

27 – 30 / 4 / 2024 • Hong Kong Convention &amp; Exhibition Centre 香港會議展覽中心

**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
Mr. Raymond Li 李凱晉先生	(852) 2240 4471	raymond.hc.li@hktdc.org	(852) 3521 3163
Ms. Daisy Hui 許玉英小姐	(852) 2240 4028	daisy.yy.hui@hktdc.org	(852) 2169 9131
Mr. Brian Xie 謝鑾鋒先生	(852)2240 4380	lf.xie@hktdc.org	(852) 2169 9180
Mr. Ben Ng 伍頌賢先生	(852) 2240 4029	ben.cy.ng@hktdc.org	(852) 3521 3108
Ms. Stephanie Leung 梁穎佳小姐	(852) 2240 4800	stephanie.wk.leung@hktdc.org	(852) 3521 3226

預祝 展出成功！

香港貿易發展局 謹啟

**A. Exhibitor Package 參展商重要文件**

Item 資料項目	Circular No 通告
1. Exhibitor Check-In Form 參展商進館登記表	
2. e-Badge for exhibitors and buyers 參展商及買家電子入場證	Special Circular (1) 特別通告(1)
3. Use of Badges 工作證件使用守則	Special Circular (2) 特別通告(2)
4. Move-out Regulations 撤館規則	Special Circular (3) 特別通告(3)
5. Move-in and Move-out Schedule 進場及離場時間表	Special Circular (4) 特別通告(4)
6. GO HKCEC 會展快運易	Special Circular (5) 特別通告(5)

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7.	Move in/out Arrangement & Use of Vehicle Permit 進館、撤館之交通安排及車輛許可證之使用須知	Circular 1 通告 1
8.	Exhibits Overnight Storage Service & Reply Slip 展品儲存服務及回條	Circular 2 通告 2
9.	Maximise Your Exhibition Effectiveness with hktcdc.com Sourcing & Click2Match Platform 「貿發網採購」及「商對易」平台助你提升展覽效益	Circular 3 通告 3
10.	Points to Note / Measures on Custom-built Participation 特裝參展新措施及注意事項	Circular 4 通告 4
11.	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 5 通告 5
12.	Restriction on Custom-built Stand Height 特裝展位高度限制	Circular 6 通告 6
13.	Exhibitor Alerts during on-site 參展商現場注意事項	Circular 7 通告 7
14.	Join HKTDC social media channels and get up-to-date fair information 通過香港貿發局的社交平台獲取最新展覽會資訊	Circular 8 通告 8
15.	Green Tips to Exhibitors 參展商綠色小貼士	Circular 9 通告 9
16.	Fair Notices 展會通告	Circular 10 通告 10
17.	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
18.	The New Regulation on Disposable Plastic Tableware and Other Plastic Products 管制即棄膠餐具和其他塑膠產品的新法例	Circular 12 通告 12
19.	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	Circular 13 通告 13
20.	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
21.	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

**Remarks 備註：**

- (1) 上述通告請到禮品展網頁下載 (參展資訊 → 資訊中心 → 通告 → 重要通告二)

Please download the above circulars from HK Gifts & Premium Fair website (Exhibit → Resources Centre → Circular → 2<sup>nd</sup> Important Circular)

<https://www.hktcdc.com/event/hkgiftspremiumfair/en/circular>

- (2) Other special circulars please refer to Exhibitor Package emailed to exhibitors in Mar 2024:

其他特別通告已 2024 年 3 月以電郵發予參展商，請見以下之連結下載參展商須知：



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

**E+PLUS**



(Ref: HKGPF/Pre-Fair2-HK)  
03/2024



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[https://hkgiftspremiumfair.hktdc.com/pdf/2024/Circular/Circular\\_1.pdf](https://hkgiftspremiumfair.hktdc.com/pdf/2024/Circular/Circular_1.pdf)



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## **B. Exhibitor Check-in Procedure 參展商進場登記手續**

Please bring along the company stamp or business card with the enclosed **Letter on Exhibitor Check-In Procedure** and present it to the Exhibitor Check-in Counter upon your arrival to the venue on the move-in day (26 April 2024) for collecting the **Exhibitor admission badges, booth curtain (Standard and Premium Booth only), name card drop-box and important on-site circulars.**

請 貴公司於進場日 (即 2024 年 4 月 26 日) 攜同隨函附上之參展商進場登記表、公司印章或公司名片前往於香港會議展覽中心博覽道入口大堂設置之「參展商登記進場櫃位」辦理進館登記手續，並領取參展商入場證、展台掛簾、名片盒及有關是次展覽之重要通告。

Date	:	26 April 2024 (Move-in Day)
日期	:	2024 年 4 月 26 日 (佈展日)
Time	:	9:00 am – 8:00 pm
時間	:	上午九時至下午八時
Location	:	G/F, Expo Drive Entrance, Hong Kong Convention & Exhibition Centre, Wanchai, Hong Kong
地點	:	香港會議展覽中心博覽道入口地下大堂

\* 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

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

\*只供 18 歲或以上人士進場。

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**Exhibitor Check-In Form****參展商進館登記表**

Welcome to **HKTDC Hong Kong Gifts & Premium Fair 2024**. Please fill in your company information below and **bring along this form and your business card** to the **Exhibitor Check-in Counter** for collecting fair materials such as Exhibitor admission badges and booth curtain (**Standard and Premium Booth only**). The Exhibitor Check-in Counter location and opening hours are listed as follow:

Date : 26 April 2024 (Move-in Day)

Time : 9:00 am – 8:00 pm

Location : G/F, Expo Drive Entrance,

Hong Kong Convention &amp; Exhibition Centre, Wanchai, Hong Kong

We wish you every success at the fair.

歡迎參加**香港貿發局香港禮品及贈品展 2024**。請 貴司填妥以下資料，並攜同 **此登記表及閣下名片** 於進館日到「**參展商登記進場櫃位**」辦理進館登記手續，領取大會物資，如參展商入場證及展台掛簾(僅限於標準展台及特級展台參展商)等。「**參展商登記進場櫃位**」的開放時間及地點如下：

日期： 2024 年 4 月 26 日 (佈展日)

時間： 上午 9 時至下午 8 時

地點： 香港會議展覽中心博覽道入口地下大堂

敬祝 貴司參展成功！

Company name 公司名稱: \_\_\_\_\_

Booth no. 攤位號碼: \_\_\_\_\_

Contact person 聯絡人: \_\_\_\_\_

Contact no. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

Company Chop 公司蓋章: \_\_\_\_\_

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**Special Circular (1): e-Badge for exhibitors and buyers**  
**特別通告 (1): 參展商及買家電子入場證**

**\*\* Please note that each device (e.g. mobile phone) can only redeem one badge. Each exhibitor needs to redeem their own badge with their own mobile phone.**

**\*\* 请注意，每台电子设备（如手机）只能兑换一个工作证。  
每个参展商需要用自己的手机兑换自己的工作证。**

Thank you for your participation in the Hong Kong Gifts & Premium Fair. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection.

Exhibitors and buyers are required to download the "HKTDC Marketplace" mobile App and complete registration, then login to retrieve e-Badge.

After arriving at the fairground, you can enter the fairground directly by showing your e-Badge.

感谢 贵司参与香港礼品及赠品展。请留意以下有关电子入场证的特别通告。

现今流动技术日益普及，大会亦与时俱进，推出**參展商及買家電子入場證（e-Badge）**，期望提升展会体验，同时响应环保。

到达会场后，您可以展示 **e-Badge** 直接进入展览场地。

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

更多信息：[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:

有关参展商电子入场证的详情可参考：

**1. Download and install  
‘HKTDC Marketplace’ Apps.**

下載并安装 “HKTDC Marketplace”

应用程序。

For Andriod devices purchased in Mainland China without  
Google Play

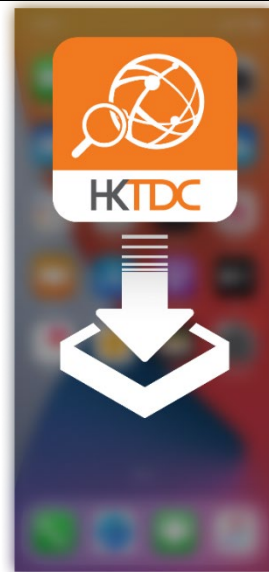
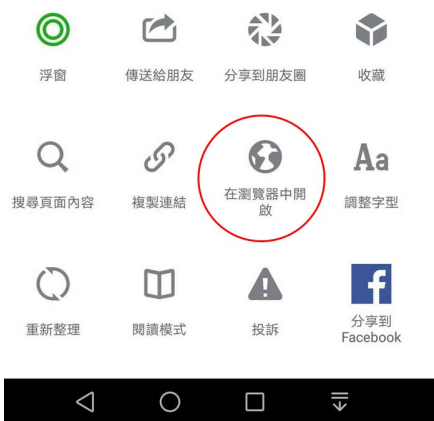
中国内地安卓手机下载专页面

[按此下载及安装 APK 档案](#)

如阁下使用苹果 iOS 手机，或内置 Google Play 购自国外的  
的安卓手机，[请按此下载](#)

如未能下载或安装：

1. 于浏览器开启此页（微信按右上方的...），再按  
上方连结下载 APK 档案



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2. 如看到此未知来源风险提示:



请于设置内的“應用程式” / “系统安全”页面, 允许安装  
“不明的来源” / “未知的應用程式”



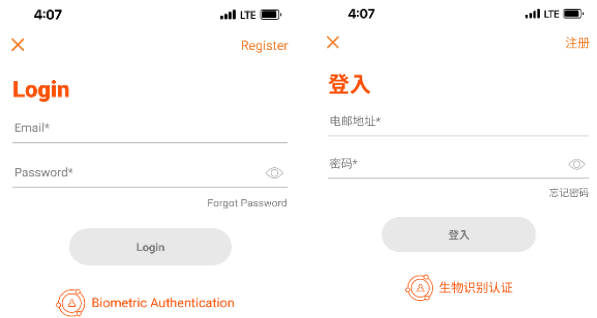


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**2. Login your Exhibitor Account with your registered email.**

If you forgot your password, please use 'forgot password' button.

使用您的注册邮箱**登录**参展商账号。  
如果您忘记密码，请使用“忘记密码”按钮。



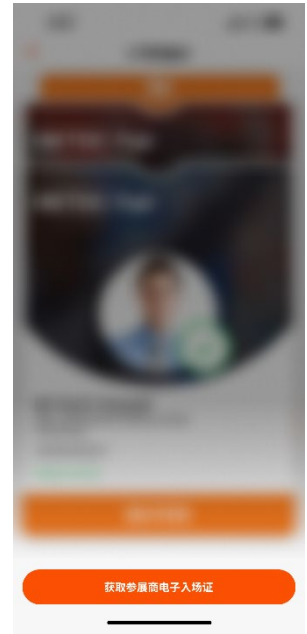
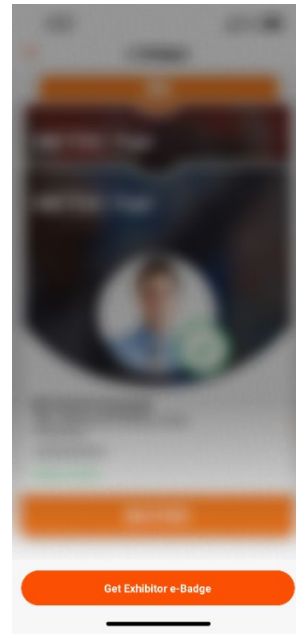
**3. Tap 'e-Badge' button.**

在主页点击**橙色“电子入场证”**按钮。



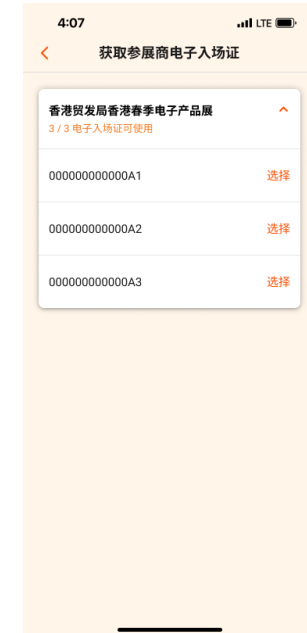
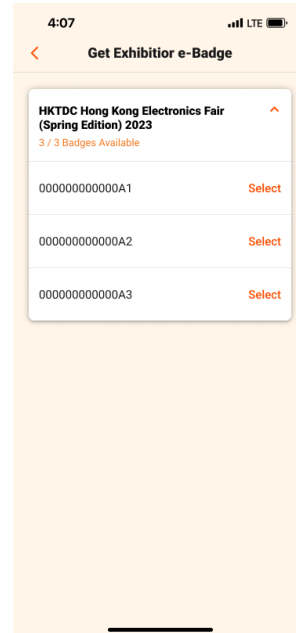
**4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.**

选择“获取参展商电子入场证”以兑换您的电子工作证。



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

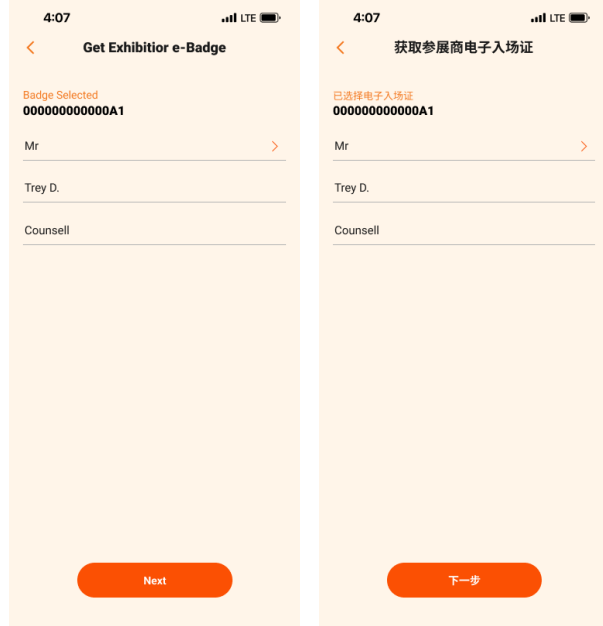
兑换工作证。请注意，每台电子设备（如手机）只能兑换一个工作证。



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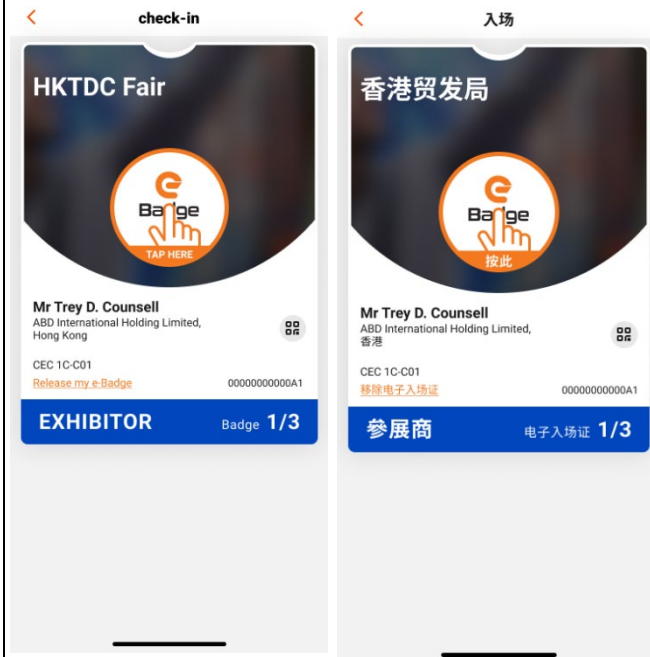
6. **Input your name.**

輸入您的名字。



7. **The Exhibitor e-Badge is now ready to use!**

参展商电子入场证现在可以使用了!



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**Special Circular (1): e-Badge for exhibitors and buyers**  
**特別通告 (1): 參展商及買家電子入場證**

Thank you for your participation in the Hong Kong Gifts & Premium Fair. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection.

Exhibitors and buyers are required to download the "HKTDC Marketplace" mobile App and complete registration, then login to retrieve e-Badge.

感謝 貴司參與香港禮品及贈品展。請留意以下有關電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，推出參展商及買家電子入場證 (e-Badge)，期望提升展會體驗，同時響應環保。

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

更多資訊：[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing\\_tc.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html)

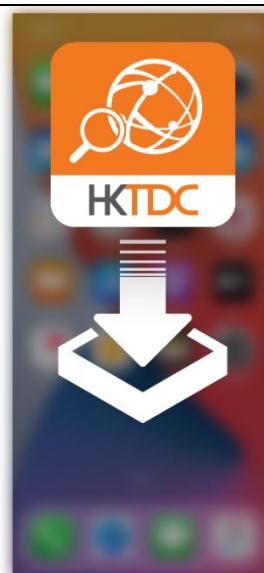
Please find the details about Exhibitor e-badge:

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。

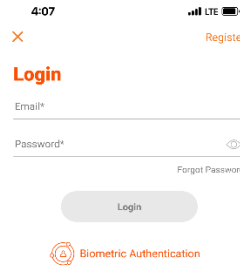


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**2. Login your Exhibitor Account with your registered email.**  
**If you forgot your password, please use 'forgot password' button.**

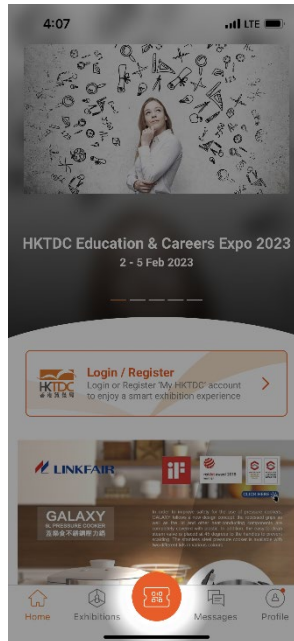
使用您的註冊郵箱**登錄**參展商帳號。

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。

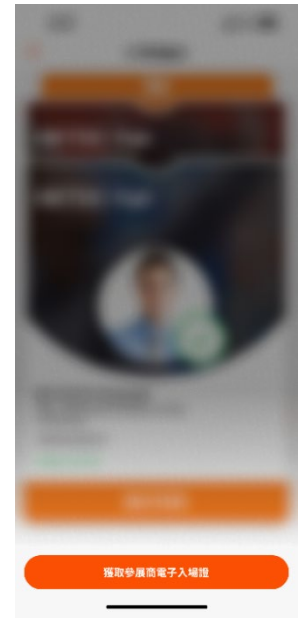
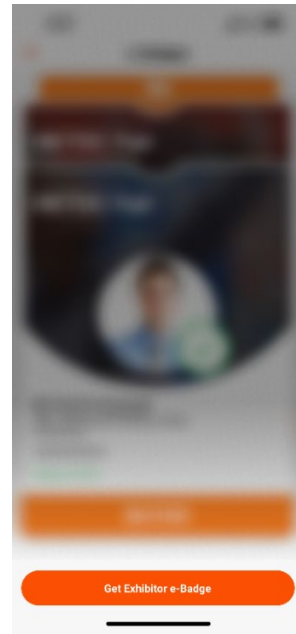


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**4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.**

選擇“獲取參展商電子入場證”

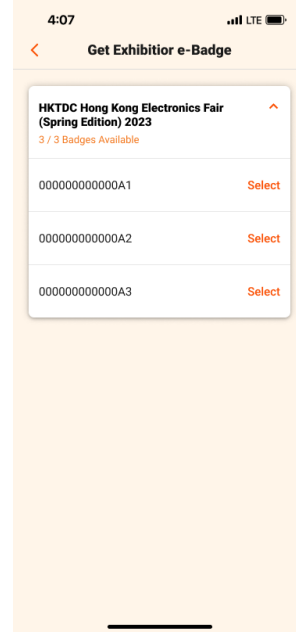
以兌換您的電子工作證。



**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)

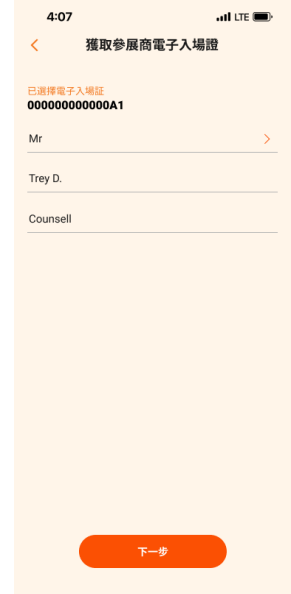
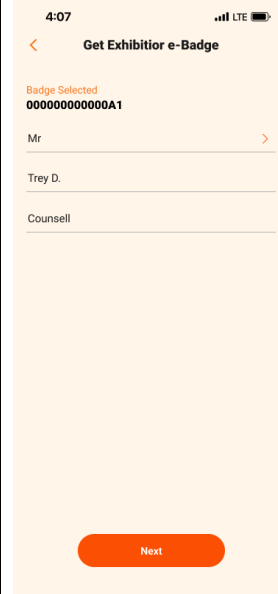
只能兌換一個工作證。



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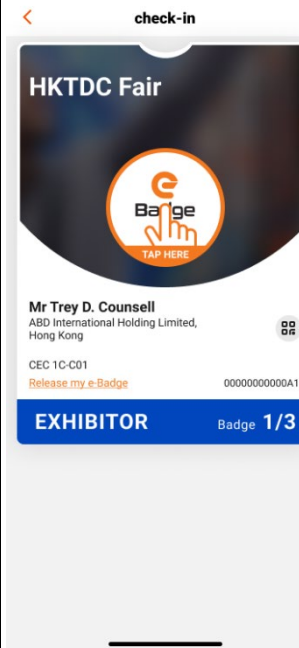
6. Input your name.

輸入您的名字。



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 (2) – Use of Badges

### IMPORTANT NOTICE

#### 1) Use of Badges

In a bid to step up the security level at the fairground, access to the venue has been tightened, only badge holders are allowed to enter the exhibition area. Exhibitors, contractors and transportation workers must present proper badges to enter the fairground during the move-in and move-out periods. All badges are non-transferable and must be held at all times. Exhibitors are **FULLY RESPONSIBLE** for any misuses or losses of their badges. In case of losses or thefts, please report the incidence immediately to the Organiser.

#### 2) Use of wristband (Applicable to Transportation Workers only)

All transportation workers must wear the valid wristband to enter the fairground. Non-wristband holders are **NOT** allowed to enter the exhibition area on 26 April 2024 (the move-in day) and 30 April 2024 (the move-out day). This wristband will be distributed by HKCEC at loading area to your appointed transportation workers. Exhibitors will be fully responsible for any misuses or losses of these wristband.

#### 3) Badge Collection Arrangement

Exhibitors are required to bring along the enclosed Exhibitor Check-In Form with business card and proceed to the Exhibitor Check-In Counter any time during 09:00am - 8:00pm on the Move-in Day (26 April 2024) at the Expo Drive Entrance on Ground Level of the Hong Kong Convention & Exhibition Centre to collect Exhibitor admission badges and booth curtain, etc.

#### 4) Number of Exhibitor Badges

Each exhibitor will be given a certain number of badges subject to their booth size. The scheme is shown as below:

Booth Size (sq.m)	Entitlement
9 - 15	5
16 - 30	10
31 - 45	20
46 - 60	30
61 or above	40

If you have lost or have forgotten to bring your exhibitor badges to the fairground, or need to make onsite replacement paper badges, a cost of HK\$ 25 / US\$ 3 per badge will be charged.

For new badge registration, please proceed to the Fair Management onsite.



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Hong Kong Trade Development Council

## 特別通告 (2): 工作證件使用守則

## 重要通知

## (一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均需出示有關工作證，方可於展品進場及離場時間進入會場。所有參展商工作證不得轉借及必須於展覽場地內出示證件。參展商必需就任何不當使用或遺失參展商工作證負上全部責任。參展商工作證，如遭遺失或盜竊，請立即通知主辦機構。

## (二) 手帶之使用(只適用於運輸工人)

所有運輸工人於佈展日(2024年4月26日)及撤館日(2024年4月30日)必須佩戴由會展中心發出之手帶，方可進出展館。任何不佩戴此手帶之運輸工人均不得擅自進入展館。此手帶將會由會展中心於卸貨區派發予貴司所委託之運輸代理，請提醒他們務必於佈展日及撤館日佩戴，以便進出展館。請參展商小心保管此手帶及必須避免被他人濫用。

## (三) 領取工作證安排

參展商可以在4月26日上午9時至下午8時之任何時間內，憑附上之參展商進館登記表及公司名片前往於香港會議展覽中心地下博覽道入口大堂設置之「參展商登記進場櫃位」辦理進館登記手續，並領取參展商入場證及展台掛簾等。

## (四) 參展商工作證數量

每家參展公司可根據其攤位面積獲發給一定數量之工作證：

展台面積(平方米)	工作證數量
9 - 15	5
16 - 30	10
31 - 45	20
46 - 60	30
61或以上	40

如參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個額外的實體參展商工作證須付港幣 25 元 / 美金 3 元。如需要申請新的參展商工作證，請前往現場之「主辦機構辦事處」登記。

香港貿易發展局

## Special Circular (3) – 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:

<b>Booth Area in 2024</b>	<b>Performance Bond Amount</b>
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 and Digital Business 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.

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**特別通告 (3) – 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及數碼業務部。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。

## Special Circular (4): 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 (4) : 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 (5) – GO HKCEC**  
特別通告 (5) 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=4p00qv9hQgs&t=109s>Chinese: <https://www.youtube.com/watch?v=pgphCJWVvsQ>

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## Circular 1 Move in/out Arrangement & Use of Vehicle Permit

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (26 April) and move-out day (30 April) of the HKTDC Hong Kong Gifts & Premium Fair 2024. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for **move-in from 9:00 a.m. on 26 April 2024**. The same will apply on the move-out day afternoon, depending on the traffic situation. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

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

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

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named “Go HKCEC” before entering HKCEC loading area**. Drivers have to download the newly launched “Go HKCEC” App to their mobile phones before accessing the loading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a ‘ticket’ and Entry QR code to enter loading area of HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.

- **HKCEC Marshaling App “Go HKCEC” <NEW>**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called “Go HKCEC”. Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

**ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.**

- **Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)**



Apple Store	Google Play	APK File (Huawei / Xiaomi / VIVO)

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**Move-in /out Arrangement <IMPORTANT>**

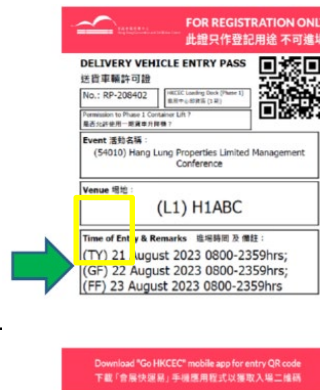
- 1. Move-in Day 26 April: Offsite Mode**
- 2. Move-Out Day 30 April: Offsite Mode**

**Types of Offsite Mode**

*Please look for remarks under “Time of Entry” on vehicle pass*

**Offsite Mode**

- When the Time of Entry starts with (TY), it represents vehicle is required to reach Offsite Marshalling in Kwai Chung before driving to HKCEC.
- The vehicle status will be changed to Go to Kwai Chung. Click
- “Go to Kwai Chung”.
- Drive to HKCEC with the Entry QR Code shown on the App



• **“Go HKCEC” User Guide Video**

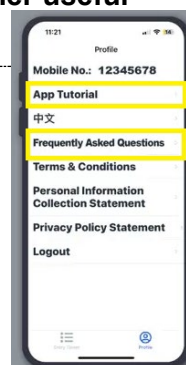
- <https://www.youtube.com/watch?v=brVUg74pakI>



**“Go HKCEC” Hotline: 2582 7130**

• **Browse App tutorial and other useful information on the App**

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”



The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Maximum time limit is **45 minutes**. Private vehicles are not permitted to enter the loading area. Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes.

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

The charges are as follows:

	<b>Every 30 mins (or part thereof)</b>
<b>First 45-mins (after clock in)</b>	<b>Free</b>
<b>First 2 hours after 45 mins</b>	<b>HK\$100</b>
<b>After 2 hours &amp; 45 mins</b>	<b>HK\$150</b>
<b>Each lost ticket</b>	<b>HK\$500</b>

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

**(B) Private Car / Taxi**

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

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



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**Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.**

Hong Kong Trade Development Council

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**通告 1 進館、撤館之交通安排及車輛許可證之使用須知**

多謝各位參加香港貿發局香港貿發局香港禮品及贈品展2024，本局將於上述展覽會之進館日（即4月26日）及撤館日（即4月30日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

香港會議展覽中心的所有道路將於進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

**(一) 貨車 / 輕型客貨車 車輛許可證**

每家參展商均會獲發一張電子車證，方便於展品進場日(即 2024 年 4 月 26 日)及展覽期間(2024 年 4 月 27 日至 30 日)進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。各張電子版車輛通行證只限於指定日期使用一次\*，逾期無效。(\*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

- 「會展快運易」手機應用程式 **<新>**

展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

- 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)

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**進場/撤館程序 <重要>**

1. 進館日 4月26日: 葵涌模式 (Offsite Mode)
2. 撤館日 4月30日: 葵涌模式 (Offsite Mode)

**入場模式**

請留意許可證上「進場時段」的標示

**葵涌模式打卡模式**

- 送貨車輛許可證上的進場時段上看到括號中出現「TY」, 代表此時段屬於葵涌模式, 亦代表前往會展中心前需要先駛到葵涌。
- 在「我的入場證」頁面中, 被叫許可證上出現「請往葵涌」的狀態更新。此時請按「請往葵涌」。
- 前往會展並使用手機應用程式上之進場二維碼入場



電子車證樣本(僅供參考)

• 「會展快運易」教學影片

- <https://www.youtube.com/watch?v=zku3qEP7isA>



「會展快運易」熱線: 2582 7130

• ~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用, 時限為 **45 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時, 司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況, 免費上落貨限時為 **45 分鐘**。香港會議展覽中心將於 **4月26及30日** 實施進場車輛使用時間收費計劃。有關收費如下:

	每半小時收費(或不足半小時) 免費
車輛進場後首四十五分鐘	
其後兩小時內	港幣 100 元
超過兩小時及四十五分鐘	港幣 150 元
遺失進場計時卡(每張/每日):	港幣 500 元

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

## (二) 私家車 / 的士進場程序

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

以上的安排已在早前的數個展覽會實施，並能有效地紓緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

**註： 於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。**

香港貿易發展局

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## Circular 4: Free Overnight Storage Service & Reply Form

### 通告 4: 免費儲存服務及回條

<b>Deadline: 15 April 2024</b>	<b>Please send to:</b>
	<b>Fax: (852) 2240 4028</b>
	<b>Email: daisy.yy.hui@hktdc.org</b>

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

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

Please tick  wherever appropriate.

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and return to us by fax or email on or before 15 April. In view of limited storage space, this service will be available on a first-come-first-served basis. Please note that **NO on-site request will be entertained**.

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## **Circular 4: Free Overnight Storage Service & Reply Form**

### **通告 4: 免費儲存服務及回條**

#### **Disclaimer**

We / I agree that, in consideration of HKTDC providing us / myself with storage space in the Strong Room at the Hong Kong Convention and Exhibition Centre (“HKCEC”) free of charge for the duration of the HKTDC Hong Kong Gifts & Premium Fair 2024 (“Fair”), all goods and properties (“Property”) are stored at our / my sole risk and responsibility, and that we / I shall be solely responsible for and bear the sole risk of any and all loss, damage to and/or deterioration of the Property, including without limitation to those caused by theft, fire, accident, electrical power failure, etc. WE / I AGREE THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, HKTDC AND ITS OFFICERS, EMPLOYEES, REPRESENTATIVES AND/OR AGENTS SHALL NOT BE LIABLE FOR ANY LOSS, LIABILITY, DAMAGES, CLAIMS, COSTS OR EXPENSES (INCLUDING LEGAL EXPENSES) AND/OR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL LOSS AND/OR DAMAGES OF ANY KIND ARISING FROM OUR / MY ACCESS AND/OR USE OF THE STRONG ROOM, except for death or personal injury caused by HKTDC’s negligence to the extent that it cannot be excluded or restricted at law. We / I shall also indemnify the HKTDC and/or its officers, employees, representatives, agents and/or any users of the Strong Room for all claims, demands, liabilities, damages, costs and expenses (including legal expenses) incurred by any or all of them which arise out of our / my access to and/or use of the Strong Room.

As a condition of using the Strong Room, we / I agree and confirm that there is in place valid and adequate insurance against the Property within the HKCEC including, without limitation, to the exhibition booth assigned to us as well as other premises of the Fair. We / I agree that any Property left in the Strong Room after the conclusion of the Fair shall be deemed abandoned and shall be disposed of by HKTDC at its sole discretion at our / my expense. All proceeds (if any) of such disposal shall be retained by HKTDC and HKTDC shall not be obliged to account to proceeds to us / me.

We / I acknowledge that we / I have read, understood and agreed to all terms above by signing at the space provided below:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Company Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

No. of Boxes: \_\_\_\_\_ Estimated size: \_\_\_\_\_ CBM

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Circular 4: Free Overnight Storage Service & Reply Form

### 通告 4: 免費儲存服務及回條

<b>截止日期:</b> 2024 年 4 月 15 日	<b>請交回:</b> <b>傳真:</b> (852) 2240 4028 <b>電郵:</b> daisy.yy.hui@hktdc.org
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為向各參展商提供更完善服務，現主辦機構設有不同的免費展品儲存服務，詳情如下：

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

請於適當之方格內加上  號。

以上所有展品儲存服務**完全免費**，但參展商需預先登記，請填妥此回覆通知書於 **4 月 15 日前** 傳真或電郵回本局。由於儲存空間有限，此服務將以**先到先得**的形式安排。請注意：**所有現場申請將不會受理**。

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## **Circular 4: Free Overnight Storage Service & Reply Form**

### **通告 4: 免費儲存服務及回條**

#### **免責聲明**

鑒於香港貿發局於香港貿發局香港禮品及贈品展 2024 (「展覽」) 期間向本公司/本人免費提供香港會議展覽中心 (「香港會展」) 保險庫之儲物空間，本公司/本人同意，所有儲存物品及財物 (「財物」) 的風險及責任由本公司/本人獨自承擔，本公司/本人亦為財物的任何及所有(包括但不限於因盜竊、火災、意外、電力中斷等導致的)損失、損毀及/或損耗獨自負上全責及全部風險。本公司/本人同意，在法律允許的最大範圍內，香港貿發局及其高級人員、僱員、代表及/或代理人均不會為由本公司/本人進入、接觸及/或使用保險庫而產生的任何損失、責任、損害賠償、索償、費用或開支 (包括法律費用) 及/或任何直接、間接、特別、附帶或相應而生的損失及/或任何種類的損害賠償負上法律責任，但在不能於法律上免除或限制的前提下，由香港貿發局的疏忽所導致的死亡或人身傷害除外。本公司/本人亦會就任何或所有香港貿發局及/或其高級人員、僱員、代表、代理人及/或保險庫的任何使用者因本公司/本人進入、接觸及/或使用保險庫而產生的所有索償、要求、責任、損害賠償、費用及開支 (包括法律費用)，悉數彌償前述人士。

作為使用保險庫的條件，本公司/本人同意並確認香港會展內 (包括但不限於向本公司/本人分配的展覽攤位以及展覽的其他地點) 的財物已有有效及足夠的投保。本公司/本人同意，在展覽完結後於保險庫留下的任何財物將被視作棄置，並將在香港貿發局的全權酌情決定權下由香港貿發局清理，費用由本公司/本人承擔。所有如上清理所衍生的收入 (如有) 將由香港貿發局保留，香港貿發局亦將不會有任何責任向本公司/本人交出利潤。

本公司/本人確認本公司/本人已閱讀、了解及同意以上所有條款，並於以下空位簽署以作確認：(以上條款只供參考，並以英文版本為準。)

本人已閱讀以上條款並同意遵守。

公司名稱： \_\_\_\_\_

聯絡人： \_\_\_\_\_ 展台編號： \_\_\_\_\_

公司電話： \_\_\_\_\_ 手提電話： \_\_\_\_\_

展品件數： \_\_\_\_\_ (箱) 預計體積： \_\_\_\_\_ CBM

簽名： \_\_\_\_\_ 日期： \_\_\_\_\_



**27 – 30 / 4 / 2024 • Hong Kong Convention & Exhibition Centre 香港會議展覽中心****Circular (3): Maximise Your Exhibition Effectiveness with hktcd.com Sourcing & Click2Match Platform****通告 (3): 「貿發網採購」及「商對易」平台助你提升展覽效益**

Dear Exhibitor,

With around 1 month before the commencement of the Hong Kong Gifts & Premium Fair in April, it is time to upload your products to the hktcd.com Sourcing portal so that you can grasp more opportunities to draw the buyers' attention. We are pleased to share to you the following tutorial video(s) on how to upload your product photos / videos. Your product information will be shown on the fair website from 27 March 2024 onwards which will last for 2 months until 26 May 2024.

The tutorial videos are available in 3 languages:

Eng: <https://sourcingupport.hktcd.com/hc/en-us/articles/15031116670361>Cantonese: <https://sourcingupport.hktcd.com/hc/zh-hk/articles/15031116670361>Mandarin: <https://sourcingupport.hktcd.com/hc/zh-cn/articles/15031116670361>

Please also be informed that starting from 20 April 2024, exhibitors can login the Click2Match platform to view the buyers' information and schedule appointments with them for meeting onsite or through video-conferencing (online meetings are available during 20 April - 7 May 2024). You can also find the tutorial videos below for the Click2Match platform below.

English: <https://eplussupport.hktcd.com/hc/en-us/articles/15620327016089>Cantonese: <https://eplussupport.hktcd.com/hc/zh-hk/articles/15620327016089>Mandarin: <https://eplussupport.hktcd.com/hc/zh-cn/articles/15620327016089>

Please feel free to contact us if you have any queries.

Contact	Telephone	Email
Ms. Daisy Hui	(852) 2240 4028	<a href="mailto:daisy.yy.hui@hktcd.org">daisy.yy.hui@hktcd.org</a>
Mr. Ben Ng	(852) 2240 4029	<a href="mailto:ben.cy.ng@hktcd.org">ben.cy.ng@hktcd.org</a>

**27 – 30 / 4 / 2024 • Hong Kong Convention & Exhibition Centre 香港會議展覽中心****Circular (3): Maximise Your Exhibition Effectiveness with hktcd.com Sourcing & Click2Match Platform****通告 (3): 「貿發網採購」及「商對易」平台助你提升展覽效益**

各參展商:

現在距離展覽開幕大約 1 個月的時間，請參展商勿忘把產品照片或視頻上載於「貿發網採購」，以吸引更多買家的眼球，爭取更多生意機會。本局特為各參展商準備了以下的教學視頻，以方便參展商可隨時了解如何上載資料。參展商的產品資料將會於 2024 年 3 月 27 日至 5 月 26 日期間於網上展示，為期兩個月。

以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://sourcing.support.hktcd.com/hc/en-us/articles/15031116670361>

廣東話: <https://sourcing.support.hktcd.com/hc/zh-hk/articles/15031116670361>

普通話: <https://sourcing.support.hktcd.com/hc/zh-cn/articles/15031116670361>

此外，由 2024 年 4 月 20 日開始，參展商可以登入「商對易」平台，查看已登記的買家資料，並可以透過「商對易」系統約見買家，於展會的現場進行會議，或透過系統於 4 月 20 至 5 月 7 日期間進行視像會議。以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://eplussupport.hktcd.com/hc/en-us/articles/15620327016089>

廣東話: <https://eplussupport.hktcd.com/hc/zh-hk/articles/15620327016089>

普通話: <https://eplussupport.hktcd.com/hc/zh-cn/articles/15620327016089>

如有任何疑問，請隨時與本局人員聯繫：

聯絡人	電話	電郵
許玉英小姐	(852) 2240 4028	<a href="mailto:daisy.yy.hui@hktcd.org">daisy.yy.hui@hktcd.org</a>
伍頌賢先生	(852) 2240 4029	<a href="mailto:ben.cy.ng@hktcd.org">ben.cy.ng@hktcd.org</a>

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各參展商:

現在距離展覽開幕大約 1 個月的時間，請參展商勿忘把產品照片或視頻上載于「貿發網採購」，以吸引更多買家的眼球，爭取更多生意機會。本局特為各參展商準備了以下的教學視頻，以方便參展商可隨時了解如何上載資料。參展商的產品資料將會于 2024 年 3 月 27 日至 5 月 26 日期間于網上展示，為期兩個月。

以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語：<https://sourcing.support.hktcd.com/hc/en-us/articles/15031116670361>

廣東話：<https://sourcing.support.hktcd.com/hc/zh-hk/articles/15031116670361>

普通話：<https://sourcing.support.hktcd.com/hc/zh-cn/articles/15031116670361>

此外，由 2024 年 4 月 20 日開始，參展商可以登入「商對易」平台，查看已登記的買家資料，並可以透過「商對易」系統約見買家，于展會的現場進行會議，或透過系統于 4 月 20 至 5 月 7 日期間進行視像會議。以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語：<https://eplussupport.hktcd.com/hc/en-us/articles/15620327016089>

廣東話：<https://eplussupport.hktcd.com/hc/zh-hk/articles/15620327016089>

普通話：<https://eplussupport.hktcd.com/hc/zh-cn/articles/15620327016089>

如有任何疑問，請隨時與本局人員聯繫：

聯絡人	電話	電郵
許玉英小姐	(852) 2240 4028	<a href="mailto:daisy.yy.hui@hktcd.org">daisy.yy.hui@hktcd.org</a>
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**Circular (4) – 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	<u>Information submission</u> 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.									
4.2.2	<u>Site work deposit</u> 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.									
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 26 – 30 April 2024.									
4.2.4	Hall rental charges for over-time move-in and move-out									
4.2.5	Maximum stand height									
4.2.6	<u>Structural Safety Certificate and/or Structural Calculations Submission</u>									
	<table border="1"> <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> </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
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								
	<table border="1"> <tr> <td rowspan="3">An Authorised Person/ Registered Structural Engineer's (AP/RSE) should</td> <td colspan="2">Verify stability of design drawings</td> </tr> <tr> <td colspan="2">Supervise construction works at site</td> </tr> <tr> <td colspan="2">Verify stability after completion by completing structural safety certificate</td> </tr> </table>	An Authorised Person/ Registered Structural Engineer's (AP/RSE) should	Verify stability of design drawings		Supervise construction works at site		Verify stability after completion by completing structural safety certificate			
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	Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.									

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	<p>An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE</a>.</p>
<p>4.2.13</p>	<p><b><u>Construction Industry Safety Training Certificate</u></b> 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>
<p>4.2.14</p>	<p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>

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	<p>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.</p>
	<p>4) Any main constructions set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>9) Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent stands.</p>
	<p>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.</p>
	<p>11) All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).</p>
	<p>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.</p>
	<p>13) Main switch and distribution board may be required to install within space area at Official Contractor's discretion.</p>
	<p>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.</p>
	<p>15) Paint spraying, welding and the use of circular saw are strictly prohibited</p>

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	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.
4.2.15	Deduction of site work deposit.

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

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention.

For queries, please feel free to contact:

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

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**通告(4) – 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	<u>提交資料</u> 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。		
4.2.2	<u>施工按金</u> 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)。		
4.2.3	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)。		
4.2.4	進場及離場超時租場收費。		
4.2.5	攤位高度限制。		
4.2.6	<u>提交「結構安全證明書」及/或「數據證明」</u>		
	攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
	懸空照明支架及設備	<100 公斤	≥ 100 公斤
	認可人士/註冊結構工程師 應	證明其設計圖則穩定性	
		監督搭建工程	
		在完成搭建後驗證並簽發結構安全證明書	
	於 <b>2024 年 4 月 26 日</b> 下午 3 時或之前投放到 「攤位設施」展位之收集箱	結構安全證明書	結構安全證明書及 數據證明



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	<p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關<u>認可人士/註冊結構工程師</u>的名冊，請瀏覽屋宇署網頁：</p> <p><a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=AP%28E%29&amp;langCode=2">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=AP%28E%29&amp;langCode=2</a></p>
4.2.13	<p><b>建築業安全訓練證明書</b></p> <p>凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcecepc@hkcec.com">hkcecepc@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。</p>
4.2.14	<p>參展商及其承建商須注意及遵守事項。</p> <p>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。</p>
	<p>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。</p>
	<p>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。</p>
	<p>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。</p>
	<p>4) 現場攤位之主結構與交予主辦機構之圖則不符。</p>
	<p>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、</p>

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	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。
4.2.15	施工按金扣款。

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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@hktdc.org](mailto:abel.kwan@hktdc.org)

電話: (852) 2240 5466

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**Circular (5) - Guidance to Custom Built exhibitors for on-site usage of electricity****通告(5) - 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 (6): 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(6): 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：


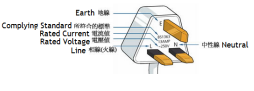

姓名	電話	電郵
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感謝您理解與合作，謝謝。

展覽服務部 行動組

## Circular 7 - Exhibitor Alerts during on-site 通告(7) - 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 (8) – Join HKTDC social media channels and get up-to-date fair information**

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

	<a href="https://www.facebook.com/HKTDC.Exhibition">https://www.facebook.com/HKTDC.Exhibition</a>
	<a href="https://www.instagram.com/hktdclifestyle">https://www.instagram.com/hktdclifestyle</a>
	<a href="https://www.weibo.com/u/2737812790">https://www.weibo.com/u/2737812790</a>
	<p>HKTDC Gifts, Stationary, Publishing and Packaging Network</p> <p><a href="https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;qid=4860611&amp;trk=groups_guest_most_popular-h-logo">https://www.linkedin.com/groups/HKTDC-Gifts-Stationary-Publishing-Packaging-4860611?home=&amp;qid=4860611&amp;trk=groups_guest_most_popular-h-logo</a></p>
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div>Click the “+” icon at the top right-hand corner</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">2</div> <div>scan the QR code</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">Click</div> <div>to follow the official account</div> </div> </div>

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

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



**通告 (8) – 通過香港貿發局的社交平台獲取最新展覽會資訊**

香港貿發局致力推廣社交平台，為使參展商和買家有更緊密的聯繫：

	<a href="https://www.facebook.com/HKTDC.Exhibition">https://www.facebook.com/HKTDC.Exhibition</a>
	<a href="https://www.instagram.com/hktdclifestyle">https://www.instagram.com/hktdclifestyle</a>
	<a href="https://www.weibo.com/u/2737812790">https://www.weibo.com/u/2737812790</a>
	<p>HKTDC Gifts, Stationery, Publishing and Packaging Network</p> <a href="https://www.linkedin.com/groups/HKTDC-Gifts-Stationery-Publishing-Packaging-4860611?home=&amp;qid=4860611&amp;trk=groups_guest_most_popular-h-logo">https://www.linkedin.com/groups/HKTDC-Gifts-Stationery-Publishing-Packaging-4860611?home=&amp;qid=4860611&amp;trk=groups_guest_most_popular-h-logo</a>
	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; margin-right: 10px;">1</span> <p>Click the "+" icon at the top right-hand corner</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 5px; margin-right: 10px;">2</span> <p>scan the QR code</p> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> </div> <div style="display: flex; align-items: center;"> <p>Click  to follow the official account</p> </div> </div>

本局現誠邀各參展商加入以上平台並密切關注香港貿發局展覽訊息：

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

## Circular (9) – 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
- 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 (9) – 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(10) – 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，上述活動涉及之產品，必須與展覽會攤位確認信所述的產品類別展區相符。

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

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

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

### 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 HKTDC 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。



## Circular 12 The New Regulation on Disposable Plastic Tableware and Other Plastic Products **<NEW UPDATE>**

The Government will implement the regulation on disposable plastic tableware and other plastic products on 22 April 2024.

### 1. Disposable plastic tableware

The sale of expanded polystyrene (EPS) tableware and four other types of disposable plastic tableware (namely straws, stirrers, cutlery (forks, knives, spoons) and plates) will be prohibited, and so will the provision of such tableware to takeaway customers. Moreover, the provision of all disposable plastic tableware (also including cups, cup lids, food containers and food container lids) to dine-in customers at catering premises will be prohibited.

### 2. Other disposable plastic products

The sale and free distribution of plastic-stemmed cotton buds, balloon sticks, inflatable cheer sticks, glow sticks, party hats, oxo-degradable plastic products (regardless of disposability), umbrella bags, food sticks and plastic toothpicks, and the manufacturing of any oxo-degradable plastics products will be prohibited. Free distribution of plastic-packaged tissue paper for promotional use and non-medical use transparent gloves will also be prohibited. Moreover, hotels and guesthouses are banned from providing specified plastic toiletries and plastic-bottled water for free in guest rooms.

### 3. Exclusions / Exemptions

For disposable plastic tableware, (i) pre-packaged food or drinks (e.g. disposable plastic straws attached to beverage cartons) and (ii) the supply of disposable plastic straws to people with medical needs can be exempted. For other disposable plastic products, exemptions are available for the sale or supply of relevant products\* under certain circumstances, including the use for forensic analysis, scientific research or experiments, medical treatments or procedures, taking medicines, for resale purposes (e.g. a business sells or supplies to another business in B2B exhibitions) or for manufacturing process.

\* These exemptions are not applicable to products including (i) oxo-degradable plastic products (unless in the event that a business sells or supplies to another business for export purpose), (ii) plastic-packaged tissue paper for promotional use and (iii) non-medical use transparent gloves (unless provide to the employees for carrying out duties or work).

For further information about the new regulation, please visit <https://www.cuttheplastics.hk/index.php/en/>, or contact the Environmental Protection Department at (852) 5467 2494 or email to [info@cuttheplastics.hk](mailto:info@cuttheplastics.hk).

Hong Kong Trade Development Council





## 通告 12 管制即棄膠餐具和其他塑膠產品的新法例 <最新資訊>

政府將於 2024 年 4 月 22 日實施管制即棄膠餐具和其他塑膠產品的新法例。

### (一) 即棄膠餐具

將禁止銷售和向外賣顧客提供發泡膠餐具和四類即棄膠餐具 ( 即飲管、攪拌棒、進食用具 ( 叉、刀、匙 ) 和碟 )，同時亦禁止餐飲處所向堂食顧客提供各種即棄膠餐具 ( 同時包括杯、杯蓋、食物容器和食物容器蓋 )。

### (二) 其他即棄塑膠產品

將包括禁止銷售和免費供應膠柄棉花棒、氣球棒、充氣打氣棒、熒光棒、派對帽、氧化式可分解塑膠產品(不論是否屬即棄性質)、雨傘袋、食物膠籤、膠牙籤，並禁止製造任何氧化式可分解塑膠產品；禁止免費供應宣傳用塑膠包裝紙巾及非醫療用透明即棄膠手套；以及禁止酒店和賓館在房間內免費供應指明塑膠洗漱梳妝用品和即棄膠樽裝水。

### (三) 不包括 / 豁免情況

一般而言，以下情況可獲豁免，不受新法例規管。就即棄膠餐具而言，(i)預先包裝的食品或飲品 ( 例如附連在紙包飲品上的即棄膠飲管等 ) 和 (ii)向有醫療需要的人供應即棄膠飲管可獲豁免。就其他即棄塑膠產品而言，在特定情況下銷售或供應相關產品\* 可獲豁免，包括用於法證科學化驗、科學研究或實驗、醫治或醫療程序、進食藥物、用於轉售用途( 例如企業於B2B展覽會中出售或供應予另一家企業 )、製造過程等情況。

\*這些豁免不適用於(i)氧化式可分解塑膠產品 ( 除非企業向另一家企業出售或供應用作出口用途 )、(ii)宣傳用塑膠包裝紙巾、和 (iii)透明即棄膠手套 ( 除非向僱員提供以履行職責或工作 )。

有關新法例的詳情，可瀏覽網站 <https://www.cuttheplastics.hk/index.php/tc/>，或致電 (852) 5467 2494 或電郵致 [info@cuttheplastics.hk](mailto:info@cuttheplastics.hk) 向環境保護署查詢。

香港貿易發展局



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## Circular (13) – Briefings for Exhibitors

### 通告 (13) – 參展商簡介會

#### **Briefings for Exhibitors**

The online exhibitors' briefing is prepared to help exhibitors get prepare for the Hong Kong Gifts & Premium Fair 2024 and enhance exhibitors' understanding of the arrangements during the Fair. The briefing will also elaborate on latest show arrangement and our on-the-spot handling procedures of complaints about intellectual property protection, and how to go about proving ownership and infringement of intellectual property. Please find the details of the Exhibitors' Briefing as follows:

Language : Cantonese  
Link : Please click [here](#)

Introduction of IPR :

[https://us06web.zoom.us/rec/share/wwxfV3Ae5lv\\_NafKVuGqI9V2KIY700UmSvD-wAFn4z5Y\\_Wm-6vceLGnRjI-5rTBI.-UgbkVbi\\_7SLAJi](https://us06web.zoom.us/rec/share/wwxfV3Ae5lv_NafKVuGqI9V2KIY700UmSvD-wAFn4z5Y_Wm-6vceLGnRjI-5rTBI.-UgbkVbi_7SLAJi)

Passcode: yR.h!2P0

All exhibitors are encouraged to browse through the video for better understanding of the fair arrangements. (The briefing will be conducted in Cantonese but written materials will also be available in English).

#### **Procedures about Intellectual Property Rights (IPR)**

We wish to draw your special attention to clause No. 43.1 - 43.3 in the exhibitors' application form about intellectual property protection. This is a matter taken very seriously by the HKTDC. Exhibitors with a history of infringement are barred from our trade fairs.

The following two measures will be implemented to tackle with the "Intellectual Property Protection" issue:

#### **1. Intellectual Property Rights (IPR) Inspection Team**

Same as previous years, an IPR inspection team will be appointed by the HKTDC to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

#### **2. Legal Advisor**

We have procedures for handling complaints with the assistance of on-call legal advisor. They are set out in the attached briefing notes and all exhibitors are invited to make use of them. These procedures are designed to safeguard exhibitors' intellectual property rights as well as to protect individual exhibitors from any business disruption caused by unfounded complaints.



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

**E+PLUS**



(Ref: HKGPF/Pre-Fair2-HK)  
03/2024



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**The HKTDC reserves the right to deny admission to or reject from the Fair, anyone who does not follow these procedures or who disturbs the normal business of exhibitors or buyers inside the Exhibition Hall.**





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## 參展商簡介會

為協助參展商籌備參加香港禮品及贈品展 2024 及對展覽會期間各項安排加深了解，主辦機構特設網上視頻向參展商簡介有關解釋有關展覽會的最新資訊及安排，同時指引參展商如何即場處理侵權投訴的程序及如何證明其擁有知識產權和提出遭侵權的證據。簡介會詳情如下：

語言                   :   粵語  
視頻連結           :   [請點擊此處](#)

有關保護知識產權的介紹：

[https://us06web.zoom.us/rec/share/wxfV3Ae5lv\\_NafKVuGgl9V2KIY700UmSvD-wAFn4z5Y\\_Wm-6vceLGnRjl-5rTBI.-UgbkVbi\\_7SLAJi](https://us06web.zoom.us/rec/share/wxfV3Ae5lv_NafKVuGgl9V2KIY700UmSvD-wAFn4z5Y_Wm-6vceLGnRjl-5rTBI.-UgbkVbi_7SLAJi)

Passcode: yR.h!2P0

我們鼓勵所有參展商抽空觀看簡介會以便加強對展覽會各項安排的了解。簡介會將以廣東話進行，同時備有英文資料可供參閱。多謝合作!

## 有關保護知識產權問題的措施

香港貿易發展局為上述展覽的主辦機構，對侵權行為極為重視，為保障參展商權益，茲提醒 貴公司於展覽期間，必須遵守參展申請表格內參展規則第 43.1 至 43.3 項有關侵犯知識產權行為的條款。舉凡有觸犯侵權行為紀錄的參展商，將不獲准參加香港貿易發展局日後舉辦的展覽會，敬希垂注。

大會將會在展覽會期間實行兩項保護知識產權的措施：

### **1. 知識產權檢察小組**

由香港貿發局成立的知識產權檢察小組，將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品，展商必須遵從大會規定，立刻把展品收回。

### **2. 法律顧問**

香港貿發局訂有一套處理展覽現場侵權投訴的程序，並於展覽會開放期間備有法律顧問候命提供協助。這套程序旨在保障參展商的知識產權，以及防止無理投訴阻礙參展商進行展銷活動。有關內容詳列於附頁，所有參展商務請遵行。



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假若任何人士違反有關程序或於展場內騷擾參展商和買家的正常商業活動，香港貿發局有權驅逐有關人士離場或禁止其進入會場。

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

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organizer**", "**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 on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor's Brief. 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 Organizer 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 Organizer 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 Organizer 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 Organizer 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 Organizer in accordance with the Exhibitors' Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, 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 Organizer, 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 Organizer, 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 HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the "**Fair Legal Advisor**"). The Fair Legal Advisor will be on-call during the opening hours of HKTDC's trade fairs and will attend the HKTDC's office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor's Brief.
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 Advisor is 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 Organizer's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

## Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

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

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

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

manufacture, any goods to which a false trade description is applied commits a criminal offence.

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

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

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

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

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

### A. Copyright

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

OR

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

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;
5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the 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 [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktcdc.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。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。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以及其代理、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以及其代理、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以及其代理、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候命的法律顧問（「**法律顧問**」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
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，而且被有關參展商的展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。



5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站 (www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，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/或其代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

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

### **有關知識產權刑事罪行之刑罰**

#### **版權條例 (香港法例第 528 章)**

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

#### **商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務；

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

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

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

或

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

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

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

### B. 商標

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

#### C. 外觀設計

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

#### D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

\* 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。



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

## 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

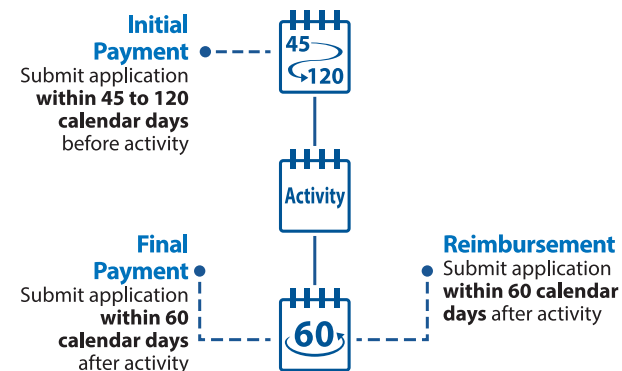


Corporate website/mobile apps

\* 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>



Trade and Industry Department  
Hong Kong Special Administrative Region Government  
November 2022

Seize the Chances  
Expand Markets

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

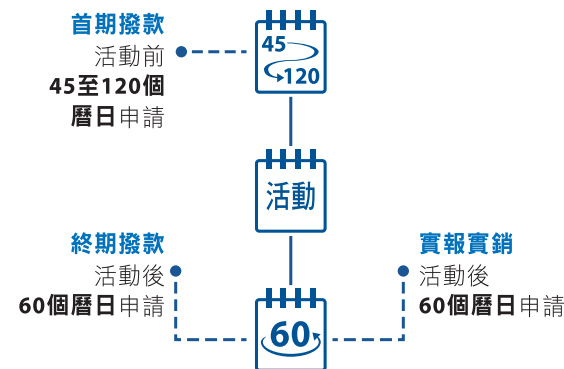


公司網站/流動應用程式

\*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>

