



**27 – 30 / 4 / 2017**

**Exhibitor Package for HKTDC Hong Kong Gifts & Premium Fair 2017**  
**香港貿發局香港禮品及贈品展2017 (參展商須知)**

Dear Exhibitors

Thank you for your participation in the **HKTDC Hong Kong Gifts & Premium Fair 2017**. Please note that the items listed overleaf will be included in your exhibitor package. If you have any questions, please feel free to contact us.

Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council

各位參展商

感謝 貴公司參加**香港貿發局香港禮品及贈品展2017**，煩請檢查背頁所列的資料是否已領取及齊全。如有任何疑問，請與以下同事聯絡。

Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Miss Veronica Chan 陳柏旻小姐	(852) 2240 4029	veronica.pm.chan@hktdc.org	(852) 2270 5855
Miss Daisy Hui 許玉英小姐	(852) 2240 4028	daisy.yy.hui@hktdc.org	(852) 2169 9131
Miss Emily Chan 陳紀華小姐	(852) 2240 4471	emily.ky.chan@hktdc.org	(852) 3521 3108
Mr. C. K. Chan 陳志堅先生	(852) 2240 4380	ck.chan@hktdc.org	(852) 2169 9149
Miss Cindy She 余敬敏小姐	(852) 2240 4560	cindy.km.she@hktdc.org	(852) 3746 6123

預祝 展出成功！

香港貿易發展局 謹啟

**Download Exhibitors' Manual and Order Form from the Fair Website 於大會網頁下載參展商手冊及申請表格**

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:  
 參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下：

**Exhibitors' Manual 參展商手冊:**  
<http://www.hktdc.com/hkgiftspremiumfair/manual>  
**Order Forms 額外設施及服務申請表格:**  
<http://www.hktdc.com/hkgiftspremiumfair/orderform>  
*(Remarks: Hardcopy will NOT be distributed)*  
 備註：印刷本將不會派發)

Order Form Submission Deadline 申請表截止日期	
Advertising & Promotion 廣告及推廣項目	Additional Facilities and Services 額外設施及服務
22 / 3 / 2017	16 / 3 / 2017

The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and note all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

27 – 30 / 4 / 2017

Item 資料項目	Circular No 通告
1. Checklist of Important Dates 重要日期清單	Special Circular 特別通告(1)
2. Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 關於印度國民預辦入境登記的更新	Special Circular 特別通告(2)
3. Briefing Session on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement 展會須知、保護知識產權及撤館交通安排簡介會	Special Circular 特別通告(3)
4. Exhibitors' Manual and Order Forms Electronic Version (Submission deadline for additional facilities: 16 March 2017) 參展商手冊、額外設施及服務申請表格電子版本 (額外設施申請之截止日期: 2017年3月16日)	Circular 通告 1
5. Alteration of Basic / Standard / Premium Booth Structures (Deadline: 16 March 2017) 自行更改基本/標準/特級展位設施 (截止日期: 2017年3月16日)	Circular 通告 2
6. Points to Note / Measures on Custom-built Participation 特裝參展新措施及注意事項	Circular 通告 3
7. Special Move-in and Move-out Arrangement 特別進館及撤館交通安排	Circular 通告 4
8. Maximise Your Exhibition Effectiveness with hktcdc.com hktcdc.com 助你提升展覽效益	Circular 通告 5
9. Combined Fair Catalogue with the Fair's Official Magazine - HKTDC Gifts, Premium & Stationery Offers Exhibitors Greater Benefits 展覽會場刊與大會指定產品雜誌 - 《香港貿發局禮品及文具》結合為參展商締造更多商機	Circular 通告 6
10. Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Circular 通告 7
11. Move-out Regulations 撤館規則	Circular 通告 8
12. Fair Notices 展會通告	Circular 通告 9
13. Join HKTDC social media channels and get up-to-date fair information 通過香港貿發局的社交平台獲取最新展覽會資訊	Circular 通告 10
14. Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項 -現場使用電力指引	Circular 通告 11
15. Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 附件 1
16. Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子	

\* Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
26 April (Tue) 4月26日(星期二)	Nil 不適用	2:00pm-7:00pm 下午2時正至下午7時正
27-29 April (Wed-Fri) 4月27-29日(星期三至五)	9:30am-6:30pm 上午9時30分至下午6時30分	9:00am-6:00pm 上午9時正至下午6時正
30 April (Sat) 4月30日(星期六)	9:30am-5:00pm 上午9時30分至下午5時正	9:00am-3:30pm 上午9時正至下午3時30分

Note: The Exhibitor Badges and Vehicle Permit will be distributed in April 2017.  
注意: 有關參展商工作證及車輛入場許可證將於2017年4月派送到貴公司。

## Special Circular (1) – Checklist of Important Dates

### 特別通告 (1) – 重要日期清單

Confirmation of Company Information 參展商資料最後確認日期	Late-February 2017 2017 年 2 月下旬
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	16 March 2017 2017 年 3 月 16 日
Official Magazine Advertisement Promotion Opportunities Deadline 指定產品雜誌廣告位預訂表格截止日期	22 March 2017 2017 年 3 月 22 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Early-April 2017 2017 年 4 月上旬
Visitor Pre-Registration Deadline 參觀人士預先登記截止日期	<b>Receive Free Admission Badge by Mail:</b> For Buyers from HK: Please pre-register before 13 April 2017. For Buyers from outside HK: Please pre-register before 4 April 2017. (Buyers who submitted their pre-registration after the above deadline can collect a free admission badge on-site during the fair period.)  <b>郵寄免費入場證:</b> 香港買家: 請於 2017 年 4 月 13 日前登記 香港以外地區買家: 請於 2017 年 4 月 4 日前登記 (在以上截止日期後登記之買家, 可在展覽期間於買家登記處索取免費入場証)
Delivery of Exhibitor Badge 參展商工作證	Early-April 2017 2017 年 4 月上旬

**Note 注意:**

The above schedule is subject to change without advance notice.  
主辦機構保留更改以上日期的權利, 恕不另行通知。

## Special Circular (2) – Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals

We would like to update you regarding a new arrangement on Indian nationals arriving Hong Kong, which applies to ALL our Indian exhibitors and buyers.

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals will be implemented from 23 January 2017 onwards. The online service for “Pre-arrival Registration for Indian Nationals” has been opened on 19 December 2016.

Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:  
[http://www.immd.gov.hk/eng/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html)

Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council

## 特別通告 (2) – 關於印度國民預辦入境登記的更新

請留意一項關於印度國民的入境安排，此安排適用於所有印度參展商和買家。

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」將於 2017 年 1 月 23 日實施，相關的網上登記平台已在 2016 年 12 月 19 日開放。

請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：  
[http://www.immd.gov.hk/hkt/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html)

香港貿易發展局

**Special Circular (3) – Briefing Session on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement**  
**特別通告 (3) – 展會須知、保護知識產權及撤館交通安排簡介會**

To help exhibitors prepare for the **HKTDC Hong Kong Gifts & Premium Fair 2017** and fully understand the arrangements during the Fair, a briefing session will be held.  
為協助參展商籌備參加「香港貿發局香港禮品及贈品展 2017」和對展覽會期間各項安排加深了解，主辦機構將舉辦下列簡介會。

<b>Date:</b> 日期:	7 March 2017 (Monday) 2017 年 3 月 7 日 (星期一)
<b>Time:</b> 時間:	2:30 pm – 5:00 pm 下午 2 時 30 分至 5 時
<b>Venue:</b> 地點:	HKTDC SME Training Room E, Unit 11, Expo Galleria, Hong Kong Convention and Exhibition Center, Wanchai, Hong Kong 香港灣仔香港會議展覽中心博覽商場 11 號 香港貿發局中小企培訓室 E
<b>Language:</b> 語言:	Cantonese 廣東話
<b>Content:</b> 內容:	Briefing on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement 展會須知、保護知識產權及撤館交通安排簡介會

New exhibitors are highly recommended to attend the above briefing. Kindly return the following reply slip on or before **22 February 2017** to reserve your seats.  
如 貴公司有興趣參加，請填妥下列回條並於 **2017 年 2 月 22 日** 前傳真致本局。

**Reply Slip 回條**

To 致: HKTDC 香港貿易發展局 Fax 傳真: 2270 5855 / Email: [veronica.pm.chan@hktdc.org](mailto:veronica.pm.chan@hktdc.org)

**HKTDC Hong Kong Gifts & Premium Fair 2017** 「香港貿發局香港禮品及贈品展 2017」

**Briefing for Exhibitors 展覽簡介會**

Our company **will / will not\*** attend the briefing session 本公司將出席 / 不出席\*展覽簡介會  
\*Please delete where appropriate 請刪除不適用者

Company Name (in English)  
公司名稱 (請用英文填寫):

Booth No.  
展位號碼:

Contact Person  
聯絡人:

No. of seats  
出席人數:

Company Tel  
公司電話:

Fax  
傳真:

Signature  
簽署:

Date  
日期:

**\*\*\* Please bring along with your business card to the briefing session. 請帶同閣下之名片出席上述簡介會。**

**Circular (1) – Exhibitors' Manual and Order Forms Electronic Version**

Please note that the additional order forms and exhibitor manual have been uploaded to our fair website. The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

Please submit the additional facilities application on or before **16 March 2017**, there is **20%** surcharge for late order received **after 16 March 2017** and **30%** surcharge for late order received **after 13 April 2017**.

From 2014, exhibitors are allowed to submit the additional facilities order through Exhibitor Online Platform. For registered user of "Exhibitor online Platform" (EOP), please submit the additional facilities order by logging in your account in MyHKTD at [www.hktdc.com](http://www.hktdc.com). For non-registered user, please go to below link for additional order form(s) and booth layout plan:

**Download Exhibitors' Manual and Order Form from the Fair Website**

**Addition booth facilities & Service Order Forms** : <http://www.hktdc.com/hkgiftspremiumfair/orderform>

**Exhibitors' Manual** : <http://www.hktdc.com/hkgiftspremiumfair/manual>

If you have any queries regarding the booth facilities, please free feel to contact our **Exhibition Services Department** as below:

Booth Location	Contact Person	Telephone	Email
Hall 1AA – 1BC	Ms. Iris Chung	(852) 2240-5417	iris.hy.chung@hktdc.org
Hall 1BD-1BF	Ms. Clarisse Cheung	(852) 2240-5487	clarisse.wy.cheung@hktdc.org
Hall 1CA – 1EE	Ms. Sandy Law	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 1CON	Ms. Sandy Law	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 3BB - 3CF	Ms. Clarisse Cheung	(852) 2240-5487	clarisse.wy.cheung@hktdc.org
Hall 3DA - 3EF	Mr. Patrick Fung	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 3CON 01 – 25	Mr. Tony Tsang	(852) 2240-5440	tony.y.s.tsang@hktdc.org
Hall 3CON 26 - 154	Mr. Patrick Fung	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 3FA – 3GJ	Mr. Tony Tsang	(852) 2240-5440	tony.y.s.tsang@hktdc.org
Hall 5BA – 5DD	Ms. Cherie Chen	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 5EA – 5EK	Ms. Clarisse Cheung	(852) 2240-5487	clarisse.wy.cheung@hktdc.org
Hall 5CON 01 - 18	Ms. Lily Chan	(852) 2240-5502	lily.ll.chan@hktdc.org
Hall 5CON 19 - 51	Ms. Cherie Chen	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 5FA – 5GJ	Ms. Lily Chan	(852) 2240-5502	lily.ll.chan@hktdc.org
<b>General Enquiries</b>		(852) 2240-5499	hkgpf.es@hktdc.org
<b>Design and Build Service / Standard Booth Upgrade / Graphic Package</b>		(852) 2240-5459	aston.wh.fong@hktdc.org

\* **Note:** Kindly be reminded to submit the orders of additional facilities & services **before the application deadline** as indicated on the order forms with payment. On-site orders may not be entertained due to limited man power or stock.

The submission deadline for **Advertising & Promotion** order forms: **22 March 2017**.  
The submission deadline for **Additional Facilities and Services** order forms: **16 March 2017**.

**For other general enquiries, please contact our Sales Team:**

Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Miss Veronica Chan 陳柏旻小姐	(852) 2240 4029	veronica.pm.chan@hktdc.org	(852) 2270 5855
Miss Daisy Hui 許玉英小姐	(852) 2240 4028	daisy.yy.hui@hktdc.org	(852) 2169 9131
Miss Emily Chan 陳紀華小姐	(852) 2240 4471	emily.ky.chan@hktdc.org	(852) 3521 3108
Mr. C. K. Chan 陳志堅先生	(852) 2240 4380	ck.chan@hktdc.org	(852) 2169 9149
Miss Cindy She 佘敬敏小姐	(852) 2240 4560	cindy.km.she@hktdc.org	(852) 3746 6123

**通告 (1) 參展商手冊、額外設施及服務申請表格電子版本**

參展商手冊及額外設施及服務申請表格現已上載到展會網站，額外設施或服務的截止申請日期為 **2017年3月16日**，請於該日期前辦妥手續。參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

**2017年3月16日後**提交之申請須加收額外**20%**附加費；**2017年4月13日後**提交之申請須加收額外**30%**附加費。

由 2014 年起，參展商必須透過「參展一站通」提交額外設施或服務申請。已登記「參展一站通」(EOP) 的用戶，可以透過登入貴公司於 [www.hktdc.com](http://www.hktdc.com) 「我的 HKTDC」帳戶，於網上遞交額外設施申請。沒有登記帳戶的參展商，煩請於下列網址下載申請表格及攤位規格圖：

**於大會網頁下載參展商手冊及申請表格**

額外設施及服務申請表：<http://www.hktdc.com/hkgiftspremiumfair/orderform>

參展商手冊：<http://www.hktdc.com/hkgiftspremiumfair/manual>

如 貴司對攤位規格及設施有任何疑問，歡迎致電本局之**展覽服務部**向以下同事聯絡：

攤位位置	聯絡人	電話	電郵
Hall 1AA – 1BC	鍾凱兒小姐	(852) 2240-5417	iris.hy.chung@hktdc.org
Hall 1BD - 1BF	張慧盈小姐	(852) 2240-5487	clarisse.wy.cheung@hktdc.org
Hall 1CA – 1EE	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 1CON	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 3BB – 3CF	高嘉儀小姐	(852) 2240-5424	carol.ky.ko@hktdc.org
Hall 3DA – 3EF	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 3CON 01 – 25	曾奕誠先生	(852) 2240-5440	tony.ys.tsang@hktdc.org
Hall 3CON 26 - 154	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 3FA – 3GJ	曾奕誠先生	(852) 2240-5440	tony.ys.tsang@hktdc.org
Hall 5BA – 5DD	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 5EA – 5EK	張慧盈小姐	(852) 2240-5487	clarisse.wy.cheung@hktdc.org
Hall 5CON 01 - 18	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
Hall 5CON 19 - 51	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 5FA – 5GJ	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
一般查詢		(852) 2240-5499	hkgpf.es@hktdc.org
設計及搭建服務/標準攤位升級佈置服務/美工裝飾佈置服務		(852) 2240-5459	aston.wh.fong@hktdc.org

\* 注意：煩請留意申請各項額外設施或服務的 **截止日期**，並於該日期前辦妥申請及付款手續。由於人力及物資有限，現場之臨時後加申請將可能不被接納。

廣告及推廣項目申請表截止日期：**2017年3月22日**

額外設施及服務申請表格表截止日期：**2017年3月16日**

其他一般查詢，請聯絡以下同事：

Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Miss Veronica Chan 陳柏旻小姐	(852) 2240 4029	veronica.pm.chan@hktdc.org	(852) 2270 5855
Miss Daisy Hui 許玉英小姐	(852) 2240 4028	daisy.yy.hui@hktdc.org	(852) 2169 9131
Miss Emily Chan 陳紀華小姐	(852) 2240 4471	emily.ky.chan@hktdc.org	(852) 3521 3108
Mr. C. K. Chan 陳志堅先生	(852) 2240 4380	ck.chan@hktdc.org	(852) 2169 9149
Miss Cindy She 余敬敏小姐	(852) 2240 4560	cindy.km.she@hktdc.org	(852) 3746 6123

## Circular (2) – Alteration of Basic / Standard / Premium Booth Structures

We would like to draw your attention that alteration of furnished booth structures is strictly prohibited by the HKTDC as shown in the following exhibition rules and regulations 4.1 stated in the Exhibitors' Manual:

### 4.1. Basic / Standard / Deluxe / Premium Booth

All Basic / Standard / Deluxe / Premium booths are designed, erected and decorated by the Organiser. Facilities including partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet will be provided. The Organiser reserves the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Organiser's discretion.

Fascia Board with company name will be provided for free. Exact wording of company name (in English) provided in your application form will be used for its fascia board. An Exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels (subject to approval from Organiser) before the specified deadline. Any corner/peninsula/island location surcharge applicable will not be waived under such circumstances.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request using the **Forms 3 to 5** (Additional/Modification of standard facilities) downloadable at the fair website (<http://www.hktdc.com/hkgiftspremiumfair/orderform>) to the Organiser no later than **16 March 2017**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **16 March 2017**.

### **Basic / Standard / Deluxe / Premium Booth exhibitors must adhere to the following:**

- (1) No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached to the furnished booth structure.
- (2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- (3) No items may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, company names, advertising material logos, inflatable brought along by the Exhibitor.
- (4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organiser.
- (5) If any booth which differs from the approved specifications or does not confirm to the Organiser's rules and regulations, the Organiser reserves the right to alter or remove without prior notice at the Exhibitor's / Contractor's own expense.
- (6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E) stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- (7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organiser reserves the right to terminate your future participation in the HKTDC Hong Kong Gifts & Premium Fair should we found any violations of the above rules and regulations.



## 通告(2) – 自行更改基本 / 標準 / 特級展台設施

本局嚴禁各基本/標準/特級展台參展商在展台內自行加建設施，現特請各參展商注意以下事項(參展商手冊第 4.1 條)：

### 4.1 基本/標準/特級展台

所有基本/標準/特級展台的設計、蓋建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架、地櫃、聚光燈及地毯等。主辦當局有權在展覽會開幕前，更改所提供的設施，並有權要求將開關掣及過載保護分線箱安裝於展台內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將採用申請表格所提供之名稱。角位/三邊/四邊開放展台的參展商可於指定限期前，在大會批准的情況下選擇以圍板封閉原先開放的一邊或多邊。在這情況下，任何適用於角位/三邊/四邊開放展台的附加費將不獲豁免。

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外/改動設施服務申請表」內之 **表格三至五** (<http://www.hktdc.com/hkgiftspremiumfair/orderform>)，並於 **2017年3月16日** 前交回本局。

如有需要刪除任何標準設施，請於**2017年3月16日**前通知本局，可免收費用。

#### 租用基本/標準/特級展台的參展商必須注意及遵守下列各項規定：

- (1) 非大會供應的設施均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等於標準展台鋁架或結構或圍板上。
- (2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。展台及展場內裝置如有任何損壞，概由參展商負責賠償。
- (3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- (4) 展覽會完結時，所有展品、展台物料必須在主辦機構規定的指定時間內立刻清理。任何展品或展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- (5) 如展台不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- (6) 參展商裝設的電器設備（包括照明裝置）必須符合香港政府《電力條例》之《電力(線路)規例》(第406E章)。嚴禁參展商在攤位內安裝不符合安全標準的電力裝置或電線。
- (7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

如發現有參展商違反上列規定，本局有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加香港貿發局香港禮品及贈品展的權利。

### Circular (3) – Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands were implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the Exhibitors' Manual.

Section	Items															
4.2	<p><u>Information submission</u></p> <p>Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor/Contractor.</p>															
4.2.2	<p><u>Site work deposit</u></p> <p>Calculation based on HK\$300 (US\$40) per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>															
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 25 April – 1 May 2017.</p>															
4.2.4	Hall rental charges for over-time move-in and move-out															
4.2.5	Maximum stand height															
4.2.6	<p><u>Structural Safety Certificate and/or Structural Calculations Submission</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Stands &amp; temporary structures</td> <td style="text-align: center;">&gt;2.5m &amp; &lt;4.5mH</td> <td style="text-align: center;">≥ 4.5mH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">&gt;1.1m &amp; &lt;1.5mH</td> <td style="text-align: center;">≥ 1.5mH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss &amp; equipment</td> <td style="text-align: center;">&lt;100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> <tr> <td style="text-align: center;">An Authorized Person/ Registered Structural Engineer's (AP/RSE) should</td> <td colspan="2" style="text-align: center;">                     Verify stability of design drawings                      Supervise construction works at site                      Verify stability after completion by completing structural safety certificate                 </td> </tr> <tr> <td style="text-align: center;">Submit to Organiser by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>26 April</u>.</td> <td style="text-align: center;">Structural safety certificate</td> <td style="text-align: center;">Structural safety certificate &amp; Structural calculations</td> </tr> </tbody> </table>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	An Authorized Person/ Registered Structural Engineer's (AP/RSE) should	Verify stability of design drawings Supervise construction works at site Verify stability after completion by completing structural safety certificate		Submit to Organiser by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>26 April</u> .	Structural safety certificate	Structural safety certificate & Structural calculations
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Submit to Organiser by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>26 April</u> .	Structural safety certificate	Structural safety certificate & Structural calculations														



	<p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE</a>.</p>
4.2.13	<p><b><u>Construction Industry Safety Training Certificate</u></b></p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Points should be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15	Deduction of site work deposit.

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry\\_Eng.pdf](#)

For queries, please feel free to contact:

Mr Aston Fong Email: [aston.wh.fong@hktdc.org](mailto:aston.wh.fong@hktdc.org) Tel: (852) 2240 5459

**通告(3) – 特裝參展新措施及注意事項**

為提升展覽的整體安全及效率，有關特裝攤位的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容																						
4.2	<p><b>提交資料</b> 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費用。</p>																						
4.2.2	<p><b>施工按金</b> 按金以每平方米 300 港元 ( 40 美元 ) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>																						
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2017 年 4 月 25 日至 5 月 1 日)。</p>																						
4.2.4	<p>進場及離場超時租場收費。</p>																						
4.2.5	<p>攤位高度限制。</p>																						
4.2.6	<p><b>提交「結構安全證明書」及/或「數據證明」</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">攤位及臨時搭建物</td> <td style="width: 33%;">&gt;2.5 米 而 &lt;4.5 米高</td> <td style="width: 33%;">≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>平台或舞台</td> <td>&gt;1.1 米 而 &lt;1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td>&lt;100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td rowspan="2">認可人士/註冊結構工程師 應</td> <td colspan="2">證明其設計圖則穩定性</td> </tr> <tr> <td colspan="2">監督搭建工程</td> </tr> <tr> <td></td> <td colspan="2">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 <b>2017 年 4 月 26 日</b> 下午 3 時或之前投放到 「攤位設施」展位之收集箱</td> <td>結構安全證明書</td> <td>結構安全證明書及 數據證明</td> </tr> </table> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤(安全)條例》第 59 章。</p> <p>認可人士包括註冊建築師(認可人士名單 1)、註冊結構工程師(認可人士名單 2)或註冊屋宇測量師(認可人士名單 3)。認可人士的定義詳述於香港建築物條例第 123 章。有關 <b>認可人士/註冊結構工程師</b> 的名冊，請瀏覽屋宇署網頁：  <a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;reqType=AP%28E%29&amp;langCode=2">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;reqType=AP%28E%29&amp;langCode=2</a></p>			攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	認可人士/註冊結構工程師 應	證明其設計圖則穩定性		監督搭建工程			在完成搭建後驗證並簽發結構安全證明書		於 <b>2017 年 4 月 26 日</b> 下午 3 時或之前投放到 「攤位設施」展位之收集箱	結構安全證明書	結構安全證明書及 數據證明
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4.2.13	建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。  如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金扣款。

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：

[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry\\_chi.pdf](#)

如有查詢，請聯絡：

方詠鴻先生

電郵: [aston.wh.fong@hktdc.org](mailto:aston.wh.fong@hktdc.org)

電話: (852) 2240 5459

## Circular (4) – Special Move-in and Move-out Arrangement

Thank you for your participation at the upcoming HKTDC Hong Kong Gifts & Premium Fair. As per previous practice, there will be special traffic arrangements to minimise the traffic pressure on the **move-in day (26 April)** and **move-out day (30 April)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

The special traffic arrangement will be executed at all roads of the Hong Kong Convention and Exhibition Centre (HKCEC) on the move-in day (26 April) and move-out day (30 April). All Lorries / Light Goods Vehicles must first report to the **Tsing Yi vehicle marshalling area**. Please pay attention to the details of the arrangement as below:-

The special traffic arrangement at the vicinity of HKCEC for move-in will start **from 9:00 a.m. on 26 April**. Control point will be set-up at the entrance and only the following vehicles will be allowed to enter the HKCEC.

### **(A) Vehicle Permit for Lorries / Light Goods Vehicles**

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day (26 April) and throughout the exhibition period (27-30 April). The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit.

### **Move-In Day Arrangement for Vehicles on 26 April**

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with:-

- (a) **Vehicle Permit** issued by HKTDC **AND** (b) **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area.

### **Move-in procedure**

1. HKTDC issues Move-in Vehicle Permit for 26 April to all exhibitors in early April 2017.
2. Before proceeding to the HKCEC loading area, all vehicles MUST first report to the Tsing Yi Vehicle Marshalling Area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 9:00 a.m. until all the move-in activities finished.
3. Upon arrival at the vehicle marshalling area, the drivers MUST first present the Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. According to the traffic condition, a Trip Ticket will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive within 2 hours with:-
  - a. Move-in Vehicle Permits issued by the HKTDC, AND
  - b. Trip Ticket issued at the Tsing Yi Vehicle Marshalling Area
5. Drivers failing to present the above 2 permits will NOT be allowed to enter into HKCEC loading area.

### **Move-Out Day “Special Arrangement” for Vehicles on 30 April**

Exhibitors can choose to use the complimentary centralised forwarding services provided by HKTDC through Kerry Logistics Limited or use your own lorry / light goods vehicle for move-out.

#### **Option 1 – Complimentary Centralised Forwarding Service by HKTDC (free of charge)**

Can be proceeded after 5:00pm on 30 April

- 1) Pallets will be distributed to the exhibitors after 5:00pm.
- 2) Exhibitors are required to put their packed items onto the pallets. Staff from Kerry Logistics will collect the pallets and issue an acknowledge receipt to the exhibitors.
- 3) The goods will be delivered to Kerry Logistics' warehouse at Kwai Chung.
- 4) Exhibitors can pick up their goods at Kerry Logistics' warehouse at Kwai Chung from 09:00 to 18:00 on 2, 4 - 6 May 2017 (Tue, Thu-Sat).

#### **Points to Note:**

- 1) HKTDC will sponsor a minimum of TWO free pallets (1m x 1m x 1.8m maximum height of exhibits) to the exhibitors who use the centralised move-out service provided through Kerry Logistics Limited. Please refer to the following table for number of free pallets entitled:

<b>Booth size (sq.m.)</b>	<b>Maximum amount of <u>FREE</u> shipment (subsidised on pallet basis)</b>
1-18	2
19-30	3
31-60	6
61 or above	10
Volume of exhibits per pallet: 1m x 1m x 1.8m (H*) (*maximum height of exhibits)	

- 2) Through a tendering procedure, HKTDC has appointed Kerry Logistics as the service provider. Exhibitors who need extra service provided by Kerry Logistics Ltd please refer to the following table:

<b>Optional Services</b>	<b>Additional Charge</b>
Extra pallet charge in addition to complimentary pallets sponsored by HKTDC	HKD420 per pallet
Additional handling cost for pick-up beyond 09:00 to 18:00 during <b><u>2, 4 - 6 May 2017 (Tue, Thu-Sat)</u></b>	HKD500 per pallet (advance booking required)
Additional handling cost at the warehouse on or after <b><u>6 May 2017</u></b>	HKD500 per pallet per day (prior application required)
Purchase of pallets upon pick-up (to avoid transferring exhibits from pallet to pallet)	HKD300 per pallet
Local delivery service <b>without specific delivery date</b> , during <b><u>4 - 6, 8 May 2017 (Thu-Sat, Mon)</u></b> <sup>4</sup>	HKD420 for 1 <sup>st</sup> pallet, HKD260 for 2 <sup>nd</sup> pallet HKD200 per extra pallet thereafter (for the same drop off point)
Local delivery service <b>with specific delivery date</b> , during <b><u>4 - 6, 8 May 2017 (Thu-Sat, Mon)</u></b> <sup>4</sup>	HKD520 for 1 <sup>st</sup> pallet HKD320 per extra pallet thereafter (for the same drop off point)
<b>Next Day</b> delivery service on <b><u>2 May 2017</u></b> <sup>4</sup>	HKD700 for 1 <sup>st</sup> pallet HKD450 per extra pallet thereafter (for the same drop off point)
De-palletisation (unload cargo from wooden pallets upon delivery)	HKD200 per pallet (prior application required)

- 1) A gate charge of HKD200 per vehicle (under 24-ton) should be paid by the exhibitor.
- 2) All exhibitors should pick up their exhibits on or before **6 May 2017** or have delivery service arranged on or before **8 May 2017**. If Kerry Logistics do not receive any notice or instruction from the exhibitors, all the exhibits stored at Kerry Logistics' warehouse after **8 May 2017** will be turned to Kerry Logistics for disposal at the exhibitors' own risk. Limitation of delivery service: single drop-off point, except outlying islands, CFS warehouses, ports & terminals and other routes involving staircases and de-palletising before delivery.

Vehicle move-out permit will not be issued to exhibitors who choose to use the complimentary centralised forwarding services. Further enquiries regarding Kerry Logistics' services, please call their hotline at 2211 3633.

### Option 2 – Exhibitors who use their own lorries / light goods vehicles or forwarders

#### Can only proceed after 8:00pm on 30 April

Entry to the HKCEC will only be allowed to the goods vehicles with:-

**Vehicle Permit** issued by HKTDC **AND (b) Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area

#### Move-out procedure

1. Control point will be set-up at the entrance of the HKCEC, only the vehicles with the
  - a. **Move-out Vehicle Permits** issued by the HKTDC, **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Areaare allowed to enter the HKCEC **after 8:00 p.m.** on 30 April.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the Tsing Yi Vehicle Marshalling Area (exact location to be announced). The vehicle marshalling area will be opened from 2:00 p.m. until all move-out activities have finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of the HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. After 8:00 p.m. on 30 April 2016, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
  - a. **Move-out Vehicle Permits** issued by the HKTDC, **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes.



The HKCEC will impose charges on vehicles with extended stay on 26 and 30 April. The charges are as follows:

<b>Charges</b>	<b><u>Every 30 minutes (or part thereof)</u></b>
First 45 mins (Grace Period)	: Free
First 2 hours after 45 minutes	: HK\$100
After 2 hours & 45 minutes	: HK\$150
Each Lost Ticket	: HK\$500 / per ticket / per day

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars. The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

### **(B) Private Car / Taxi**

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC are NOT required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

### **(C) Other Transportation**

Free shuttle bus service from HKCEC to Tsim Sha Tsui, Central and Causeway Bay will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your exhibitor badge for identification purpose and the seats are provided on a first-come-first-served basis.

The above measure has been implemented for a number of years, and was proven to be effective in alleviating the traffic congestion. Please contact the Organiser for any further inquiries. Thank you for your understanding and cooperation.

**\* According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day. \***

## 通告 (4) – 特別進館及撤館交通安排

多謝參加香港貿發局香港禮品及贈品展，本局將於上述展覽會之**進館日 (即4月26日)**及**撤館日 (即4月30日)**實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。敬請留意以下詳情：

香港會議展覽中心的所有道路將於**進館日 (即4月26日)**及**撤館日 (即4月30日)**實施車輛進入管制。所有貨車及輕型客貨車必須先到位於**青衣車輛等候處**報到。請各參展商注意以下之特別安排。

進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

### **(一) 貨車 / 輕型客貨車適用之車輛許可證**

每家參展商均會獲發一張車輛許可證，方便於展品進場日(即4月26日)及展覽期間(4月27日至30日)進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

### **進館日(4月26日)之車輛「特別安排」**

貨車/輕型客貨車必須同時持有 **(a)由貿發局發出之車輛許可證** 及 **(b)由青衣車輛等候處發出之往來證明書**，方可進場

#### **進場程序**

1. 香港貿發局於四月上旬向各參展商發出**4月26日**之進場車輛許可證。
2. 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在**車證上之指定時間**到**青衣車輛等候處**報到。車輛等候處將於4月26日上午9時開放，直至所有進場程序完成。當貨車及輕型客貨車到達車輛等候處後，必須**出示由貿發局發出適用於該時段之車輛許可證**，並於車輛等候處**排隊**等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
3. 車輛等候處之職員將根據交通情況向輪候之司機發出一張**往來證明書**。司機需攜同：**(a) 車輛許可證** 及 **(b) 往來證明書**於**2小時內經博覽道入口**前往會展中心貨物起卸區進場。
4. **未能同時**提供上述兩種證件者將**不能**進入會展中心卸貨區。

### 撤館日(4月30日)之車輛「特別安排」

本局將為香港參展商提供便捷之**展品撤館服務**，此服務之供應商為嘉里物流(香港)有限公司。另外，參展商亦可選用閣下之貨車或貨運代理**自行安排撤館**。

### 選擇一 - 本局提供之展品撤館服務(免費)

#### 於4月30日下午5時後進行

- 1) 嘉里物流之員工將於下午5時後到達各使用該服務參展商之攤位派發卡板。
- 2) 參展商用紙箱自行包妥有關之展品並放於卡板上以待嘉里之員工與參展商於現場進行即時交收。
- 3) 貨物將被運往嘉里位於葵涌貨倉暫存。
- 4) 參展商於 5月2, 4-6日 (星期二, 四至六) 上午9時至下午6時期間到嘉里位於葵涌貨倉提貨。

#### 注意：

1. 香港貿發局會為使用嘉里物流服務之參展商**免費提供最少兩板貨量**[每板之呎吋：1.0米 x 1.0米 x 1.8米 (高) \*此為最高載貨的高度限制]，**免費之板貨數量**依攤位大小而定。**免費之撤館貨量**如下：

展位面積 (平方米)	最多可提供之免費貨量 (以板數計)
1-18	2
19-30	3
31-60	6
61或以上	10

每板展品之體積：1.0米 x 1.0米 x 1.8米\* (高)  
\*此為最高載貨高度限制

2. 嘉里物流 (香港) 有限公司以最低之報價成為此服務之供應商。除本局提供之免費服務外，各參展商亦可選擇以下由嘉里提供的附加服務：

附加服務	額外收費
額外貨量	每板港幣420元
於5月2, 4-6日上午9時至下午6時以外時間提貨	每板港幣500元 (需預約)
5月6日或之後存倉附加費用	每板每天港幣500元 (需提前申請)
提貨時如需購買貨板	每板港幣300元
5月4-6, 8日: 從嘉里貨倉 <b>不限特定送貨日期</b> 運至本港範圍內 <sup>4</sup>	第一板為港幣420元 第二板為港幣260元 其後每板為港幣200元 (只限一送貨點)
5月4-6, 8日: 從嘉里貨倉 <b>限特定送貨日期</b> 運至本港範圍內 <sup>4</sup>	第一板為港幣520元 其後每板為港幣320元 (只限一送貨點)
5月2日: 從嘉里貨倉 <b>翌日</b> 運至本港範圍內 <sup>4</sup>	第一板為港幣700元 其後每板為港幣450元 (只限一送貨點)
拆板服務費用(送貨時將展覽品由木卡板上卸下)	每板港幣200元

3. 參展商繳付每車**港幣200元** (只限24噸或以下貨車) 之**入關費**。

4. 所有貨物須於**2017年5月6日或之前**提走或在**2017年5月8日或之前**安排運送，**2016年5月8日或之後**仍留在嘉里葵涌貨倉的貨物將交由嘉里物流（香港）有限公司自行處理，所有風險由參展商承擔。本港送貨的限制：收費以每一送貨點計算，不包括離島、貨運集散倉、港口、機場貨運站及其他有樓梯或需拆卸送貨的地點。
5. 本局將**不會**發放撤館車輛許可証予已選用嘉里物流撤館的參展商。如有任何查詢，請聯絡嘉里物流，電話：2211 3633 或電郵：move-out@kerrylogistics.com。

## 選擇二 - 自行安排撤館

只可於4月30日下午8時後進行

必須同時持有 **(a)由貿易發局發出之車輛許可證** 及 **(b)由青衣車輛等候處發出之往來證明書**

### 撤場程序

1. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准同時持有  
(a) 由香港貿發局所發出之**撤館車輛許可證** 及  
(b) 由青衣車輛等候處所發出之**往來證明書**之貨車於 下午八時後 駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到青衣車輛等候處報到。車輛等候處將於 2017 年 4 月 30 日，由下午 2 時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，**必須** 出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 車輛等候處將於下午 8 時開始，根據交通情況向輪候之司機發出一張往來證明書。司機應攜同  
**(a) 車輛許可證** 及 **(b) 往來證明書**  
於 2 小時內 經博覽道入口前往會展中心貨物起卸區。(根據車輛許可證之類別而定)
5. 如車輛等候超出可停泊車輛數目時，車輛等候處將酌情採取進一步措施。

當車輛進入會展貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為45分鐘。

香港會議展覽中心將於 **4月26及30日** 實施進場車輛使用時間收費計劃。有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首 45 分鐘	: 免費
其後兩小時內	: 港幣\$100
超過兩小時及 45 分鐘	: 港幣\$150
遺失進場計時咭 (每張/每日)	: 港幣\$500

繳交費用(如適用)將於出口管制處辦理，並同時發出收據。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。



## **(二) 私家車 / 的士進場程序**

於進館及撤館其間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

## **(三) 其它交通安排**

大會亦於撤館期間安排免費穿梭巴士來往尖沙咀、中環及銅鑼灣。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶參展商入場證以資識別。巴士座位有限，額滿即止。

以上的安排已實施多年，並顯著及有效地紓緩當日的交通情況。如有查詢，請與香港貿易發展局聯絡。多謝各參展商之諒解及合作。

香港貿易發展局

**\*於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，  
酌情採取交通管制及改道措施\***



**Hong Kong Gifts & Premium Fair**  
香港禮品及贈品展



(Ref: HKGPF/Pre-Fair1-HK)  
01/2017

**IMPORTANT:**

All exhibitors are required to submit the following Reply Slip no later than **29 March 2017 (Wednesday)**. For enquiries, please call HKTDC customer service hotline at **(852) 1830-668**.

**HKTDC Hong Kong Gifts & Premium Fair 2017**

To : HKTDC, Miss Veronica Chan (Tel: 2240 4029)

Fax : 2270 5855

Email: veronica.pm.chan@hktdc.org

**Choice for move-out arrangement :**

Kindly choose one from the two options below, if you **do not choose** any option or **choose both options**, we will treat you as using your own goods vehicle or forwarders to move-out:

**Option 1**

We would like to apply for the **complimentary move-out service** offered by HKTDC and would like Kerry Logistics (HK) Ltd. ("KLHK") to contact us accordingly<sup>(1)</sup>. We understand that whether the application is successful or not is under full discretion of KLHK and will be certified by the confirmation letter issued by Kerry Logistics (HK) Ltd. We understand that no Move-Out Vehicle Permit would be issued to our company.

**Option 2**

We would like to use our own goods vehicles or forwarders on the move-out day and please provide an "**After 8:00pm**" move-out Vehicle Permit to our company.

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Direct Contact Email: \_\_\_\_\_

Signature and company chop: \_\_\_\_\_ Date: \_\_\_\_\_

\* **Please return this slip immediately so as to avoid delay.**

**Remarks:** (1) For those exhibitors who choose the move-out arrangement by appointing KLHK, they shall receive the Application Form through e-mail/ fax. Exhibitors should fill in the Application Form with the details of service required and return it to KLHK **on or before 16 April 2017**. Kerry Logistics staff will visit your booth to confirm application on the first two days of the exhibition. If exhibitors did not receive any confirmation, please contact KLHK by phone 2211 3633 or email to [move-out@kerrylogistics.com](mailto:move-out@kerrylogistics.com). Exhibitors will be considered as self-move-out, if the application did not turn in on time.





**請注意：**

各參展商須於**2017年3月29日（星期三）**前填妥以下回條並傳真回本局。如有疑問，請致電香港貿易發展局客戶服務熱線 **(852)1830-668**查詢。

**香港貿發局香港禮品及贈品展2017**

致：香港貿易發展局，陳柏旻小姐（電話：2240 4029）

傳真：2270 5855

電郵：veronica.pm.chan@hktdc.org

**撤館之安排：**

請選擇下列其中一項，如不選擇或選多於一項將被視作自行撤館處理。

**選項一**

本公司欲申請由香港貿易發展局免費提供之展品撤館服務，敬請承辦商嘉里物流（香港）有限公司與我們聯絡。本公司明白申請成功與否將由嘉里物流（香港）有限公司全權決定<sup>(1)</sup>，並以嘉里物流（香港）有限公司所發出的確認信為準。本公司明白香港貿易發展局將不發放撤館車輛許可証予本公司。

**選項二**

本公司將自行撤館，請提供“下午八時後”之撤館車輛許可証一張。

公司名稱：\_\_\_\_\_ 展位號碼：\_\_\_\_\_（請用英文填寫）

聯絡人：\_\_\_\_\_ 電話：\_\_\_\_\_

聯絡人電郵：\_\_\_\_\_

簽署及公司印章：\_\_\_\_\_ 日期：\_\_\_\_\_

\* 請於填妥後立即交回此回條。

**備註：** <sup>(1)</sup>嘉里物流將以電郵/傳真發出申請表格予所有申請使用嘉里物流撤館服務之參展商。敬請參展商於**2017年4月16日**或以前將填妥之申請表格傳真予嘉里物流。嘉里物流員工會於展覽期的第一或第二日親臨已回覆嘉里物流申請表格的參展商攤位確認申請。如參展商於展覽期的第一或第二日並沒有收嘉里員工的確認，請致電**2211 3633**或電郵到 [move-out@kerrylogistics.com](mailto:move-out@kerrylogistics.com) 與嘉里物流聯絡。如參展商未能於上述指定日期內交回表格，將被視作自行撤館論。

HKTDC Hong Kong Gifts & Premium Fair 香港貿發局香港禮品及贈品展  
(27 – 30 / 4 / 2017)  
**Tsing Yi - Offsite Marshalling Area/ 青衣車輛等候處**





# Maximise Your Exhibition Effectiveness with *hktdc.com*

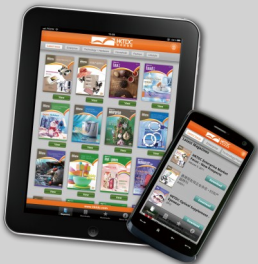


All eligible exhibitors of the **HKTDC Hong Kong Gifts and Premium Fair 2017** are entitled to a one-year online promotion at [www.hktdc.com](http://www.hktdc.com) from (February 2017 to January 2018), introducing your company together with photos and information of 10 products/ services. With your presence on [hktdc.com](http://hktdc.com), it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

## 1 Capture Buyer Contacts via Exhibitor QR Code

### How does it work?

#### BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

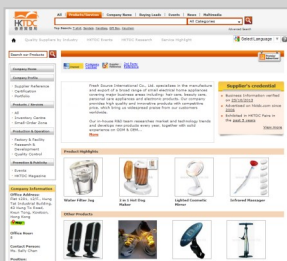


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

#### EXHIBITORS



Update your profile on [hktdc.com](http://hktdc.com) with the latest company and product/service photos and information before the fair



Receive a name card drop box with your Exhibitor QR code during move-in



Place the box prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

## 2 Instant Referrals Draw Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on [hktdc.com](http://hktdc.com), the higher the chance you will be referred to buyers.



## 3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on [hktdc.com](http://hktdc.com), the higher the chance you will be referred to VIP buyers.



*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **27 March 2017** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

**Enquiries:** Tel: (852) 1830 668 or email: [hkgpf2017@hktdc.org](mailto:hkgpf2017@hktdc.org)



**hktdc.com**

**助你提升展覽效益**

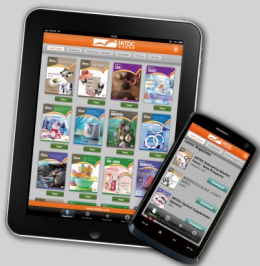


是次 **香港禮品及贈品展 2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 ([www.hktdc.com](http://www.hktdc.com)) 享有一年的基本推廣服務(2017年2月至2018年1月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

# 1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

## 買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKTDC Marketplace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啓動程序。

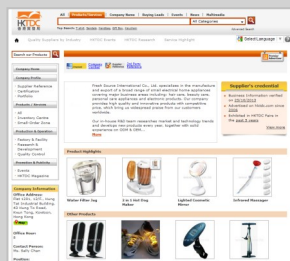


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

## 參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發附有二維碼(QR Code)的名片盒。



請將名片盒放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

## 2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前上載有關資料!



## 3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大!



參展商必須在 2017 年 3 月 27 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktcdc.com/diy>)。

查詢可致電: 客戶服務專線 (852) 1830 668 或電郵 [hkgpf2017@hktcdc.org](mailto:hkgpf2017@hktcdc.org)

**Circular (6) – Combined Fair Catalogue with  
 HKTDC Gifts, Premium & Stationery Offers Exhibitors Greater Benefits**

To better promote exhibitors' products worldwide, the fair catalogue of HKTDC Hong Kong Gifts & Premium Fair 2017 will be combined with **HKTDC Gifts, Premium & Stationery, Apr 2017 Issue**. Featuring fair information, floor plan and exhibitor list, etc., helping you reach visiting buyers effectively.

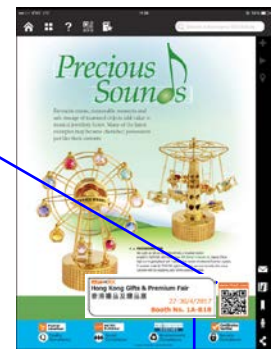
**Print Version**

- Distributed free at the fairground



**Cross-platform promotions maximise effectiveness**

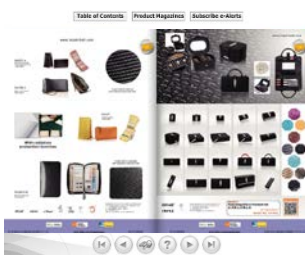
A dedicated QR code will be provided. Buyers can scan the code via their smartphones or tablet devices to **browse the Online and App versions**. They are directed to advertiser's webpage on hktdc.com to see more details.



**Online Version**

([www.hktdc.com/magazines](http://www.hktdc.com/magazines))

- Instant email to relevant buyers

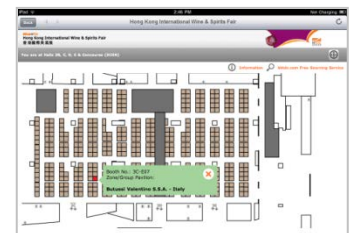


**App Version**

- Free download by iPad, iPhone and Android device users (search for "HKTDC")



- Service/Company search
- Notes/Record function
- Instant enquiry
- Interactive functions enhance brand image#: embed product details, 360° animated photo and video

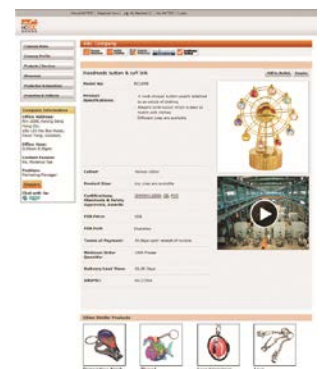


Verification icon samples

- Exhibitors' full-page ads bearing the HKTDC-designed fair label with booth number at the designated bottom right corner will be placed at the front of related advertising sections
- When buyer tap the "i" icon on the App version, the exhibitors' booths locations will be shown on the floor plan to encourage buyers to visit.

**HKTDC Online Marketplace ([www.hktdc.com](http://www.hktdc.com))**

Exhibitors promote their company information and products on [www.hktdc.com](http://www.hktdc.com) for one year (10 items on the Chinese and English sites respectively). Their company information will be verified by Dun & Bradstreet, and the verification icons which exhibitors got will automatically be featured in the online and app versions of their full-page ad to boost buyer confidence.



hktdc.com company page sample

Please refer to the Order Form online for advertising details. Thank you for your kind attention.

Hong Kong Trade Development Council

# Interactive functions of electronic versions are additional paid items, please contact HKTDC for details.

\* All photos are for reference only

**通告 (6) – 展覽會場刊與大會指定產品雜誌 - 《香港貿發局禮品及文具》結合  
為參展商締造更多商機**

為更有效地將參展商之產品作全球推廣,「香港貿發局香港禮品及贈品展 2017」展覽會場刊將與《香港貿發局禮品及文具》2017年4月號合併,刊載詳盡的展覽會資料、展覽廳平面圖及參展商名錄等,為您提供一個有效渠道接觸入場買家。

**印刷版**

- 於會場內大量免費派發



**跨媒體推廣  
提升宣傳成效**

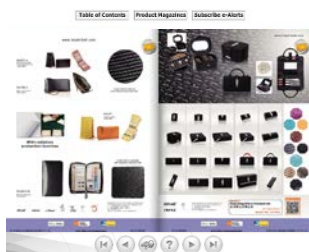
提供專屬二維碼 (QR Code), 買家經智能手機/平板電腦掃描廣告上的編碼, 或透過網上版或 App 版, 均可連結到廣告商的「貿發網」網頁瀏覽更多資料



**網上版**

(www.hktdc.com/magazines)

- 第一時間電郵至相關買家

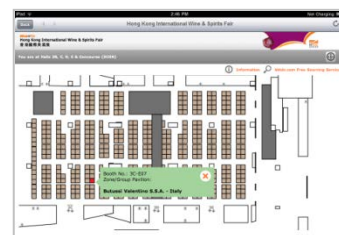


**App 版** (搜尋 "HKTDC")

- iPad、iPhone 及 Android 用戶免費下載



- 產品/公司搜尋
- 記事/錄音功能
- 即時查詢
- 互動功能突出品牌形象及產品特色: 植入產品資訊, 360° 轉動照片及多媒體短片



認證標籤範例

**「貿發網」網上推廣**

參展商可於「貿發網」www.hktdc.com 推廣公司及其產品 (中、英文版網頁各 10 項), 為期一年, 兼獲鄧白氏認證公司資料, 而所獲取的認證標籤, 更可免費刊載於網上及 App 版全版廣告中, 加強買家採購信心。

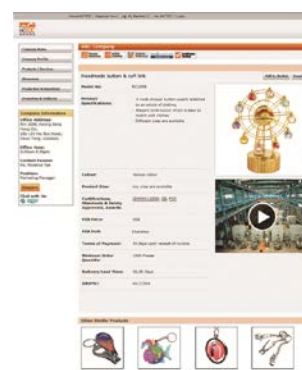
有關廣告詳情, 請參閱網上申請表格。謝謝!

香港貿易發展局

# 電子版廣告互動功能為額外付費項目, 詳情請聯絡本局。

\* 所有圖片僅供參考

- 參展商如在全版廣告右下角指定位置加入本局提供的「參展標籤」及展台編號, 可免費被安排編印於所屬廣告分類中的較前位置。
- 當買家點擊 App 版廣告右上方「📍」鍵, 參展商展台位置將顯示於展覽廳平面圖, 吸引買家參觀。



「貿發網」公司專頁範例



**Circular (7) – Buyer Nominations for Incentive Programmes to  
HKTDC Hong Kong Gifts & Premium Fair (27 – 30 April 2017)**

Thank you very much for your support to the coming HKTDC Hong Kong Gifts & Premium Fair 2017. To attract buyers from all over the world, we are offering various customised buyer incentive programmes for selected overseas buyers to visit our fair.

In this regard, you are invited to nominate buyers for our selection. We shall give you due credit when extending the offers to the buyers selected and will advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting buyers for our programmes, and that priority will always be given to those who have not visited our fair before, on a first-come-first-served basis.

To facilitate our preparation work, please make use of the nomination form attached and submit by **24 February 2017 (Friday)**.

If you have any questions, please do not hesitate to contact Mr Kenny Siu by phone at (852) 2240-4065, by fax at (852) 3521-3106 or by email at [hkgifts.visitor@hktdc.org](mailto:hkgifts.visitor@hktdc.org)

Hong Kong Trade Development Council

**通告(7) – 買家專享贊助 – 買家推薦計劃  
香港貿發局香港禮品及贈品展 (2017年4月27-30日)**

感謝 貴司對香港貿發局香港禮品及贈品展 2017 的支持。為了吸引更多海外買家到場與貴司洽談業務，本局將提供的各項買家專享贊助予精選買家。為此，本局誠邀閣下提名合適的買家。被揀選邀請的買家，將會收到列出提名公司名稱的邀請函，同時，本局亦會通知貴公司提名的結果。請注意，優先權將給予從未參觀香港禮品及贈品展的買家，而且名額有限，先到先得。本局保留最終選擇權利。

為了給予本局充足的時間安排，請閣下填妥買家推薦表格，並於 **2017年2月24日(星期五)前** 傳真至本局。本局將繼續以貴司的利益為依歸，務求以展覽會為貴司締造一個具效益、高增值的宣傳渠道。詳情請電 (852) 2240-4065 或傳真至(852) 3521-3106 或電郵至 [hkgifts.visitor@hktdc.org](mailto:hkgifts.visitor@hktdc.org) 蕭啟業先生洽。

祝各參展商展出成功。

香港貿易發展局



**Hong Kong Gifts & Premium Fair**  
香港禮品及贈品展



(Ref: HKGPF/Pre-Fair1)  
01/2017

To : Hong Kong Trade Development Council  
Attn : Mr Kenny Siu  
Fax : (852) 3521-3106  
Email : hkgifts.visitor@hktdc.org  
From : (Exhibitor Name): \_\_\_\_\_

**HKTDC Hong Kong Gifts & Premium Fair 2017**  
**香港貿發局香港禮品及贈品展 2017**  
**Buyer Nominations for Incentive Programmes**  
**買家專享贊助推薦計劃**

**Submission Deadline 截止日期**  
**24 / 2 / 2017**

**買家資料 Information of Nominated Buyer**

公司名稱  
Name of Company: \_\_\_\_\_

買家姓名 (先生/小姐)  
Name of Person: Mr. / Ms. \_\_\_\_\_

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_  
\_\_\_\_\_

國家 Country: \_\_\_\_\_ 郵編 Postal Code: \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_

請複印此表格作更多買家提名。 本局保留最終選擇權利，從未參觀香港禮品及贈品展的買家將獲優先考慮。 如有查詢，請電 (852) 2240-4065 或傳真至 (852) 3521-3106 或電郵至 hkgifts.visitor@hktdc.org 蕭啟業先生洽。

Please copy this nomination form for nominating more than 1 buyer. Priority of buyer sponsorship will be given to visitors who have not visited the Fair before, and buyer selections are subject to the sole discretion of the HKTDC. For further queries, please contact Mr Kenny Siu by phone at (852) 2240-4065, by fax at (852) 3521-3106, or by email at hkgifts.visitor@hktdc.org.







**Circular (8) – Move-out Regulations**  
**通告 (8) – 撤館規則**

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 30 April 2017**. According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon of **30 April 2017**, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

本局接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於 2017 年 4 月 30 日下午 5 時正前把展品搬離會場**。參展申請表內的展覽會規則第 45 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 **4 月 30 日** 下午派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

**Circular 通告(9) – Fair Notices 展會通告**

**Table of Contents 目錄**

1	Important Exhibition Regulations 展覽會重要規則
2	Booth Decoration and Exhibits should be Ready before the Opening 準時開放攤位予買家參觀
3	Safety Measures on On-Site Construction / Dismantling Work / 展覽活動施工場地安全守則
4	Important Notice on Insurance
5	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例
6	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠
7	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
8	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
9	Internet Access at the Fair 展覽會連線上網安排
10	Fast Action Scheme at HKTDC Hong Kong Gifts & Premium Fair 2017 香港禮品及贈品展 2017 之「快速行動計劃」

**1. Important Exhibition Regulations 展覽會重要規則**

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them. 各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

**1) Displaying relevant exhibits 展示合適展品**

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。

**2) Sub-letting is forbidden 禁止分租**

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC trade fairs.



參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

By way of clarification, an Exhibitor is ONLY permitted to:-

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and  
推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) allow its own employee to solicit business for itself, at its Space or Stand.  
容許其僱員招攬生意。

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的產品，必須與展覽會攤位確認信所述的產品類別展區相符。



### 3) **Receiving buyers with courtesy** 有禮接待買家

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

### 4) **Move-out Regulations** 撤館守則

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (30 April 2017, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

特此通告各參展商需嚴格遵守大會的撤館時間，不得於展覽指定結束時間（2017年4月30日5時正）前將展品運走及開始收拾其攤位。敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist to move out early, the Organiser reserves the right to reject future applications of the exhibitor.

為進一步提高展覽會質素及避免同類事件發生，本展職員會於2017年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

## 2. **Booth Decoration and Exhibits should be Ready before the Opening** 準時開放攤位予買家參觀

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of the exhibition, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

### 3. Safety Measures on On-Site Construction / Dismantling Work 展覽活動施工場地安全守則

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre, with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by Labour Department and Occupational Safety & Health Council. Details are as below: -

為確保展覽活動施工場地安全，香港會議展覽中心將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) From 1 Oct 2016, the use of ladders above 2 meters is strictly prohibited at the public circulation areas (i.e. Concourse area of Hall 1, 3, 5; Harbour Road Entrance; Expo Drive Entrance; Convention Foyer; Grand Foyer) in HKCEC. All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.

由2016年10月1日起，香港會議展覽中心將禁止在公共通道〔即展覽廳1、3、5大堂，港灣道入口，博覽道入口，會議廳前廳，大會堂前廳〕使用2米以上的梯具。該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。

- 2) All visitors and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require wearing Reflective Vest.

任何訪客及獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律必須穿上反光衣。

- 3) Workers are required to wear safety belt while construction activities are carried out at 2 meters or more above the ground.

於距離地面 2 米或以上高度施工的工人必須配戴安全帶。

- 4) If this rule is not observed, HKCEC and the Organisers will have the right to stop the relevant construction activity immediately.

如有違規者，香港會議展覽中心及主辦機構有權立即制止有關搭建工程進行至符合安全標準。

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. Aston Fong at Tel (852) 2240 5459. You may also visit the website at: [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與方詠鴻先生[電話：(852) 2240 5459] 聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：[http://www.labour.gov.hk/tc/public/content2\\_8b.htm](http://www.labour.gov.hk/tc/public/content2_8b.htm)。

#### 4. Important Notice on Insurance 參展商須自行投保

Besides adopting necessary security measures to avoid loss, exhibitors shall take out insurance policies which include (but not limited to) its exhibits, displays, stand fittings and fixtures, the venue and other third parties.

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

Exhibitors are reminded to observe the relevant terms stated in Clauses 69 to 70 of Section 3.1, and Section 3.14 of Part III "Rules and Regulations" in the Exhibitors' Manual. Exhibitors shall ensure the insurance policies are effective throughout the whole Fair period, including move-in and move-out dates.

At the same time, exhibitors are reminded to take good care of all their belongings and exhibits. Exhibitors shall not leave any belongings or exhibits without any personnel in the booths throughout the whole Fair period, including move-in and move-out period. Any exhibitors who are found with unattended goods in the booths have to bear all financial and legal responsibility on their own and may receive warning letters.

為避免損失，參展商除採取一切必要之保安措施，亦須自行負責購買保險，包括（但不限於）為其展品、陳列品、攤位裝置、展台、會場及其他第三者投保。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

有關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 69 至 70 條，以及分項 3.14 中列明，敬請各參展商務必細閱，並確保相關保單於整個展期，包括進館日及撤館日一直生效。

同時，參展商須妥善保管其一切財物及展品。不得於展覽期間，包括進館日及撤館日，在無人看管的情況下把任何財物或展品留在攤位內。一經發現，主辦機構或會向有關參展商發出警告信，該參展商亦須負上一切財務及法律責任。

## 5. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例

### 1). Exhibitors from outside Hong Kong 來自香港以外的參展商

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作(無論受薪或非受薪)，亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he/she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

### 2) Exhibitors from Chinese mainland 中國內地參展商

Where Chinese mainland exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Chinese Mainland authorities. For business visits, mainland residents have to apply to the PSB Office in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSB will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Chinese Mainland are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第 1 項所列的香港入境規例。



### 3) **Hong Kong Exhibitors** 香港參展商

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1 and 2) will also apply.

假若任何本地參展商有意於展覽會舉行期間(包括進館及撤館期間)·在攤位派駐或僱用任何來自香港以外的人士·上述規例(第 1 及 2 項)亦同樣適用。

For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site ([www.info.gov.hk/immd/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

有關香港入境規例詳情·請瀏覽香港入境事務處網址([www.info.gov.hk/immd/](http://www.info.gov.hk/immd/))·如對上述規定有任何疑問·歡迎聯絡香港貿易發展局。

## 6. Caution on Third Party Promotional Offers from Fair Guide / Expo Guide / Event Fair FAIR-Guide

請小心處理由第三者(Fair Guide / Expo Guide / Event Fair / FAIR-Guide 等)提供之推廣優惠

It has come to the Organiser's attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請·讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料·然後向參展商索取費用。

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and
- FAIR-Guide ([www.fairguide.me](http://www.fairguide.me)) (owned by Avron s.r.o.).

此等出版人或組織包括但不限於:

- Fair Guide (由 Construct Data 所擁有)·
- Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)·
- Event Fair - The Exhibitors Index 和 FAIR-Guide ([www.fairguide.me](http://www.fairguide.me)) (由 Avron s.r.o. 所擁有)·

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair nor the FAIR-Guide has any connection with the Organiser or any of our fairs.

香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair 和 FAIR-Guide 概與主辦機構或主辦機構的任何展覽完全無關。





UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data has shifted its operation from Austria to Mexico and/or Slovakia.

UFI, 一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織。UFI 還報告說，收債公司和這些指南和組織有夥伴的關係，從而恐嚇參展商付款。Construct Data 之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示，Construct Data 已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data 與 Commercial Online Manuals 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。主辦機構特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

The Organiser do not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or Avron. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or Avron, you should notify Construct Data, Commercial Online Manuals, Event Fair and/or Avron in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair 及/或 Avron 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 指出基於錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。



For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, please visit

[http://www.ufi.org/Public/Default.aspx?Clef\\_SITESMAPS=142&Clef\\_SITESMAPS=161](http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161).

欲瞭解更多信息關於 UFI 對 Fair Guide, Expo Guide, Construct Data 與 Commercial Online Manuals 採取之行動, 請瀏覽此網頁

[http://www.ufi.org/Public/Default.aspx?Clef\\_SITESMAPS=142&Clef\\_SITESMAPS=161](http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161)。

#### 7. Caution on Rental of Credit Card Payment Terminals /提防有關信用卡終端機租賃服務

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has NOT appointed any payment solution providers in ALL HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商, 但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務, 並提醒所有參展商在使用任何供應商的服務前, 應先清楚了解其背景, 並細閱有關文件及合約細則, 以確保閣下本身的利益。

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Gifts & Premium Fair. Should you have any questions, please contact the Fair Management Office.

香港貿發局並提醒所有參展商不得在香港貿發局香港禮品及贈品展期間進行零售活動。如有任何疑問, 請聯絡主辦機構辦事處。

#### 8. Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will NOT be available for exhibitors at the Fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the Fair.

參展商請特別留意, 展覽會將不設租用手推車服務。參展商如需要使用手推車, 請自行安排。

#### 9. Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for **business usage that requires stable connection** (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, **exhibitors are advised to order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 5** in the "Order Forms").

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器)· 本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用, 避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見「申請表格」內的表格 5)。

All exhibitors are kindly reminded that the free **Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously**. The **wireless connection may fail or become slow and/or unstable during the fair period**, and will disconnect if the connection is idle for over 10 minutes. As a alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated public areas of the Fair for free broadband connection by both exhibitors and buyers.

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗、不穩定或緩慢等情況，且若連線後停止瀏覽網業超過 10 分鐘，無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定公眾地點設立免費上網服務，為參展商及買家提供多一個免費寬頻服務的渠道。

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Hall 1A concourse or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助，請前往展覽廳 1A 大堂之服務台或致電熱線 (852) 2582 1846 / 2582 1849。

## 10. Fast Action Scheme at HKTDC Hong Kong Gifts & Premium Fair

### 香港禮品及贈品展之「快速行動計劃」

At the forthcoming HKTDC Hong Kong Gifts & Premium Fair ("the Fair") in April, the Customs and Excise Department (the "Customs") will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct the "Fast Action Scheme" ("the Scheme") during the Fair. HKBPA represents 53 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 53 participating trade associations to join the Scheme.

在香港貿發局香港禮品及贈品展舉行期間，「香港海關」〈「海關」〉將與「香港工商品牌保護陣綫」〈「陣綫」〉合作於展覽會執行「快速行動計劃」〈「計劃」〉。代表 53 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。



The Scheme will be operated independently of the HKTDC by the Customs and HKBPA and is not a substitute for the existing on-site intellectual property rights (“IPR”) complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC’s on-site IPR office for assistance in the same manner as at previous fairs.

「計劃」將由海關及「陣綫」獨立運作，並不取代香港貿發局現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨《香港貿發局》於場內之知識產權辦事處尋求協助。

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

Address 地址: 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong  
香港九龍達之路 78 號生產力大樓 3 樓

Tel 電話: (852) 2788 5391

Fax 傳真: (852) 2788 5388

Website 網頁: [www.hkbpa.org](http://www.hkbpa.org)

Email 電郵: [info@hkbpa.org](mailto:info@hkbpa.org)

Exhibitors are also strongly advised to carefully scrutinize your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

If you have further questions regarding HKTDC’s on-site IPR complaints procedure, please feel free to contact Miss Cindy She, Exhibitions Project Manager [Tel: (852) 2240 4560 / Email: [cindy.km.she@hktdc.org](mailto:cindy.km.she@hktdc.org)] or the Fair Management Office.

如 貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局展覽項目經理余敬敏小姐[電話：(852) 2240 4560 / 電郵：[cindy.km.che@hktdc.org](mailto:cindy.km.che@hktdc.org)]或主辦機構辦事處聯絡。

註：通告內容若有差異，應以英文版本為準。



## Circular (10) – Join HKTDC social media channels and get up-to-date fair information

To help connecting exhibitors with buyers, HKTDC has developed various social media channels:

	<a href="https://www.facebook.com/HKTDC.Exhibition">https://www.facebook.com/HKTDC.Exhibition</a>
	<a href="http://www.weibo.com/hktdclifestyle">http://www.weibo.com/hktdclifestyle</a>
	<a href="https://plus.google.com/+hktdc/posts">https://plus.google.com/+hktdc/posts</a>
	<p>HKTDC Gifts, Stationary, Publishing and Packaging Network  <a href="https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;gid=4860611&amp;trk=groups_guest_most_popular-h-logo">https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;gid=4860611&amp;trk=groups_guest_most_popular-h-logo</a></p>
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div>Click the “+” icon at the top right-hand corner</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">2</div> <div>scan the QR code</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  </div> <div>Click  to follow the official account</div> </div>

We sincerely invite you to follow us on the above channels to get up-to-date information:

- To pre-register for FREE admission badge for buyers
- To network with industry players (especially buyers) direct
- To receive the latest information on HKTDC fairs
- To learn the latest industry news
- To encourage interaction among traders

Hong Kong Trade Development Council

## 通告 (10) – 通過香港貿發局的社交平台獲取最新展覽會資訊

香港貿發局致力推廣社交平台，為使參展商和買家有更緊密的聯繫：

	<a href="https://www.facebook.com/HKTDC.Exhibition">https://www.facebook.com/HKTDC.Exhibition</a>
	<a href="http://www.weibo.com/hktdclifestyle">http://www.weibo.com/hktdclifestyle</a>
	<a href="https://plus.google.com/+hktdc/posts">https://plus.google.com/+hktdc/posts</a>
	HKTDC Gifts, Stationary, Publishing and Packaging Network <a href="https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;gid=4860611&amp;trk=groups_guest_most_popular-h-logo">https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;gid=4860611&amp;trk=groups_guest_most_popular-h-logo</a>
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">1</span> <div style="font-size: small;">Click the "+" icon at the top right-hand corner</div>  </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">2</span> <div style="font-size: small;">scan the QR code</div>  </div> <div style="font-size: x-small; margin-top: 10px;">                 Click  to follow the official account             </div> </div>

本局現誠邀各參展商加入以上平台並密切關注香港貿發局展覽訊息：

- 優先登記免費買家入場證
- 直接與業內人士(特別是買家)交流聯繫
- 獲知香港貿發局展覽最新資訊
- 得知最新的行業訊息
- 參展商與業內人士可在不同平台上互動

香港貿易發展局

**Circular (11) - Guidance to Custom Built exhibitors for on-site usage of electricity**

**通告 (11) - 特裝參展商注意事項 - 現場使用電力指引**

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**  
特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- Total power consumption shall not exceed the current specified. In case of overload, the Organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.  
參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.  
按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格WR1及於最後進場日下午3時前交予大會電力承建商，以茲證明。如未能於該晚下午10時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。
- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.  
特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制尚未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部上  
Exhibition Services, HKTDC

## Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organiser**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else’s intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our legal advisors (“**Legal Advisors**”), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“**Exhibitors**”) is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party’s rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organiser and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors’ Brief**”) that the Organiser may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors’ Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors’ Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant (“**Complainant**”) files a complaint with the Organiser in accordance with the Exhibitors’ Brief and requests the Organiser to take action against an Exhibitor, the Complainant agrees to hold the Organiser, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organiser, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organiser, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.



## Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website ([www.hktdc.com](http://www.hktdc.com)) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organiser's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organiser, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid, and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

## Penalties

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
  - allow TDC to immediately take 3 photographs of the product or material in dispute;
  - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
  - by more than one complainant in respect of different intellectual property rights; or
  - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

## **Penalties for intellectual property-related criminal offences**

### Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

### Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
  - (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
  - (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied
- commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

## **Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights**

### A. Copyright

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

**Option 2:** If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of **all** of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;
5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the

## Appendix 1

Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and

6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm **all** the above information and evidence in a standard-form checklist (which is available for download at [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf)) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

### B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

### C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

### D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

## 香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局 (以下簡稱為「**本局**」、「**主辦機構**」) 是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問 (「**法律顧問**」)，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商 (「**參展商**」)，必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》 (「**參展商須知**」)，包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人 (「**投訴人**」) 按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構及其代理、代表、承包商和僱員 (包括但不限於所述各方的法律顧問) 的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用 (包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問) 採取任何法律行動、或提出任何索償或要求。

### 處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站([www.hktdc.com](http://www.hktdc.com)) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

### **侵權處罰**

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
  - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
  - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。

6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

**有關知識產權刑事罪行之刑罰**

**版權條例 (香港法例第 528 章)**

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

**商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務;
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

另外，任何商戶如就任何消費者作出任何不良營商手法 (包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為)，即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

**證明知識產權的存在及擁有權的所需文件**

**A. 版權**

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

**途徑 2:** 若投訴人為版權擁有人並能提供下列第 4-6 項證據的 正本 作舉證，投訴人需提交下列 所有 的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的 原作正本，例如設計圖樣及草圖等 - 註：任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的 正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. 發票、貨運文件或其他文件的 正本，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或 (2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf)] 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

### B. 商標

1. 有效的 香港 商標註冊證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)。

### C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)。

### D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。



# 中小企業 市場推廣基金

## 開拓香港境外市場



## 中小企業市場推廣基金

### 目的

透過資助中小企業參與出口推廣活動，從而協助其擴展香港境外市場。



### 申請資格

所有在香港按照商業登記條例(第310章)登記並在本港有實質業務運作的中小企業。

「中小企業」指從事製造業而在本港僱用少於100人；或從事非製造業而在本港僱用少於50人的企業<sup>註</sup>。

### 資助範圍

- 參與香港境外展銷/展覽會及商貿考察團，及以香港境外市場為主要對象的本地展銷/展覽會。
- 在以香港境外市場為主要對象的印刷貿易刊物上刊登的廣告。
- 通過以香港境外市場為主要對象的電子平台/媒介進行出口推廣活動，例如刊登廣告、關鍵字搜尋、上載產品資料、建立或優化網上商店等。
- 建立或優化申請企業所擁有的以香港境外市場為主要對象的公司網站作出口推廣。



由主辦機構收取的參加費，交通費，酒店住宿開支，貿易刊物的廣告費，在電子平台/媒介刊登廣告、作關鍵字搜尋、上載產品資料、建立或優化網上商店的費用，及建立或優化申請企業所擁有公司網站的費用，一般情況下可獲基金資助。

### 資助金額

每宗成功申請最高的資助額為申請企業就有關活動繳付的核准開支總費用的50%或5萬元，以較低者為準。每家中小企業的累積資助上限為20萬元。



資助總額中最後的5萬元資助額，必須用於參與未曾獲基金首15萬元資助額資助的出口推廣活動。如欲了解更多有關本規定及其實施的詳情，請向「中小企業市場推廣基金」組查詢。

### 申請手續

在展銷/展覽會或考察團完結日、刊登廣告的貿易刊物出版日、在電子平台/媒介進行的出口推廣活動的有關合約完結日，或建立/優化申請企業擁有的公司網站的有關項目完成日起計的六十個曆日內，把已填妥的申請表連同所需證明文件以郵遞方式或親身送交工業貿易署「中小企業市場推廣基金」組。



有關申請手續的詳情，請參閱申請指引。申請表格及申請指引可免費於工業貿易署索取，或從中小企業資助計劃網頁([www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk))下載。

如有查詢，歡迎聯絡：

香港九龍城協調道3號

工業貿易大樓15樓

工業貿易署

中小企業市場推廣基金組

電話：2398 5127 / 2398 5125

傳真：2391 2646 / 3525 0329

電郵：emf\_enquiry@tid.gov.hk

網頁：www.smefund.tid.gov.hk

註：就基金而言，「企業」是指為了圖利而從事任何形式的業務的法人。非圖利或非分配利潤組織並不符合資格。