

**27 – 30 / 4 / 2024 · Hong Kong Convention & Exhibition Centre 香港會議及展覽中心**

Exhibitor Package for HKTDC Hong Kong Gifts & Premium Fair 2024

香港貿發局香港禮品及贈品展2024 (參展商須知)

Dear Exhibitors

Thank you for your participation in the **HKTDC Hong Kong Gifts & Premium Fair 2024**. Please note that the items listed overleaf will be included in your exhibitor package. If you have any questions, please feel free to contact us.

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

Hong Kong Trade Development Council

各位參展商

感謝 貴公司參加**香港貿發局香港禮品及贈品展2024**，煩請檢查背頁所列的資料是否已領取及齊全。如有任何疑問，請與以下同事聯絡。

Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Ms. Daisy Hui 許玉英小姐	(852) 2240 4028	daisy.yy.hui@hktdc.org	(852) 2169 9131
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預祝 展出成功！

香港貿易發展局 謹啟

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

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:

參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下：

**Exhibitors' Manual 參展商手冊:**

<https://www.hktdc.com/event/hkgiftspremiumfair/en/exhibitors-manual>

**Order Forms 額外設施及服務申請表格:**

<https://www.hktdc.com/event/hkgiftspremiumfair/en/additional-facilities-services-order-form>

**(Remarks: Hardcopy will NOT be distributed**

**備註: 印刷本將不會派發)**

**Order Form Submission Deadline 申請表截止日期**

<b>Magazine Advertising</b> 產品雜誌廣告	<b>Additional Facilities and Services</b> 額外設施及服務
<b>17 / 3 / 2024</b>	<b>15 / 3 / 2024</b>

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

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

Item 資料項目		Circular No 通告
1.	Checklist of Important Dates 重要日期清單	Special Circular (1) 特別通告(1)
2.	Briefing Session on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement 展會須知、保護知識產權及撤館交通安排簡介會	Special Circular (2) 特別通告(2)
3.	Move-in and Move-out Schedule 進場及離場時間表	Special Circular (3) 特別通告(3)
4.	Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 關於印度國民預辦入境登記的更新	Special Circular (4) 特別通告(4)
5.	Important Notice on Insurance 參展商須自行投保	Special Circular (5) 特別通告(5)
6.	Caution on Arranging Payment and Fraudulent Emails 請小心處理有關繳付參展費用之安排及欺詐電郵騙案	Special Circular (6) 特別通告(6)
7.	Invoices Issued to Buyers (Trade Description Ordinance) 有關<商品說明條例>中產品銷售之發票內容	Special Circular (7) 特別通告(7)
8.	e-Badge for exhibitors and buyers 參展商及買家電子入場證	Special Circular (8) 特別通告(8)
9.	GO HKCEC 會展快運易	Special Circular (9) 特別通告 (9)
10.	Alteration of Basic / Standard / Premium Booth Structures (Deadline: 15 March 2024) 自行更改基本/標準/特級展台設施 (截止日期: 2024 年 3 月 15 日)	Circular 1 通告 1
11.	Points to Note / Measures on Custom-built Participation 特裝參展新措施及注意事項	Circular 2 通告 2
12.	Restriction on Custom-built Stand Height 特裝展位高度限制	Circular 3 通告 3
13.	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項-現場使用電力指引	Circular 4 通告 4
14.	Exhibitor Alerts during on-site 參展商現場注意事項	Circular 5 通告 5
15.	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Circular 6 通告 6
16.	Nomination of Buyers for Hotel Sponsorship (Submission Deadline: 29 Feb 2024) 酒店贊助買家推薦 (截止日期: 29 / 2 / 2024)	Circular 7 通告 7
17.	Move-out Regulations 撤館規則	Circular 8 通告 8

18.	Green Tips to Exhibitors 參展商綠色小貼士	Circular 9 通告 9
19.	Fair Notices 展會通告	Circular 10 通告 10
20.	Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排	Circular 11 通告 11
21.	Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 附件 1
22.	Brochure of SME Export Marketing Fund (for HK Exhibitors Only) 中小企業市場推廣基金小冊子 (香港參展商適用)	Appendix 附件 2

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

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
27-29 April (Sat-Mon) 4月27-29日 (星期六至一)	9:30am-6:30pm 上午9時30分至下午6時30分	9am-6pm 上午9時正至下午6時正
30 April (Tue) 4月30日 (星期二)	9:30am-5:00pm 上午9時30分至下午5時正	9am-3:30pm 上午9時正至下午3時30分

\*Arrangement of Exhibitor Badges Registration Link & Collection Arrangement will be provided by next email.

\*\*Arrangement of Electronic Vehicle Entry Permit will be announced later.

\*\*\*For trade only. Person under 18 will be not admitted.

\*有關參展商工作證登記及領取安排將於稍後另行電郵予貴公司。

\*\*電子車輛入場許可證安排將於稍後公佈。

\*\*\*只供 18 歲或以上人士進場。

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

### 特別通告 (1) – 重要日期清單

Confirmation of Company Information 參展商資料最後確認日期	Late-March 2024 2024 年 3 月下旬
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	15 March 2024 2024 年 3 月 15 日
Order Additional Exhibitor Badges and Invitation Cards Deadline 額外參展商工作證及邀請卡截止申請日期	15 March 2024 2024 年 3 月 15 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Mid-April 2024 2024 年 4 月中旬
Visitor Pre-Registration 參觀人士預先登記	Registration Link: <a href="#">Please click here</a>  登記網址: <a href="#">請點擊此處</a>
hktdc.com Sourcing Subscription 貿發網採購平台	27 Mar - 26 May 2024 2024 年 3 月 27 日至 5 月 26 日
Click2Match Online Meetings 商對易線上會議	20 Apr - 07 May 2024 2024 年 4 月 20 日至 5 月 7 日

**Note 注意:**

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

**27 – 30 / 4 / 2023 · Hong Kong Convention & Exhibition Centre 香港會議及展覽中心****Special Circular (2) – Briefing Session on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement**  
**特別通告(2) – 展會須知、保護知識產權及撤館交通安排簡介會**

To help exhibitors prepare for the **HKTDC Hong Kong Gifts & Premium Fair 2024** and fully understand the arrangements during the Fair, a briefing session will be held.

為協助參展商籌備參加「香港貿發局香港禮品及贈品展 2024」和對展覽會期間各項安排加深了解，主辦機構將舉辦下列簡介會。

<b>Date:</b> 日期:	待定 TBC
<b>Time:</b> 時間:	待定 TBC
<b>Venue:</b> 地點:	By Zoom 透過 Zoom 網上進行
<b>Language:</b> 語言:	Cantonese 廣東話
<b>Content:</b> 內容:	Briefing on General Fair Information, Intellectual Property Rights (IPR) and Special Move-out Arrangement 展會須知、保護知識產權及撤館交通安排簡介會

All exhibitors are highly recommended to attend the above briefing session. Please kindly register via the Zoom registration link which will be provided soon.

我們鼓勵所有參展商出席上述簡介會。Zoom 連結將於稍後提供。

## Special Circular (3): Move-in and Move-out Schedule

	CUSTOM-BUILT PARTICIPATION		STANDARD BOOTH
Booth Construction	25 April 26 April	2pm – 10pm 9am – 1pm	N/A
Booth Decoration	26 April	9am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	26 April	(Please refer to schedule as printed on the e-Vehicle Pass)	
Move-Out Exhibits	30 April	(Please refer to schedule as printed on the e-Vehicle Pass)	
Termination of Booth Electricity	27 – 29 April 30 April	7:30pm 6:30pm	
Booth Dismantling including Additional Lighting	30 April	8pm – 12 midnight	N/A

### 1.1. Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 9am (except for the first day of the exhibition which would be opened at 8:30am). **All exhibitors are reminded to present exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

### 1.2. Over-time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 25, 26 and 30 April 2024, they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.

## 特別通告 (3) : 進場及離場時間表

	特裝參展用戶	標準攤位用戶
攤位建築	4月25日 下午2時至晚上10時 4月26日 上午9時至下午1時	不適用
攤位佈置	4月26日	上午9時至下午8時 所有攤位佈置必須於下午8時前完成
展品進場	4月26日 (請依照電子車輛通行證上的時間)	
展品離場	4月30日 (請依照電子車輛通行證上的時間)	
終止攤位電源	4月27至29日 下午7時30分 4月30日 下午6時30分	
攤位拆卸 包括照明裝置	4月30日 晚上8時至午夜12時	不適用

### 1.1. 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午9時開放(除展覽會首天將於上午8時30分開放外)。參展商於進入展覽場館時必須持有工作證，參展商如未滿十八歲均不准進場。

### 1.2. 香港會議展覽中心徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於2024年4月25、26及30日午夜12時後進行工作，必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於第4.2.4條。

## Special Circular (4) – 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 policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals are 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 has been implemented, while the online service for “Pre-arrival Registration for Indian Nationals” has been opened.

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

For more information and online registration, please visit:

[http://www.immd.gov.hk/eng/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html)

## 特別通告 (4) – 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」已經實施，相關的網上登記平台亦已經開放。

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

欲查詢更多資訊或作網上登記，請瀏覽：

[http://www.immd.gov.hk/hkt/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html)



### Special Circular (5) – Important Notice on Insurance

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

Exhibitors are reminded to arrange insurance coverage for all the exhibits including but not limited to inside the booth area but within the entire exhibition venue and the storage area.

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

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

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

Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal is hosted.

### 特別通告 (5) – 參展商須自行投保

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

參展商應緊記自行安排有關展品的保險，不只限於展位內，並需包括在整個會場內及存倉地方。

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

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

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

參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號及熱帶氣旋警告信號下購買保險。

## Special Circular (6) – Caution on Arranging Payment and Fraudulent Emails

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. HKTDC would like to clarify that all payments should be made payable to “Hong Kong Trade Development Council” as specified on relevant application form and invoice. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

1. Ensure that the email is genuinely from HKTDC
  - Always identify the sender of the email from its domain.
2. Check the HKTDC disclaimer
  - All emails sent from HKTDC will carry the Council’s disclaimer at the bottom of the email.
3. Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
4. Always use trusted Wi-Fi network
  - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at (852) 1830 668 and quote the fair name concerned.

**特別通告 (6) – 請小心處理有關繳付參展費用之安排及欺詐電郵騙案**

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會，參展商應把參展費用支付予“香港貿易發展局”，有關繳款資料已詳列於申請表格和發票上。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

另外，有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
  - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
  - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款帳戶名稱(香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
  - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線 (852) 1830 668 並提供參展會的名稱查詢。

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**Special Circular (7): Invoices Issued to Buyers (Trade Description Ordinance)**

Hong Kong Gifts & Premium Fair is important that Exhibitors reflect the ethical and professional image of the trade event. Exhibitors are reminded that each invoice issued must clearly indicate the exhibitor's full name and address as well as a detailed description of goods sold, including but not limited to the date of purchase, quantity, price and/or any other written particulars as required under the laws of Hong Kong, in order to comply with the law and avoid misunderstandings or complaints.

Further, exhibitors must ensure that all trade descriptions to be applied to the goods supplied or offered to supply are accurate, and that it must not omit, hide or provide material information in a manner that is unclear, unintelligible, ambiguous or untimely. Exhibitors who provide, supply or offer to supply goods with a false trade description commit a criminal offence in contravention of the Trade Descriptions Ordinance, Chapter 362, Laws of Hong Kong. If an exhibitor is found to be in breach of the said Ordinance or any of its eight pieces of subsidiary legislation, the Organiser shall have the right to permanently terminate the exhibitor's right to exhibit in the exhibition and ban the exhibitor from all future events held by the Organiser.

For more information on Trade Description Ordinance, please visit the link:

[http://www.customs.gov.hk/en/faqs/consumer\\_protection/trade\\_desc/index.html](http://www.customs.gov.hk/en/faqs/consumer_protection/trade_desc/index.html)

**特別通告 (7): 有關<商品說明條例>中產品銷售之發票內容**

香港貿發局香港禮品及贈品展作為全球重要的商貿平台，參展商在任何時刻對商業道德及專業形象的持守尤其重要。因此，主辦機構特別向各參展商作出提示，所有發出的商品發票必需清楚列明參展商的全名、地址，以及所銷售之產品詳情，包括但不限於購買日期、數量、價錢，及/或其他香港法例所要求的書面詳情，以遵守法律要求及避免引起混淆及投訴。

此外，參展商必須確保所有供應或要約供應的貨品所應用的商品說明均為準確，並且其不得遺漏、隱藏，或以不明確、難以理解、含糊或不適時的方式提供重要資料。參展商如提供、供應或要約供應附有虛假商品說明之貨品，即屬刑事罪行，並觸犯香港法例第 362 章<商品說明條例>。如參展商被發現觸犯該條例或其八條附屬法例的任何一條，主辦機構有權永久終止其參展資格及禁止其參與主辦機構未來舉辦的所有活動。

有關<商品說明條例>之詳細資料，可參考:

[http://www.customs.gov.hk/tc/consumer\\_protection/trade\\_desc/index.html](http://www.customs.gov.hk/tc/consumer_protection/trade_desc/index.html)



**Special Circular (8) – e-Badge for exhibitors and buyers**  
**特別通告 (8) -參展商及買家電子入場證**

With rapid development of mobile technology, electronic admission badge (e-Badge) will be launched in HKTDC Hong Kong Gifts & Premium Fair 2024 to upgrade exhibitor's and buyer's experience at the fair and support environmental protection.

Exhibitors and buyers who downloaded the “HKTDC Marketplace” mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access. For the time being, paper badge is still available to exhibitors and buyers.

To provide seamless fairground experience, more functions will be introduced in the app later based on the needs of exhibitors and buyers, such as display of customized information, enhanced ability to connect with exhibitors and buyers.

More details: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html)

現今流動技術日益普及，大會亦與時並進，將於 2024 年香港貿發局香港禮品及贈品展推出參展商及買家電子入場證 ( e-Badge )，期望提升參展商及買家的展會體驗，同時響應環保。

參展商及買家只需下載香港貿發局商貿平台 ( HKTDC Marketplace ) 流動應用程式，完成登記後，便可索取 e-Badge。進入會場時，參展商及買家須向工作人員展示 e-Badge。目前，參展商及買家仍可選擇領取實體證。

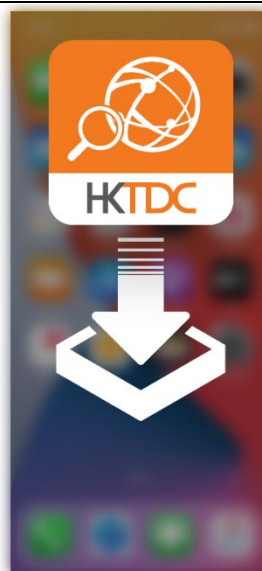
大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

如要了解更多資訊，請瀏覽：[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing\\_tc.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html)

Please find the details about Exhibitor e-badge:  
有關參展商電子入場證的詳情可參考:

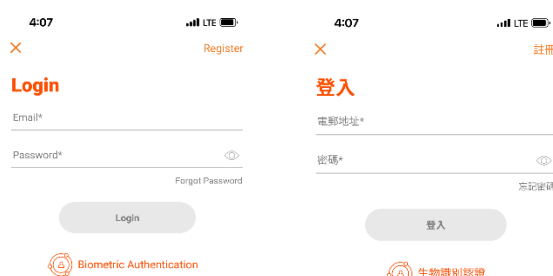
**1. Download and install  
'HKTDC Marketplace' Apps.**

下載並安裝“HKTDC Marketplace”  
應用程式。



**2. Login your Exhibitor Account with your  
registered email.  
If you forgot your password, please use  
'forgot password' button.**

使用您的註冊郵箱登錄參展商帳號。  
如果您忘記密碼，請使用“忘記密碼”按鈕。



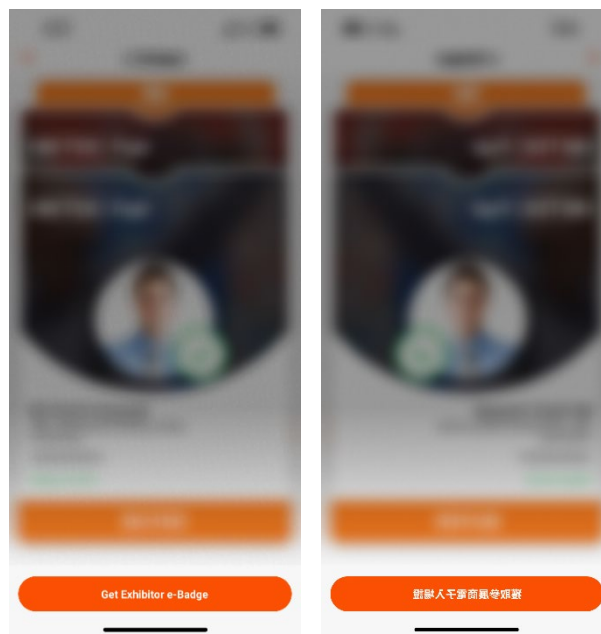
**3. Tap 'e-Badge' button.**

在主頁點擊橙色“電子入場證”按鈕。



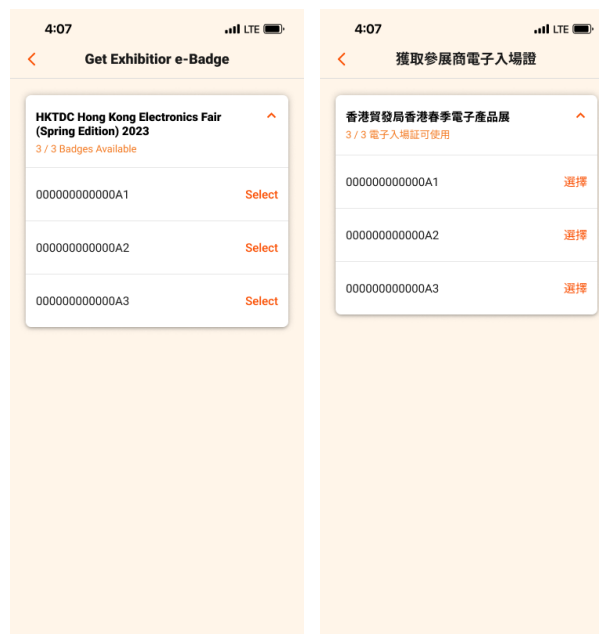
**4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.**

選擇“獲取參展商電子入場證”  
以兌換您的電子工作證。



**5. Redeem the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.**

兌換工作證。請注意，每台電子設備 (如手機)  
只能兌換一個工作證。

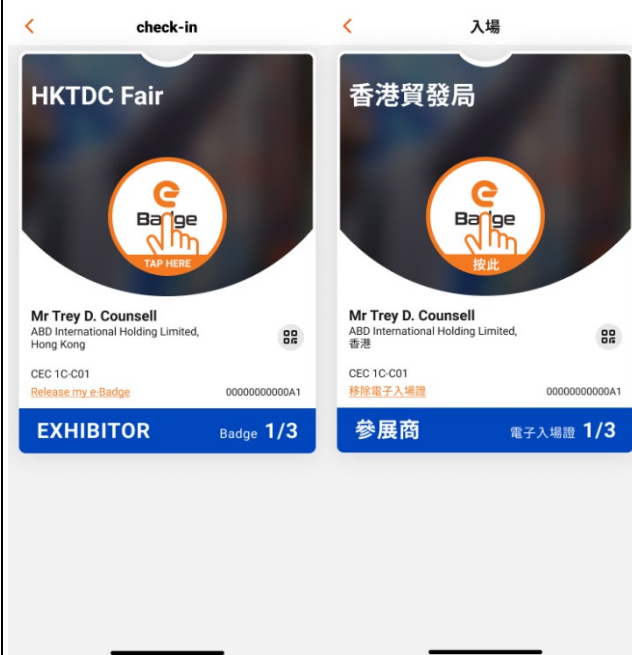


## 6. Input your name.

輸入您的名字。

The image shows two side-by-side screenshots of a mobile application interface. The left screenshot is titled "Get Exhibitor e-Badge" and shows a form with the following fields: "Badge Selected" (000000000000A1), "Mr" (with a dropdown arrow), "Trey D." (with a dropdown arrow), and "Counsell" (with a dropdown arrow). At the bottom is an orange button labeled "Next". The right screenshot is titled "獲取參展商電子入場證" and shows the same form with Chinese text: "已選擇電子入場證" (000000000000A1), "Mr" (with a dropdown arrow), "Trey D." (with a dropdown arrow), and "Counsell" (with a dropdown arrow). At the bottom is an orange button labeled "下一步".

## 7. The Exhibitor e-Badge is now ready to use! 參展商電子入場證現在可以使用了！





**Special Circular (9) – GO HKCEC**  
特別通告 (9) 會展快運易

HKCEC has launched a new truck application for vehicles entering HKCEC. All vehicle drivers are required to download an application called "Exhibition Express" before entering the CEC to obtain tickets (i.e. collect tickets). The previous Tsing Yi waiting area has been cancelled. Please read the instructions in the link carefully.

香港會議展覽中心（會展）為進入會展的車輛推出新的卡車應用程序。所有車輛司機在進入會展前均需下載名為「會展快運易」的應用程式以獲取門票（即取籌），以往的青衣等候區已經取消。請仔細閱讀鏈結中的教學。

Please contact HKCEC hotline (852) 2582 7130 during 26 - 30 April for enquiries about the GO HKCEC App.  
請於 4 月 26 至 30 日期間致電會熱線 (852) 2582 7130 查詢有關會展快運易應用程式的事宜。

**User Guide 教學指南**

EN:

[https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition\\_EN.pdf](https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_EN.pdf)

中文:

[https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition\\_TC.pdf](https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_TC.pdf)

**FAQ 問與答**

EN:

[https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions\\_EN.pdf](https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_EN.pdf)

TC:

[https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions\\_TC.pdf](https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_TC.pdf)

**Youtube Video 視頻教學**English: <https://www.youtube.com/watch?v=4p00gv9hQgs&t=109s>Chinese: <https://www.youtube.com/watch?v=pgphCJWVvsQ>

## Circular (1) – Alteration of Basic / Standard / Premium Booth Structures

We would like to draw your attention that alteration of furnished booth structures is strictly prohibited by the HKTDC as shown in the following exhibition rules and regulations stated in the Exhibitors' Manual Section 4:

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

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

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

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request using the **Forms 3 to 6** (Additional/Modification of standard facilities) downloadable at the fair website (<http://www.hktdc.com/hkgiftspremiumfair/orderform>) to the Organiser no later than **15 March 2024** (**deadline extended**).

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **15 March 2024**.

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

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

#### 4.2.14 All Exhibitors and Contractors must comply with the following requirements

Exhibitors/Contractors of standard/premium booth requesting for early move-in for booth decoration must ensure that they and their Contractors are fully aware of the following requirements when preparing design proposals. Failure to observe such requirements may result in costly alterations on site being required by the Organiser and/or the Venue Operator and deduction of site work deposit. In the worst case, the Organiser may prohibit the construction of the intended Custom-built stand. Any charges so incurred will be entirely at the Exhibitor's expense:



1)	Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organiser.
2)	All structures built on ground must be self-standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra sum will be claimed by the Official Contractor if their materials are damaged.
3)	No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 0.35m from stand boundary. These may include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.
5)	No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), nor may any fixings be made to the floor, walls or any other parts of the building.
6)	The Contractor is responsible to put its company name on the contractors' badges in a clearly identifiable way and/or without properly displaying at the Exhibition Venue.
7)	The name and/or stand number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
8)	Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent stand must be set back 0.5m from stand boundary. All viewable areas of the common side-wall bordering neighbouring stands should be smooth and well dressed in plain colour without any graphics.
9)	Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent stands.
10)	The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor.
11)	All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).
12)	All lighting fixtures should be installed at least 2.2m above ground or they should be well protected so as not to cause danger to the general public.
13)	Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
14)	All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.

15)	Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw.
16)	Contractors should strictly follow the move-in/move-out schedule set by the Organiser. No prior move-in/move-out without Organiser's prior consent is allowed. All workers and construction materials will be required to leave the hall immediately until the official time.
17)	Banners are restricted to two-dimensional signs only. Please refer to order form for details.
18)	Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking.
19)	There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue/loading area etc... will be disposed without prior notice.
20)	For safety reasons, Venue Operator has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck.
21)	All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges.
22)	All contractor badges/vehicle passes are strictly non-transferable.
23)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.

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

**通告(1) – 自行更改基本 / 標準 / 特級展台設施**

本局嚴禁各基本/標準/特級展台參展商在展台內自行加建設施，現特請各參展商注意以下事項(參展商手冊第4部分)：

**4.1 基本/標準/特級展台**

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

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

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外/改動設施服務申請表」內之 **表格三至六** (<http://www.hktdc.com/hkgiftspremiumfair/orderform>)，並於 **2024年3月15日(截止日期延長)** 前交回本局。

如有需要刪除任何標準設施，請於**2024年3月15日**前通知本局，可免收費用。

**租用基本/標準/特級展台的參展商必須注意及遵守下列各項規定：**

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

**4.2.14 所有參展商及承建商必須遵守下列各項規定**

申請提早佈置標準/特級展台的參展商/承建商，必須確保其與承建商製備的設計草圖完全符合以下各項規定，否則展館營運者及/或主辦機構可要求作出修改；因而招致的昂貴修改費用，將由參展商自行負責。在最壞的情況下，主辦機構可能禁止承建商搭建計劃中的自行搭建攤位。任何因此而招致的費用將由參展商全數承擔，並須扣除按金。

- 1) 攤位尺寸以米為單位。參展商/承建商在動工搭建攤位前，必須確定攤位位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。
- 2) 所有在地上搭建物必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安裝在大會承建商之物料上，一經發現，承建商要負責將其拆除。同時本局會扣除施工按金。如發現大會承建商之物料有損毀，費用亦須該承建商承擔。
- 3) 任何攤位裝置不得伸展超逾劃定的攤位界限，該等裝置包括但不限於等離子電視、展品、裝飾燈具、參展商名牌或標記。唯一般照明燈具裝置〔如泛光燈、長臂射燈等〕不可超逾攤位界限0.35米以外。
- 4) 現場攤位之主結構與交予主辦機構之圖則不符。
- 5) 不得在展覽場館內的天花板懸吊垂飾〔上文提及只供照明用途的懸空支架、懸空結構除外〕，亦不得在地板、牆壁或建築物的任何部份裝設任何固定裝置。
- 6) 承建商證應清楚可辨認地展示承建商公司名稱及/或沒有在展館內佩帶。
- 7) 參展商名稱及攤位號碼必須展示於面向通道的顯眼位置。如未能遵守此規定，主辦機構有權代為安裝在適當位置，費用由參展商自付。
- 8) 任何超過2.5米面向毗鄰攤位的名牌及裝飾〔包括公司名稱、商標、標語、相片及背景圖案等〕，必須放置於攤位界線0.5米以內的地方。所有視線範圍的結構必須平滑及粉飾達可接受的標準而沒有任何圖案等裝飾。
- 9) 參展商不可用毗鄰攤位之圍板作任何裝飾或依靠等用途。
- 10) 如要改變地毯類型或顏色，必須事先通知主辦機構，所需費用概由參展商負責。
- 11) 所有電力裝置及電線安裝必須遵照香港《電力條例》的《電力〔線路〕規例》〔第406E章〕。
- 12) 所有燈飾裝置必須安裝於離地2.2米以上或應有適當的保護設施以保障公眾安全。
- 13) 大會承建商有權將開關掣及過載保護分線箱安裝於攤位內適當位置。
- 14) 所有用以搭建和裝修攤位或設施的材料，必須具防火功能並需按展館營運者及/或主辦機構要求檢測。
- 15) 展館範圍內嚴禁噴漆、燒焊及使用圓鋸/風車鋸。請以線鋸取代圓鋸/風車鋸。
- 16) 承建商必須遵照大會編訂之進場及離場時間表，不得提早進場或離場。一經發現，所有工人及其建築物料須即時離場，直至大會所指定的時間方可施工。
- 17) 所有橫額或旗幟之尺寸均有限制，詳情請參閱相關表格。
- 18) 施工期間之廢料〔如包裝材料〕必須立即放於廢料籠內。
- 19) 會場不會提供儲存服務。所有空箱、設備、貨物、工具及物料不得放置於會場/卸貨區等地方。一經發現，會將其棄置而不獲事先通知。
- 20) 為確保安全，展館已在進場及離場期間特設專為棄置玻璃物料之廢料籠，以便與其他物料分開處理。在使用夾斗車清理攤位建築物料之前，請把玻璃物料與其他物料分別

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棄置於展館相應廢料籠內，以免發生意外。

- |     |                                                                          |
|-----|--------------------------------------------------------------------------|
| 21) | 承建商或其委託者須於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨 駿日街83號辦公室領取承建商證及車輛通行證，否則，本局將收取額外行政費。 |
| 22) | 嚴禁轉讓承建商證/車輛通行證。                                                          |
| 23) | 任何攤位構件安裝在大會承建商之物料上。                                                      |

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

**Circular (2) – Points to Note/New Measures on Custom-Built Participation**

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

Section	Items																				
4.2	<p><u>Information submission</u></p> <p>Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor/Contractor.</p>																				
4.2.2	<p><u>Site work deposit</u></p> <p>Calculation based on HK\$300 (US\$40) per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>																				
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 26 – 30 April 2024.</p>																				
4.2.4	Hall rental charges for over-time move-in and move-out																				
4.2.5	Maximum stand height																				
4.2.6	<p><u>Structural Safety Certificate and/or Structural Calculations Submission</u></p> <table border="1"> <tbody> <tr> <td>Stands &amp; temporary structures</td> <td>&gt;2.5m &amp; &lt;4.5mH</td> <td>≥ 4.5mH or two-storey construction</td> </tr> <tr> <td>Stages or platforms</td> <td>&gt;1.1m &amp; &lt;1.5mH</td> <td>≥ 1.5mH</td> </tr> <tr> <td>Suspended lighting truss &amp; equipment</td> <td>&lt;100 kg</td> <td>≥ 100 kg</td> </tr> <tr> <td>Self-standing speakers and/or lighting towers</td> <td>≤2.5m</td> <td>&gt;2.5m</td> </tr> <tr> <td rowspan="2">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td> <td>Verify stability of design drawings</td> <td>Verify stability of design drawings &amp; endorse structural calculations</td> </tr> <tr> <td colspan="2">Supervise construction works at site; verify stability after completion by issuing structural safety certificate</td> </tr> <tr> <td>Submit design drawings to Organiser by <b>15</b></td> <td colspan="2">By email</td> </tr> </tbody> </table>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations	Supervise construction works at site; verify stability after completion by issuing structural safety certificate		Submit design drawings to Organiser by <b>15</b>	By email	
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	<p><b>March 2024</b></p> <p>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b><u>26 April 2024</u></b></p> <p>Submit to Official Electrical Contractor by 1500 hrs on <b><u>26 April 2024</u></b></p>	<p>1. Structural safety certificate (refer to section 4.2.6)</p> <p>2. Fire Services certificate (submit upon request) (refer to section 4.2.8)</p> <p>Certificate of installation, inspection &amp; testing (Form WR1) (please refer to section 4.2.7)</p>
	<p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="http://www.bd.gov.hk/english/inform/e_rse_1.html">http://www.bd.gov.hk/english/inform/e_rse_1.html</a></p>	
4.2.13	<p><b><u>Construction Industry Safety Training Certificate</u></b></p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>	
4.2.14	<p>Points should be complied with by the Exhibitor and his/her appointed Contractor.</p>	
4.2.15	<p>Deduction of site work deposit.</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.

“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



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

**E+PLUS**



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attention. You and your appointed contractor(s) are advised to go through the guide.

For queries, please feel free to contact:

Mr Abel Kwan      Email: [abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org)      Tel: (852) 2240 5466



**通告(2) – 特裝參展新措施及注意事項**

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

部份	內容																	
4.2	<p><u>提交資料</u></p> <p>請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費用。</p>																	
4.2.2	<p><u>施工按金</u></p> <p>按金以每平方米 300 港元 ( 40 美元 ) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>																	
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1,000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2024 年 4 月 26 日至 30 日)。</p>																	
4.2.4	<p>進場及離場超時租場收費。</p>																	
4.2.5	<p>攤位高度限制。</p>																	
4.2.6	<p><u>提交「結構安全證明書」及/或「數據證明」</u></p> <table border="1"> <tbody> <tr> <td>舞台或平台</td> <td>&gt;1.1 米 而 &lt;1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td>&lt;100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td>獨立揚聲器和/或照明燈架連燈</td> <td>≤2.5 米</td> <td>&gt;2.5 米</td> </tr> <tr> <td rowspan="2">認可人士/註冊結構工程師應</td> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性 及簽發數據證明</td> </tr> <tr> <td colspan="2">監督搭建工程 在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 <b>2024 年 3 月 15 日</b> 或之前提交圖則予主辦機構</td> <td colspan="2">以電郵方式</td> </tr> </tbody> </table>	舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米	認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性 及簽發數據證明	監督搭建工程 在完成搭建後驗證並簽發結構安全證明書		於 <b>2024 年 3 月 15 日</b> 或之前提交圖則予主辦機構	以電郵方式	
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	於 <b>2024 年 4 月 26 日</b> 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕
	於 <b>2024 年 4 月 26 日</b> 下午 3 時或之前 交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕
	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。  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： <a href="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registratio_nsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registratio_nsearch-disclaimer.html?reg_type=RSE</a>	
4.2.13	建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。  如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。	
4.2.14	參展商及其承建商須注意及遵守事項。	
4.2.15	施工按金扣款。	

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

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

如有查詢，請聯絡：

關志文先生 電郵: [abel.kwan@hktcd.org](mailto:abel.kwan@hktcd.org) 電話: (852) 2240 5466

### Circular 3: Restriction on Custom-built Stand Height

In response to rising environmental and safety concerns, Hong Kong Trade Development Council will lower the maximum height of single-deck custom-built booths in all its fairs with details below:

1. Until **30 April 2023**, based on our Exhibitors' Manual in Para 4.2.5 Height Limit, the maximum height of single-deck custom-built booths is **4.5m** (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts).
2. Since **1 May 2023**, all new designs of single-deck custom-built booths shall not exceed the height of 4 metres (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts).
3. Based on last circular RSC001/21 on 1 April 2021, re-used single-deck booths at **"4.5m < booth height ≤ 5m"** can be reset up until **30 April 2023**.
4. Starting from **1 May 2023**, re-used single-deck booths at **"4m < booth height ≤ 4.5m"** can be reset up until **30 April 2025**. The booth design must remain unchanged as it was previously submitted to HKTDC for the same show without modification. Any amendments to original design will be treated as new design and subject to height restriction of 4 metres.

We believe that you will support this new initiative in creating a better working environment. If you have any queries, please contact:

Name	Tel. No.	Email
Mr Abel Kwan	(852) 2240 5466	abel.kwan@hktdc.org
Mr Aston Fong	(852) 2240 5459	aston.wh.fong@hktdc.org

Thank you for your kind understanding and cooperation in advance.

Operation Team

Exhibition Services Department

## 通告(3): 特裝展位高度限制

香港貿易發展局為促進環保及安全施工，將在其展覽會下調單層特裝展位最高可建高度，詳情安排如下：

1. 於 **2023 年 4 月 30 日** 或之前，單層特裝展位最高可建高度是 4.5 米 (註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。
2. 自 **2023 年 5 月 1 日** 起，所有新設計的單層展位高度不得超越 4 米 (註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。
3. 根據 2021 年 4 月 1 日所發出的通告 RSC001/21，單層重用展位在“**4.5 米 < 高度 ≤ 5 米**”將於 **2023 年 4 月 30 日** 後不可再使用。
4. 由 **2023 年 5 月 1 日** 起，單層重用展位在“**4 米 < 高度 ≤ 4.5 米**”可重用並延期保留至 **2025 年 4 月 30 日**。重用展位設計必須跟上一屆提交給貿發局同場展覽的圖則相同，並不可作出任何結構性改動。如有任何改動，本局將以新設計論，並將會把展位可建高度下調至 4 米。

本局希望調整限高能締造更好的工作環境，如有任何疑問，請聯絡：

姓名	電話	電郵
關志文先生	(852) 2240 5466	abel.kwan@hktcdc.org
方詠鴻先生	(852) 2240 5459	aston.wh.fong@hktcdc.org

感謝您理解與合作，謝謝。

展覽服務部 行動組

**Circular (4) - Guidance to Custom Built exhibitors for on-site usage of electricity****通告(4) - 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，展會後配電總制倘未關掉，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。


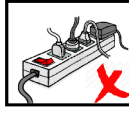
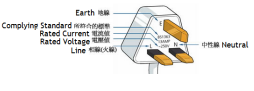

香港貿易發展局 展覽服務部上  
Exhibition Services, HKTDC



## Circular 5 - Exhibitor Alerts during on-site

### 通告(5) - 參展商現場注意事項

#### Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organiser (if any) and its power limitation. Each socket can connect <b>one</b> electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>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></b> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場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. Please do not exceed the power supply limit.</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“攤位設施服務台”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負擔所有責任，切勿超過負荷。</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. <b>No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth.</b> 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。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。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 <b>only support weight under 3kg</b>. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly 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。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 undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.

參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

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、損失或任何後果負擔所有責任。

ES Onsite Circular – V4.1



**Circular (6) – Buyer Nominations for Incentive Programmes to  
HKTDC Hong Kong Gifts & Premium Fair (27-30 April 2024)**

Thank you very much for your support to the coming HKTDC Hong Kong Gifts & Premium Fair 2024. To attract buyers from all over the world, we are offering various customised buyer incentive programmes for selected overseas buyers to visit our fair.

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

To facilitate our preparation work, please make use of the nomination form attached and submit by **6 March 2024**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show. If you have any questions, please do not hesitate to contact Mr. Wayne Lau [Tel: (852) 2240-4585; Email: [ws.lau@hktdc.org](mailto:ws.lau@hktdc.org)]

Hong Kong Trade Development Council

**通告(6) – 買家專享贊助 – 買家推薦計劃  
香港貿發局香港禮品及贈品展 (2024年4月27-30日)**

感謝 貴司對香港貿發局香港禮品及贈品展 2024 的支持。為了吸引更多海外買家到場與貴司洽談業務，本局將提供的各項買家專享贊助予精選買家。為此，本局誠邀閣下提名合適的買家。被揀選邀請的買家，將會收到列出提名公司名稱的邀請函，同時，本局亦會通知貴公司提名的結果。請注意，優先權將給予從未參觀香港禮品及贈品展的買家，而且名額有限，先到先得。本局保留最終選擇權利。

為了給予我們充足的時間安排，請閣下填妥買家推薦表格，並於 **2024年3月6日前** 電郵給我們。我們將繼續以 貴司的利益為依歸，務求利用展覽會為 貴司締造一個具效益、高增值的宣傳渠道。詳情請電 (852) 2240 4585 或 電郵 [ws.lau@hktdc.org](mailto:ws.lau@hktdc.org) 與劉偉城先生洽。

祝各參展商展出成功。

香港貿易發展局

27 – 30 / 4 / 2024 • Hong Kong Convention & Exhibition Centre 香港會議及展覽中心

To : Hong Kong Trade Development Council  
Attn : Mr. Wayne Lau  
Email : ws.lau@hktdc.org  
From : (Exhibitor Name): \_\_\_\_\_

**HKTDC Hong Kong Gifts & Premium Fair 2024**  
**香港貿發局香港禮品及贈品展 2024**  
**Buyer Nominations for Incentive Programmes**  
**買家專享贊助推薦計劃**

**Submission Deadline 截止日期**  
**6 / 3 / 2024**

**買家資料 Information of Nominated Buyer**

公司名稱  
Name of Company: \_\_\_\_\_

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

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_

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

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_

網址 Web-site: \_\_\_\_\_

公司業務性質 Nature of Business: \_\_\_\_\_

請復印此表格作更多買家提名。本局保留最終選擇權利。如有查詢，請致電 (852) 2240 4585 與劉偉城先生聯絡。

Please copy this nomination form for nominating more buyers. Priority of hotel sponsorship is subject to sole discretion of the HKTDC. For further queries, please contact Mr. Wayne Lau at Tel: (852) 2240 4585.

**Circular 7 - Nomination of Buyers for Hotel Sponsorship**

Thank you very much for your keen support to the HKTDC Hong Kong Gifts & Premium Fair 2024!

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note that, however, we shall have the final discretion in selecting the buyers for extending the offer.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of **29 February 2024**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show.

For queries, please contact Ms. Anson Chim at tel: (852) 2240 4099 via e-mail: [hkgifts.visitor@hktdc.org](mailto:hkgifts.visitor@hktdc.org).

**通告 (7) - 酒店贊助買家推薦**

感謝 貴司對香港貿發局香港禮品及贈品展 2024 的支持。為了吸引更多海外買家到場與 貴司洽談業務，本局在過去一年積極實行了全球買家推廣計劃。

為進一步吸引更多高質素國際禮品及贈品買家到來採購，本局將提供香港酒店贊助予被挑選的海外買家。因此，我們誠邀 閣下提名合適的買家。被揀選邀請的海外買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。本局將保留最終選擇權利。

為了給予本局充足的時間安排，請閣下填妥買家推薦表格，並於 2024 年 2 月 29 日前回覆。

本局將繼續以 貴公司的利益為依歸，務求透過展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。

詳情請電 (852) 2240 4099 或電郵 [hkgifts.visitor@hktdc.org](mailto:hkgifts.visitor@hktdc.org) 與詹焯林小姐洽。

祝 各參展商展出成功。

**To 致 :** Ms Anson Chim, Hong Kong Trade Development Council (HKTDC)

香港貿易發展局: 詹焯林小姐

**Email 電郵 :** [hkgifts.visitor@hktdc.org](mailto:hkgifts.visitor@hktdc.org)

From 由: (Exhibitor's Name 參展商姓名) : \_\_\_\_\_

(Contact Person 聯絡人) : \_\_\_\_\_

(Telephone 聯絡電話) : \_\_\_\_\_

HKTDC Hong Kong Gifts & Premium Fair 2024

香港貿發局香港禮品及贈品展 2024

27-30 / 4 / 2024

Overseas Buyers Nomination Form for Hotel Sponsorship 酒店贊助海外買家推薦

截止日期 Submission Deadline – 29 / 2 / 2024

買家資料 Information of Nominated Buyer

\*必須填寫 Mandatory data

\*公司名稱 Name of Company: \_\_\_\_\_

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

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_

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

電話 Tel: \_\_\_\_\_ \*傳真 Fax: \_\_\_\_\_

\*電子郵件 E-mail: \_\_\_\_\_

網址 Web-site: \_\_\_\_\_

公司業務 Nature of Business: (Wholesaler, Importer, Buying Agent, Distributor, Retailer etc.)

I agree that the above information may be used by the Hong Kong Trade Development Council for incorporation in all or any of its database for business matching (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement. I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein. 本人同意香港貿易發展局可將上述資料編入其全部或任何資料庫內作為商貿配對 (因而可能成為可供本地及/或海外公眾人士使用), 以及用於本局在私隱政策聲明中所述之其他用途。本人確認已獲得此表格上所述人士同意, 將其個人資料提供予本局。

Please tick here if you do not wish to receive any promotional and other materials from the HKTDC via email, fax, postage and any other appropriate means. 若閣下不欲繼續收取香港貿易發展局以電郵、傳真、郵遞或其他途徑發送的任何宣傳及其它資料, 請於方格內加上號。

Name 姓名 \_\_\_\_\_ Signature/Co. Chop 簽署/公司印鑑 \_\_\_\_\_ Date 日期 \_\_\_\_\_

Copies of the Privacy Policy Statement are available any time on request from our Customer Service Hotline at (852) 1830668 or by visiting our website at: <<http://www.hktdc.com/mis/pps/en>>

如欲索取私隱政策聲明, 可致電客戶服務部 (852) 1830668 或瀏覽網頁 <<http://www.hktdc.com/mis/pps/tc>>

## Circular (8) – Move-out Regulations

Please note that many buyers have to utilise 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 and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 30 April 2024.** According to clause 46 in the exhibition rules & regulations 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 on 30 April 2024. Those exhibitors who violated such rule will be served a warning letter.

### Performance Bond

If an exhibitor violates the rules in HKTDC Hong Kong Gifts & Premium Fair 2024 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for HKTDC Hong Kong Gifts & Premium Fair 2025. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2024	Performance Bond Amount
6-35 sq.m.	HK\$5,000 / US\$650
36-89 sq.m.	HK\$10,000 / US\$1,300
90-161 sq.m.	HK\$20,000 / US\$2,600
162 sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for HKTDC Hong Kong Gifts & Premium Fair 2025.

The application of HKTDC Hong Kong Gifts & Premium Fair 2025 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

**If an exhibitor violates the rule again during HKTDC Hong Kong Gifts & Premium Fair 2025, full amount of the performance bond will be forfeited.** Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

## 通告 (8) – 撤館規則

主辦機構去年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4月30日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第46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。主辦機構將於4月30日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。

**違規罰款按金**

如參展商於2024年香港禮品及贈品展違反展覽會規則46條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「2025年香港禮品及贈品展」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2024年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於2025年香港禮品及贈品展的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「2025香港禮品及贈品展」的申請。

**如參展商於2025年再度違規，違規罰款按金將會被沒收。**如參展商於2025年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來香港禮品及贈品展的選擇攤位次序或取消該公司保留位置的權利，甚至取消未來參展香港禮品及贈品展的資格。

## Circular (8) – Green Tips to Exhibitors

To make the HKTDC Hong Kong Gifts & Premium Fair 2024 a greener trade fair, the following green tips are suggested for your participation at HKTDC Hong Kong Gifts & Premium Fair.

### Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

### Booth Operation

- To arrive the fairground by public transports or shuttle bus provided by the Organiser
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

### Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

**通告 (8) – 參展商綠色小貼士**

為支持香港貿發局香港貿發局香港禮品及贈品展 2024 成為綠色展覽，在參與展會同時，請參考下列綠色小貼士。

**展位建築及佈置**

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

**展覽運作**

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

**展後安排**

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家



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

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

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

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

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

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

**2) Sub-letting is forbidden 禁止分租**

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

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

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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

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

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

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

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

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

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

### 4) Move-out Regulations 撤館守則

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (30 April 2024, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

特此通告各參展商需嚴格遵守大會的撤館時間，**不得於展覽指定結束時間（2024年4月30日5時正）前將展品運走及開始收拾其攤位。**敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

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

為進一步提高展覽會質素及避免同類事件發生，本展職員會於2024年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

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

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

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

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

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

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

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

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

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

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

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

於距離地面 2 米或以上高度施工的工人必須配戴安全帶。

- 4) If this rule is not observed, HKCEC and the Organisers will have the right to stop the

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relevant construction activity immediately.

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

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. Aston Fong at Tel (852) 2240 5459. You may also visit the website at:

[http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.

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

#### **4. 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

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authorities. For business visits, mainland residents have to apply to the PSB Office in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSB will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Chinese Mainland are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

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

### 3) **Hong Kong Exhibitors 香港參展商**

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

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

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

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

## 5. **Caution on Third Party Promotional Offers from Fair Expo / Fair Guide / Expo Guide / Event Fair**

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

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Expo, Fair Guide (owned by Construct Data) for listings in its guide, digital media promotions, etc., at the exhibitors' expense. They even put fair logos on its invitation letters to create confusion to the exhibitors. It has also come to HKTDC's attention that another two companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair and AVRON have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing / digital media promotion. The HKTDC would like to stress that the Fair Expo, Fair Guide, the Expo Guide, the Event Fair and the AVRON has NO CONNECTION with the HKTDC or any of our fairs.

香港貿易發展局獲悉參展商曾接獲 Fair Expo / Fair Guide (由 Construct Data 所擁有) 的邀請，在其指南中刊登名錄或參加其任何形式的電子宣傳，這些公司甚至把展會的標誌放在其邀請信中發給參展商以作混淆，費用由參展商負責。香港貿發局最近發現另外多家公司，包括 Fair Expo, Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)，Event Fair 及 AVRON 亦向參展商發出類似信件，邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄及參加其任何形式的電子宣傳。香港貿發局特此澄清及重申：Fair Expo, Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 概與香港貿發局或本局的任何展覽完全無關。

UFI, an international organisation which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide,

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Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair & AVRON. 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 & Event Fair have 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 Expo、Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON。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、Event Fair 及 AVRON 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 Expo, Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair and AVRON 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 Expo, Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同, Construct Data, Commercial Online Manuals, Event Fair 與 AVRON 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。本局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 HKTDC does not recommend that you sign any materials that you receive from any of the above mentioned parties including Fair Guide, 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 Fair Guide, 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. 本局不建議閣下簽署任何從 Fair Guide、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 Fair Guide、Construct Data 及/或 Commercial Online Manual Event Fair 及/或 AVRON 訂立合約, 閣下應以書面通知 Fair Guide、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 Expo, Fair Guide, Expo Guide, Construct Data and AVRON, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>.

欲瞭解更多信息關於 UFI 對 Fair Expo, 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/industry-resources/warning-construct-data/>。

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

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as

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stipulated in the contract. The HKTDC would like to clarify that it has NOT appointed any payment solution providers in ALL HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

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

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

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

## **7. Security Measures and Related Issues 保安措施及相關事項**

### **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 thefts and losses may occur during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

由於以往展品遺失或盜竊事件或會發生於進館及離館時間，參展商亦必須特別提高警覺。

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the HKTDC will put in place the following measures and revised procedures:

香港貿發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，主辦機構特作出下列的保安預防措施：

- 1) 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.

**加強保安巡邏** - 香港貿發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。

- 2) All exhibitors' are required to present their e-badges for easy identification, especially during set-up and move-out periods.

**參展商電子工作証** - 為更有效地識別各參展商的身份及所屬之攤位，參展商需隨身持有參展商電子工作証，以方便分辨各參展商的身份。

- 3) Curtains for exhibition stands to be provided for Basic / Standard / Deluxe / Premium Booth exhibitors during move-in periods for retaining privacy of your exhibits during non-opening hours.



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**攤位布簾** - 香港貿發局將提供攤位布簾給各基本/標準/特級展台之參展商，以保障各攤位內於非開放時間的私隱。

Exhibitors are also reminded that responsibilities for ensuring sufficient insurance covered 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 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.

為更有效及全面地防止展品遺失或盜竊，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，亦無需為任何失竊、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。

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

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

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

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

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

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

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

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free broadband connection by both exhibitors and buyers.

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

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service Counter at Harbour Road Entrance / Expo Drive Entrance or call HKCEC hotline at (852) 2582 8888 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，請前往港灣道或會議道之服務台或致電熱線 (852) 2582 8888。

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

### 香港禮品及贈品展之「快速行動計劃」

Starting from October 2006, the Customs and Excise Department (the "Customs") will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct a trial run of the "Fast Action Scheme" ("the Scheme") during local fairs. HKBPA represents 51 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 51 participating trade associations to join the Scheme.

由 2006 年 10 月開始，香港海關（海關）將與「香港工商品牌保護陣綫」（「陣綫」）合作於展覽會試行「快速行動計劃」（「計劃」）。代表 51 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 Hong Kong Trade Development Council ("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，並不取代香港貿易發展局（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：

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Address 地址: 1/F, CMA Building, 64-66 Connaught Road Central, Hong Kong  
香港中環干諾道中 64-66 號廠商會大廈 1 樓

Tel 電話: (852) 2543 1255

Fax 傳真: (852) 2544 2406

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

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

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

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

If you have further questions regarding HKTDC's on-site IPR complaints procedure, please feel free to contact Ms. Stephanie Leung, Business Development Manager [Tel: (852) 2240 4800 / Email: [stephanie.wk.leung@hktdc.org](mailto:stephanie.wk.leung@hktdc.org)].

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，歡迎隨時與本局業務發展經理梁穎佳小姐[電話：(852) 2240 4800 / 電郵：[stephanie.wk.leung@hktdc.org](mailto:stephanie.wk.leung@hktdc.org)] 聯絡。

**Circular (11) Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement**

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8, Black Rainstorm Warning Signal and Extreme Condition is hoisted during the HKDTC Hong Kong Watch & Clock Fair.

**A. Special Arrangements for Tropical Cyclone Warning Signal**

**I. During Move-in, Move-out**

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

**II. Prior to Opening Hours**

1. If a Pre-No. 8 Special Announcement is issued before 8:30am, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

**III. During Opening Hours**

1. Once the Hong Kong Observatory issues a Pre-No. 8 Special Announcement, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

**B. Special Arrangements for Black Rainstorm Warning Signal**

**I. During Move-in, Move-out**

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

**II. Prior to Opening Hours**

1. If a Black Rainstorm Warning Signal is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

**III. During Opening Hours**

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will remain open. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.



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### **C. Special Arrangements for Extreme Conditions**

#### **I. During Move-in, Move-out**

1. If “Extreme Conditions” is announced during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

#### **II. Prior to Opening Hours**

1. If “Extreme Conditions” is announced before 8:30am, the fair will remain closed.
2. If “Extreme Conditions” is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the “Extreme Conditions” is cancelled after 2:00pm.

#### **III. During Opening Hours**

1. Once the Hong Kong Government issues a “Pre-Extreme Conditions” Announcement, giving advance notice to the public that “Extreme Conditions” will be announced during the fair’s opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the situation when “Extreme Conditions” is announced without a “Pre-Extreme Conditions” Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

### **D. Insurance**

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to point 70 and 72 under “Rules & Regulations”

### **E. Other Issues**

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

## 通告 (11) 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排

敬請各參展商留意，以下是熱帶氣旋襲港、黑色暴雨警告信號或極端情況發出後，主辦機構對香港貿易發展局香港鐘表展之開放時間所作出的特別安排。

### 甲、熱帶氣旋警告信號下之特別安排

#### (一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

#### (二) 展覽會開放前

1. 如八號預警於上午 8 時 30 分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午 8 時 30 分前懸掛，展覽會同樣暫時關閉。
2. 如八號熱帶氣旋警告信號於下午 2 時或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告信號於下午 2 時後取消，展覽會將繼續關閉。

#### (三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

## 乙、黑色暴雨警告信號下之特別安排

### (一) 進館日、撤館日

1. 如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

### (二) 展覽會開放前

1. 如黑色暴雨警告信號於上午 8 時 30 分前發出，展覽會將暫時關閉。
2. 如黑色暴雨警告信號於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若黑色暴雨警告信號於下午 2 時後取消，展覽會將繼續關閉。

### (三) 展覽會進行期間

1. 如黑色暴雨警告信號於展覽會進行期間發出，展覽會將繼續舉行，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。



## 丙、極端情況下之特別安排

### (一) 進館日、撤館日

1. 如「極端情況」於進館日及/或撤館日公布，進館及撤館程序將在情況許可下繼續進行。

### (二) 展覽會開放前

1. 如「極端情況」於上午 8 時 30 分前公布，展覽會將暫時關閉。
2. 如「極端情況」於下午 2 時或之前取消，展覽會將會在「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在「極端情況」取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

### (三) 展覽會進行期間

1. 當香港政府發出「極端情況」預警提醒公眾「極端情況」將於展覽會進行期間公布，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 如「極端情況」在未有發出預警下公布，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

## 丁、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會 規則第 70 及 72 條。

## 戊、其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

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

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

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

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

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

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

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

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

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

## Procedures

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

## Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

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

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

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

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

## Appendix 1

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 Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

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

### B. Trade Mark

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

### C. Registered Design

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

### D. Patent

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

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

\* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

## 香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

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

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

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

### 處理投訴程序

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

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

### **侵權處罰**

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

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



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

**有關知識產權刑事罪行之刑罰**

**版權條例 (香港法例第 528 章)**

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

**商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

1. 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
2. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

**證明知識產權的存在及擁有權的所需文件**

**A. 版權**

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

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

或

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

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

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

### B. 商標

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

### C. 外觀設計

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

### D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

\* 本局保留隨時更改參展商須知內的任何內容 (包括但不限於提出投訴的所需文件) 的權利，並無需另行通知。

## SME Export Marketing Fund (EMF)

### Eligibility



**Non-listed enterprises\*** registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

### Funding Ceilings



- Each enterprise: **Cumulative** amount of **HK\$1,000,000**
- Each application: 50% of the total approved expenditures incurred or **HK\$100,000**, whichever is the less

### Funding Scope



Trade exhibition held in/outside HK (physical/online)\*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

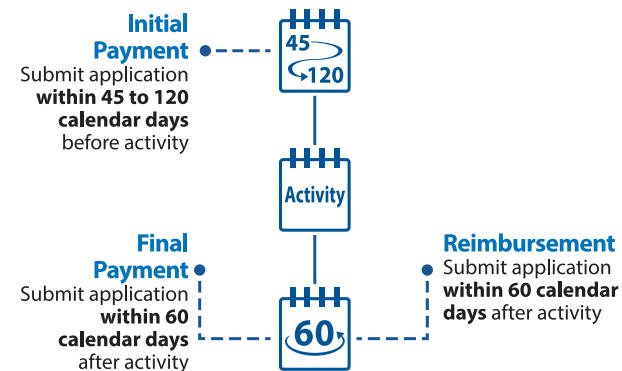


Corporate website/mobile apps

\* Effective from 30 April 2021 until 30 June 2026, the funding scope of EMF is expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria is relaxed to cover non-SMEs.

### Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



### Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<http://emf.tid.gov.hk/en>)

### For enquiries, please contact:

#### SME Export Marketing Fund Branch Trade and Industry Department

Room 1301, 13/F, Trade and Industry Tower,  
3 Concorde Road, Kowloon City,  
Hong Kong

Tel. : 2398 5127  
Fax : 2391 2646 / 3525 0329  
Email : [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)  
Website : <https://emf.tid.gov.hk/en>



Seize the Chances  
Expand Markets

SME Export  
Marketing Fund



中小企業市場推廣基金  
SME Export Marketing Fund

把握良機  
開拓市場

中小企業  
市場推廣基金

## 中小企業市場推廣基金

### 申請資格



在香港按照商業登記條例（第310章）登記並在本港有實質業務運作的**非上市企業\***。

### 資助金額



- 每家企業：累計**100萬港元**
- 每宗申請：核准開支總費用的50%或**10萬港元**（以較低者為準）

### 資助範圍



境外/本地展覽會（實體/網上）\*



商貿考察團（實體/網上）



貿易刊物廣告



電子平台/媒介的出口推廣

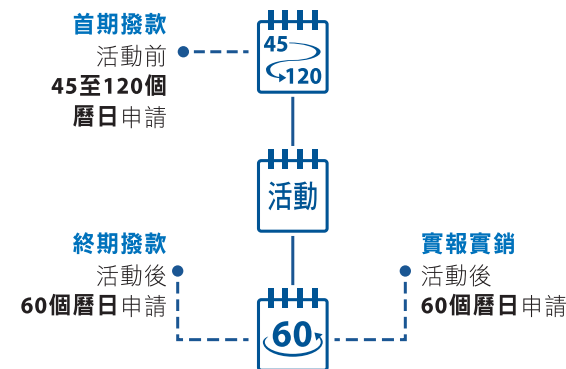


公司網站/流動應用程式

\*由2021年4月30日起至2026年6月30日，基金擴大資助範圍至涵蓋以「本地市場」為目標及具規模的展覽會和網上展覽會，並放寬只限中小企申請的要求。

### 申請方法

申請企業可選擇首期撥款暨終期撥款或實報實銷。



### 提交申請

- 網上電子表格
- 郵遞/投遞/親身送遞



有關申請方式及手續的詳情，請參閱**申請指引**。申請表格及申請指引可從基金網頁(<https://emf.tid.gov.hk/tc>)下載。

### 如有查詢，歡迎聯絡：

工業貿易署  
中小企業市場推廣基金科  
香港九龍城協調道3號  
工業貿易大樓13樓1301室

電話：2398 5127  
傳真：2391 2646 / 3525 0329  
電郵：emf\_enquiry@tid.gov.hk  
網站：<https://emf.tid.gov.hk/tc>

