to 5:00 p.m.)

3.21.4 The Contractor shall submit preliminary and detailed proposals within two (2) and four (4) weeks respectively, covering:

- (a) Exhibition content, including exhibition design, storyline, installations layout and setup, interactive videos and multimedia content, and Exhibition Area setup including furniture, AV systems, lighting, and equipment layout plan and schedules aligned with the theme; the structural stability reports for all floor-mounted or high-level installations
- (b) Theatre Performance arrangements, including rehearsal schedule, Theatre Area setup, furniture, AV systems, lighting, and equipment layout aligned with the programme rundown.

Part I: Exhibition

3.21.5 The Contractor shall design, organise, and furnish the Exhibition Area with appropriate provisions (including lighting, sound, and AV systems), and shall divide the area into five (5) thematic zones. The Contractor shall provide all necessary services and installations for each zone (or alternative arrangements subject to agreement by the ECC Representative) as follows.

- I. Countryside Harvest Festival 2026 + Beauty of Countryside Areas in Hong Kong
 - (a) Provide an LED wall of min. 5m (W) × 2m (H) with 4K resolution, high refresh rate, and 2mm pixel pitch
 - (b) Develop a continuous playback loop to run throughout exhibition opening hours based on raw video footage provided by the ECC Representative
 - (c) Provide a localised sound system to prevent sound spillover or interference with adjacent thematic zones
- II. Nature Conservation of Hong Kong
 - (a) Provide an LED wall of min. 7m (W) × 2m (H) with 4K resolution, high refresh rate, and 2mm pixel pitch
 - (b) Produce 3D-generated animations of local fauna (e.g. birds, butterflies, dragonflies, etc.) based on photos and/or video materials provided by the ECC Representative, with interactive pop-up features to display key nature conservation messages and

- identification of species
 - (c) Provide a localised sound system to prevent sound spillover or interference with adjacent thematic zones
- III. Stories of Countryside Villages
- (a) Provide a curved LED wall of min. 12m (W) × 2m (H) with 4K resolution, high refresh rate, and 2mm pixel pitch
 - (b) Develop an interactive display interface based on contents, images and/or videos provided by the ECC Representative, covering three (3) countryside villages, Lai Chi Wo, Kuk Po and Mui Tsz Lam. The interface shall include at least seven (7) pages, comprising one (1) overview of Hong Kong countryside areas and six (6) village-specific pages, operating in continuous loop throughout exhibition opening hours
 - (c) Incorporate interactive features within the village pages to engage users and display key information provided by the ECC Representative. Each of the pages shall include at least eight (8) stories or interactive features
 - (d) Enable simultaneous use by not fewer than five (5) users
 - (e) Provide voice-over narration for the stories, potentially integrated with a Pepper's Ghost installation
 - (f) Provide a localised sound system to prevent sound spillover or interference with adjacent thematic zones
- IV. Pepper's Ghost Installation and Physical Display Area
- (a) Integrate two (2) physical display spaces of approximately 2m (L) × 2m (W) × 2m (H) within the above curved LED wall for the Pepper's Ghost installation and Physical Display Area
 - (b) Design, supply, install, and operate a Pepper's Ghost installation comprising a controlled projection system and reflective surface to create a three-dimensional visual illusion, ensuring safe operation, appropriate lighting control, and stable performance throughout the exhibition period
 - (c) Produce a Hakka woman villager character (either virtual or pre-recorded live-action), with speech capability upon provision of scripts
 - (d) Provide and install glass enclosure Physical Display Area, including appropriate spotlighting, for physical models supplied by the ECC Representative
- V. Digital Newspaper Photo Booth
- (a) Provide a photo-taking installation that generates a personalised virtual newspaper front page incorporating the participant's image

3.21.6 The Contractor shall enhance the adjacent areas to the Exhibition Area by providing appropriate dressing, decoration, installations, gimmicks, stickers, promotional videos, and lighting, with the objective of attracting and engaging visitors to the exhibition. The design and content shall be

consistent with the key visuals and themes approved by the ECC Representative.

- 3.21.7 The Contractor shall arrange and manage an online platform for advance booking of free admission to the Exhibition, enabling visitors to attend in accordance with designated time slots.
- 3.21.8 The Contractor shall obtain and clear all copyright licences and fees associated with exhibition materials.
- 3.21.9 The Contractor shall take site possession of the Exhibition Area at 9:00 a.m. on 29 August 2026 and complete all setup works by 5:00 p.m. on 31 August 2026.
- 3.21.10 The Contractor shall ensure that all necessary site provisions, including but not limited to electricity supply, lighting, power outlets, network connectivity, and other essential utilities, are sufficient and fully functional to support the exhibition setup and operations. The Contractor shall provide additional equipment or modifications as necessary to ensure uninterrupted and safe operation throughout the exhibition period.
- 3.21.11 The Contractor shall conduct a trial run of the Exhibition upon completion of setup on 31 August 2026.
- 3.21.12 The Contractor shall ensure the proper installation, testing, operation, and continuous functioning of all equipment throughout the exhibition period, and shall provide on-site technical support during all public opening hours, promptly rectifying any faults or technical issues to minimise disruption to the event.
- 3.21.13 The Contractor shall deploy adequate on-site personnel, and/or coordinate with venue security, to manage crowd flow (including the admission of pre-booked and walk-in visitors), maintain order, and ensure the safety and security of visitors, exhibits, and equipment throughout the exhibition, including during public opening hours and after-hours as required.
- 3.21.14 The Contractor shall ensure fire safety, barrier-free accessibility, and overall venue security throughout the venue set-up, exhibition period, dismantling, and venue reinstatement stages, including but not limited to, maintaining clear exit routes and access to all fire safety provisions (e.g., sprinklers, break-glass alarms), ensuring continuous visible display of relevant signages, and keeping all on-site CCTV cameras and monitoring systems free from obstruction at all times.
- 3.21.15 The Contractor shall conduct visitor counting throughout the Exhibition period and submit daily figures to the ECC Representative by the end of each exhibition day.
- 3.21.16 The Contractor shall deploy sufficient manpower and necessary equipment

(e.g. tablets) to conduct visitor surveys during the exhibition period, using questionnaires approved by the ECC Representative.

- 3.21.17 The Contractor shall provide professional photography and videography services for the Exhibition, deploying not fewer than two (2) photographers and one (1) videographer, and shall produce a highlight video of approximately three (3) minutes.

Part 2: Theatre Performance

- 3.21.18 The Contractor shall identify, engage, and coordinate relevant presenters, participating organisations and/or performers for each session in accordance with the required themes, and shall be responsible for all related programme and logistical arrangements.

Session I: Countryside Photography

- (a) Engage a reputable and emerging Hong Kong-based landscape photographer (e.g. Mr. Kelvin Yuen Sze-lok), who is a winner of International Awards or equivalent, has extensive experience in capturing countryside of Hong Kong, and has previously held photography exhibitions, subject to the approval of the ECC Representative.
- (b) Commission the photographer to produce not fewer than forty (40) countryside-themed photographs and/or videos at Double Haven, for selection by the ECC Representative of twenty (20) items for use in the Theatre Performance and Exhibition
- (c) Invite the photographer to present twenty (20) selected photographs and/or videos during Session I, together with a sharing session of not less than sixty (60) minutes on photography techniques
- (d) Ensure that all necessary copyright licences are obtained and cleared for the twenty (20) selected photographs and/or videos for future use by the ECC Representative
- (e) Ensure that the photographer shares the selected photographs on his/her social media platforms for promotional purposes, and relevant photography societies in Hong Kong will be engaged to further enhance publicity.

Session II: Rerun of Countryside Harvest Festival 2026

- (a) Present at least one (1) video footage of the Countryside Harvest Festival 2026 featuring Maestro Tan Dun, as provided by the ECC Representative, with appropriate sound quality
- (b) Clear the copyright fees associated with the above video footage at not more than HKD\$10,000
- (c) Engage two (2) instrumentalists (one wind instrument and one string instrument) subject to the approval of the ECC Representative, preferably with prior collaboration experience with the Maestro, to perform live interludes between video screenings
- (d) Require each instrumentalist to perform solo pieces followed by a duet

performance, with arrangement and coordination of accompanying or background music jointly engaged by the two (2) instrumentalists

Session III: CCFS Project Organisation Sharing Session

- (a) Engage seven (7) CCFS organisations and provide each of the organisation with a subsidy of HK\$20,000 for the delivery of five (5) guided tours, workshops, or other activity formats as agreed by the ECC Representative, in support of NED themes and the respective CCFS projects
- (b) Coordinate all participating organisations, and require each organisation's tutor to nominate not more than three (3) secondary school students to share their countryside experiences in the guided tours during the Session III presentations, with each organisation delivering a 15-minute presentation
- (c) Prepare certificates for presentation to participating student speakers.

- 3.21.19 The Contractor shall design, develop, and produce stage and backdrop designs for each session, and shall provide sufficient guest badges for officiating guests, ECC representatives, and participating organisations, as well as 3D microphone tags incorporating the relevant logo, key visual, or other designs commissioned by the ECC Representative.
- 3.21.20 The Contractor shall provide and manage an online ticketing platform for the four (4) Theatre Performance Sessions. The Contractor may retain all revenue generated from ticket sales to cover the related administrative cost.
- 3.21.21 The Contractor shall take site possession of the Theatre Area at 9:00 a.m. on 1 September 2026 and complete all setup works by 11:00 p.m. on 3 September 2026.
- 3.21.22 The Contractor shall set up the Theatre Area, including stage presentation equipment (e.g. laptops and microphone systems), VIP seating area, media zone, backstage rooms, and all decorative materials such as banners and backdrops.
- 3.21.23 The Contractor shall coordinate with all performance units and conduct at least one (1) full rehearsal, including sound checks and lighting tests, on 4 September 2026.
- 3.21.24 The Contractor shall provide a dedicated team to assist VIPs, including escorting Guests of Honour, VIPs, and speakers to and from the stage.
- 3.21.25 The Contractor shall provide sufficient staff and equipment, including QR code scanning systems, to ensure smooth and efficient visitor admission.
- 3.21.26 The Contractor shall provide adequate on-site personnel or liaise with venue security to manage crowd flow and ensure the safety of guests and the general public during the Theatre Performance.

- 3.21.27 The Contractor shall provide all necessary technical equipment and support, including but not limited to AV, sound, lighting, and related systems, and shall ensure all systems are properly installed, tested, and fully functional throughout the sessions.
- 3.21.28 The Contractor shall provide signage for key locations, including but not limited to toilets, exits, and other wayfinding requirements.
- 3.21.29 The Contractor shall obtain clearance of all copyrights for performances in the three (3) Sessions for future use by the ECC Representative.
- 3.21.30 The Contractor shall provide and manage all technical and AV services required for the Theatre Performance.
- 3.21.31 The Contractor shall facilitate stage reconfiguration during the Theatre Performance as required by the programme flow for all Sessions.
- 3.21.32 The Contractor shall provide professional photography and videography services for the full duration of the Theatre Performance, deploying not fewer than two (2) photographers and one (1) videographer, and shall produce a full edited recording of the event.

3.22 Associated NED Publicity Activities

Part 1: General

(1A) Publicity Plan and Report

- 3.22.1 The Contractor shall formulate and implement a comprehensive publicity plan to promote NED, utilising a mix of appropriate media and communication channels.
- 3.22.2 The Contractor shall propose and submit a detailed media placement plan, with a primary focus on online channels, including the placement schedule and budget allocation for each item, to ensure wide and effective exposure to the target audience. The plan shall be subject to approval by the ECC Representative, who reserves the right to select, modify, or negotiate the proposed items in terms of cost, coverage, and frequency. Only approved items shall be implemented within the agreed budget.
- 3.22.3 The Contractor shall provide justifications, supported by relevant data and/or market insights, demonstrating the effectiveness of the proposed media channels in reaching and influencing the target audience and achieving the publicity objectives.
- 3.22.4 The Contractor shall prepare, adapt, and produce all necessary artwork and media files based on publicity materials provided by the ECC Representative, including but not limited to adjustments in video resolution,

format, duration, and specifications to suit different media platforms.

- 3.22.5 The Contractor shall conduct media pitching and invite no fewer than ten (10) reporters and editors, comprising at least four (4) from Hong Kong media, four (4) from Chinese Mainland media, and two (2) from international media outlets, to cover the NED events.
- 3.22.6 The Contractor shall proactively follow up with media representatives to secure attendance and maximise media coverage, and shall ensure that the key messages of NED are effectively communicated and disseminated.
- 3.22.7 The Contractor is required to prepare the artwork and media files by adapting of the publicity materials supplied by the ECC Representative, including but not limited to video resolution, output format, and duration, to meet the technical requirements of the agreed media channels as agreed by the ECC Representative
- 3.22.8 The Contractor shall provide a post-event report and summary of all media coverage (including online and printed news articles, TV and video news clips, radio news clips, and other relevant clips) related to the NED events within one (1) week after the Exhibition and Theatre Performance.

(1B) Printed Media

- 3.22.9 The Contractor shall arrange for the publication of one (1) full-page advertorial in a local newspaper.

(1C) Online Media

- 3.22.10 The Contractor shall arrange publicity through online and digital platforms, including but not limited to search engines, websites, mobile applications, social media platforms, and discussion forums.
- 3.22.11 The Contractor shall arrange for the following deliverables through at least one (1) local media outlet: (a) One (1) online advertorial; (b) One (1) social media post on Facebook; (c) One (1) video production of approximately three (3) minutes, including provision of at least three (3) host options; (d) Associated services including interviews, photo shooting, content write-up, and layout design; and (e) Boosting or promotion services to enhance reach and engagement.
- 3.22.12 The Contractor shall allocate an appropriate portion of the budget for online advertising, including but not limited to Facebook, Instagram, search engine marketing (e.g. keyword search), and banner or pop-up advertisements, to effectively promote NED to the target audience.
- 3.22.13 The Contractor shall submit a post-event digital performance report within one (1) week after the Exhibition and Theatre Performance. The report shall include key performance indicators such as reach, impressions, engagement

rates (including likes, shares, comments, and clicks), and audience demographics (where available), supported by screenshots of posts and backend analytics from relevant platforms. The report shall also include a summary of overall campaign performance, together with insights and recommendations for improvement.

(1D) Social Media and KOLs Collaboration

- 3.22.14 The Contractor shall implement a structured social media campaign comprising three (3) phases, namely pre-event, during-event, and post-event promotion. The campaign shall include not fewer than fifteen (15) posts across various platforms, including but not limited to the social media channels of the CCO.
- 3.22.15 The Contractor shall ensure continuity and sustained engagement to the NED by maintaining publicity momentum through ongoing social media activities and targeted engagement with KOLs in Hong Kong and Chinese Mainland.
- 3.22.16 The Contractor shall engage and coordinate with no fewer than eight (8) KOLs across social media platforms in Hong Kong (including Facebook and Instagram) and Chinese Mainland (including WeChat and Xiaohongshu). The KOLs shall specialise in eco-tourism, cultural heritage, lifestyle, arts, and culture, and shall possess strong influence over the target audience. Each KOL shall have a minimum following of ten thousand (10,000) subscribers/followers. A proposed KOL list shall be submitted to the ECC Representative for approval prior to engagement.
- 3.22.17 The Contractor shall ensure that each KOL posting achieves meaningful audience reach and engagement. As a reference benchmark, each post shall achieve not fewer than one thousand (1,000) engagements on Facebook and Instagram, and not fewer than five hundred (500) views or engagements on WeChat and Xiaohongshu.

(1E) Poster and Banner

- 3.22.18 The Contractor shall design, produce, and deliver one (1) poster and one (1) banner based on the approved key visuals, including all artwork development, production, and printing.
- 3.22.19 The Contractor shall be responsible for all logistics to ensure that the materials are delivered in good condition and on time.

Part 2: Exhibition and Theatre Performance

- 3.22.20 The Contractor shall arrange at least five (5) media outlets interested in the theme to conduct guided visits during the exhibition period, with itineraries organised in accordance with the agreed media pitching angles.

- 3.22.21 The Contractor shall submit the proposed media list for approval by the ECC Representative and shall follow up with media representatives after the visits to secure coverage.

4 DELIVERABLES

4.1 General Requirements on Deliverables (where applicable)

- (a) All deliverables, including photographs and videos, shall be handled in a professional manner. The Contractor shall ensure consistent quality and technical standards of all deliverables at all times.
- (b) Audio recording, including speeches and performances by guests and participants, shall be captured under optimal conditions. The Contractor shall ensure clarity of all recorded speech and programme audio, with minimal interference from ambient venue noise.
- (c) All videos shall include captions, with bilingual subtitles provided in both Chinese and English.
- (d) All video productions shall be produced in at least 16:9 high-definition format, encoded in H.264 (1920 × 1080p) or equivalent.
- (e) All photographs and video recordings shall be delivered in USB storage media. All raw and unedited footage shall be provided in Full High Definition (Full HD) format to the ECC Representative.

4.2 Inception Report which includes overall strategy, implementation plan, media placement plan and social media strategy plan etc.

4.3 Launching Ceremony cum Symposium

- 4.3.1 Preliminary and detailed proposals, covering but not limited to:
 - (a) Key visual design
 - (b) Lecture Hall setup
 - (c) Mini-exhibition area design
 - (d) Guest and media reception arrangements
- 4.3.2 2-minute opening video on nature conservation
- 4.3.3 Photographs of the Launching Ceremony cum Symposium, with meeting the following requirements:
 - (a) not fewer than fifteen (15) high-quality, retouched photographs for each event shall be selected and delivered on-site or immediately after the event
 - (b) not fewer than two hundred (200) photographs for each event shall be submitted within five (5) working days after completion of the

event and related activities

- 4.3.4 Full Recording Video: Focusing on the speakers and important moments with editing, shall be submitted for first review within ten (10) working days after the event. The final version shall be submitted within fifteen (15) working days.
- 4.3.5 3-Minute Highlight Video: The first draft shall be submitted within three (3) working days after the event filming, with the final versions ready within seven (7) working days.
- 4.3.6 MC script: The first draft shall be submitted no later than three (3) weeks prior to the event. The final version shall be submitted no later than ten (10) days prior to the event.
- 4.3.7 Twenty-four (24) A1-sized fabric panels for the mini-exhibition area.

4.4 Exhibition and Theatre Performance

- 4.4.1 Preliminary and detailed proposals, covering but not limited to:
 - (a) Exhibition design
 - (b) Theatre Performance arrangements
- 4.4.2 Photographs of the Exhibition and Theatre Performance, with meeting the following requirements:
 - (a) not fewer than fifteen (15) high-quality, retouched photographs for each event shall be selected and delivered on-site or immediately after the event
 - (b) not fewer than two hundred (200) photographs for each event shall be submitted within five (5) working days after completion of the event and related activities
- 4.4.3 3-Minute Highlight Video for the Exhibition :The first draft shall be submitted within three (3) working days after the event filming, with the final versions ready within seven (7) working days.
- 4.4.4 Full Recording Video for the Theatre Performance : The first draft shall be submitted within ten (10) working days after the event. The final version shall be submitted within fifteen (15) working days.

4.5 Associated NED Publicity Activities

- 4.5.1 Comprehensive publicity plan
- 4.5.2 Media placement plan and schedule
- 4.5.3 Media list
- 4.5.4 3-minute online video storyboard and video output

- 4.5.5 Post-event Report and Media Coverage Summary
- 4.5.6 Post-event Digital Performance Report
- 4.5.7 Fifteen (15) social media posts
- 4.5.8 Documentation of KOL postings
- 4.5.9 Poster, with meeting the following requirements:
 - (a) One (1) version only
 - (b) Colour: 4C + 0C (Full colour)
 - (c) Size and dimension: A2 and A4
 - (d) Printing method: Digital
 - (e) Paper quality: 128gsm paper, smooth finish
 - (f) Ink: Environmentally friendly ink;
 - (g) Other requirement: The poster cannot be folded
 - (h) Adaptive vertically
 - (i) Fifty-five (55) copies of the A2 poster and one hundred and twenty (120) copies of the A4 poster
 - (j) Soft copies of the artwork files in Adobe Illustrator (AI) format (non-outlined file with layers), pdf, jpeg, and/or any other formats requested by the ECC Representative
- 4.5.10 Banner, with meeting the following requirements:
 - (a) One (1) version only
 - (b) Colour: 4C + 0C (Full colour)
 - (c) Size and dimension: 2.5 metres (W) x 1 metre (H)
 - (d) Print Quality: 1,440 dpi or above on matt canvas;
 - (e) Other requirement: Welded edged, double eyelets with metal and plastic rings evenly punched; water and UV-resistant;
 - (f) Adaptive horizontally
 - (g) Twenty-three (23) copies of banner
 - (h) Soft copies of the artwork files in Adobe Illustrator (AI) format (non-outlined file with layers), pdf, jpeg, and/or any other formats requested by the ECC Representative

5 OTHER REQUIREMENTS

- 5.1 The Contractor shall deploy the following key personnel for the delivery of the Services:

(A) Essential Key Personnel

- 5.1.1 Requirements in Clause 5.1.2 and 5.1.3 below are essential. Supporting documents must be provided on request to substantiate the compliance. Failure to meet any of essential requirements or supporting documents failed to substantiate the compliance of essential requirements will render the Bidder's offer not being considered further.

5.1.2 Project Manager

- (a) Possess an associate degree or above from a recognised Hong Kong, Chinese Mainland, or overseas university, or equivalent
- (b) Possess knowledge of exhibition structures, construction, and technical drawings, and experience in organising exhibitions, symposia, seminars or conferences, and in managing the production and installation of multimedia programmes and software integration services
- (c) Taking a leading role as Project Manager in no fewer than two (2) exhibitions, symposia, seminars or conferences in public venue with a capacity not less than 100 participants completed within the past ten (10) years prior to the Original Tender Closing Date.

5.1.3 Creative Manager

- (a) Possess a diploma or above from a recognised Hong Kong, Chinese Mainland, or overseas institution, or equivalent, in visual communication, graphic design, multimedia, advertising, or related disciplines
- (b) Possess strong proficiency in computer graphic software and experience in creative design and production direction of AV or multimedia programmes in exhibition centres, galleries, cultural institutions, trade shows, world expos, sales office or museums
- (c) Developed and implemented no fewer than two (2) AV programmes, multimedia programmes, shows or exhibitions in public venue with a capacity not less than 100 participants, of which at least one (1) was developed for the HKSAR Government or a statutory body in Hong Kong within the past ten (10) years prior to the Original Tender Closing Date.

(B) Other Key Personnel

5.1.4 Stage Manager

- (a) Possess a diploma or above from a recognised Hong Kong, Chinese Mainland, or overseas institution, or equivalent.
- (b) Possess relevant experience in AV management for performances and symposia, including setup and operation of digital signage and related technical systems.

5.1.5 Public Relations Manager

- (a) Possess a bachelor's degree or above from a recognised Hong Kong, Chinese Mainland, or overseas university, or equivalent.
- (b) Possess relevant experience in event promotion, media relations, media buying, and related publicity activities.

5.2 Manpower

5.2.1 The Contractor shall provide sufficient experienced, well-trained, and courteous on-site helpers for the delivery of the Services:

- (a) Launching Ceremony cum Symposium: not fewer than ten (10) on-site helpers:

- i. Escort the guests to the stage during the event
- ii. Help with the reception counters
- iii. Help at the mini exhibition
- iv. Help with beverage station
- v. Other duties assigned in the venue

(b) Launching Ceremony cum Symposium (Publicity): not fewer than three (3) on-site helpers:

- i. Assist in the media area during the Launching Ceremony cum Symposium
- ii. Provide on-site support to media
- iii. Assist in the Exhibition ceremony, during the media tour and performance

(c) Exhibition: not fewer than five (5) on-site helpers

(d) Theatre Performance: not fewer than five (5) on-site helpers

5.3 Insurance

5.3.1 The Contractor shall provide Public Liability Insurance (with minimum limit of indemnity not less than HK\$5,000,000 and unlimited number of claims). In addition, the Contractor shall provide Group Personal Accident Insurance (HK\$1,000,000 per person for accidental death and HK\$1,000,000 per person for permanent disability with unlimited number of claims) or Contractor All-Risk Insurance (not less than HK\$10,000,000 any one accident and unlimited any one period), as appropriate for any accidents/ injuries/ deaths/ damages/ liability happened over the event periods, including move-in, setup, dismantling and move-out periods, covering the joint names of the ECC, the Government and the venue.

5.3.2 For the Third-party Public Liability insurance (HK\$5,000,000), the Contractor shall include the ECC and the Government as joint insured parties.

5.3.3 The Contractor shall provide the ECC Representative with copies of such certificates of insurances (or cover notes).

5.4 Contents, Printouts and Copywriter

5.4.1 All contents shall be presented in a legible manner with both English and Chinese text, photos, and graphics. The layout and formats shall be in a simple, appealing, and professional design consistent with the overall design approach.

5.4.2 The services shall include the provision of a copywriter to digest, organise, edit, and proofread the contents to ensure a high level of linguistic quality.

5.5 Copyright of deliverables

- 5.5.1 The ECC owns the exclusive copyright of all deliverables, including but not limited to concepts, engineering details, hard and soft copies. The copyright and any similar rights in any parts of the world, of the exhibits produced by the Contractor under this Contract shall be vested in the ECC. On completion of the Contract or early termination of Contract, if so, all the hard and soft copies of the design must be handed back to ECC. Any information obtained by the Contractor in connection with the production of the deliverables shall be for the sole purpose of the Services only, and must not be released to any other party or used for any other purposes without the prior consent of ECC in writing.
- 5.5.2 As for any designs, concepts, artworks, graphics, photographs, videos, text, charts, cartoons, or figures provided by the Contractor for the provision of the Services under this Contract, the Contractor shall ensure that the use and display of such designs, concepts, artworks, graphics, photographs, videos, text, charts, cartoons, figures, etc. shall be cleared from copyright restriction or permitted use with prior permissions in writing from the relevant overseas or local copyright holders.
- 5.5.3 The Contractor shall be responsible for clearing all copyright issues and obtaining necessary licenses and expense for broadcasting anywhere within and outside Hong Kong, any occasion and any usage using any media, including, but not limited to, radio channels, TV, video walls, the Internet and other public functions/ activities, and for production of VCDs/ DVDs/ CD-ROMs/ Blu-ray discs and other publicity materials by the Government for non-profit making purpose.

6 CONTROL OF THE SERVICES

- 6.1 The ECC Representative will act as the liaison officer between the Contractor and the ECC or the Government in relation to the Services.
- 6.2 The Contractor is to work in cooperation with the ECC Representative to ensure implementation of the Services is in line with the overall strategy and theme of the Campaign.
- 6.3 The Contractor shall take instructions only from the ECC Representative. The Contractor shall comply with all reasonable instructions as the ECC Representative may give in relation to the Services. The Contractor will be required to maintain, for the duration of the Contract, an office in Hong Kong.
- 6.4 The Contractor shall provide professional advice and responses to any questions or requests made by the ECC Representative.
- 6.5 The Contractor shall attend meetings or to give presentation at the meetings as required by the ECC Representative on the progress of the Services. All members

of his/her team must be readily contactable throughout the contract period by ordinary means of communication including telephone, meeting in person and via email. The Contractor will be required to consult and attend meetings in Hong Kong with Committee and other government bureaux and departments and organisations, agencies, committees, and parties as directed by the ECC Representative.

7 TIMEFRAME

7.1 Contract Period

The Contractor must provide the Services to the satisfaction of the ECC Representative for a period commencing from the date specified in the Tender Acceptance and ending on the date upon the completion of all services set out in Scope of Services, subject to early termination or extension provided for in the Contract. The Contract period of the Services is tentatively from June 2026 to October 2026, subject to final confirmation by the ECC Representative.

7.2 Activities Timeframe

The Contractor shall deliver the Services required to the satisfaction of the ECC Representative and in cooperation with the ECC Representative, and other relevant contractors, if any, in a timely manner. Tentative timeframe of the tasks and activities for the Month are as follows:

Tentative Timeframe*	Task / Activity
June 2026	<ul style="list-style-type: none"> ● Award of contract
Two weeks after award of the contract	<ul style="list-style-type: none"> ● Submission of an inception report which includes overall strategy, implementation plan, media placement plan and social media strategy plan etc. ● Kick-off meeting
Three weeks after award of the contract	<ul style="list-style-type: none"> ● Submission of key visuals and other publicity materials.
1 August 2026	<ul style="list-style-type: none"> ● Confirmation of key visuals, related output of the Exhibition and other publicity materials.
August to Early October 2026	Launch of <ul style="list-style-type: none"> ● Activity videos ● Social media promotion ● Media placement

*The dates and milestones indicated may be subject to change by the ECC.

8 LANGUAGE

All deliverables shall be prepared in English or Traditional Chinese or both as directed by the ECC Representative.

9 ACCEPTANCE BY THE GOVERNMENT

None of the Services and deliverables shall be deemed to have been completed until and unless the ECC Representative has confirmed acceptance of the same in writing.

10 CONTRACT PRICE AND PAYMENT

10.1 Payment

10.1.1 Payment shall be made to the Contractor subject to satisfactory completion of Services according to the following schedule:

Instalment	Deliverables Required	Amount
Mandatory Items (as stipulated in Part A of Schedule 4 - Price Proposal)		
1	Upon completion of the Launching Ceremony cum Symposium	35%
2	Upon completion of the Exhibition and Theatre Performance	35%
3	Upon completion of the Contract with obtaining written acceptance from ECC Representative on all required deliverables	30%
Total		100%

10.1.2 Notwithstanding Clause 10.1.1, the Bidder's attention is drawn to Clause 2 of Appendix 3 that the ECC's liability shall be limited to the money payable in accordance with the schedule of rates for the amount of work completed to the standard acceptable to the ECC. Where the Contractor has incurred any liability to the ECC or its Representative, whether at law or in equity and whether such liability is liquidated or unliquidated, the ECC may set off, whether at law or in equity, the amount of such liability against any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other contracts.

10.1.3 Where the Contractor is a non-resident corporation, the ECC shall withhold a percentage equivalent to the prevailing Hong Kong profits tax applicable to unincorporated and incorporated business/profession of any fee payable to the Contractor by way of lump sum, instalments, or discounted payments (exclusive of any reimbursement of expenses, if any)

in respect of the services provided in Hong Kong for the settlement of such profits tax chargeable on the fee. Any balance will be returned to the Contractor without interest within a reasonable time upon final determination and settlement of such tax liabilities.

11 ACKNOWLEDGEMENT

- 11.1 The logo of the ECC and any other logos approved and provided by the ECC must be used and printed onto the following categories of publicity materials, including but not limited to leaflets/posters/banners, backdrops, webpage, reports and publications, and advertisements on newspaper and electronic media.
- 11.2 For publicity materials produced under this Service contract, the name and/or logo of the ECC and any other logos approved and provided by the ECC shall be placed in the most prominent position with a reasonable size.
- 11.3 Use of the name and logo of the ECC for other purposes shall not be allowed unless the prior approval by the ECC Representative has been obtained.
- 11.4 Exceptions to the above clauses 11.1 to 11.3 shall be approved by the ECC Representative.

12 REMARKS

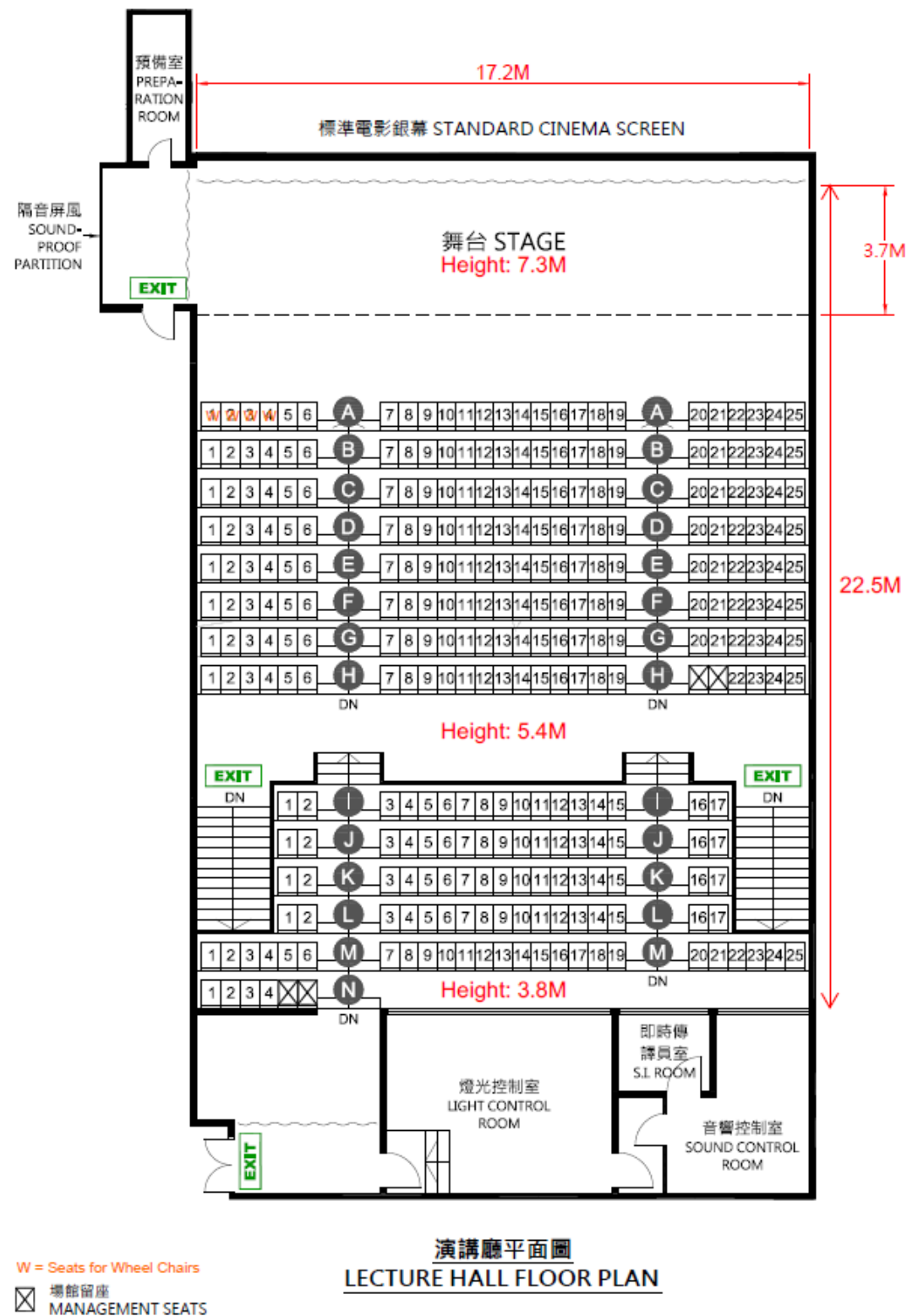
- 12.1 The ECC Representative reserves the right to hire part of the services (i.e., selected items) to be delivered by the Contractor by notice in writing, and to assign part of the services to another contractor.
- 12.2 The ECC reserves the right not to invite any of the Bidders, who have submitted proposals in response to this invitation, to enter into a written agreement on the project.
- 12.3 The ECC reserves the right, at any time or prior to the completion of the services at its discretion, to terminate whole or part of the Services to be delivered by the Contractor by notice in writing, and to assign the balance of the uncompleted services to another contractor.
- 12.4 The Government may immediately terminate the Contract upon the occurrence of any of the following events:
 - (a) the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

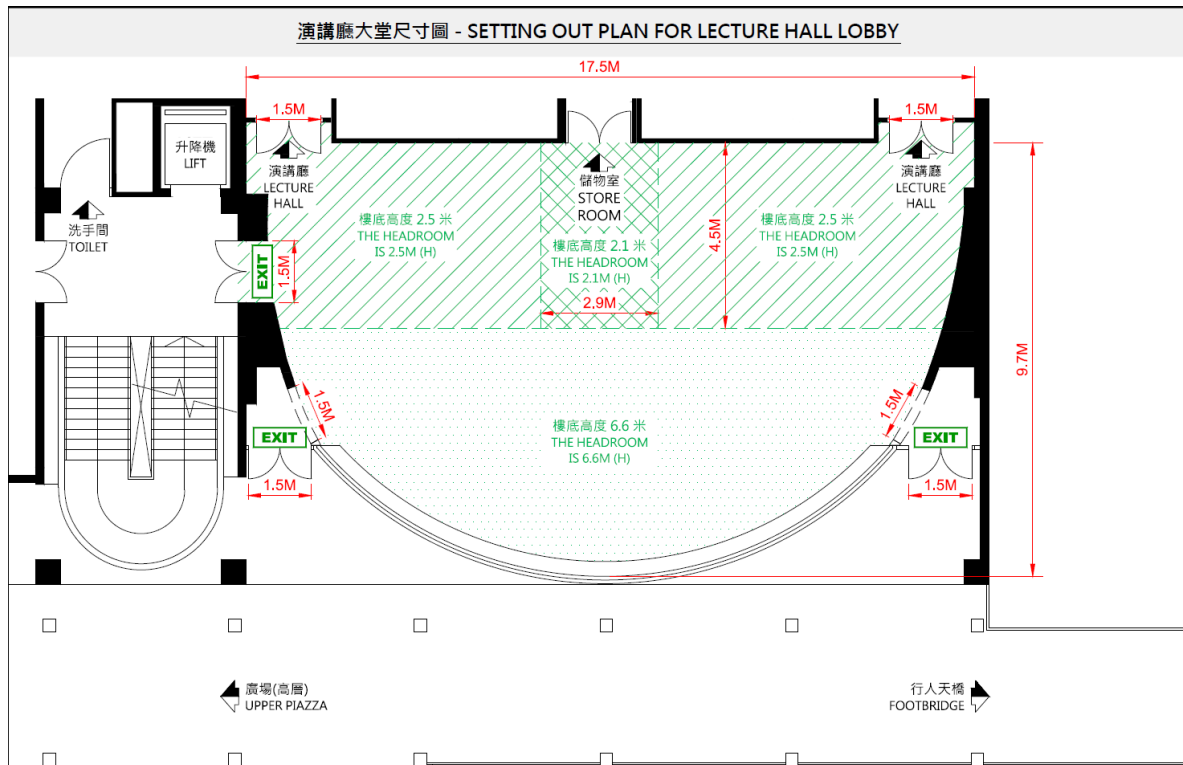
- (b) the continued engagement of the Contractor or the continued performance of the Contract is contrary to the interest of national security; or
- (c) the ECC or the Government reasonably believes that any of the events mentioned above is about to occur.

13 SUBMISSION AND ENQUIRY

- 13.1 The Bidder's proposal and/or any other relevant documents must reach the ECC Secretariat by **12:00 noon, 17 June 2026 (Hong Kong Time)**. Late submission will NOT be accepted. Should you have any queries, please contact the ECC Secretariat at telephone number 2835 1020.

Annex I Venue Layout of Launching Ceremony cum Symposium





Annex II Venue equipment list for Launching Ceremony cum Symposium

A. Furniture Required (for LOBBY only) 大堂附設傢私

[Total Capacity : 80 people 最多容納80人]

- | | |
|--|--------------|
| <input type="checkbox"/> (1) Table 長檯 (5' x 2.5' x 2.5') (max. 4 nos. 最多四張) | _____ nos. 張 |
| - With table cloth 連檯布 (red in color 紅色) | |
| <input type="checkbox"/> (2) Chair 椅子 (max. 8 nos. 最多八張) | _____ nos. 張 |
| <input type="checkbox"/> (3) Display Panel 展覽板 (6' x 3.25') (max. 6 nos. 最多六塊) | _____ nos. 塊 |
| <input type="checkbox"/> (4) Stanchion 圍柱連圍繩 (max. 6 nos. 最多六枝) | _____ nos. 枝 |
| <input type="checkbox"/> (5) Notice Stand 告示座 - 1.8' x 1.6' (max. 2 nos. 最多兩個) | _____ nos. 個 |
| - 3' x 2.15' (max. 2 nos. 最多兩個) | _____ nos. 個 |

B. Furniture Required (on STAGE only) 舞台附設傢私

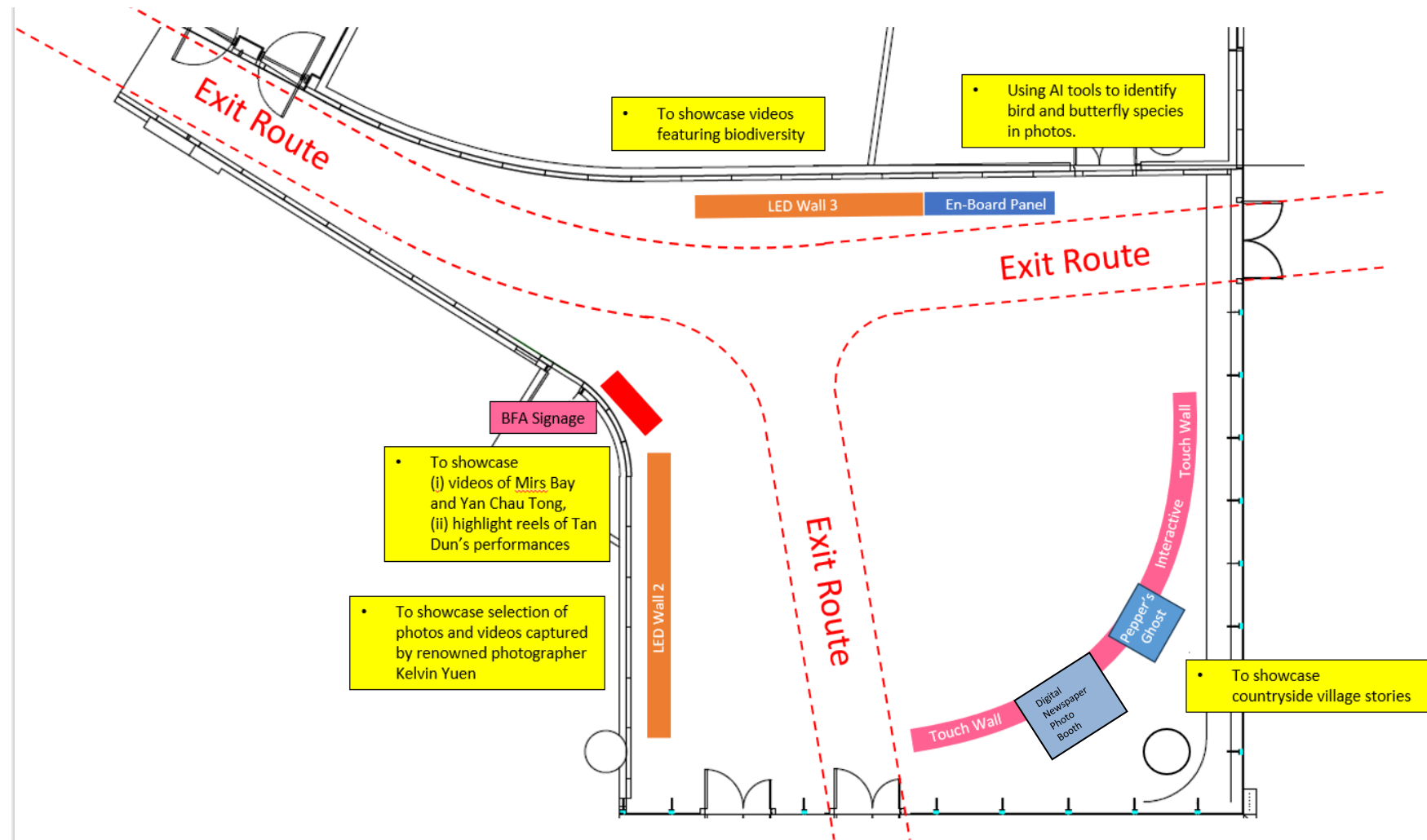
- | | |
|--|--------------|
| <input type="checkbox"/> (1) Table 長檯 (5' x 2.5' x 2.5') (max. 5 nos. 最多五張) | _____ nos. 張 |
| - With table cloth 連檯布 (red in color 紅色) | |
| <input type="checkbox"/> (2) Chair 椅子 (max. 14 nos. 最多十四張) | _____ nos. 張 |
| <input type="checkbox"/> (3) Display Panel 展覽板 (6' x 3.25') (max. 4 nos. 最多四塊) | _____ nos. 塊 |
| <input type="checkbox"/> (4) Music Stand 譜架 (max 10 nos. 最多十個) | _____ nos. 個 |
| <input type="checkbox"/> (5) Laser Pointer 激光指示器 | |
| <input type="checkbox"/> (6) Lectern 講臺 (4' x 2.5' x 2') | |
| - with microphone and to count as 1 Table Mic 講臺麥克風以一支座檯咪計算 | |
| <input type="checkbox"/> (7) Wyteboard 白磁板 (4' x 8') | |

C. Equipment / Service Required 所需設備／服務

- ☐ (1) Standard Cinema Screen 標準電影銀幕 (17.7' x 38')
- For projection of movie / computer image 用以投放電影／電腦影像
- ★ ☐ (2) Video Projector 影像投影機 Time 時間: _____
- For projection of computer image / PowerPoint / DVD / Blu-ray disc
用於放映電腦影像／PowerPoint／DVD／藍光光碟
- Please submit censor card before screening of films 請於放映電影前提供放映許可證[#]
- A separate charge is applicable for use of the Video Projector in non-cinematographic events
使用影像投影機舉行非電影放映節目須另收費
- ★ ☐ (3) Simultaneous Interpretation System 即時傳譯系統 _____ nos. 部
(max. 80 sets of receivers & headsets 最多八十部接收器及耳機) Time 時間: _____
- ☐ (4) Stage Foldback Monitor 舞台監聽喇叭 (max. 2 nos. 最多兩部) _____ nos. 部
- ☐ (5) Music Playback 音響播放 (CD / MP3 鐳射唱片／MP3) Time 時間: _____
- ★ ☐ (6) Audio Recording Service 現場錄音服務 Time 時間: _____
- DVD-R / USB Flash Drive to be provided by Hirer 租用人須自備DVD-R／USB隨身碟
- ★ ☐ (7) Provision of Sound Feed 收音線 _____ nos. 條; Time 時間: _____
- (8) Video Recording Service 現場錄影服務
- DVD-R / USB Flash Drive to be provided by Hirer 租用人須自備DVD-R／USB隨身碟
- **The quality of the video will not be up to studio / broadcast standard 錄影質素並無錄影室／廣播水準**
- ★ ☐ With Camera FIXED 固定鏡頭 Time 時間: _____
- ★ ☐ With Camera MOVEMENT 活動鏡頭 (Pan / tilt function) Time 時間: _____
- (9) Microphones 麥克風 (max. 7 nos. in total 最多共七枝)
- | | | |
|---|--------------------------------|------------------------------|
| <input type="checkbox"/> Table Mic. 座檯咪 | } (max. 5 nos. in total 最多共五枝) | _____ nos. 枝; Time 時間: _____ |
| <input type="checkbox"/> Stand Mic. 座地咪 | | _____ nos. 枝; Time 時間: _____ |
| ★ <input type="checkbox"/> Handheld Wireless Mic. 手持無線咪 | } (max. 2 nos. in total 最多共兩枝) | _____ nos. 枝; Time 時間: _____ |
| ★ <input type="checkbox"/> Wireless Headset Mic. 頭戴式無線咪 | | _____ nos. 枝; Time 時間: _____ |
- ★ ☐ (10) Baby Grand Piano 小型三角琴 (max. 1 no. 最多一座)
- Including tuning service 包括調音服務

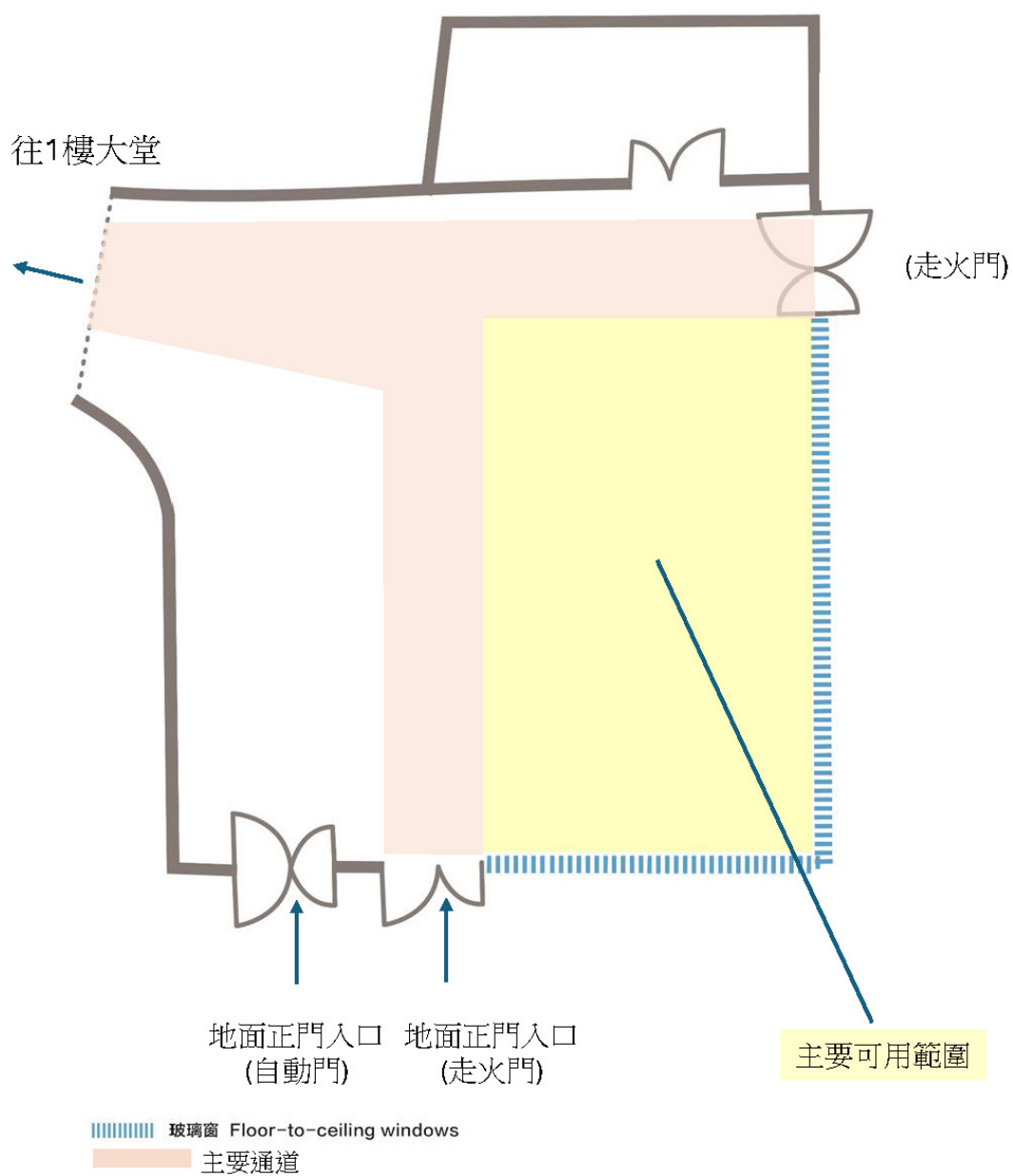
APPENDIX 2

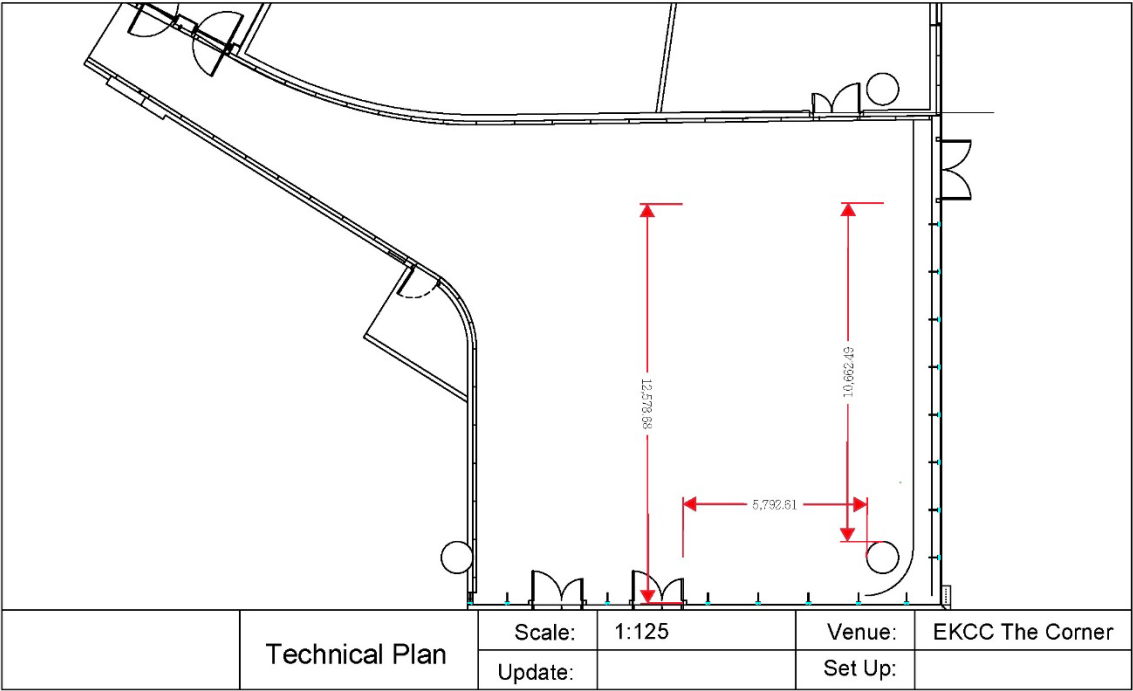
Annex III Venue Layout of Exhibition and Theatre Performance





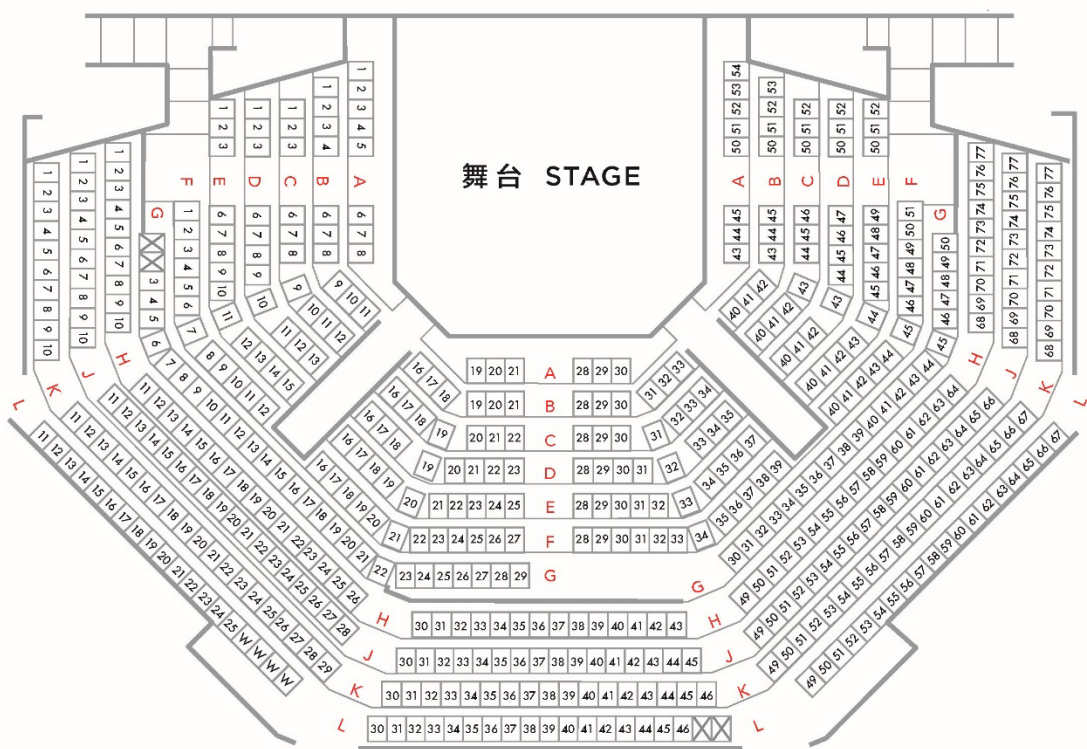
The CORNER 展隅







座位表
Seating Plan



☐ W 適合坐輪椅者的座位
Seats Suitable for Audience on Wheel Chairs

座位總數
Total no. of Seats: 536

☒ 場館留座
Management Seats

Annex IV Venue equipment list for Exhibition and Theatre Performance

 <p><u>演藝科 - 技術支援組</u></p> <p>東九文化中心 香港九龍 牛頭角道60號</p> <p>電話 852-3166 2800</p> <p>傳真 852-3547 2698</p> <p>聯絡</p> <p>方浩宏先生 高級經理(東九文化中心) 1 直線電話 852-3166 2801 電郵 jhwfong@lcsd.gov.hk</p> <p>曹愷敏女士 經理(東九文化中心) 2 直線電話 852-3166 2805 電郵 jhmcho@lcsd.gov.hk</p> <p>徐麗安先生 駐場技術監督(東九文化中心) 直線電話 852-3166 2825 電郵 ayotsui@lcsd.gov.hk</p> <p>舞台裝置</p> <p>劇場不會預先安排舞台裝置。因此，租用人需在租出期內自行裝拆設備，並須預留足夠時間掛上舞台布幕及裝設舞台燈光及音響。</p> <p>因應其他設施及技術要求需要，請向駐場技術監督查詢。</p>	<p>東九文化中心 - 劇場 詳細 技術設施資料</p> <p>V. 2025.09.19</p>   <p>第1頁, 共9頁</p> <p>劇場的三向舞台將表演者與觀眾的距離拉近，建構更親密和互動的表演環境。</p> <p>前往方法</p> <p>香港鐵路 (MTR): 觀塘線, 九龍灣地鐵站, B出口</p> <p>巴士: 九龍灣站 (東九文化中心) 巴士站 淘大花園巴士站</p> <p>公路 (由港島西): 海底隧道 → 東九龍走廊 → 啟德隧道 → 太子道東 → 觀塘道 → 禧海街</p> <p>公路 (由港島東): 東區海底隧道 → 觀塘繞道 → 啟德道 → 啟祥道 → 牛頭角道 → 禧海街</p> <p>公路 (由新界): 獅子山隧道 / 大老山隧道 → 龍祥道 → 觀塘道 → 禧海街</p> <p>鄰近公共停車場: 德福廣場、淘大商場、牛頭角下邨停車場</p> <p>出入景 卸貨區貨車進入口: 4.7米 (高) 最多可同時容納2輛20呎貨櫃車 入口地台高度: 1.20米</p> <p>卸貨區後舞台卷閘口: 3.65 x 3.70米 (闊 x 高)</p> <p>後舞台入口: 3.42 x 3.02米 (闊 x 高)</p> <p>後台入口 於牛頭角道, 面向淘大商場</p> <p>泊車 需要申請及獲得批准</p>
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觀眾席

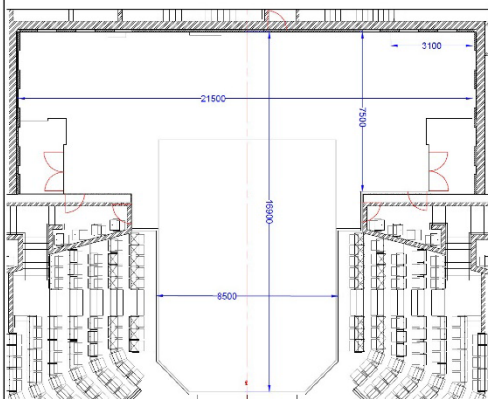
座位總數共有: **536**
無障礙空間: **4**
迴響時間 (500Hz - 1kHz平均值) **0.9-1.1秒**

鏡框
鏡框尺寸至上舞台區域 **10.80 x 7.00米 (闊 x 高)**
可用舞台闊度 (由舞台虎度門調校) **7.20 - 8.20米**
可用舞台高度 (由舞台橫幕調校) **4.90 - 5.90米**

舞台闊度
台中至台右邊緣 **4.22米**
台中至台左邊緣 **4.22米**

舞台深度
活板門前舞台邊緣至上舞台邊緣 **12.00米**

舞台高度
三向舞台-舞台地板至技術走廊樓層 **7.95米**
鏡框後方-舞台地板至上舞台棚頂高度 **15.00米**
觀眾席至舞台高度 **0.42米**

**舞台地面**

主舞台
平面啞黑色硬木板 **750公斤/平方米** 安全載重量
主舞台設有活板門 **46個**
活板門數量 **48個**

後舞台

闊度 **21.50米**
走廊之間的闊度 **17.00米**

深度

鏡框尺寸至舞台後牆 **7.50米**
鏡框尺寸至通道走廊樓層 **4.25米**

高度

舞台地板至通道走廊樓層 **9.60米**

存放佈景位置

後台空間

通道

後舞台、更衣室走廊和台底

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懸掛 - 舞台				
活動式吊機橫樑		15		
吊機		15	(每條樑各1部吊機)	
安全負重量		500公斤	安全載重量	
橫樑之間最短安全距離		0.60米		
燈光吊杆 (技術走廊樓層)		50公斤/米	安全載重量	
懸掛 - 上舞台				
懸掛系統				
請先提交吊杆換景表，以便加快電腦錄序。如於彩排時有更改，必須預留時間更改錄序。				
舞台上方吊杆				
吊杆一般直徑		0.48毫米		
吊杆一般距離		0.20米		
請參閱吊杆表，查看可用吊杆及位置。				
吊杆一般長度		12.00米	(4條吊杆)	
		7.00米	(1條吊杆)	
吊杆安全負重量		12.00米	650公斤	安全載重量
		7.00米	500公斤	安全載重量
台側吊杆				
吊杆一般直徑		48毫米		
吊杆一般長度		3.40米		
安全負重量		300公斤	安全載重量	
吊燈架吊杆				
吊杆長度		2.00米		
安全負重量		300公斤	安全載重量	
上舞台棚頂				
可移動吊機橫樑		4條		
吊機		4部	(每條樑各1部吊機)	
安全負重量		500公斤	安全載重量	
懸掛 - 後舞台				
活動式吊機橫樑		4		
吊機		4	(每條樑各1部吊機)	
安全負重量		500公斤	安全載重量	
舞台設備				
幔幕				
黑色幔幕	側幕	4	平面	4.00 x 7.00米
	沿幕	2	平面	14.00 x 3.50米
	直切半幕	2	平面	7.00 x 7.00米
	台側遮擋布幕	4	平面	4.00 x 8.00米
天幕		1	平面	12.00 x 7.00米
黑紗		1	平面	12.00 x 7.00米
白紗		1	平面	12.00 x 7.00米
合唱隊台階	三層		3件	
	四層		3件	配備後圍欄

椅子	樂師椅	40張	
	高椅	5張	
譜架	黑色	40個	
樂器	演奏用鋼琴	1台	Steinway & Sons (需額外收費)
演講台		1個	
桌子	1.80 x 0.60米 (闊 x 深)	12張	
升降梯	電動升降台	2部	需預先向舞台管理部借用及批准，方可使用。
化妝間			
地下 (舞台)	T1	可供15人使用 [^]	
	T2	可供2人使用 [#]	
	T3	可供2人使用 [#]	
	T4	可供2人使用 [*]	
	T5	可供2人使用 [*]	
	T6	可供6人使用 [#]	
	T7	可供10人使用 [*]	
	T8	可供8人使用 [#]	
製作辦公室			
休息室			
[#] 化妝間均設置無障礙洗手間及淋浴設備。 [*] 化妝間均設置洗手間及淋浴設備。 [^] 可供應圍板作搭建臨時搶妝間之用。			
			
洗衣間 洗衣機、乾衣機，設置於化妝間T5及T7之間。 另有衣車、熨斗、熨板及蒸氣熨斗可向舞台管理部借用。			
燈光			
調光器	ETC 數碼調光器, 3仟瓦特	30	
(PowerCon	ETC 數碼調光器, 5仟瓦特	4	
True1插座)	ETC Sensor3 數碼ThruPower調光器, 3仟瓦特	79	
	ETC Sensor3 數碼ThruPower調光器, 5仟瓦特	5	
	ETC Sensor3 繼電器	95	
額外供電	63安培三相插頭	1	
租用人如要利用後台側的額外電源，以供電給帶來的電力設備時，需由本地註冊電業工程人員，進行所需要的電力工程。帶來的電力裝置，應設有足夠有效的電路保護器。			
燈光控制台	grandMA3 Light 控制調光台裝置於燈光控制室內。		
便攜燈光控制台	grandMA3 Light 控制調光台		
觀眾席燈	DMX 調控，於燈光控制室控制。		
成像燈	750W ETC	Source 4 15/30°	20
	750W ETC	Source 4 25/50°	16
LED 螺紋燈	167W ETC	Source 4 Lustr 2 Fresnel	20

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LED電腦燈	400W	HES	SolaPix 7	16
	480W	HES	SolaWash 1000	18
	440W	HES	SolaHyBeam 1000	10
	850W	Robe	T2 Profile	20
PAR	180W	Silver Star	SS352XCEM	30
	1kW	Kupo	PAR64-FB (CP61)	20
天幕燈	400W	Altman	Spectra 400	4
地排燈	400W	Altman	Spectra 400	4 *不連掛勾
閃燈	740W	Martin	Atomic 3000 LED	2
紫外光燈	120W	ADJ	UV COB Cannon 1X	2
煙霧機	1300W	Look Solutions	Viper NT	2
	1500W	Smoke Factory	Tour Haze II	2
台側吊燈架				2
流動燈架		6 (頂)	2485毫米*	
燈具鏡片中央離地高度		5	2045毫米	
		4	1605毫米*	
		3	1165毫米*	
		2	725毫米*	
		1 (底)	285毫米*	
若租用人未能於租用時段內預留足夠時間裝拆燈光裝置，場地只能提供基本舞台燈光供租客使用。				
請在進場前最少三個星期提交燈光設計圖，以確認所需燈光設備。				
燈具數量會因應維修略有變動，請向駐場技術監督查詢。				
若自攜「燈光及電力設備」到劇院使用，必須參考機電工程署《電力（線路）規例工作守則》2020年版之要求，如關於電力安全有任何問題，請聯絡本部門。詳情請參考以下網址：				
http://www.emsd.gov.hk/emsd/tc/welcome/em_safety.shtml				
音響				
音響系統 (Dante系統)	主揚聲器系統			
		d&b audiotechnik Vi10P		8 (固定位置)
		d&b audiotechnik Vi-SUB		4 (固定位置)
	輔助揚聲器系統			
		d&b audiotechnik E8		14 (固定位置)
		d&b audiotechnik 44S		11 (固定位置)
	環繞聲揚聲器系統			
		d&b audiotechnik E8		16 (固定位置)
	訊號處理器			
		d&b audiotechnik DS100		1
舞台監聽		d&b audiotechnik M4		10
音訊放大器		d&b audiotechnik 10D		2 (固定位置)
		d&b audiotechnik 30D		3 (固定位置)

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主調音控制台	DiGiCo SD12							
	單聲道輸入					32		
	身歷聲輸入					16		
	輔助輸出					12		
副調音控制台	DiGiCo SD12					1		
線路輸入	每側舞台					24		
	上舞台中間					8		
	觀眾席					8		
話筒	動圈式人聲用麥克風							
	Shure SM58					4		
	Shure Beta 58A					4		
	Sennheiser e835S					2		
	Beyerdynamic M88TG					2		
	DPA 4018V-B-B01 d:facto					6		
	Shure Nexadyne NXN8/S					4		
	動圈式樂器用麥克風							
	Shure SM57					2		
	Shure Beta 57A					4		
	AKG D112 MKII					1		
	電容式麥克風							
	Audio-Technica AT4041					4		
	Sennheiser MKH 8040					6		
	Sennheiser MKH 8050					2		
	Sennheiser MKH 8070					2		
	Neuman KM184					6		
	Neuman KM185					6		
	Shure Beta 52A					1		
	AKG C414 XLS					6		
	DPA 4055					4		
	Shure Beta 87A					2		
	微型樂器麥克風							
	DPA 4099 Core Rock Kit X1					1套		
無線話筒	Sennheiser 數碼6000無線話筒系統							
	包含：手提式 – SKM 6000					8		
	領夾式 – SK6212					8		
D.I.	BSS AR 133					2		
	RNDI					8		
	RNDI-S					4		
	Radial USB-Pro					4		
	Radial SB-5					2		
CD/ SD卡/ USB播放器	Denon DN-500BD MKII					2		
	Tascam CD500B					2		
	Tascam CDR-250N					2		
環線感應系統	設置於觀眾席							
即時傳譯系統	3種語言紅外線即時傳譯系統 (需額外收費)							

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LED字幕顯示系統	橫向LED字幕板 位置	2 台口鏡框兩側
	字幕板尺寸	205 x 102.5 厘米 (闊 x 高)
通訊系統		
舞台監督控制檯	設於台右 (最多可分四聲道通訊)	
對講系統	觀眾席, 舞台及後台	
	四通道通訊平台	1套
	有線對講器	10套
	無線對講器	8套
提示燈系統	浮動位置	8套
傳呼及表演傳播系統	化妝間及後台區域	
投影		
多媒體投影機	Panasonic PT-RQ35K (設置於指定位置)	3
伺服器		
多媒體伺服器		
視頻轉播及錄製		
4K攝影及影像處理系統		
PTZ 攝影機	Panasonic AW-UE160 (設置於指定位置)	7
遙距控制器	Panasonic AW-RP150	2
便攜式相機支架	Panasonic Polecam PanaPod	2
影像切換器	Sony XVS-G1 with 1M/E 16按鈕控制面板	1
串流編碼器	Matrox Monarch Edge	1
影像錄影機	BMD HyperDeck Studio 4K Pro	9
舞台自動追蹤系統	Blacktrax	
	Zactrack Pro	

可提供的設備數量會因應租用日數或維修略有調整及變動，請向駐場技術監督查詢。
租用人須預留足夠時間及人手在租用時段內裝拆、設置、調校和測試設備，以確保排練或演出順利進行。

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燈光聯合貯備資料 (與其他場地共用)				
成像燈	167W	ETC	Source 4 Lustr 2 Profile 15/30°	50
螺紋燈	250W	Silver Star	SS826XH	16
LED電腦燈	480W	HES	SolaFrame 1000	30
	480W	HES	SolaWash 1000	10

音響聯合貯備資料 (與其他場地共用)	
話筒	動圈式人聲用麥克風
	Shure SM58
	4
	Shure Beta 58A
	8
	Sennheiser e835S
	2
	Beyerdynamic M88TG
	1
	DPA 4018V-B-B01 d:facto
	4
	Shure Nexadyne NXN8/S
	6
	動圈式樂器用麥克風
	Shure SM57
	1
	Shure Beta 57A
	8
	AKG D112 MKII
	1
	AKG SE 300B
	1
	電容式麥克風
	Audio-Technica AT4041
	6
	Sennheiser MKH 8040
	6
	Sennheiser MKH 8050
	4
	Sennheiser MKH 8070
	2
	Neumann KM184
	8
	Neumann KM185
	8
	Shure Beta 52A
	1
	AKG C414 XLS
	8
	DPA 4055
	4
	Neumann U87 Ai
	1
	Shure Beta 87A
	6
	微型樂器麥克風
	DPA 4099 Core Rock Kit
	1
	DPA 4099 Core Class Kit X1
	1

投影聯合貯備資料 (與其他場地共用)	
多媒體投影機及鏡頭	Panasonic PT-RQ35KE
	Lens ET-D75LE8 – 7.3-13.8:1
	Lens ET-D75LE10 – 1.3-1.7:1
	Lens ET-D75LE20 – 1.67-2.4:1
	Lens ET-D75LE30 – 2.4-4.7:1
	Lens ET-D75LE40 – 4.6-7.1:1
	Lens ET-D3LEW60 – 0.9-1.1:1
	Lens ET-D3LEU100 – 0.37:1

請提交完整製作計劃及工作流程圖以預留以上貯備，貯備器材以 先到先得 形式提供。
貯備設備不會預留給任何特定的設計。

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