

June 2011

**Exhibitor Package for HKTDC Hong Kong Watch & Clock Fair 2011**  
**香港貿發局香港鐘表展2011 (參展商須知)**

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Watch & Clock Fair 2011**. Please note that the following items will be included in your exhibitor package. If you have any questions, please feel free to contact our colleagues below.

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**香港貿發局香港鐘表展 2011**，煩請檢查已領取的資料是否齊全。如有任何疑問，請與以下同事聯絡。預祝 展出成功！

香港貿易發展局 謹啟  
2011年6月

Name 姓名	Tel 電話	Email 電郵	Fax 傳真
Mr Sam Li 李嘉龍先生	(852) 2240-4359	sam.li@hktdc.org	(852) 3543-8750
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**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
6 September 2011 2011年9月6日	Nil 不適用	2:00pm-7:00pm 下午2時正至下午7時正
7 September 2011 2011年9月7日	10:30am-6:00pm 上午10時30分正至下午6時正	10:00am-5:30pm 上午10時正至下午5時30分
8-10 September 2011 2011年9月8-10日	9:30am-6:00pm 上午9時30分至下午6時正	9:00am -5:30pm 上午9時正至下午5時30分
11 September 2011 2011年9月11日	9:30am-5:00pm 上午9時30分至下午5時正	9:00am -4:30pm 上午9時正至下午4時30分

Item 資料項目	Index 索引
1. Exhibitors' Manual and Order Forms Electronic Version (Submission deadline for additional facilities: 27 July 2011) 參展商手冊、額外設施及服務申請表格電子版本 (額外設施申請之截止日期：2011年7月27日)	Special Circular 1 特別通告 1
2. Change of Offsite Marshalling Area from Tseung Kwan O to Tsing Yi 有關進館及撤館日之車輛等候處由將軍澳改為青衣	Special Circular 2 特別通告 2
3. Special Move-in and Move-out Arrangement 進館及撤館交通安排	Special Circular 3 特別通告 3
4. Public Day (11 September 2011) for Brand Name Gallery section 品牌廊公眾日 (2011年9月11日)	Special Circular 4 特別通告 4
5. Enforcement of Green Card System for Stand Fitting Contractors at HKCEC 香港會議展覽中心於2010年1月實施平安咭制度(適用於攤位裝拆的承建商)	Special Circular 5 特別通告 5
6. Briefing on General Fair Information and Intellectual Property Rights (IPR) 展會須知及保護知識產權簡介會	Special Circular 6 特別通告 6
7. Points to Note/New Measures on Custom-Built Stand at Grand Hall only 特裝攤位新措施及注意事項-(大會堂位置)	Special Circular 7 特別通告 7
8. 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 1 附件 1
9. Complimentary invitation cards for buyers 買家邀請卡	Circular 1 通告 1
10. Buyer Nomination Form for Hotel Sponsorship 酒店贊助買家推薦	Circular 2 通告 2
11. Trolley Rental Service NOT Available 展覽期間不設租用手推車服務	Circular 3 通告 3
12. Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失及盜竊的保安措施	Circular 4 通告 4
13. Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	Circular 5 通告 5
14. New Measures on Custom-Built Stands 特裝參展攤位新措施	Circular 6 通告 6
15. Announcement of a change in Exhibition Safety Policy 修訂展覽安全政策	Circular 7 通告 7
16. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 8 通告 8
17. Important Exhibition Regulations 展覽會重要規則	Circular 9 通告 9
18. Occupational Safety and Health Ordinance 職業安全及健康條例	Circular 10 通告 10
19. Safety Measures on On-site Construction / Dismantling Work 展覽活動施工場地安全守則	Circular 11 通告 11
20. Move-out Regulations 撤館守則	Circular 12 通告 12
21. Free Wireless LAN Service 免費無線上網服務	Circular 13 通告 13
22. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例	Circular 14 通告 14
23. SME Export Marketing Fund 中小企業市場推廣基金	



**Special Circular (1)**  
**Download Exhibitors' Manual and Order Forms from the Fair Website**

(Submission Deadline for Additional Facilities: **27 July 2011**)

Dear Exhibitors,

Thank you for your participation in the HKTDC Hong Kong Watch & Clock Fair 2011.

Please note that the electronic version of Exhibitor Manual and Order Forms are now available at the Fair Website for your review and downloading. The web link is as below: **(Remarks: Hardcopy will NOT be distributed)**

**Exhibitor Manual:**

[www.hktdc.com/hkwatchfair/manual/manual.htm](http://www.hktdc.com/hkwatchfair/manual/manual.htm)

**Order Forms:**

[www.hktdc.com/hkwatchfair/manual/order.htm](http://www.hktdc.com/hkwatchfair/manual/order.htm)

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

The submission deadline for **Additional Facilities** order forms: **27 July 2011**.

Should you require further information or assistance, please do not hesitate to contact us.

Contact Persons:

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Miss Karen Wong	:	Tel: (852) 2240 4609	Email: <a href="mailto:karen.kw.wong@hktdc.org">karen.kw.wong@hktdc.org</a>
Miss Jan Tam	:	Tel: (852) 2240 4620	Email: <a href="mailto:jan.yw.tam@hktdc.org">jan.yw.tam@hktdc.org</a>

I wish you every success in the fair.

Your faithfully,

Iris Lam  
Exhibitions Project Manager



**特別通告(1)**  
**於大會網頁下載參展商手冊及申請表格**

(額外設施及服務申請表截止日期: 2011年7月27日)

致各參展商:

歡迎參加香港貿發局香港鐘表展 2011.

參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下: (備註: 本局將不會派發印刷本)

參展商手冊:

[www.hktdc.com/hkwatchfair/manual/manual.htm](http://www.hktdc.com/hkwatchfair/manual/manual.htm)

額外設施及服務申請表格:

[www.hktdc.com/hkwatchfair/manual/order.htm](http://www.hktdc.com/hkwatchfair/manual/order.htm)

參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。

請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

**額外設施及服務申請表截止日期: 2011年7月27日**

如有任何查詢或需要協助，歡迎與本局聯絡。

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謹祝 貴公司展出成功!

香港貿易發展局

展覽項目經理

林涇思謹啟



**Special Circular (2)**  
**Change of Offsite Marshalling Area from Tseung Kwan O to Tsing Yi**

Dear Exhibitors,

Same as previous year, there will be special traffic arrangements on the move-in day (5 September 2011) and the move-out day (11 September 2011). These measures will alleviate the traffic pressure in Wan Chai area for the benefit of both our valued exhibitors as well as the general public.

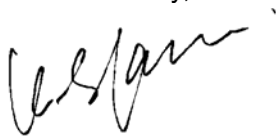
Please be informed that, with effect from March 2011, the offsite marshalling area will be changed from Tseung Kwan O to Tsing Yi (Tsing Ko Rd across Tsing Sheung Rd). The previous Tseung Kwan O marshalling site has to be returned to Tseung Kwan O Industrial Estate upon lease expiry by early 2011. Having considered the Tsing Yi site is the best available option in terms of its size, distance and traffic arrangement comparing to the original Tseung Kwan O site, after thorough consultation with the HKCEC, HK Police and Transport Department, the Tsing Yi site has therefore been chosen as the replacement for offsite marshalling. This new arrangement also applies to other mega fairs organised by other organisers at the HKCEC.

Attached please find the vehicle passes and the circular containing details on the special move-in and move-out arrangements together with a copy of the location map for Tsing Yi marshalling site.

Should you have any further queries, please do not hesitate to the project team.

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Yours sincerely,



Iris Lam  
Exhibitions Project Manager  
Hong Kong Trade Development Council

## 特別通告 (2) 有關進館及撤館日之車輛等候處由將軍澳改為青衣

致: 各參展商

一如去年，香港貿發局香港鐘表展於進館日(9月5日)及撤館日(9月11日)將實施特別交通安排，此舉目的為了舒緩灣仔一帶的交通擠塞及為各參展商及公眾人士帶來更大之方便。此項措施於去年實施，效果亦非常顯著。

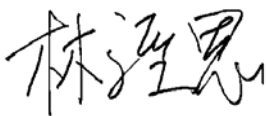
由2011年3月開始，進館及撤館日之車輛等候處將由沿用多年的將軍澳改為青衣。由於將軍澳用地於2011年初租約期滿需交還予將軍澳工業村，而青衣這幅土地無論在面積、距離和交通安排都頗為合適，因此經與香港會議展覽中心、警務處及運輸署的詳細商議後，決定把青衣作為車輛等候處的新址，其他主辦機構之大型展會亦需作出同樣安排。

現附上進館及撤館日相關車證、特別交通安排詳情通告及青衣車輛等候處之位置圖予各參展商參考。

如有任何查詢，歡迎與我局聯絡。

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Ms Iris Lam 林涇思小姐	(852) 2240-4616	iris.ks.lam@hktdc.org	

香港貿易發展局  
展覽事務部項目經理



林涇思謹啟

**Location of the Vehicle Marshalling Area in Tsing Yi**  
 青衣車輛等候處位置圖



## **Special Circular (3) Special Move-in and Move-out Arrangement**

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (6 September) and move-out day (11 September) of the HKTDC Watch & Clock Fair 2011. 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:

### **Special Move-in Arrangement (6 September 2011)**

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 6 September 2011**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Area:

#### **1. Lorry / Light Goods Vehicle**

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

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

##### **Move-in procedure**

1. Hong Kong Trade Development Council (HKTDC) issues Move-in Vehicle Permits to all exhibitors.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the vehicle marshalling area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 9:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi**. (Location map attached)
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
  - a. **Move-in Vehicle Permits** issued by the HKTDC **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.  
\* Maximum loading and unloading time limit – 45 mins.

#### **2. Private Car / Taxi**

##### **Move-in procedure**

1. Private cars and taxis entering HKCEC Area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive Entrance / Harbour Road Entrance. **NO waiting or parking at the HKCEC Entrances are allowed.**



## Special Move-out Arrangement (11 September 2011)

Move-out vehicle permit with entry time would be issued to each exhibitor in end August. The move-out arrangements are as follows: -

### 1. Lorry / Light Goods Vehicle

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

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

#### Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the
  - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area** (exact location will be announced later). The vehicle marshalling area will be opened at 2:00 p.m. until all the move-out activities finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
  - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.  
\* Maximum loading and unloading time limit – 45 mins.

### 2. Other Transportation

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

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

For enquiries, please call HKTDC customer service hotline: **(852) 1830 668**

## 特別通告 (3) 進館及撤館交通安排

多謝各位參加香港貿發局香港鐘表展2011，本局將於上述展覽會之進館日（即9月6日）及撤館日（即9月11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：

### 進館交通安排（2011年9月6日）

#### 1. 貨車/輕型客貨車

必須同時持有

- 由貿發局發出之車輛許可證 及
- 由車輛等候處發出之往來證明書，方可進場

#### 進場程序

- 香港貿易發展局(香港貿發局)已向各參展商發出 9月6日之進場車輛許可證。
- 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在車證上之指定時間到車輛等候處報到。車輛等候處將於 9月6日上午9時開放，直至所有進場程序完成。車輛等候處定於青衣區(請參閱附上之地圖)。
- 當貨車及輕型客貨車到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
- 車輛等候處之職員將根據交通情況向輪候之司機發出一張往來證明書。司機攜同
  - 車輛許可證 及
  - 往來證明書於2小時內經博覽道入口前往會展中心貨物起卸區進場。
- 未能提供上述兩種證件者將均不能進入會展中心卸貨區。  
\* 上落貨限時 45 分鐘，嚴禁泊車。

#### 2. 私家車/的士

#### 進場程序

- 進入會展中心範圍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，惟所有私家車及的士必須經博覽道入口或港灣道入口進入會展中心範圍，並只能於博覽道正門或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範圍，不得停留或等候。

## 撤館交通安排 (2011年9月11日)

本局將向各參展商派發9月11日之撤館車輛許可證以供使用。車輛許可證將於8月底以速遞發放給各參展商。敬請留意以下詳情：

### 1. 貨車/輕型客貨車

必須同時持有

- a. 由貿易發展局發出之車輛許可證 及
- b. 由車輛等候處發出之往來證明書

#### 撤場程序

1. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准同時持有
  - a. 由香港貿易發展局所發出之撤館車輛許可證 及
  - b. 由青衣車輛等候處所發出之往來證明書之貨車。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到車輛等候處報到。車輛等候處將於2011年9月11日，由下午2時開放至所有撤館程序完成。有關將軍澳車輛等候處位置將於稍後公佈。
3. 當車輛到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 根據交通情況向輪候之司機發出一張往來證明書。司機應攜同
  - a. 車輛許可證 及
  - b. 往來證明書於2小時內經博覽道入口前往會展中心貨物起卸區。(根據車輛許可證之類別而定)
5. 如車輛等候超出可停泊車輛數目時，青衣車輛等候處將酌情採取進一步措施。  
\* 上落貨限時45分鐘，嚴禁泊車。

### 2. 其它交通安排

1. 請留意於撤館其間，由下午三時至七時，警方將禁止所有未經授權之輛(包括私家車及的士)駛入會展新翼範圍(博覽道入口)，另外，警方將酌情准許私家車及的士駛入會展舊翼(港灣道入口)。
2. 大會亦於撤館期間安排免費穿梭巴士來往尖沙咀、金鐘及銅鑼灣。持有輕量貨物之參展商亦可考慮以此方法撤館，惟請佩帶入場證以資識別。巴士座位有限，額滿即止。

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

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830 668查詢。



**Special Circular (4)**  
**Public Day (11 September 2011) for Brand Name Gallery section**

The Brand Name Gallery section will be opened to both trade and public visitors on the last day (11 September 2011). Exhibitors are reminded to pay attention to the relevant arrangement which will be detailed in the next batch of circulars in August 2011.

Hong Kong Trade Development Council

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**特別通告 (4) 品牌廊公眾日 (2011年9月11日)**

品牌廊將於最後一天(即2011年9月11日)開放給業內及公眾人士參觀。有關詳細安排，參展商請留意於八月份發出之通告。

香港貿易發展局

**Special Circular (5)**  
**Enforcement of Green Card System for Stand Fitting Contractors at HKCEC**

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and Asia World Expo (AWE) have concurrently agreed to endorse the Contractor Green Card System at HKCEC. Effective from 1 January 2010, contractors entering the Centre for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card").

We would like to draw your attention to the Green Card System for stand fitting contractors has already been launched. The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the fairground.

Please note that the "Grace Period" will last till 31 May 2010 and Non-Green Card holders are advised to attend the course before then. From 1 June 2010 onwards, all stand fitting contractors must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security personnel reserve the right to refuse entry for those who fail to provide valid credentials.

Should you need any assistance, please feel free to contact Ms. Janice Ng, Event Planning & Co-ordination Team of HKCEC at (852) 2582 7320 or Mr Ivan Cheng at HKTDC at (852) 2240 5459.

**Hong Kong Trade Development Council**

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**特別通告 (5)**  
**香港會議展覽中心於 2010 年 1 月實施平安咭制度(適用於攤位裝拆的承建商)**

香港勞工處、香港展覽會議業協會、香港會議展覽中心及亞洲國際博覽館一致贊同實施平安咭制度。由 2010 年 1 月 1 日開始，凡進入香港會議展覽中心(以下簡稱「會展」)裝拆攤位的承建商必須持有建築業安全訓練證書，即「平安咭」。

敬請注意平安咭制度現已生效，其目的是確保承建商在展館工作前已受到強制的根本安全訓練。

平安咭制度實施寬限期至 2010 年 5 月 31 日為止。凡非安咭的持有者須於此日期前完成有關課程。由 2010 年 6 月 1 日開始，凡進入會展工作的承建商，必需持有平安咭並需適當地展示出來。否則，會展保安人員有權拒絕該人士進入展館。

如有任何查詢，可聯絡會展項目策劃及統籌部吳小姐(電話: (852) 2582 7320)或香港貿發局展覽服務部鄭展基先生(電話: (852) 2240 5459)。

香港貿易發展局

**Special Circular (6) / 特別通告(6)**  
**Briefing on General Fair Information and Intellectual Property Rights (IPR)**  
**展會須知及保護知識產權簡介會**

To help exhibitors prepare for the **HKTDC Hong Kong Watch & Clock Fair 2011**, and enhance exhibitors' understanding of the arrangements during the Fair, an exhibitor briefing will be held.

為協助參展商籌備參加「香港貿發局香港鐘表展 2011」和對展覽會期間各項安排加深了解，主辦機構將舉辦下列簡介會。

Date: 3 August 2011 (Wednesday) Time: 3:00pm – 5:00pm  
日期: 2011年8月3日(星期三) 時間: 下午3時至5時

Venue: Unit 11, Expo Galleria, HKCEC (New Wing), 1 Expo Drive, Wanchai, Hong Kong  
地點: 香港灣仔博覽道1號香港會議展覽中心(新翼)博覽商場11號舖

Content: Briefing on General Fair Information and Intellectual Property Rights (IPR)  
內容: 展會須知及保護知識產權簡介會

Language: Cantonese  
語言: 廣東話

New exhibitors are highly recommended to attend the above briefing. Please return the following reply slip on or before **27 July 2011** to reserve your seats.

如 貴公司有興趣參加，請填妥下列回條並於**2011年7月27日**前傳真致本局。

**Reply Slip 回條**

To 致: HKTDC 香港貿易發展局

Fax 傳真: 3543 8750

**HKTDC Hong Kong Watch & Clock Fair 2011**  
「香港貿發局香港鐘表展 2011」

**Briefing for Exhibitors 展覽簡介會**

Our company **will / will not** attend the activity 本公司將**出席 / 不出席**展覽簡介會

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

Booth No.  
展位號碼:

Contact Person  
聯絡人:

No. of seats  
出席人數:

Company Tel  
公司電話:

Fax  
傳真:

Signature  
簽署:

Date  
日期:

\*\*\* *Please bring along your business card to the briefing sessions* 請帶同閣下之名片出席上述簡報會 \*\*\*

## Special Circular (7) **Points to Note/New Measures on Custom-Built Stand at Grand Hall only**

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay special attention to the changes summarized below. Please refer to section 4 of the Exhibitors' Manual for details.

Section	Items
4.2	<p><u>Information submission</u></p> <p>Please note the deadline for submission of Custom-Built Stand Contractors' Information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor/Contractor.</p>
4.2.2	<p><u>Site work deposit</u></p> <p>Calculation based on HK\$200/US\$25 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.</p>
4.2.3	<p>Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. <b>5-11 September 2011</b>.</p>
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum booth height
4.2.6	<p><u>Structural Safety Certificate</u></p> <p>A structural safety certificate must be submitted for all custom-built stands exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an <b>Authorized Person (Surveyor)/Registered Structural Engineer (AP/RSE)</b>. The AP/RSE shall verify the stability of the stand by completing the structural safety certificate.</p>
	<p>For stands and temporary structures exceeding 2500mm but below 4500mm in height; stages or platforms exceeding 1100mm but below 1500mm in height or lighting truss suspended from ceiling with equipment weight less than 100 kg:</p>
	1) An Authorized Person/Registered Structural Engineer's (AP/RSE) shall verify the stability of the design drawings.
	2) Submission of design drawings to Organiser via email is accepted.
	3) Construction should be conducted under the supervision of AP/RSE.
	4) AP/RSE should verify the stability after completion by completing the structural safety certificate.
	5) The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on <b>5 September 2011</b> . Please refer to section 4.2.6 for details.
	<p>As required by the Food &amp; Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license, for stands and temporary structures at 4500mm in height or above; stages or platforms at 1500mm in height or above or lighting truss suspended from ceiling with equipment weight at 100 kg or above; or two-storey construction stand.</p>
	1) The design drawings must be verified by an AP/RSE with <u>structural calculations</u> for stability before construction.
	2) 4 copies of design drawings with structural calculations endorsed by AP/RSE should be submitted to the Organiser of which the Organiser will:
	a. Keep 1 copy for review
	b. Submit 1 copy to HKCEC for record

	c.	Submit 2 copies to Director of Food & Environmental Hygiene at least 42 days before first show day for their further distribution to Fire Services Department and Buildings Department for review
		<b><u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.</u></b>
	3)	Construction should be conducted under the supervision of AP/RSE.
	4)	AP/RSE should verify the stability after completion by completing the structural safety certificate.
	5)	The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on <b>5 September 2011</b> . Please refer to section 4.2.6 for details.
		Any alteration after drawing submission should be addressed to the Organiser for review.  An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="http://www.bd.gov.hk/english/inform/index_ap.html">http://www.bd.gov.hk/english/inform/index_ap.html</a> .
4.2.13		Construction Industry Safety Training Certificate Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.  With immediate effective, contractors entering the Centre for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the venue.  All stand fitting contractors must acquire "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.  Please feel free to contact the Event Planning & 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.
4.2.14		Points should be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15		Deduction of site work deposit.

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

"A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [http://www.exhibitions.org.hk/english/media\\_detail.php?id=275](http://www.exhibitions.org.hk/english/media_detail.php?id=275)

For queries, please feel free to contact Mr. Ivan Cheng via email ([ivan.ck.cheng@hktdc.org](mailto:ivan.ck.cheng@hktdc.org)) or phone (852-2240 5459).

Thank you for your kind understanding and co-operation.

## 特別通告 (7) 特裝攤位新措施及注意事項-(大會堂位置)

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	<b>提交資料</b> 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及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 1,200 港元(150 美元)的逾期行政費用。
4.2.2	<b>施工按金</b> 按金以每平方米 200 港元/25 美元計算。搭建雙層展覽攤位必須繳交雙倍按金。(而最低按金額為 5,000 港元，最高為 50,000 港元。)
4.2.3	承建商必須購買有效及不少於 1000 萬港元保額之公眾責任險保險，有效期須包括進場、展覽期間及離場(即 2011 年 9 月 5-11 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	<b>展覽攤位「結構安全證明書」</b> 所有高度超逾 2.5 米的展覽特裝攤位、懸掛照明支架、主辦機構及/或展館營運者認為有需要者，必須提交展覽攤位「結構安全證明書」。其攤位必須由認可人士(註冊測量師)/註冊結構工程師監督下搭建。該認可人士(註冊測量師)/註冊結構工程師須驗證其結構安全並簽發「結構安全證明書」。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。
	所有高逾 2.5 米但少於 4.5 米的攤位及臨時搭建物、搭建高逾 1.1 米但少於 1.5 米的平台或舞台或總重量不超過 100 公斤的懸空照明支架及設備：
1)	必須由認可人士/註冊結構工程師證明其設計圖則的穩定性後，方可搭建。
2)	設計圖則可以電郵方式交予主辦機構。
3)	必須在認可人士/註冊結構工程師監督下搭建。
4)	完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。
5)	所有結構安全證明書須於 2011 年 9 月 5 日下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。
	按照食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，所有高 4.5 米或以上的攤位及臨時搭建物、搭建高 1.5 米或以上的平台或舞台或總重量 100 公斤或以上的懸空照明支架及設備：或雙層結構攤位。
1)	必須由認可人士/註冊結構工程師以數據證明其設計圖則的穩定性後，方可搭建。
2)	必須呈交一式四份擬議設計圖並附上由認可人士/註冊結構工程師證明其穩定性的數據予主辦機構。主辦機構會：
a.	保留一份作審閱之用
b.	遞交一份予展館營運者存檔
c.	於活動首日的最少 42 天前遞交兩份予食物環境衛生署署長(繼而再分發予消防處及屋宇署審閱)
	按照《電子交易條例》(2000 年第一號) 第 11(1) 條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。

	3)	必須在認可人士/註冊結構工程師監督下搭建。
	4)	完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。
	5)	所有結構安全證明書須於2011年9月5日下午3時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第4.2.6章。
		所有已交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。圖則亦會轉交有關部門審閱。
		認可人士包括註冊建築師(認可人士名單1)、註冊結構工程師(認可人士名單2)或註冊屋宇測量師(認可人士名單3)。認可人士的定義詳述於香港建築物條例第123章。有關 <u>認可人士/註冊結構工程師</u> 的名冊，請瀏覽屋宇署網頁： <a href="http://www.bd.gov.hk/chineseT/inform/index_ap.html">http://www.bd.gov.hk/chineseT/inform/index_ap.html</a>
4.2.13		<b>建築業安全訓練證明書</b> 勞工處、香港展覽會議業協會及展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施(即「平安咭」)，並已生效。凡進入展館搭建或拆卸攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已接受強制性之基本安全訓練。  凡進入展館工作的承建商，必須持有平安咭並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。  如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電(852)2582 8888 與展館營運者之項目策劃及統籌部聯絡。
4.2.14		參展商及其承建商須注意及遵守事項。
4.2.15		施工按金扣款。

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

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

[http://www.exhibitions.org.hk/tc\\_chi/media\\_detail.php?id=275](http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275)

如有查詢，請與鄭展基先生聯絡(電郵 [ivan.ck.cheng@hktcdc.org](mailto:ivan.ck.cheng@hktcdc.org); 電話 852-2240 5459)

多謝合作！



## Protection of Intellectual Property Rights (IPR) at HKTDC Exhibitions

### Exhibitors' Brief

The Hong Kong Trade Development Council (HKTDC), 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 procedures, carried out with our 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 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 is drawn to Clause 41 of the conditions of participation, setting out rights and obligations of exhibitors at HKTDC exhibitions:

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 whatever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party's claim of infringements by the Exhibitor and/or the Organiser and/or the latter's agents, representatives, contractors or employees of such third party's rights.

The Exhibitor agrees that it shall comply with any "Exhibitors' Brief on the Protection of Intellectual Property Rights at HKTDC Exhibitions" ("Exhibitors' Brief") that the Organiser may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors' Brief, whether as a complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails to abide by any of the terms and conditions of the Exhibitors' Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its parent, associate, affiliated and/or subsidiary companies from any or all future HKTDC 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/an Exhibitor ("complainant") files a complaint with the Organiser in accordance with the Exhibitors' Brief and requests the Organiser to take action against an Exhibitor, the complainant agrees to hold the Organiser, its agents, representatives, contractors and employees (including but not limited to their legal advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organiser, its agents, representatives, contractors or employees (including but not limited to their legal advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The complainant further agrees not to take any legal action or make any claim or demand against the Organiser, its agents, representative, contractors or employees (including but not limited to their legal advisors) in relation to such complaint and the alleged infringement of intellectual property rights.





## 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(香港貿發局)是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問，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。

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，必須遵守香港貿發局覽會參展規則第 41 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《香港貿發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《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母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿發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/參展商（「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。





## **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 Fair Legal Advisor engaged by HKTDC.
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 Fair Legal Advisor on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Fair Legal Advisor is satisfied there may be a case to answer, a HKTDC Fair Official will visit the booth involved.
5. As Fair Organizer, HKTDC has the authority and legal responsibility to immediately take at least 3 photographs of the product or any material in dispute. One copy each of the photograph will be given to the complainant and the exhibitor.
6. The exhibitor will be asked to remove the disputed product or material immediately from display and not to trade in it for the remainder of the exhibition unless he/she can adduce evidence to prove to the satisfaction of the Fair Legal Advisor that he/she has the right to sell or display such product or material. He/she will also be asked to sign an undertaking immediately to this effect. A copy of the signed undertaking will be given to the accused.
7. Similarly, if HKTDC 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 asked to immediately remove the product or material which is under investigation for the remainder of the event.
8. If the exhibitor unreasonably refuses to co-operate with HKTDC under paragraphs 5 and/or 6 and/or 7 above, HKTDC reserves the right to ban the Exhibitor, or any parent, associate, affiliated and / or subsidiary company, from any or all future HKTDC exhibitions.
9. HKTDC staff will visit any booth in respect of which a complaint has been received and accepted by HKTDC'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 Exhibition, HKTDC is entitled, at its sole and absolute discretion, to immediately terminate the Exhibitors' right of participation in the Fair in question without any refund of the participation fee already paid by the Exhibitor and to ban the Exhibitor or any parent, associate, affiliated and / or subsidiary company from any or all future HKTDC exhibitions.

## **Penalties**

An exhibitor or any parent, associate, affiliated and / or subsidiary company may, in the sole and absolute discretion of the HKTDC, be banned from any or all future participation in HKTDC exhibitions if :

- a. after HKTDC received and accepted a complaint against the Exhibitor, the Exhibitor refuses to:
  - allow HKTDC to immediately take photographs of the disputed product or material;
  - sign an undertaking immediately in favour of HKTDC in a form provided by HKTDC; OR
- b. the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation thereto is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of HKTDC and allowed HKTDC to take photographs of the product or material in dispute during the Exhibition; OR





## 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，本局的負責人員以派駐現場的法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及駐場法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若駐場法律顧問認為投訴理據充足，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 本局作為主辦機構，有權及有法律責任即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張，並將照片分別交予投訴人和有關參展商各一張。
6. 除非有關參展商能提出使駐場法律顧問認為滿意的證據證明其有權銷售及展出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，而承諾書副本則會交予被投訴人。
7. 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。
8. 假若有關參展商無理拒絕合作，違反上述第 5 及/或第 6 及/或第 7 項條款，本局保留禁止該等參展商或其任何母公司、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。
9. 本局職員會定期到駐場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，本局有唯一及絕對酌情權即時取消該等參展商或其任何母公司、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，並禁止其或其任何母公司、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其中一種情況，決定是否禁止參展商或任何母公司、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，涉嫌侵權的參展商拒絕：
  - 立即讓本局職員為涉嫌侵權的產品或物品拍照；或
  - 應本局要求立即簽署本局提供的承諾書。
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，及其後被香港法庭裁定侵權有據。





- c. The Exhibitor removes the disputed product or material immediately from display and signs an undertaking provided by HKTDC not to display or deal with any such item for the rest of the Exhibition period, but is subsequently found to be in breach of such an undertaking; in which case the HKTDC shall, in addition, be entitled to further terminate the Exhibitors' right of participation for the rest of the Exhibition period in question 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 the complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with HKTDC during the exhibitions 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 Fair Legal Advisor:
- 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
- unless the Exhibitor can adduce evidence to the satisfaction of the Fair Legal Advisor that it has the right to sell or display the products or material items complained of; 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;
- (ii) supplies or offers to supply any goods 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.

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.





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，本局有權進一步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有據。
5. 參展商在連續兩屆展覽會中，
  - 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
  - 被同一名投訴人投訴最少有四項不同產品或物品侵權而該等投訴為駐場法律顧問所接納，唯有關參展商能提出使駐場法律顧問認為滿意的證據證明其有權銷售或展出該等涉嫌侵權的展品或物品則作別論。
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)

任可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；
- (ii) 供應或要約供應已應用虛假商品說明的貨品；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。

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。





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

### **A. Copyright**

1. date and place that the work was first made;
2. name of author and name of owner of the work;
3. original work or a certified copy of the original work e.g. design drawings, sketches;
4. proof of ownership of the work. In the event the author of the works is an employee of the complainant, contract of employment;
5. in the event the author of the works is not the complainant nor an employee of the complainant, copyright assignment evidencing assignment of copyright from author to complainant;
6. invoice, shipping document or other documents evidencing the date of (i) first sale of the product or article to which the original copyright work relates or (ii) first publication of the relevant copyright work;
7. alternatively, an affidavit of the copyright ownership pursuant to Section 121 of the copyright Ordinance.

### **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.

### **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.

### **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.

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

\* \* \* \* \*





## 證明知識產權的存在及擁有權的所需文件

### A. 版權

1. 作品的創作日期和地點；
2. 作品的作者名稱及擁有者名稱；
3. 原作正本或核證副本，例如設計圖樣及草圖等；
4. 作品擁有權證明。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；
5. 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；
6. 發票、貨運文件或其他文件，而該等文件可證明(1)首次出售有關該版權之產品或物品之日期；或(2)首次發布有關版權作品之日期。
7. 或根據版權條例第一二一條所作之誓章。

### 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。

### 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。

### 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。

以及任何由駐場法律顧問因應實際情況要求提供的其他證明文件。

\* \* \* \* \*





**Circular (1)**

June 2011

Dear Hong Kong Exhibitors,

**Send Invitation Postcards to your Overseas Buyers – Postage Free!**

Thank you for participating in the **HKTDC Hong Kong Watch & Clock Fair 2011**. With your kind support, the fair continues to be the largest fair of its kind in the Asia Pacific region.

We have taken a number of initiatives, including advertising, direct mailing and distribution of souvenir at major related overseas fairs, to maximise publicity and attract buyers from all over the world to visit the fair. We feel that these efforts will further enhance the awareness of the fair.

However, you will most likely have your own **overseas business contacts** whom you would like to invite. In order to make it easier for you to invite them to the HKTDC Hong Kong Watch & Clock Fair 2011, we have enclosed 100 postage free buyer invitation postcards for your distribution. Your buyers can enjoy free admission with this postcard when they register on-site.

All you need to do is to

1. Put the contact addresses on the invitation cards,
2. Separate them by posting zones (details are listed on the special yellow envelope),
3. Fill in the information on the yellow envelope, insert the invitation cards into the envelope (please use different envelope for different posting zones),
4. Seal the envelope(s) and drop it (them) to the nearby post box/office.

*\*No need to affix any stamp if postcards are sent from Hong Kong to any countries/regions.*

As for your **local business contacts**, we have enclosed other 150 invitation leaflets for you to invite your buyers to visit the fair with free admission.

We hope that these measures will assist you in building up a good relationship with your contacts. If you have further queries regarding the above, please contact Mr Sam Li on (852) 2240 4359 or Ms Jan Tam on (852) 2240 4620.

We take this opportunity to wish you good business at the Fair!

Hong Kong Trade Development Council

通告(1)

致各香港參展商：

香港貿發局香港鐘表展 - 本地參展商專用邀請卡

感謝 貴公司參與「**香港貿發局香港鐘表展 2011**」。本展覽能夠成為亞洲最大的鐘表產品展覽會，實有賴各參展商之鼎力支持。

本局為吸引世界各地的買家到場參觀，已作出一系列宣傳，包括刊登廣告、直銷推廣活動及於海外各大同類展覽會中派發紀念品等。

為方便 貴公司更便捷地邀請一些業務夥伴及客戶蒞臨參觀，本局特別提供**100張免付郵資的專用邀請卡**給 貴公司邀請海外客戶。當 貴公司的海外客戶收到這張邀請卡，便可於香港貿發局香港鐘表展期間憑卡免費登記入場參觀。

貴公司只需依循以下方法，便可利用該批專用邀請卡：

1. 將客戶的通訊地址寫在卡上，
2. 將邀請卡依照郵政地區分類（詳情可參閱特製的黃色大信封），
3. 在黃色信封上填妥各項資料，將邀請卡放入信封內（如所寄郵政地區不同，請使用不同的信封），
4. 封妥信封後，將之投寄到任何一個郵箱/郵局。

\* 如從本港投寄往海外，無需貼上任何郵票

至於 貴公司的本地客戶，可使用本局另外預備的**150張買家請柬**，亦可憑卡免費入場。

對於上述的安排，希望能幫助 貴公司與客戶建立更佳關係。假如 貴公司有任何疑問，歡迎致電本局李嘉龍先生（電話：(852) 2240 4359）或譚婉慧小姐（電話：(852) 2240 4620）聯絡。

在此預祝 貴公司展覽成功，業務蒸蒸日上。

香港貿易發展局 謹啟

2011年6月



**Circular (2)**

June 2011

Dear Exhibitor,

**Hotel Sponsorships / Air + Hotel Packages for  
New International Trade Buyers at YOUR Nomination**  
**HKTDC Hong Kong Watch & Clock Fair 2011**  
**(7-11 September 2011)**

Thank you for your support to the HKTDC Hong Kong Watch & Clock Fair 2011, expected to be patronised in September 2011 by over 700 exhibitors from over 19 countries and regions. In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign including:

- Global advertising campaign and special editorial coverage in major watch & clock-related publications and business reviews;
- Promotional counters and other promotional measures at over 30 international watch & clock-related trade fairs;
- **Hotel Sponsorship Programme or Exclusive Air + Hotel Package for first-time international trade buyers at *your* nomination.**

To encourage participation from international trade buyers, the Organiser is now offering hotel sponsorships or air + hotel packages (with either Cathay Pacific, Emirates or Finnair) for selective overseas trade visitors. You are welcome to nominate our trade contacts to have them enjoy such benefits. Sponsorships will be awarded at the total discretion of the Organiser.

For further information, please contact Mr. Eugene Leung (Tel: +852 2240 4023). With your support to this promotional campaign, we trust that you will be able to capture the greatest business opportunities at our forthcoming HKTDC Hong Kong Watch & Clock Fair 2011.

Yours sincerely,

Iris Lam  
Project Manager  
Exhibitions Department

**REPLY SLIP**  
**Reply Deadline: 5 August 2011**

**Fax: +852 3521 3147**

To: Hong Kong Trade Development Council (Attn: Mr. Eugene Leung)

**Information on the Nominated Buyer \***

Company Name	:	_____		
Name of Nominee	:	_____		
Title	:	_____		
Address	:	_____ _____		
Country	:	_____	Postal Code :	_____
Telephone	:	_____	Fax	: _____
E-mail	:	_____		
Web-site	:	_____		
<b>First-time visitor to the fair?</b>		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	

*\* You may make photocopies to nominate more international buyers to enjoy hotel sponsorships / Exclusive air + hotel package.*

Exhibitors' Company Name: \_\_\_\_\_

Booth No. (HKTDC HKWCF 2011): \_\_\_\_\_ Contact Person: \_\_\_\_\_

Signature and Company Stamp: \_\_\_\_\_

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**ATTENTION:**

Buyer nomination does not automatically entail offering of the hotel sponsorships/air + hotel package. Sponsorships will be awarded at the total discretion of the Organiser.  
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通告(2)

致各參展商:

**海外買家酒店贊助或特惠旅遊套票推薦計劃**  
**香港貿發局香港鐘表展 2011**

(2011年9月7-11日)

感謝閣下過往對香港貿發局香港鐘表展的鼎力支持。今年9月份舉行的「鐘表展」陣容更為鼎盛，預計將會700名來自19個國家及地區之參展商。為提高閣下於參展期內與買家會面洽商的機會，本局將展開一連串遍及全球的市場推廣計劃，以吸引有潛質的買家出席此業內盛事。上述宣傳推廣活動包括:

- 於全球注要的鐘表刊物刊登廣告及商業評論;
- 於超過30個之國際大型鐘表展覽設置宣傳攤位;
- 提供酒店贊助或特惠旅遊套票給予由閣下所推薦之首次來港參觀香港貿發局香港鐘表展的海外買家。

此酒店贊助或特惠旅遊套票推廣之目的是為鼓勵更多相關的買家出席香港貿發局香港鐘表展。本局誠意邀請貴公司業推薦業內有潛質的商貿夥伴參予是次盛事。成功獲本局甄選之海外買家可即享用此優惠。

如欲查詢詳情，歡迎致電(852) 2240 4023 與本局梁宇正先生接洽。本局確信能獲得貴公司在是次推廣活動的支持，定能廣邀更多優質買家出席，凝聚源源商機，令參展商及買家收穫更豐，互惠互利。

香港貿易發展局  
項目經理(展覽事務部)

林涇思 謹啟  
2011年6月

回條

截止日期: 2011 年 8 月 5 日

傳真: +852 3521 3147

致: 香港貿易發展局 (梁宇正先生)

<u>受提名買家資料 *</u>			
公司名稱	:	_____	
姓名(與護照相符)	:	_____	
職位	:	_____	
地址	:	_____	
	:	_____	
國家	:	郵編	:
	:	_____	_____
電話	:	傳真	:
	:	_____	_____
電郵	:	_____	
網址	:	_____	
是否首次參觀香港貿發局香港鐘表展? <input type="checkbox"/> 是 <input type="checkbox"/> 否			

\* 請復印此表格作更多買家提名。

參展商公司名稱: \_\_\_\_\_

攤位號碼 (香港貿發局香港鐘表展 2011): \_\_\_\_\_ 聯絡人名稱: \_\_\_\_\_

簽署及公司蓋章: \_\_\_\_\_

備注:

此買家提名並非酒店贊助/優惠機票酒店套票之確認函, 本局保留最終選擇權利。



**Circular (3)**

**Trolley Rental Service NOT Available**

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.

Thank you for your attention and understanding.

Hong Kong Trade Development Council

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**通告(3)**

**展覽會不設租用手推車服務**

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。

多謝合作。

香港貿易發展局



**Circular (4)**

Dear Exhibitors,

**Security Measures Against Thefts and Losses at the Fair**

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

1. The exhibition halls will be opened for exhibitors will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
<b>7 September 2011 (Wed)</b>	<b>08:30</b>	<b>10:30</b>
<b>8-11 September 2011 (Thu-Sun)</b>	<b>08:30</b>	<b>09:30</b>

2. 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.
3. Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
4. Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
5. Curtains for exhibition stands will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours periods .
6. With reference to the recent loss cases reported in the Fairs, the police have advised exhibitors to take measures to prevent laptop computer from being stolen. Some cable locks have been sourced for the laptop computers. These locks will be available for sale at the Business Centre.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the Organiser.

Thank you for your continuing support and we wish you every success at the forthcoming trade fair.

Hong Kong Trade Development Council

**通告(4)**

**有關防止展品遺失或盜竊的保安措施**

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

1. 各參展商每日之進館時間將為：

	<u>參展商</u>	<u>參觀人士</u>
2011年9月7日(星期三)	上午八時三十分	上午十時三十分
2011年9月8至11日(星期四至日)	上午八時三十分	上午九時三十分

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

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

4. 保安標示 - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。

5. 攤位布簾 - 本局將提供攤位布簾給各參展商。攤位布簾可保障各攤位於非開放時間的私隱。

6. 繩索鎖 - 為更有效保障各參展商於展覽期間的財物安全，商務中心設有繩索鎖供參展商購買，繩索鎖可有效防止重要物品，如手提電腦遭盜竊及遺失。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

多謝各參展商支持，謹預祝展出成功。

香港貿易發展局



**Circular (5)**

**Caution on Third Party Promotional Offers from FAIR GUIDE /EXPO-GUIDE**

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from FAIR GUIDE (owned by CONSTRUCT DATA) for listings in its guide at the exhibitors' expense. It has recently come to HKTDC's attention that another company under the name EXPO-GUIDE (owned by Commercial Online Manuals S de RL de CV) has sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that neither the **FAIR GUIDE** (owned by CONSTRUCT DATA) nor the **EXPO-GUIDE** (owned by Commercial Online Manuals S de RL de CV) has any connection with the HKTDC or any of our fairs. You should 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 before signing any such documents.

It should be noted that the contents and wording of EXPO-GUIDE's and FAIR GUIDE's letter and Order Form are virtually identical. It is possible that EXPO-GUIDE and CONSTRUCT DATA are related companies or are in some way connected. As the practice of CONSTRUCT DATA has been considered as unconscionable and misleading by the Austrian Protective Association against Unfair Competition, you are urged not to sign any materials that you receive from CONSTRUCT DATA, EXPO-GUIDE and/or Commercial Online Manuals S de RL de CV. If you have mistakenly entered into contract with CONSTRUCT DATA and/or EXPO-GUIDE, you should notify CONSTRUCT DATA and/or EXPO-GUIDE in writing accordingly and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. In any event, you are strongly advised to seek independent legal advice before signing any documents issued by or sending any money to CONSTRUCT DATA, EXPO-GUIDE and/or Commercial Online Manuals S de RL de CV.

Should you have any questions, please contact Ms Iris Lam, Exhibitions Project Manager at Tel: (852) 2240 4616; or email address: [iris.ks.lam@hktdc.org](mailto:iris.ks.lam@hktdc.org)

Hong Kong Trade Development Council

通告(5)

請小心處理由第三者(FAIR GUIDE/EXPO-GUIDE)提供之推廣優惠

香港貿易發展局獲悉參展商曾接獲FAIR GUIDE (由CONSTRUCT DATA所擁有)的邀請,在其指南中刊登名錄,費用由參展商負責。香港貿發局最近發現另一公司(EXPO-GUIDE)(由Commercial Online Manuals S de RL de CV所擁有)亦向參展商發出類似信件,邀請參展商更新或更正他們於其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申:由CONSTRUCT DATA所擁有之FAIR GUIDE或Commercial Online Manuals S de RL de CV所擁有之EXPO-GUIDE概與香港貿發局或本局的任何展覽完全無關。閣下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,以保障閣下本身的利益。

由於EXPO-GUIDE及FAIR GUIDE的信件內容及語句幾乎完全相同,EXPO-GUIDE及CONSTRUCT DATA可能是相關或有連繫之公司。由於CONSTRUCT DATA之經營手法已被奧地利保障公平競爭協會視為不公平及誤導,本局現勸籲閣下不要簽署任何從CONSTRUCT DATA,EXPO-GUIDE及/或Commercial Online Manuals S de RL de CV收到之文件。如閣下在錯誤情況下CONSTRUCT DATA及/或與EXPO-GUIDE訂立合約,閣下應以書面通知CONSTRUCT DATA及/或EXPO-GUIDE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。在任何情況,本局強烈建議閣下於簽署任何由CONSTRUCT DATA,EXPO-GUIDE及/或Commercial Online Manuals S de RL de CV及/或向其付款之前尋求獨立法律意見。

如有任何問題,請與本局展覽項目經理林涇思小姐聯絡,電話:(852) 2240 4616 或 電郵:iris.ks.lam@hktdc.org。

香港貿易發展局 謹啟

**Circular (6)**

**New Measures on Custom-Built Stands**

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands has been implemented from July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items
4.2	<u>Information submission</u> Please note the deadline for submission of custom-built contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor/Contractor.
4.2.2	<u>Site work deposit</u> Calculation based on HK\$200/US\$25 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.
4.2.3	Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. <b>5-11 September 2011</b> .
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum booth height – Update.
4.2.6	<u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all custom-built stands exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an <b>Authorized Person (Surveyor)/Registered Structural Engineer (AP/RSE)</b> . The AP/RSE shall verify the stability of the stand by completing the structural safety certificate.  <b><u>For stands and temporary structures exceeding 2500mm but below 4500mm in height, stages or platforms exceeding 1100mm but below 1500mm in height or lighting truss suspended from the ceiling with equipment weight less than 100 kg:</u></b> 1) An Authorized Person/Registered Structural Engineer's (AP/RSE) shall verify the stability of the design drawings. 2) Construction should be conducted under the supervision of AP/RSE. 3) AP/RSE should verify the stability after completion by completing the structural safety certificate. 4) The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by <b>1500 hrs on 5 September 2011</b> . Please refer to section 4.2.6 for details.  <b><u>As required by the Venue Operator, for stands and temporary structures at 4500mm in height or above, stages or platforms at 1500mm in height or above or lighting truss suspended from the ceiling with equipment weight at 100 kg or above:</u></b> 1) The design drawings must be verified by an AP/RSE with <u>structural calculations</u> for stability before construction. 2) Construction should be conducted under the supervision of AP/RSE. 3) AP/RSE should verify the stability after completion by completing the structural safety certificate. 4) The structural safety certificate must be submitted together with the <b>structural calculations</b> to

	<p>the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on <b>5 September 2011</b>. Please refer to section 4.2.6 for details.</p> <p>Any alteration after drawing submission should be addressed to the Organiser for review and Venue Operator for approval.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="http://www.bd.gov.hk/english/inform/index_ap.html">http://www.bd.gov.hk/english/inform/index_ap.html</a>.</p>
4.2.13	<p><b><u>Green Card Policy</u></b> Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld Expo (AWE) have concurrently agreed to endorse the Contractor Green Card System at HKCEC.</p> <p>With immediate effective, contractors entering the Centre for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the fairground.</p> <p>All stand fitting contractors must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Points should be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15	Deduction of site work deposit.

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

"A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide as attached thoroughly.

For queries, please feel free to contact Mr. Ivan Cheng via email ([ivan.ck.cheng@hktdc.org](mailto:ivan.ck.cheng@hktdc.org)) or phone (852-2240 5459).

Thank you for your kind understanding and cooperation in advance.

通告 (6)

特裝參展攤位新措施

為提升展覽的整體安全及效率，香港貿易發展局於2009年7月開始，實施特裝參展自建攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

部份	內容
4.2	<u>提交資料</u> 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及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 1200 港元(150 美元)的遲交罰款。
4.2.2	<u>施工按金</u> 按金以每平方米 200 港元/25 美元計算。蓋建雙層展覽攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元及 50,000 港元。
4.2.3	承建商必須購買有效及不少於港幣 1000 萬保額之公眾責任險保險有效期須包括進場、展覽期間及離場(即 2011 年 9 月 5-11 日)。
4.2.4	進場及離場超時租場收費。
4.2.5	攤位高度限制之更新。
4.2.6	<u>展覽攤位結構安全證明書</u> 所有高度超逾 2.5 米的特裝參展攤位、懸空照明支架及/或主辦機構及/或展館 運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由認可人士(註冊測量師)/註冊結構工程師監督下搭建。該認可人士(註冊測量師)/註冊結構工程師須驗證其結構安全並簽發結構安全證明書。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。  <u>所有高逾 2.5 米但少於 4.5 米的攤位及臨時搭建物、搭建高逾 1.1 米但少於 1.5 米的平台或舞台或總重量不超過 100 公斤的懸空照明支架及設備：</u> 1) 必須由認可人士/註冊結構工程師證明其設計圖則的穩定性後，方可搭建。 2) 必須在認可人士/註冊結構工程師監督下搭建。 3) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。 4) 所有結構安全證明書須於 <b>2011 年 9 月 5 日</b> 下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。  <u>按照展館營運者要求，所有高 4.5 米或以上的攤位臨時搭建物、搭建高 1.5 米或以上的平台或舞台或總重量 100 公斤或以上的懸空照明支架及設備：</u> 1) 必須由認可人士/註冊結構工程師以數據證明其設計圖則的穩定性後，方可搭建。 2) 必須在認可人士/註冊結構工程師監督下搭建。 3) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。 4) 所有結構安全證明書須於 <b>2011 年 9 月 5 日</b> 下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。



	<p>所有已交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。圖則亦會轉交展館營運者審批。</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： <a href="http://www.bd.gov.hk/chineseT/inform/index_ap.html">http://www.bd.gov.hk/chineseT/inform/index_ap.html</a></p>
4.2.13	<p><b>平安咭</b> 勞工處、香港展覽會議業協會及展館 運 已達成共識，同意在展館推行建築業安全訓練證明書措施（即「平安咭」），並已生效。凡進入展館裝拆攤位的承建商必須持有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的根本安全訓練。</p> <p>凡進入展館工作的承建商，必須持有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:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電 (852) 2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金罰則。

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。

現附上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」，該指南廣泛地涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商能仔細的參閱。

如有查詢，請與鄭展基先生聯絡（電郵 [ivan.ck.cheng@hktdc.org](mailto:ivan.ck.cheng@hktdc.org)；電話 852-2240 5459）

多謝合作！

**Circular (7)**

**Announcement of a change in Exhibition Safety Policy**

While successfully setting up and running trade fairs remains our prime focus, maintaining an environment which is safe for all event participants – exhibitors, workers, visitors, customers etc, is of equal importance as far as Hong Kong Trade Development Council (HKTDC) the Organiser is concerned.

On seeing more and more instances where relatively primitive booths, despite single-storey by design, are involved very complex construction, HKTDC would like to extend the scope of the prevailing Safety Report practice currently only applicable to two-storey booths to ALL raw space booths exceeding 4m by height. This practice will take effect from 1<sup>st</sup> Jan 2007.

By this policy, a Safety Report endorsed by a Registered Professional Engineer of designated disciplines (Structural/Civil/Mechanical), must be submitted to us by 1800hrs on the last move-in day of the fair. If this rule is not observed, the Organiser reserves the right to prohibit access to the booth.

Should there be any queries, please feel free to contact Ms Sheena Fung, Operation Manager, Creative at (852) 2584 4506

Thank you for your attention.

Hong Kong Trade Development Council

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**通告(7)**

**修訂展覽安全政策**

香港貿易發展局一向致力確保所主辦的展覽會成功舉行，同時亦重視展覽場地的安全，務求為參展商、工作人員、參觀者、買家及所有參與活動的人士營造一個安全的環境。

鑒於在本局舉辦的展覽會中，建築結構複雜的單層展覽攤位與日俱增，為安全起見，本局將由2007年1月1日起，規定所有高度超過4米的展覽淨地攤位須與雙層展覽攤位一樣提交安全稽核報告。

在這項措施下，有關攤位的參展商或承建商須於最後進場日下午6時前，向本局提交由指定界別(結構、土木或機械工程)註冊專業工程師簽發的安全稽核報告，否則本局有權禁止參展商或承建商進入有關攤位。

如有查詢，請致電(852) 2584 4506與創作部統籌經理馮綺雯小姐聯絡。

多謝合作。

香港貿易發展局 謹啟



**Circular (8)**

**Caution on Rental of Credit Card Payment Terminals**

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Watch & Clock Fair. Should you have any questions, please contact Ms Iris Lam, Project Manager, Exhibitions on (852) 2240 4616.

Hong Kong Trade Development Council

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**通告(8)**

**提防有關信用卡終端機租賃服務**

香港貿易發展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。香港貿易發展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。

香港貿易發展局並提醒所有參展商不得在展覽會期間進行零售活動。如有任何疑問，請與展覽項目經理林涇思小姐聯絡，電話: (852) 2240 4616。

香港貿易發展局 謹啟

**Circular (9)**

**Important Exhibition Regulations**

Thank you for joining the **HKTDC Hong Kong Watch & Clock Fair 2011**. We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

**1. Sub-letting**

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.

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

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, at its Space or Stand.

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

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 Exhibitor.

**2. Display relevant exhibits**

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.

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.

Hong Kong Trade Development Council  
Exhibitions Department

## 通告(9)

### 展覽會重要規則

歡迎參加**香港貿發局香港鐘表展 2011**。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

#### 1. 分租

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。

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) 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) 容許其僱員招攬生意。

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。

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

#### 2. 展品類別

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。

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，多謝合作。

香港貿易發展局展覽事務部 謹啟



**Circular (10)**

**Occupational Safety and Health Ordinance**

As a responsible Fair Organiser, we advocate stringent occupational health and safety standards during the stand construction and dismantling periods. This is a cause generally accepted by the players within the exhibition industry world-wide, including the venue operators, fair organisers, contractors and exhibitors alike.

Exhibitors and / or their contractors must comply with Occupational Safety and Health Ordinance in construction and dismantling the stands.

- 1) Make sure the workplace is safe and healthy
- 2) Provide and maintain safety working equipment and procedures
- 3) Appoint authorised person for on-site supervising of installation/dismantling works.
- 4) All personnel must wear safety vests whilst on the loading dock or in the exhibition hall during the move-in and move-out of events.

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.

Thank you for your kind understanding and cooperation in advance.

Hong Kong Trade Development Council

\* \* \* \* \*



## 通告(10)

### 職業安全及健康條例

香港貿易發展局是負責任的展覽會主辦機構，致力要求承建商進行攤位搭建及拆卸工作時，必須嚴格遵守職業健康及安全標準。全球各地的展覽業者，包括展覽場地營運商、展覽會主辦機構、承建商及參展商等，都認同這種方針。

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

- 1) 確保僱員在工作時的安全及健康
- 2) 提供或維持安全作業裝置及工作系統
- 3) 委派一名負責人在場監管搭建及拆除攤位的施工
- 4) 所有人員在進場及離場當日，必須於卸貨區及展覽廳內穿著安全反光背心

相信 貴公司及貴公司委託的承建商均會支持這項措施，共同營造一個更安全的工作環境。為確保參展商及承建商遵守上述規定，主辦機構將拒絕違規者參加主辦機構日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

對於 貴公司的諒解和合作，謹此致謝。

香港貿易發展局謹啟

**Circular (11)**

**Safety Measures on On-site Construction / Dismantling Work**

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibitions Centre (HKCEC), 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:-

- 1) If the construction/dismantling work is carried out at 2 meters or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and a statement to the effect that the scaffold is in safe working order, strength and stability.
- 2) Workers are required to wear safety belt while construction activities are carried out at 2 meters or more above the ground.
- 3) If this rule is not observed, HKCEC and HKTDC will have the right to stop the relevant construction activity immediately.

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 Miss Rita Ho at (852) 2584 4351 or 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.

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**通告(11)**

**展覽活動施工場地安全守則**

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) 任何搭建/拆卸工程於距離地面2米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。此外，承建商必須提交由合資格人士填寫的表格五（隨附表樣本以供參考），方可在施工場地使用棚架。此表格必須張貼於棚架的當眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。
- 2) 於距離地面2米或以上高度施工的工人必須配戴安全帶。
- 3) 如有違規者，香港會議展覽中心及香港貿易發展局有權立即制止有關搭建工程進行至符合安全標準。

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，請與何少華小姐 電話：(852) 2584 4351 或上網瀏覽《金屬棚架安全守則》，網址：  
[http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm)。

僱主或承建商姓名或名稱  
Name or Title of Employer  
or Contractor .....

建築地盤地址  
Address of Site .....

開始施工日期  
Work Commenced Date .....

表格五  
FORM 5

[規例第 38F(1) 條]  
[reg. 38F(1)]

建築地盤(安全)規例  
棚架

每十四日一次或在其他場合執行的檢查結果報告  
本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations

SCAFFOLDS  
REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

*Form approved by the Commissioner for Labour for the purposes of  
regulation 38F(1) of the Construction Sites (Safety) Regulations*

有關棚架的說明或所在地點 Description or location  (1)	檢查日期 Date of inspection  (2)	檢查結果 註明該座棚架是否處於安全操作狀態 Result of inspection State whether the scaffold is in safe working order  (3)	檢查者簽署及職階 Signature and designation of person who made the inspection  (4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪：一經定罪，可處罰款二十萬元及監禁十二個月。  
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.



**Circular (12)**

June 2011

**Move-Out Regulations**

Please note that all exhibitors are required to strictly abide by the move-out regulation. **Exhibitors must not remove any of their exhibits on display from the booths until the Fair is officially closed at 5:00 pm on 11 September 2011.** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

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.

Thank you for your attention.

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**通告(12)**

**撤館守則**

特此通告各展商需嚴格遵守大會的撤館時間，**在 2011 年 9 月 11 日下午 5 時展覽會正式結束前，參展商不得將展品搬離會場。** 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。

為進一步提高展會質素及避免同類事件發生，本局職員會于 2011 年展會中口頭勸喻提早離場之展商，若展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

2011 年 6 月

## Circular (13)

### Free Wireless LAN Service (for general Internet access only)

No pre-registration is required for using the TDC's Wireless LAN service to browse the web and send/read your emails. Simply bring your laptop and a wireless LAN adapter (supports IEEE802.11b standard) to the fairground during the fair period and follow the configuration setup and registration procedures below, and you can enjoy the FREE Wireless LAN service.

#### **Steps :**

1. Open the wireless connection on your device and select "HKCEC\_Public" network from the available wireless network list.
2. Open a web browser and access any web page.
3. You will be connected to the logon web page. Please select the "Free User" button.
4. Internet access is now enabled. You can access your desired web page while you are within the wireless network in HKCEC. **You can proceed to Expo Drive Entrance for better Wireless LAN coverage.**  
(The wireless Internet service will disconnect if the connection is idle for over 10 minutes.)

#### **IMPORTANT NOTE:**

Since the free Wireless LAN service is provided to all exhibitors and buyers, it may be utilised by a considerable amount of users at the same time. **There may be connection failures or the connection can sometimes become unstable or slow** and is therefore **suitable for general Internet access only** (e.g. checking emails). To ensure **smooth Internet connection** for heavy usages (such as website demonstration, download of multimedia files, etc.) throughout the fair, **exhibitors are strongly recommended to order a Broadband Line** (Please refer to **FORM 5** of the "Additional Facilities and Services Order Forms" downloadable at the Fair website").

Should you have further enquiries, please contact our **Wireless LAN Service Hotline on 2582 1846 / 2582 1849** during fair period.

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## 通告(13)

### 免費無線上網服務 (只供基本上網使用)

透過此免費無線上網服務服務，閣下可根據以下程序在展覽期間於展位內以手提電腦及無線上網連接器(必須支援 IEEE802.11b)連接上網。

#### **步驟：**

1. 先啟動閣下無線網絡裝置，並於選單中選取「HKCEC\_Public」網絡接通無線上網服務。
2. 開啟瀏覽器並進入任何一個網頁。
3. 瀏覽器將被轉到登入網頁，請選擇「免費用戶」按鈕。
4. 無線網絡正式接通。閣下可於香港會議展覽中心內有無線網絡覆蓋的地方使用無線上網服務，瀏覽不同網頁。**連接無線網絡較理想的位置為博覽道入口大堂。**  
(如連線後停止瀏覽網頁超過 10 分鐘，無線上網服務便會自行中斷。)

#### **請注意：**

由於所有參展商及買家均可於展覽期間享用上述免費無線上網服務，同一時間內可能會有大量使用者，因此**可能出現接駁失敗、網路不穩定及緩慢等情況**，故此項免費服務只適用於基本的上網用途(如查覆電郵)。如貴公司在展覽期間**需要穩定暢通之網絡連線作業**(如網頁示範、檔案下載等)，則建議閣下**訂購一條獨立的寬頻上網線路**(請參閱展會網站「額外設施及服務申請表格」內之**申請表格五**)。

於展覽期間，如有任何疑問，請聯絡無線上網諮詢熱線**(852) 2582 1846 / (852) 2582 1849**。



## **Circular (14)**

### **Immigration Regulations to be Observed and Followed by Exhibitors**

#### **1. Exhibitors from outside Hong Kong**

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.

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.

#### **2. Exhibitors from Chinese Mainland**

Where Chinese Mainland exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Chinese Mainland authorities. For business visits, Chinese 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.

#### **3. Hong Kong Exhibitors**

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.

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.



## 通告(14)

### 參展商須遵守的入境規例

#### 1. 來自香港以外的參展商

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。

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. 中國內地參展商

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. 香港參展商

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。

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，歡迎聯絡香港貿發局。

# SME Export Marketing Fund

*It's your move* 



## SME Export Marketing Fund (EMF)

### Purpose

To help small and medium enterprises (SMEs) expand overseas markets through funding them to participate in export promotion activities.

### Eligibility

SMEs that are registered in Hong Kong under the Business Registration Ordinance (Chapter 310).

"SMEs" are any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

### Scope

- Participation in overseas trade fairs/exhibitions and business missions, as well as local trade fairs/exhibitions which are export-oriented.
- Advertisements on printed trade publications targeting export markets.
- Advertisements on websites of exhibition organisers.

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or websites of exhibition organisers can be funded.

### Amount of Grant

The maximum cumulative amount of grant an SME may obtain from the EMF is \$150,000. For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less.

### Application Procedures

An SME should submit application for grant within 60 calendar days after the completion date of the concerned activity; the issue date of the trade publication containing the advertisement; or the commencement date when the advertisement is put on the website. Application can be submitted either in person or by post with the following supporting documents:

- A completed application form;
- A photocopy of the valid Business Registration (BR) Certificate of the applicant;
- A photocopy of the valid Hong Kong Identity Card or Passport of the authorised person signing the application form for and on behalf of the applicant;
- Brochure of the concerned export promotion activity; original copy of the trade publication containing the concerned advertisement; or printout of website showing the advertisement and certified by the exhibition organiser;
- Original and copy of receipts in relation to the declared expenditures plus evidence to substantiate the applicant's participation in the activity;
- Evidence showing the representatives attending the activity are employers/ employees of the applicant (e.g. Mandatory Provident Fund records); and
- Form 1(a) of the BR Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

Application form is obtainable free of charge at the Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at [www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk). For details, please refer to the Guide to Application.

### For enquiries, please contact:

**The SME Export Marketing Fund Unit**  
**Trade and Industry Department**  
4/F, Trade and Industry Department Tower  
700 Nathan Road, Kowloon  
Tel. : 2398 5127 / 2398 5125  
Fax. : 2391 2646 / 3525 0329  
Email : [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)  
Homepage : [www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk)

# 中小企業市場推廣基金

## 棋先一着

把握推廣良機



東莞

上海

廣州

法蘭克福

杜拜



北京

拉斯維加斯

東京

深圳

杜塞爾多夫



華沙

新加坡

漢諾威

科隆

紐倫堡

## 中小企業市場推廣基金



### 目的

透過資助中小企業參與出口推廣活動，從而協助其擴展境外市場。



### 申請資格

所有在香港按照商業登記條例(第310章)登記的中小企業。

「中小企業」指任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。



### 資助範圍

- 參與境外商品展銷會、展覽及考察團，及以出口市場為主的本地商品展銷會和展覽。
- 在以出口市場為目標對象的印刷貿易刊物刊登的廣告。
- 在展覽籌辦機構網頁上刊登的廣告。

由主辦機構收取的參展費，交通費，酒店住宿開支及貿易刊物/展覽籌辦機構網頁的廣告費，可獲基金資助。



### 資助金額

每家中小企業的最高累積資助上限為15萬元。每次成功申請，最高的資助額為申請企業繳付受資助項目總費用的50%或5萬元，以較低者為準。



### 申請手續

在出口推廣活動完結日、刊登廣告的貿易刊物出版日或在展覽籌辦機構網頁展示廣告開始日起計的六十個曆日內，親身或以郵遞方式連同下列文件遞交申請：

- 填妥的申請表格；
- 申請企業的有效商業登記證副本；
- 簽署申請表格的授權人士的有效香港身份證或護照副本；
- 申報出口推廣活動的小冊子，刊登有關廣告的貿易刊物正本，或顯示有關廣告的網頁列印紀錄並由展覽籌辦機構加簽證明；
- 申報開支收據正本和副本，以及完成參與活動的證明；
- 參與活動代表為申請企業東主/僱員的證明〔如強制性公積金記錄〕；及
- 商業登記署的Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

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



### 如有查詢，歡迎聯絡：

九龍彌敦道700號工業貿易署大樓四樓工業貿易署  
中小企業市場推廣基金組

電話：2398 5127 / 2398 5125  
傳真：2391 2646 / 3525 0329  
電郵：[emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)  
網頁：[www.smefund.tid.gov.hk](http://www.smefund.tid.gov.hk)