

27 – 30 / 4 / 2017 • HKCEC 香港會議展覽中心

March 2017

IMPORTANT CIRCULAR

Dear Exhibitor

A. Exhibitor Package

We are pleased to attach the Exhibitor Package for preparing your participation in the upcoming fair. It includes the following important materials: -

- 1) **Exhibitor Badges*** (Enclosed)
- 2) **Vehicle Permits** for Move-in and Move-out** (Enclosed)
- 3) **Special Circular: Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals**
- 4) Circular 1: Special Move-in and Move-out Arrangement
- Circular 2: hktdc.com Online Promotion Maximises Your Exhibition Effectiveness
- Circular 3: Rules and Measure for Move-out on 30 April 2017
- Circular 4: Exhibits Overnight Storage Service & Reply Slip
- Circular 5: Join HKTDC social media channels and get up-to-date fair information
- Circular 6: Special notice from Exhibition Services Department
- Circular 7: Fair Notices

| Items | | |
|-------|--|------------|
| 1 | Use of Badge and Vehicle Permit | Exhibition |
| 2 | Important Exhibition Regulations | |
| 3 | Booth Decoration and Exhibits should be Ready before the Opening | |
| 4 | Move-out Regulations | |
| 5 | Dedicated Immigration Counters Offer Fast Track to Fair Participants | |
| 6 | Immigration Regulations to be Observed and Followed by Exhibitors | |
| 7 | Caution on Third Party Promotional Offers | |
| 8 | Caution on Rental of Credit Card Payment Terminals | |
| 9 | Fast Action Scheme on Intellectual Property Rights (IPR) | |
| 10 | Internet Access at the Fair | |
| 11 | Safety Regulation on the Use of Trolleys | |
| 12 | Receiving Buyers at HKTDC Fairs | |

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| Items (Cont'd) | | |
|----------------|---|-----------------------|
| 13 | Security Measures Against Thefts and Losses at the Fair | Security |
| 14 | Points to Note / New Measures on Custom-Built Participation | Booth Construction |
| 15 | Safety Measures on On-Site Construction / Dismantling Work | |
| 16 | Construction Waste and Exhibit Sample Disposal | |

Circular 8 Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)

Circular 9 Flying Object & Hover Board Demonstration Area

* **Note:** 1) You/Your representatives are required to present the Exhibitor Badges during the fair period for admission. All on-site requests on additional badges will be charged at HK\$25 / US\$3 each.

2) The badge holder could be picked up at the fairground.

** **Note:** Only for exhibitors who use their own goods vehicle or forwarder to process the move-out arrangement

B. Exhibitor Check-in Procedure

Please bring along the company stamp or business card and present it to the Exhibitor Check-in Counter upon your arrival to the venue on the move-in day (26 April 2017) for collecting the **Official Fair Magazine, Booth Curtain (for Standard & Premium Booth only) and important on-site circulars.**

Date: 26 April 2017 (Move-in Day)

Time: 9:00 a.m. – 8:00 p.m.

Location: Expo Drive Entrance, Hong Kong Convention & Exhibition Centre

We wish you every success in the upcoming fair.

Yours faithfully

Hong Kong Trade Development Council

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參展商須知

致：各參展商

A. 參展商重要文件

隨函附上提供予 貴公司準備參展的重要文件，請查收：

- 1) 參展商工作證* (已隨件附上)
- 2) 進館、撤館車輛許可證** (已隨件附上)
- 3) 特別通告：關於印度國民預辦入境登記的更新
- 4) 通告 1: 特別進館及撤館安排
- 通告 2: 「貿發網」hktdc.com 推廣 助您加強展覽成效
- 通告 3: 有關撤館日 (2017 年 4 月 30 日)之特別措施
- 通告 4: 展品儲存服務及回條
- 通告 5: 通過香港貿發局的社交平台獲取最新展覽會資訊
- 通告 6: 展覽事務部之特別通告
- 通告 7: 展覽會通告

| 資料項目 | | |
|------|------------------|------|
| 1 | 工作證及車輛許可證之使用 | 展覽會 |
| 2 | 展覽會重要規則 | |
| 3 | 準時開放攤位予買家參觀 | |
| 4 | 撤館規則 | |
| 5 | 特快入境通道 | |
| 6 | 參展商須遵守的入境規例 | |
| 7 | 請小心處理由第三者提供之推廣優惠 | |
| 8 | 提防有關信用卡終端機租賃服務 | |
| 9 | 有關知識產權之「快速行動計劃」 | |
| 10 | 展覽會連線上網安排 | |
| 11 | 使用手推車安全細則 | |
| 12 | 參展商接待買家須知 | |
| 13 | 有關防止展品遺失或盜賊的保安措施 | 保安 |
| 14 | 特裝參展新措施及注意事項 | 攤位搭建 |
| 15 | 展覽活動施工場地安全守則 | |
| 16 | 棄置建築廢料及展品 | |

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通告 8: 有關保護知識產權措施及參展商須知
通告 9: 飛行及電動平衡車示範區

- *備註: 1) 參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證 需繳付每張港幣 **25 元或美金 3 元**之費用。
2) 參展商證件套可在會場免費索取。
- **備註: 撤館車輛許可證只發給 自行撤館之參展商

B. 參展商進場登記手續

請 貴公司於進場日 (即 2017 年 4 月 26 日) 帶同公司印章或公司名片，前往展館現場之「參展商進場登記處」辦理進場手續，以領取 大會指定產品雜誌、展台布簾(標準攤位及特級攤位適用)及有關是次展覽之重要通告。

日期: 2017 年 4 月 26 日 (進場日)
時間: 上午九時至下午八時
地點: 香港會議展覽中心博覽道入口地下大堂

祝
展出成功!

香港貿易發展局
2017 年 3 月

Special Circular – 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

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

Hong Kong Trade Development Council

特別通告 – 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

香港貿易發展局

Circular 1 – 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.
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 Tsing Yi 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 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

Can only be proceeded after 8:00pm on 30 April

Entries of the HKCEC will only be allowed to the goods vehicles with:

(a) Vehicle Permit issued by HKTDC **AND** **(b) Trip Ticket** issued at the 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. The vehicle marshalling area will be opened from 2:00 p.m. until all move-out activities have finished.
3. Upon arrival at the Tsing Yi 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, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to the 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:

| | <u>Every 30 minutes (or part thereof)</u> |
|--------------------------------|--|
| 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.

Please note that due to the exhibition in progress, HKCEC Phase II (Expo Drive) Car Park will be closed during the exhibition period, please make use of the HKCEC Phase I (Harbour Road) Car Park instead. For inquiries on the HKCEC parking arrangement, please contact Urban Parking Limited at (852) 2131 0393.

(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.

Hong Kong Trade Development Council

*** 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 1 – 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」

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，所有車輛必須先到車輛等候處報到。車輛等候處將於 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. 青衣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，並顯著地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，**

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*

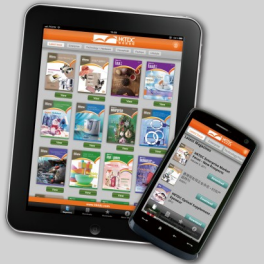


All eligible exhibitors of the **HKTDC Hong Kong Gifts and Premium Fair 2017** are entitled to a one-year online promotion at www.hktdc.com from (February 2017 to January 2018), introducing your company together with photos and information of 10 products/ services. With your presence on hktdc.com, it 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

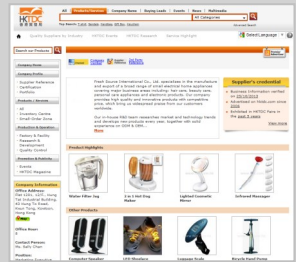


Scan Exhibitor QR code at your booth to access your online profile




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


EXHIBITORS



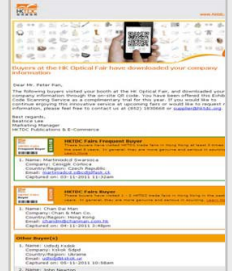
Update your profile on hktdc.com with the latest company and product/service photos and information before the fair



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, 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, 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



hktdc.com

助你提升展覽效益

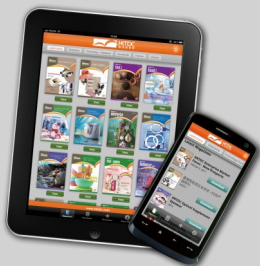


是次 **香港禮品及贈品展 2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 (www.hktdc.com) 享有一年的基本推廣服務(2017年2月至2018年1月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

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。

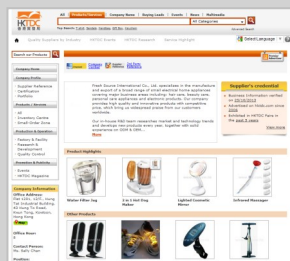


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



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.hktdc.com/diy>)。

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

Circular 3 – Move-out Regulations
通告 3 – 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。

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Circular 4: Free Overnight Storage Service & Reply Form

Fax: (852) 2270 5855
Email: veronica.pm.chan@hktcdc.org
Deadline: 13 April 2017

In order to provide better service to our exhibitors, Hong Kong Trade Development Council is providing different types of FREE Exhibits Storage Service:

| Type | Purpose | Installment Time & Date | Retrieval Time & Date | Venue |
|---|---|--|---|---|
| <input type="checkbox"/> Move-in Storage | To avoid heavy traffic during Move-in Day | 2:30pm - 6pm, 25 April | 9:00am – 6pm, 26 April | - Meeting Rooms N109-110 - Room S304 (Entry from Booth No. 3G-H02) - Room S502 (Entry from Booth No. 5G-F02) |
| <input type="checkbox"/> Overnight Storage | To store valuable exhibits, but NOT carton boxes | 2:30pm – 8pm, 26 April 6:30pm - 7:30pm, 27-29 April | 8:30am – 9:30am, 27 April 9am – 9:30am, 28 -30 April | - Room G305 (Hall 3C Concourse) - Room V302 (Hall 3G Concourse) |
| <input type="checkbox"/> Move-out Temporary Storage | To improve security measures during Move-out Day | After 5pm, 30 April | Before 11pm, 30 April | - Room G105 (Hall 1B Concourse) - Room G305 (Hall 3C Concourse) - Room G312 (Hall 3G Concourse) - Room G502 (Hall 5B Concourse) - Hall 5G Concourse |
| <input type="checkbox"/> Move-out Storage (Overnight) | To avoid heavy traffic during Move-out Day | 5pm - 8pm, 30 April | 9am – 12pm, 1 May | - Meeting Rooms N111-112 - Room S304 (Entry from Booth No. 3G-H02) - Room S502 (Entry from Booth No. 5G-F02) |

Please tick wherever appropriate.

***Note** : For Exhibitors participating in both HKTDC HK Houseware Fair and HKTDC HK Gifts & Premium Fair would like to use the transitional overnight storage from 23-26 April, please indicate your request in HK Houseware Fair Circular.

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and return to us by fax or email on or before 13 April. In view of limited storage space, this service will be available on a first-come-first-served basis. Please note that **NO on-site request will be entertained.**

Terms & Conditions

In consideration of the use of this overnight storage service at Hong Kong Gifts & Premium Fair 2017 without charge or other form of consideration, I acknowledge and agree that the Organiser of Hong Kong Gifts & Premium Fair 2017, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.

I have read the above statement and I agree to the terms thereof.

Company Name: _____

Contact Person: _____ Booth No.: _____

Company Tel: _____ Mobile Tel: _____

No. of Boxes: _____ Estimated size: _____ CBM

Signature: _____ Date: _____



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通告 4: 免費儲存服務及回條

傳真: (852) 2270 5855
電郵: veronica.pm.chan@hktdc.org
截止日期: 2017年4月13日

為向各參展商提供更完善服務，現主辦機構設有不同的免費展品儲存服務，詳情如下：

| 種類 | 目的 | 存放日期及時間 | 提取日期及時間 | 地點 |
|--|----------------------------------|--|--|---|
| <input type="checkbox"/> 進場日展品儲存 | 避免進場日嚴重交通擠塞，提前寄存展品 | 4月25日 下午2時30分至 下午6時止 | 4月26日 上午9時至 下午6時止 | - 會議室 N109-110 - S304室(從展台3G-H02進入) - S502室(從展台5G-F02進入) |
| <input type="checkbox"/> 展覽期間通宵 展品儲存 | 儲存貴重展品，但 <u>不適用於紙皮箱</u> | 4月26日 下午2時30分至 下午8時止 4月27至29日 下午6時30分至 下午7時30分止 | 4月27日 上午8時30分至 上午9時30分止 4月28至30日 上午9時至上午 9時30分止 | - G305室(3C號展覽廳門外) - V302室(3G號展覽廳門外) |
| <input type="checkbox"/> 撤館日展品儲存 (臨時) | 提供臨時保安服務供 即晚離場之參展商作 暫時展品儲存 | 4月30日 下午5時後 | 4月30日 下午11時前 | - G105室(展覽廳1B門外) - G305室(展覽廳3C門外) - G312室(展覽廳3G門外) - G502室(展覽廳5B門外) - 展覽廳5G門外 |
| <input type="checkbox"/> 撤館日展品儲存 (通宵) | 避免撤館日嚴重交通 擠塞，存放展品至翌日 | 4月30日 下午5時至 下午8時止 | 5月1日 上午9時至 中午12時止 | - 會議室 N111-112 - S304室(從展台3G-H02進入) - S502室(從展台5G-F02進入) |

請於適當之方格內加上 號。

注意：若同時參加香港貿發局香港家庭用品展及香港貿發局香港禮品及贈品展之參展商需要使用由4月23-26日提供之過渡通宵展品儲存服務，請於香港貿發局香港家庭用品展通告內登記使用此服務。

以上所有展品儲存服務**完全免費**，但參展商需預先登記，請填妥此回覆通知書於**4月13日前**傳真或電郵回本局。由於儲存空間有限，此服務將以**先到先得**的形式安排。請注意：所有現場申請將不會受理。

條款

基於主辦機構在香港禮品及贈品展2017中的展品儲存服務屬免費提供，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。(以上條款只供參考，並以英文版本為準。)

本人已閱讀以上條款並同意遵守。

公司名稱： _____

聯絡人： _____ 展台編號： _____

公司電話： _____ 手提電話： _____

展品件數： _____ (箱) 預計體積： _____ CBM

簽名： _____ 日期： _____

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Circular 5 – Join HKTDC social media channels and get up-to-date fair information

通告 5 – 通過香港貿發局的社交平台獲取最新展覽會資訊

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

| | |
|---|--|
|  | https://www.facebook.com/HKTDC.Exhibition |
|  | http://www.weibo.com/hktdclifestyle |
|  | https://plus.google.com/+hktdc/posts |
|  | HKTDC Gifts, Stationary, Publishing and Packaging Network https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&qid=4860611&trk=groups_guest_most_popular-h-logo |
|  | <div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> 1 <p>Click the "+" icon at the top right-hand corner</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> 2 <p>scan the QR code</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  </div> <div style="display: flex; align-items: center;"> <p>Click  to follow the official account</p> </div> </div> |

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

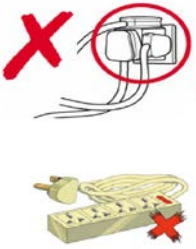


- To pre-register for FREE admission badge for buyers 優先登記免費買家入場證
- To network with industry players (especially buyers) direct 直接與業內人士(特別是買家)交流聯繫
- To receive the latest information on HKTDC fairs 獲知香港貿發局展覽最新資訊
- To learn the latest industry news 得知最新的行業訊息
- To encourage interaction among traders 參展商與業內人士可在不同平台上互動

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Circular 6 - Special Notice from Exhibition Services Department
通告 6 - 展覽事務部之特別通告

Attention to All Exhibitors 參展商請注意

Electricity Supply 電力供應

| | |
|---|--|
|  | <p>For the standard socket (if included in the booth package) provided by the organiser, please be reminded that the fuse maximum capacity is 800watt for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>攤位若附設大會提供之電力插座，其最大用電量只限於 800watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p> |
|  | <p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p> |
|  | <p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。</p> |

Fair System & Furniture 攤位結構及傢俱

| | |
|---|---|
|  | <p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p> |
|  | <p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。</p> <p>For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p> |

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

Circular 7 - Guidance to Custom Built exhibitors for on-site usage of electricity

通告 7 - 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

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Circular 8 – Fair Notices
通告 8 – 展會通告

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Exhibition 展覽會

1 : Use of Badge and Vehicle Permit 工作證及車輛許可證之使用

(A) Use of Badges / 工作證之使用

In a bid to step up the security at the fairground, access to the venue has been tightened, only badge holders are allowed to enter the exhibition area. Exhibitors and contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商及承建商均需配帶有關工作證，方可於展品進場及離場時間進入會場。

(B) Use of Vehicle Permits / 車輛許可證之使用

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day & move-out day (i.e. 26 and 30 April) and during the fair period (27-30 April). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit and Exhibitors' Manual.

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

During move-in and move-out day (i.e. 26 and 30 April), vehicles will be given a ticket with the clock-in time when entering the 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 is limited to 45 minutes.**

於展品進場日及離場日(即 4 月 26 日及 30 日)，當車輛進入會展貨物裝卸區時，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裝卸區交通緊張的情況，**免費上落貨限時亦為四十五分鐘。**

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The HKCEC will impose charges on vehicles with extended stay **on 26 and 30 April**. The charges are as follows: 香港會議展覽中心將於 4 月 26 日及 30 日實施進場車輛使用時間收費計劃。有關收費如下：

| | <u>Every 30 mins (or part thereof)</u> <u>每半小時收費(或不足半小時)</u> |
|--|---|
| First 45-mins (after clock in) 車輛進場後首四十五分鐘 | Free 免費 |
| First 2 hours after 45 mins 其後兩小時內 | HKD 港幣 100 |
| After 2 hours & 45 mins 超過兩小時及四十五分鐘 | HKD 港幣 150 |
| Each lost ticket 遺失進場計時卡(每張/每日): | HKD 港幣 500 |

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

繳交費用(如適用)將於貨車調車區出口管制處辦理，並同時發還收據。車輛許可證並非泊車證，此證亦不適用於私家車。

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

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。

2 : 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。

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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,
容許其僱員招攬生意。
- at its Space or Stand.

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，上述活動涉及之產品，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。

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3 : 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 Hong Kong Gifts & Premium Fair, 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。

4 : Move-out Regulation 撤館守則

Please note that all exhibitors are strictly abided by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booth before the closing of the Fair on 30 April at 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，不得於展覽會指定結束前(即4月30日5時前)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 on moving out before 5:00pm, the Organiser reserve the rights to reject future application from the exhibitor.

為進一步提高展覽會質素及避免同類事件發生，主辦機構職員會於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，主辦機構有權取消違規公司往後的參展資格，敬希留意。

5 : Dedicated Immigration Counters 特快入境通道

Two dedicated immigration counters at the Hong Kong International Airport will offer fast track to participants of HKTDC Hong Kong Gifts & Premium Fair 2017.

參加2017年香港貿發局香港禮品及贈品展之與會人士可使用設於香港國際機場的兩個專櫃，辦理入境手續，以省卻輪候時間：

Opening Date of the Counters 專櫃之開放日期: 26 - 27 / 4 / 2017

Opening Hours of the Counters 專櫃之開放時間: Daily from 9 am to 10 pm 每日早上9時至晚上10時

Fair participants wishing to use the counters need to present valid buyer's badge, exhibitor's badge or related document issued by the HKTDC.

外地買家及參展商須出示由香港貿發局發出的有效買家入場證、參展商工作證或相關文件，方能使用以上專櫃。

To help overseas participants find the counters, the Hong Kong Tourism Board will set up directional signs and have staff at hand to help show participants where the counters are located.

為協助外地買家及參展商找到專櫃位置，香港旅遊發展局將於機場適當地方豎立指示牌，並派出工作人員在現場提供幫助。

For queries, please contact Ms. Kelly Tsang, Exhibitions, HKTDC, Tel: (852) 2240 4036 or Fax: (852) 2169 9475 or email: kelly.tsang@hktdc.org.

如有查詢，請聯絡香港貿發局展覽事務部曾佩莉小姐，電話：(852) 2240 4036，傳真：(852) 2169 9475，電郵：kelly.tsang@hktdc.org。

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6 : 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/). 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/)。如對上述規定有任何疑問，歡迎聯絡香港貿易發展局。

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7 : 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) (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) (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.

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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.

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。

The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, you should notify Construct Data and/or Commercial Online Manuals and/or 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.

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual Event Fair 及/或 AVRON 訂立合約，閣下應以書面通知 Construct Data 及/或 Commercial Online Manuals 及/或 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 and AVRON, please visit http://www.ufi.org/Public/Default.aspx?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=161。

8: 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 service provider of credit card payment terminal 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 credit card payment terminal 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 or by telephone at (852) 2582 1900.

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或致電(852) 2582 1900 查詢。

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9: 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
Contact Person 聯絡人 : Ms Lo 盧小姐

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] 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.she@hktdc.org] 或主辦機構辦事處聯絡。

10: 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**").

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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 an 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。

Steps for use of Wireless Internet Services 無線上網使用步驟

1. Open the wireless connection on your device and select “**HKCEC_Free_WiFi**” network from the available wireless network list.
先啟動閣下無線上網裝置· 並於選單中選取「**HKCEC_Free_WiFi**」網絡接通無線上網服務。
2. Open a web browser and access any web page.
開啟瀏覽器並進入任何一個網頁
3. You will be connected to the logon web page. Please select “I accept” button.
瀏覽器將被轉到登入網頁· 請選擇「同意」按鈕。
4. Internet access is now enabled. You can access your desired web page while you are within the wireless network in HKCEC.
無線網絡正式接通。閣下可於香港會議展覽中心內有無線網絡的地方使用無線上網服務· 瀏覽不同網頁。

Please note 請注意:

- The wireless internet service will disconnect if the connection is idle for over 30 minutes.
如連線後停止瀏覽網頁超過 30 分鐘· 無線上網服務便會自行中斷。
- The usage is limited to 60 minutes upon registration.
登入後· 無線網絡服務使用時間上限為 60 分鐘。

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Expo Drive Entrance or call the Wireless LAN Service Hotline at 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· 請前往博覽道入口大堂之服務台或致電熱線 2582-1846 / 2582-1849。

11: Safety Regulation on the Use of Trolley 使用手推車安全細則

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue. All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

參展商如需於展覽場地使用手推車運送貨物· 必須採取一切安全措施· 以免造成危險及傷及他人。所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時· 必須要有最少兩名工作人員陪同· 確保運送安全。

To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m.

為免貨物於運送期從手推車上墜下· 傷及他人· 參展商 不得 運送體積 超過 1 米 x 1 米 x 1 米 之貨物。

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If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

*** Please note that there will be NO trolley rental service at the fairground.**

*** 請留意展覽會現場 不設 手推車租借服務。**

12: Receiving Buyers at HKTDC Fair 參展商接待買家須知

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, 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.

鑒於以往在本局舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，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，包括拒絕有關人士到其攤位參觀。

The Hong Kong Trade Development Council, as the fair Organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

作為展覽會主辦機構，香港貿發局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局籲請各參展商務須遵守以下規則：

1. All exhibitors should welcome visitors that are qualified and admitted by the Organiser.
對所有獲本局接納進場參觀的人士表示歡迎。
2. Exhibitors should treat all visitors courteously.
有禮接待所有參觀人士。
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
不可因為參觀者的種族或所屬地區而作出歧視行為。
4. Exhibitors should not display any discriminatory messages at their booths.
不應在攤位內展示任何帶有歧視性的標語。

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Council will carefully review the application for participation in future HKTDC events by that exhibitor and may have to take necessary actions.

懇請所有參展商衷誠合作。假若本局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。

Security 保安

13: Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and procedures:

香港貿易發展局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：



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1. Opening Hours / 進場時間

Daily morning set-up time is 30 minutes before the official opening time of the fair except on the first exhibition day. The opening hours for exhibitors to enter the fairground will be as follows:

除展覽會開幕第一天外，各參展商每日之進館時間為展覽會開放前 30 分鐘方可進入展館，參展商進館時間將為：

| | <u>For Exhibitors 參展商</u> | <u>For Visitors 參觀人士</u> |
|------------------------------------|---------------------------|--------------------------|
| 27 / 4 / 2017 (Thur 星期四) | 8:30am 上午八時三十分 | 9:30am 上午九時三十分 |
| 28 – 30 / 4 / 2017 (Fri-Sun 星期五至日) | 9am 上午九時 | 9:30am 上午九時三十分 |

2. Reinforce Security Patrol / 加強保安巡邏

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

3. Exhibitors' Badge 參展商工作證

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作證上的攤位號碼，以方便分辨各參展商的身份。

4. Signage 保安標示

Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.

增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。

5. Booth Curtains 展台布簾

Booth curtains for exhibition stands will be provided upon exhibitors' check-in for retaining privacy of your exhibits during non-opening hours.

本局於參展商辦理進場登記手續時將提供展台布簾給各參展商，以保障各展台於非開放時間的私隱。

6. Overnight Storage Service 通宵儲存服務

Overnight storage service will be provided during the fair for exhibitors to store their valuable exhibits and avoid heavy traffic on the move-in and move-out days. Those who intend to use this service have to complete the **Circular 4: Free Overnight Storage Service & Reply Form** and return it to the Organiser before **13 April 2017**.

為方便參展商於展覽期間晚上貯存貴重展品，以及避免於進場及撤館日嚴重的交通擠塞，本局為參展商將提供免費通宵儲存服務。參展商可選擇將展品存入貯存庫內，切勿將展品留於攤位內。有興趣的參展商，可填妥附上之通告 4: **免費儲存服務申請表格** 並於 **2017 年 4 月 13 日前** 交回本局，以便安排。

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the Organiser. All property and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

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為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無須為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。

Booth Construction 攤位搭建

14: Points to Note / New Measures on Custom-built Participation 特裝參展新措施及注意事項

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.

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。

| Section 部份 | Items 內容 |
|------------|---|
| 4.2 | Information submission 提交資料 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. 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/承建商收取港幣 3,000 (美元 400)的逾期行政費用。 |
| 4.2.2 | Site work deposit 施工按金 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 (USD667) and HK\$75,000 (USD10,000) respectively. 按金以每平方米港幣 300 (美元 40) 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港幣 5,000(美元 667)及港幣 75,000(美元 10,000)。 |
| 4.2.3 | 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. 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 萬港幣，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)。 |
| 4.2.4 | Hall rental charges for over-time move-in and move-out. 進場及離場超時租場收費。 |
| 4.2.5 | Maximum stand height. 攤位高度限制。 |

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| | | | |
|--|--|---|--|
| 4.2.6 | Structural Safety Certificate and/or Structural Calculations Submission | | |
| 提交「結構安全證明書」及/或「數據證明」 | | | |
| Stands & temporary structures 攤位及臨時搭建物 | > 2.5m & < 4.5mH > 2.5 米 而 < 4.5 米高 | ≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構 | |
| Stages or platforms 平台或舞台 | > 1.1m & < 1.5mH > 1.1 米 而 < 1.5 米高 | ≥ 1.5mH ≥ 1.5 米高 | |
| Suspended lighting truss & equipment 懸空照明支架及設備 | <100 kg 公斤 | ≥ 100 kg 公斤 | |
| An Authorised Person/ Registered Structural Engineer's (AP/RSE) should submit to Organiser by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>26 April 2017</u> . 於 2017 年 4 月 26 日 認可人士/註冊結構工程師應下午 3 時或之前 投放到「攤位設施」展位之收集箱 | Verify stability of design drawings 證明其設計圖則穩定性 | | |
| | Supervise construction works at site 監督搭建工程 | | |
| | Verify stability after completion by completing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書 | | |
| | Structural safety certificate 結構安全證明書 | Structural safety certificate & Structural calculations 結構安全證明書及數據證明 | |
| Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 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。 | | | |
| 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 Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=RSE . | | | |
| 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 <u>認可人士/註冊結構工程師</u> 的名冊,請瀏覽屋宇署網頁: https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=AP%28E%29&langCode=2 | | | |

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| | |
|--------|--|
| 4.2.13 | <p>Construction Industry Safety Training Certificate 建築業安全訓練證明書</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>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。</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcecepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p> <p>如有任何查詢，可透過電郵 hkcecepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p> |
| 4.2.14 | <p>Points should be complied with by the Exhibitor and his/her appointed Contractor.</p> <p>參展商及其承建商須注意及遵守事項。</p> |
| 4.2.15 | <p>Deduction of site work deposit. 施工按金扣款。</p> |

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.

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。

“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](#) 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](#)

For queries, please feel free to contact:

如有查詢，請聯絡：

Mr Aston Fong 方詠鴻先生

Email 電郵: aston.wh.fong@hktdc.org Tel 電話: (852) 2240 5459

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15: 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 **Labor 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) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 meter or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
為確保安全，展覽期間香港會議展覽中心內**禁止任何人士使用高度超過2米梯子**。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。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（隨附表格樣本以供參考）。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 Licensees 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**必須穿上反光背心**。
- 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 Organiser 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. Abel Kwan at Tel (852) 2240 5466. You may also visit the website at: 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，請與關志文先生（電話：(852) 2240 5466）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/eng/public/content2_8b.htm。

16: Construction Waste and Exhibit Sample Disposal / 棄置建築廢料及展品

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Hong Kong Trade Development Council's Trade Fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿易發展局所有展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。

註：通告內容若有差異，應以英文版本為準。

Circular 9 – Flying Object & Hover Board Demonstration Area

Dear Exhibitors,

Thank you for your participation at HKTDC Hong Kong Gifts & Premium Fair 2017 during 27-30 April 2017 at Hong Kong Convention and Exhibition Centre.

To facilitate your product demonstration, we are pleased to inform you that a **Flying Object & Hover Board Demonstration Area** will be set up during the fair period. Exhibitors with flying products such as drones, quadcopters, as well as hover boards **must** demonstrate the products only in this special demonstration area, which is provided for free by the Organiser. All demonstration of the above said flying products and hover boards outside this special demonstration area, e.g. inside the booth, is prohibited due to safety concerns. Please see below for details:

➤ Details & Opening hours of Flying Object & Hover Board Demonstration Area*

| | | |
|---|--|---------------------------|
| Location: | Hall 5B at booth 5B-E37, 5B-E39 | |
| Opening Hour: | 27-29 April 2017 | (10:00am – 6:00pm) |
| | 30 April 2017 | (10:00am – 4:00pm) |
| *Remarks: Duration of each session: 30 minutes. Only representatives from exhibiting companies are allowed to have the demonstration | | |

➤ Application for using Flying Object & Hover Board Demonstration Area

For application, please fill in the reply slip in next page and send to veronica.pm.chan@hktdc.org by **1 April 2017**.

In case of oversubscription, allocation will be determined by manual balloting. Time slot will be assigned by the Organiser. Confirmation letter will be issued to successful applicants.

Should you have any query regarding the Flying Object & Hover Board Demonstration Area, please feel free to contact Ms Emily Chan (Tel. no.: 2240 4471 or email: emily.kw.chan@hktdc.org).

Remarks:

This circular serves to remind all exhibitors that the demonstration of exhibits should be made **INSIDE the Flying Object & Hover Board Demonstration Area ONLY**. In addition, the exhibitor should make sure that the demonstration should not cause any damage, loss and hurt any other exhibitors, visitors or any other person in the fairground.

通告9 – 飛行及電動平衡車示範區

各位參展商:

感謝 貴司於2017年4月27-30日參展假香港會議展覽中心舉辦的香港貿發局香港禮品及贈品展2017。

為使 貴司的產品示範更加便利，本局於展會期間特設**飛行及電動平衡車示範區**。參展商如欲示範產品如航拍飛機、四軸飛行器及電動平衡車等，**必須**使用此由本局免費提供的示範區。基於安全理由，嚴禁一切於非示範區，包括於展位內進行的產品示範。請見詳程如下：

➤ 飛行及電動平衡車示範區開放時間*及詳程

| | |
|--|---|
| 地點: | 展覽廳 5B, 展位 5B-E37, 5B-E39 |
| 開放時間: | 2017年4月27-29日 (10:00am – 6:00pm) 2017年4月30日 (10:00am – 4:00pm) |
| *註：每一節產品示範時間為30分鐘。惟參展商公司代表可以於此示範區進行示範。 | |

➤ 申請使用飛行及電動平衡車示範區

如欲申請，請填妥下頁回條並於**2017年4月1日或之前**電郵至 veronica.pm.chan@hktdc.org。

如申請公司數目過多，將進行抽籤決定使用示範區的參展商公司或示範節數。示範節數將由主辦機構安排。成功申請的參展商將收到確認函。

如閣下對飛行及電動平衡車示範區有任何疑問，歡迎聯絡陳紀華小姐 (電話: 2240 4471 或電郵: emily.kw.chan@hktdc.org)。

備註：

此通告用作提醒各參展商**只可以**於飛行及電動平衡車示範區**以內**進行航拍飛機、四軸飛行器及電動平衡車等產品的示範。此外，各參展商須確保 貴司的產品**示範不可**對其他參展商或參觀人士構成任何破壞、損失或身體傷害。

Reply Slip 回條

Please fill in and send to veronica.pm.chan@hktdc.org by **1 April 2017**
請於 **2017年4月1日或之前** 填妥並交回 veronica.pm.chan@hktdc.org

Company Name 公司名稱: _____

Booth No. 展位號碼: _____

Contact Person 聯絡人: _____

Title 職銜: _____

Mobile No. 手機號碼: _____

Email 電郵: _____

Please check the prefer time slots for product demonstration: 請剔出 貴司希望申請的示範節數:

27 / 4 / 2017 (Wednesday 星期四)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 10:00 – 10:30 | <input type="checkbox"/> 12:00 – 12:30 | <input type="checkbox"/> 14:00 – 14:30 | <input type="checkbox"/> 16:00 – 16:30 |
| <input type="checkbox"/> 10:30 – 11:00 | <input type="checkbox"/> 12:30 – 13:00 | <input type="checkbox"/> 14:30 – 15:00 | <input type="checkbox"/> 16:30 – 17:00 |
| <input type="checkbox"/> 11:00 – 11:30 | <input type="checkbox"/> 13:00 – 13:30 | <input type="checkbox"/> 15:00 – 15:30 | <input type="checkbox"/> 17:00 – 17:30 |
| <input type="checkbox"/> 11:30 – 12:00 | <input type="checkbox"/> 13:30 – 14:00 | <input type="checkbox"/> 15:30 – 16:00 | <input type="checkbox"/> 17:30 – 18:00 |

28 / 4 / 2017 (Thursday 星期五)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 10:00 – 10:30 | <input type="checkbox"/> 12:00 – 12:30 | <input type="checkbox"/> 14:00 – 14:30 | <input type="checkbox"/> 16:00 – 16:30 |
| <input type="checkbox"/> 10:30 – 11:00 | <input type="checkbox"/> 12:30 – 13:00 | <input type="checkbox"/> 14:30 – 15:00 | <input type="checkbox"/> 16:30 – 17:00 |
| <input type="checkbox"/> 11:00 – 11:30 | <input type="checkbox"/> 13:00 – 13:30 | <input type="checkbox"/> 15:00 – 15:30 | <input type="checkbox"/> 17:00 – 17:30 |
| <input type="checkbox"/> 11:30 – 12:00 | <input type="checkbox"/> 13:30 – 14:00 | <input type="checkbox"/> 15:30 – 16:00 | <input type="checkbox"/> 17:30 – 18:00 |

29 / 4 / 2017 (Friday 星期六)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 10:00 – 10:30 | <input type="checkbox"/> 12:00 – 12:30 | <input type="checkbox"/> 14:00 – 14:30 | <input type="checkbox"/> 16:00 – 16:30 |
| <input type="checkbox"/> 10:30 – 11:00 | <input type="checkbox"/> 12:30 – 13:00 | <input type="checkbox"/> 14:30 – 15:00 | <input type="checkbox"/> 16:30 – 17:00 |
| <input type="checkbox"/> 11:00 – 11:30 | <input type="checkbox"/> 13:00 – 13:30 | <input type="checkbox"/> 15:00 – 15:30 | <input type="checkbox"/> 17:00 – 17:30 |
| <input type="checkbox"/> 11:30 – 12:00 | <input type="checkbox"/> 13:30 – 14:00 | <input type="checkbox"/> 15:30 – 16:00 | <input type="checkbox"/> 17:30 – 18:00 |

30 / 4 / 2017 (Saturday 星期日)

- | | | |
|--|--|--|
| <input type="checkbox"/> 10:00 – 10:30 | <input type="checkbox"/> 12:00 – 12:30 | <input type="checkbox"/> 14:00 – 14:30 |
| <input type="checkbox"/> 10:30 – 11:00 | <input type="checkbox"/> 12:30 – 13:00 | <input type="checkbox"/> 14:30 – 15:00 |
| <input type="checkbox"/> 11:00 – 11:30 | <input type="checkbox"/> 13:00 – 13:30 | <input type="checkbox"/> 15:00 – 15:30 |
| <input type="checkbox"/> 11:30 – 12:00 | <input type="checkbox"/> 13:30 – 14:00 | <input type="checkbox"/> 15:30 – 16:00 |

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) 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) 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) 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/或任何其代表、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] 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。