

August 2016

Dear Exhibitor,

Thank you for your participation in the HKTDC Hong Kong Watch and Clock Fair 2016 and Salon de TE 2016. We are pleased to attach the second Exhibitor Package for preparing your participation in the upcoming Fair. It includes the following important materials: -

- 1) **Letter on Exhibitor Check-In Procedure**
- 2) **Vehicle Permits** for Move-in & Move-out
- 3) Appendix 1 – Special Move-in and Move-out Arrangement
- 4) Appendix 2 – Rules and Measures for Move-Out on 10 September 2016
- 5) Appendix 3 – Move-out Regulations
- 6) Appendix 4 – Public Day (10 September 2016) for Salon de TE
- 7) Appendix 5 – The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012
- 8) Appendix 6 – Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)
- 9) Circulars on:
 - Circular 1 - Fast Action Scheme
 - Circular 2 - Use of Badge and Vehicle Permit
 - Circular 3 - Important Exhibition Regulations
 - Circular 4 - Security Measures Against Thefts and Losses at the Fair
 - Circular 5 - Caution on Third Party Promotional Offers
 - Circular 6 - Caution on Rental of Credit Card Payment Terminals
 - Circular 7 - New Measures on Custom-Built Participation Stands
 - Circular 8 - Guidance to Custom Built exhibitors for on-site usage of electricity
 - Circular 9 - Caution on Fraudulent Emails
 - Circular 10 - Immigration Regulations to be Observed and Followed by Exhibitors
 - Circular 11 - Free Wireless LAN Service
 - Circular 12 - Tropical Cyclones & Black Rainstorm Warning Arrangement

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

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

**** Note:** Information may varies from time to time according to the most up to date arrangement of the Organiser. Exhibitors are recommended to refer to the latest circulars received.

Exhibitors are required to bring along the enclosed **Letter on Exhibitor Check-In Procedure** and proceed to the **Exhibitor Check-In Counter** upon their arrival at **the Expo Drive Entrance** of the Hong Kong Convention & Exhibition Centre on the move-in day (5 September 2016) to collect the **official magazine, booth curtain and fair circulars.**

Should you have any queries, please feel free to contact Mr Sam Li, Ms Ellen Lam or myself on (852) 2240 4359 / (852) 2240 4605 / (852) 2240 4616.

Yours faithfully,



Jojo Lai
Exhibitions Project Manager
Encl.

致：各參展商

多謝 貴司參與香港貿發局香港鐘表展 2016 及 國際名表薈萃 2016。

隨函附上：

- 1) 參展商登記進場手續通知書
- 2) 進館、撤館車輛許可證
- 3) 附件 1 - 特別進館及撤館安排
- 4) 附件 2 - 有關撤館日 (2016 年 9 月 10 日) 之特別措施撤館規則
- 5) 附件 3 - 撤館規則
- 6) 附件 4 - 國際名表薈萃公眾日(2016 年 9 月 10 日)
- 7) 附件 5 - 《2012 年商品說明 (不良營商手法) (修訂) 條例》
- 8) 附件 6 - 有關保護知識產權措施及參展商須知
- 9) 展覽會通告
 - 通告 1 - 快速行動計劃
 - 通告 2 - 工作證之使用
 - 通告 3 - 展會重要規則
 - 通告 4 - 有關防止展品遺失或盜竊的保安措施
 - 通告 5 - 請小心處理由第三者提供之推廣優惠
 - 通告 6 - 提防有關信用卡終端機租賃服務
 - 通告 7 - 特裝參展攤位新措施
 - 通告 8 - 特裝參展商現場使用電力指引
 - 通告 9 - 提防有關欺詐電郵
 - 通告 10 - 參展商須遵守的入境規例
 - 通告 11 - 免費無線上網服務
 - 通告 12 - 熱帶氣旋或黑色暴雨警告訊號下的安排

*備註： 1) 參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證 需繳付 每張港幣 25 元之費用。

2) 參展商證件套可在會場免費索取。

**備註： 主辦機構會就實際情況而變更進館及撤館安排及其他資料，而一切資料以最新的通告為準。

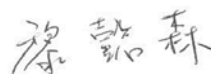
請各參展商於進場日 (即 2016 年 9 月 5 日) 攜同隨函附上之 參展商登記進場手續通知書 前往於香港會議展覽中心 博覽道入口大堂 設置之「參展商登記進場櫃位」辦理進場登記手續，並領取 大會指定產品雜誌、展台布簾及有關是次展覽之通告。

派駐參展商登記進場櫃位之工作人員會樂意協助 貴公司。

若閣下對以上安排有任何疑問，請致電 (852) 2240 4359 / (852) 2240 4605 / (852) 2240 4616 與李嘉龍先生、林楚瑩小姐或本人聯絡。

祝
展出成功！

香港貿易發展局
展覽事務部項目經理



黎懿森 謹啟
2016 年 8 月

附件

August 2016

Dear Exhibitor,

Re: Exhibitor Check-In Procedure

Thank you for your participation in the HKTDC Hong Kong Watch and Clock Fair 2016 and Salon de TE 2016.

The booth curtain, together with a complimentary copy of the official magazine and fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **5 September 2016**. The Check-in counters will be set up at **the Expo Drive Entrance** of the Hong Kong Convention & Exhibition Centre from **10:00 a.m. to 6:00 p.m.** Please bring along this letter and your business name card/company chop to collect the said materials at the counters upon your arrival at the fairground.

We wish you every success in the Fair!

Exhibitions Department
Hong Kong Trade Development Council

致：各參展商

參展商登記進場手續

多謝 貴司參與香港貿發局香港鐘表展 2016 及 國際名表薈萃 2016。請各參展商於 **2016 年 9 月 5 日上午 10 時至 6 時**，攜同此信及閣下之公司名片或公司印章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」領取展台掛簾、大會指定產品雜誌及其他有關是次展覽會之資料。

謹祝 貴公司展出成功。

香港貿易發展局
展覽事務部 謹啟
2016 年 8 月

Appendix 1: Special Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (5 September) and move-out day (10 September) of the HKTDC Watch & Clock Fair 2016 and Salon de TE 2016. 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 (5 September 2016)

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 5 September**. 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 or Convention Avenue **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 (10 September 2016)

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 or Convention Avenue **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 and Hung Hom 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

附件 1: 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2016 及 國際名表薈萃2016，本局將於上述展覽會之進館日（即9月5日）及撤館日（即9月10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（2016年9月5日）

1. 貨車/輕型客貨車

必須同時持有

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

進場程序

1. 香港貿易發展局(香港貿發局)已向各參展商發出 9月5日之進場車輛許可證。
2. 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在 車證上之指定時間 到 車輛等候處 報到。車輛等候處將於 9月5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)。
3. 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。
4. 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
 - a. 車輛許可證 及
 - b. 往來證明書於 2小時內經博覽道或會議道入口 前往會展中心貨物起卸區進場。
5. 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

1. 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 (2016年9月10日)

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 2016年9月10日，由下午 2時開放至所有撤館程序完成。有關青衣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小時內經博覽道或會議道入口 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. 大會亦於撤館期間安排免費穿梭巴士來往尖沙咀及紅磡。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。

Location of the Vehicle Marshalling Area in Tsing Yi

青衣車輛等候處位置圖



Appendix 2: Rules and Measures for Move-Out on 10 September 2016

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out of the HKTDC Hong Kong Watch and Clock Fair and Salon de TE on 10 September 2016:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 7:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the following examples:



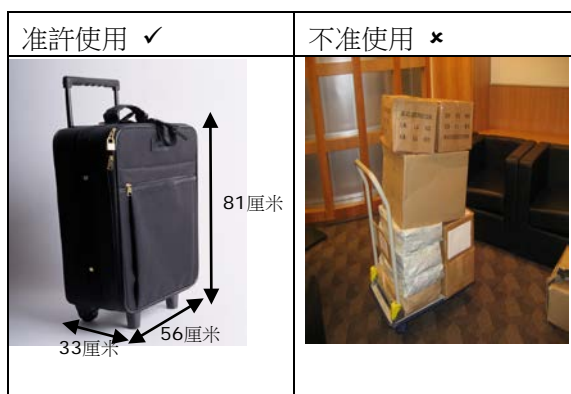
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicle** for move-out. As usual, all goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.
5. As a joint traffic operation by the Police and Transport Department, between 3:00pm and 7:00pm on the move-out day, the HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles including private cars and taxis. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 for pick-up and drop-off of passengers during this period.

(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they are to carry samples/exhibits away from the Fair)

附件 2: 有關撤館日 (2016 年 9 月 10 日) 之特別措施撤館規則

基於安全理由，香港會議展覽中心將在撤館當日(即 9 月 10 日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出 81 厘米(闊) x 56 厘米(高) x 33 厘米(深)之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區（於晚上 7 時前）檢查各參展商/買家進出之物品大小。
- 2) 參展商不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：



- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日自行安排運輸公司或貨車撤館。所有自行安排撤館之貨車，必需前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。
- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。
- 5) 另外運輸署將聯同警方，於撤館日下午 3 時至 7 時正，禁止所有未經授權之車輛（包括私家車及的士）進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

(參展商請注意: 如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)

Appendix 3: 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 5pm on 10 September 2016.** 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. Grateful for your understanding and cooperation.

附件 3: 撤館規則

特此通告各參展商須嚴格遵守大會的撤館時間，**在 2016 年 9 月 10 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 2016 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。

Appendix 4: Public Day (10 September 2016) for Salon de TE

Salon de TE will be open to both trade and public visitors on the last day (10 September 2016). Exhibitors are reminded to pay attention to the relevant arrangement which has been sent to all Salon de TE exhibitors in June 2016 titled “Public Day Arrangement – Retail Sales”.

Should exhibitors have any further enquiries, please feel free to contact Ms. Ellen Lam or Ms. Jojo Lai on (852) 2240 4605 / (852) 2240 4616.

Hong Kong Trade Development Council

附件 4: 「國際名表薈萃」公眾日 (2016 年 9 月 10 日)

「國際名表薈萃」將於最後一天(即 2016 年 9 月 10 日)開放給業內及公眾人士參觀。有關詳細安排已於六月時以電郵發給各「國際名表薈萃」參展商(文件檔案為 “Public Day Arrangement – Retail Sales”)。

若閣下對以上安排有任何疑問，請致電 (852) 2240 4605 / (852) 2240 4616 與林楚瑩小姐 或 黎懿森小姐聯絡。

香港貿易發展局

Appendix 5: The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012

In response to strong public demands for enhancing protection of consumers against other commonly seen unfair trade practices in consumer transactions, the Hong Kong Special Administrative Region has completed a review of the existing consumer protection legislation and proposed improvements through amendments to the Trade Descriptions Ordinance. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 (Amendment Ordinance) was eventually passed on 17 July 2012 by the Legislative Council and its key changes include:

- the expansion of the definition of “trade description” in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;
- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define “services” under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions to promote adherence to the TDO.

The Amendment Ordinance will come into operation on 19 July 2013. Exhibitors are reminded to read the Amendment Ordinance in detail to avoid possible offences, in particular the usage of terms in relation to prices and puffery claims (like “sale”, “original price”, “reduced price”, “lowest price”, “best seller” etc), bait advertising etc. For enquiries on the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, please contact the Customs and Excise Department at (852) 2815 7711 or visit http://www.customs.gov.hk/en/whats_new/tdspg/index.html.

附件 5: 《2012 年商品說明 (不良營商手法) (修訂) 條例》

為回應公眾的強烈要求加強保障消費者的權益，禁止消費交易中某些常見的不良營商手法，香港特別行政區已仔細檢討現時的保障消費者條例，並透過修訂《商品說明條例》以落實改善措施。《2012 年商品說明 (不良營商手法) (修訂) 條例》(《修訂條例》)已於 2012 年 7 月 17 日獲得立法會通過。《修訂條例》主要有以下內容：

- 擴大有關貨品的“商品說明”的現有定義，指以任何方式就任何貨品或貨品任何部分作出直接或間接的顯示，例如標價；
- 擴大“條例”的適用範圍，禁止在消費服務交易中作出虛假商品說明，並界定“服務”一詞在消費合約中的法律定義；
- 增加新的罪行，禁止在營業行為中某些不良營商手法如：誤導性遺漏、具威嚇性的營業行為、餌誘式廣告宣傳、先誘後轉銷售行為及不當地接受付款；及
- 在刑事懲處外，設立遵從為本的民事執法機制，鼓勵企業遵守條例。

《修訂條例》將於 2013 年 7 月 19 日全面執行。請參展商詳細閱讀及了解相關《修訂條例》的內容，以免觸犯法例，特別是有關價格詞語或吹捧聲稱（如「特價」、「原價」、「減價」、「最抵價」、「最暢銷」等）的使用、餌誘式廣告宣傳等。如對《2012 年商品說明 (不良營商手法) (修訂) 條例》有任何查詢，請致電香港海關 (852) 2815 7711 或瀏覽網頁：http://www.customs.gov.hk/tc/whats_new/tdspg/index.html。

Appendix 6

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 complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our legal 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 42 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 or refuses to abide by any of the terms and conditions of the Exhibitors' Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its 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 HKTDC 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.



香港貿發局展覽會保護知識產權措施

參展商須知

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。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，必須遵守香港貿發局覽會參展規則第 42 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。假若參展商違反或拒絕遵守《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, on the basis of the documents provided, that the complaint's intellectual property rights are valid and have been infringed by the display of the Exhibitors' product or material in dispute at the Fair, a HKTDC Fair Official will visit the booth involved.
5. As Fair Organizer, HKTDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
6. 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 exhibition unless he/she can adduce evidence to show to the satisfaction of the Fair Legal Advisor 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 HKTDC for its records.
7. If the 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 required to immediately remove the product or material which is under investigation for the remainder of the fair.
8. If the exhibitor fails or refuses to co-operate with HKTDC under paragraphs 5 and/or 6 and/or 7 above, HKTDC shall have the power, in its sole and absolute discretion, 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 Fair, HKTDC shall have the power, 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 has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
 - allow HKTDC to immediately take 3 photographs of the disputed product or material in dispute;
 - sign an undertaking immediately in favour of HKTDC in a form provided by HKTDC, 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 HKTDC and allowed HKTDC to take photographs of the product or material in dispute during the Fair; 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，本局的負責人員以及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. 假若駐場法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 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。
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。
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. 假若有關參展商拒絕合作或違反上述第 5 及/或第 6 及/或第 7 項條款，本局有唯一及絕對之酌情權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。



- c. The Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by HKTDC 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 HKTDC shall, in addition, be entitled to immediately terminate the Exhibitors' 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 the complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with HKTDC 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 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; 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。
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。



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.
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.

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。
2. 由投訴人之專利代理或法律顧問發出之書面意見書，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) Fast Action Scheme

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 52 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 52 participating trade associations to join the Scheme.

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.

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.

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

Tel : (852) 2788 5391
Fax : (852) 2788 5388
Address : 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

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.

If you have further questions regarding HKTDC's on-site IPR complaints procedure, please feel free to contact Ms. Jojo Lai, Exhibitions Project Manager [Tel: (852) 2240 4616 / Email: jojo.yl.lai@hktdc.org].

Hong Kong Trade Development Council

通告 (1) 快速行動計劃

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 52 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。

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。

「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。

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：

電話：(852) 2788 5391
傳真：(852) 2788 5388
地址：香港九龍達之路 78 號生產力大樓 3 樓

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。

如 貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局展覽項目經理黎懿森小姐聯絡〔電話：(852) 2240 4616 / 電郵：jojo.yl.lai@hktdc.org〕。

香港貿易發展局

Circular (2) Use of Badges and Vehicle Permit

(A) Use of Badges

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

(B) Use of Vehicle Permits

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day and move-out day (i.e. 5 and 10 September 2016). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit and Exhibitors' Manual.

During move-in and move-out day, vehicles will be given a ticket with the clock-in time when entering the loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, **the free-of-charge loading/unloading time is limited to 45 minutes**.

The HKCEC will impose charges on vehicles with extended stay on 5 and 10 September 2016. The charges are as follows:

1st 45 minutes	: Free
First 2 hours after 45 minutes	: HK\$100/30 mins or part thereof
After 2 hours and 45 minutes	: HK\$150/30 mins or part thereof
Lost Ticket	: HK\$500 (per ticket per day)

The control point will be at the Truck Marshalling Area when vehicles are queuing for moving onward. Vehicles allowed to proceed to the Hall Loading Area will be given a ticket with clock-in time. Leaving vehicles will be clocked out at the control booth at the exit.

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt.

Temporary prominent signs will be displayed at the Truck Marshalling Area showing the details of the free time allowed for loading/unloading and applicable charges. The same will be printed on the clock-in ticket.

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

通告 (2) 工作證及車輛許可證之使用

(A) 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。參展商及承建商均需配帶有關工作證，方可於展品進場及離場時間進入會場。

(B) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日(即2016年9月5及10日)進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

於展品進場日及離場日，當車輛進入會展貨物裝卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物裝卸區交通緊張的情況，**免費上落貨限時亦為45分鐘**。

香港會議展覽中心將於2016年9月5及10日實施進場車輛使用時間收費計劃。有關收費如下：

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

車輛將於貨車調車區出入口管制處開始排隊進場，當車輛進入展覽館的貨物起卸區的時候，司機將會收到一張進場計時咭並印上進場時間，在離開會場的時候交予出入口管制處辦理離場手續。

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。如有任何查詢，請與主辦機構聯絡。多謝合作。

Circular (3) Important Exhibition Regulations

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.

1. Displaying 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.

2. Sub-letting is forbidden

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 Exhibition.

3. Receiving buyers with courtesy

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.

4. Booth decoration and exhibits should be ready before the opening of the fair

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

5. Move-out Regulations

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 (10 September 2016, 5:00pm).** 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.

通告 (3) 展覽會重要規則

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. 展示合適展品

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. 禁止分租

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。

3. 有禮接待買家

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. 準時開放攤位予買家參觀

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。

5. 撤館守則

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（2016年9月10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。

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。

Circular (4) 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 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>
6 September 2016 (Tue)	08:30	10:30
7-10 September 2016 (Wed-Sat)	08:30	09:30
- 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 to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.

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 HKTDC.

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) 參展商每日之進館時間將為：

	<u>參展商</u>	<u>參觀人士</u>
2016年9月6日(星期二)	上午八時三十分	上午十時三十分
2016年9月7至10日(星期三至六)	上午八時三十分	上午九時三十分
- 2) 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。
- 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，香港貿發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 - 香港貿發局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。

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。

香港貿易發展局

Circular (5) Caution on Third Party Promotional Offers

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 also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON and International Fairs Directory have 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 the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON and International Fairs Directory. 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. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory 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. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory 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. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON and International Fairs Directory, please visit http://www.ufinet.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161

通告 (5) 請小心處理由第三者提供之推廣優惠

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。香港貿易發展局最近發現另外多家公司, 包括 Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有), Event Fair、AVRON 和 International Fairs Directory 及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。香港貿易發展局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 概與香港貿易發展局或本局的任何展覽完全無關。

UFI, 一個代表全球展覽業利益的國際組織, 已經警告展覽業要小心警惕 Fair guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON 和 International Fairs Directory。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。

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同, Construct Data, Commercial Online Manuals, Event Fair, AVRON 與 International Fairs Directory 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。

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 訂立合約, 閣下應以書面通知 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 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。

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

http://www.ufinet.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161。

Circular (6) Caution on Rental of Credit Card Payment Terminals

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Watch and Clock Fair 2016 and Salon de TE 2016 (except the last day of Salon de TE).

Should you have any questions, please contact Ms. Jojo Lai, Exhibitions Project Manager at Tel: (852) 2240 4616 / Email: jojo.y.s.lai@hktdc.org

通告 (6) 提防有關信用卡終端機租賃服務

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。

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動（「國際名表薈萃」最後一天除外）。

如有任何問題，請與本局展覽項目經理黎懿森小姐聯絡（電話：(852) 2240 4616） / 電郵: jojo.ya.lai@hktdc.org

Circular (7) New Measures on Custom-Built Participation Stand

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	<p><u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.</p>																							
4.2.2	<p><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 and HK\$75,000 respectively.</p>																							
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 4-10 September 2016.</p>																							
4.2.4	<p>Hall rental charges for over-time move-in and move-out</p>																							
4.2.5	<p><u>Restriction on Custom-built Stand Height</u> For rising occupational health and safety concerns, HKTDC will lower the maximum height of all custom-built stands, including double-deck stands, in all its fairs with details below:</p> <ol style="list-style-type: none"> Starting 1 May 2016, all NEW custom-built designs, including double-deck stands, shall not exceed the height of 5 metres (note: all stand construction underneath $\pm 0.5\text{m}$ of the smoke curtain shall not exceed 2.5 metres in height in Hall 3FG & 5FG and 3 metres in height in Hall 1, 3BCDE & 5BCDE). Re-used stands can continue to be used until end of April 2018 only if the stand design remains unchanged. Based on the same design with drawings submitted to HKTDC last year, no modifications can be made. Otherwise, the revised stands will be regarded as new and be subject to the height restriction of 5 metres. Starting 1 May 2018, no custom-built stands (including re-used stands) shall exceed the maximum stand height restriction of 5 metres. 																							
4.2.6	<p><u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u></p> <table border="1"> <tbody> <tr> <td>Stands & temporary structures</td> <td>>2500mm & <4500mmH</td> <td>$\geq 4500\text{mmH}$ or two-storey construction</td> </tr> <tr> <td>Stages or platforms</td> <td>>1100mm & <1500mmH</td> <td>$\geq 1500\text{mmH}$</td> </tr> <tr> <td>Suspended lighting truss & equipment</td> <td><100 kg</td> <td>≥ 100 kg</td> </tr> <tr> <td rowspan="3">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td> <td>Verify stability of design drawings</td> <td>Verify stability of design drawings & prepare structural calculations</td> </tr> <tr> <td colspan="2">Supervise construction works at site</td> </tr> <tr> <td colspan="2">Verify stability after completion by issuing structural safety certificate</td> </tr> <tr> <td>Submit design drawings to Organiser by 12 July 2016</td> <td>By email</td> <td>copies with structural calculations*</td> </tr> <tr> <td>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 5 September 2016</td> <td colspan="2">Structural Safety Certificate*</td> </tr> </tbody> </table>		Stands & temporary structures	>2500mm & <4500mmH	$\geq 4500\text{mmH}$ or two-storey construction	Stages or platforms	>1100mm & <1500mmH	$\geq 1500\text{mmH}$	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations	Supervise construction works at site		Verify stability after completion by issuing structural safety certificate		Submit design drawings to Organiser by 12 July 2016	By email	copies with structural calculations*	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 5 September 2016	Structural Safety Certificate*	
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	Submit to Official Electrical Contractor by 1500 hrs on 5 September 2016	Certificate of installation, inspection & testing (Form WR1)*
	Upon Venue Operator's / Government Authority's request	Documentary Proof of Fire Services Compliance
<p>* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An 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 AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html.</p> <p><u>Documentary Proof of Fire Services Compliance</u> In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.</p> <p>Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>		
4.2.7	<u>Electricity</u>	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 as per schedule mentioned above.
4.2.9	<u>Reflective Vest</u>	All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.
4.2.12	<u>Waste Reduction and Recovery Measures</u>	In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	<u>Construction Industry Safety Training Certificate</u>	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. Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.
4.2.14		Requirements must 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 at [http://www.exhibitions.org.hk/info/2010_HKECIA_Safety_Guideline\(Eng\).pdf](http://www.exhibitions.org.hk/info/2010_HKECIA_Safety_Guideline(Eng).pdf)

For queries, please feel free to contact

Ms. Cherry Yau at Tel: (852) 2240 5519, or Email: cherry.cm.yau@hktdc.org

Mr. John Ng at Tel: (852) 2240 5460, or Email: john.ng@hktdc.org

通告 (7) 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	<p><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 2,000 港元(250 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																											
4.2.2	<p><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。而最低及最高的金額分別為 5,000 港元及 75,000 港元。</p>																											
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2016 年 9 月 4-10 日)。</p>																											
4.2.4	<p><u>進場及離場超時租場收費</u></p>																											
4.2.5	<p><u>特裝展位高度限制</u> 香港貿易發展局為促進職業健康及提供安全的工作環境，將在其展覽會限制包括雙層展位在內的特裝展位高度，詳情安排如下：</p> <ol style="list-style-type: none"> 由 2016 年 5 月 1 日起，所有新設計的展位高度不得超越 5 米 (注：在防煙閘以下的□ 0.5 米範圍，展館 3FG 及 5FG 的展位高度不可超越 2.5 米；展館 1, 3BCDE, 5BCDE 及大堂的展位高度不可超越 3 米)。 重用的展位如設計不變，可以繼續保留至 2018 年 4 月底。重用展位設計必須與上年提交給貿發局的圖則相同，並不可作出任何結構性改動；否則，本局將以新設計論，並需把展位高度降至 5 米。 由 2018 年 5 月 1 日起，所有特裝展位(包括重用展位)最高限制為 5 米。 																											
4.2.6	<p><u>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</u></p> <table border="1"> <tr> <td>攤位及臨時搭建物</td> <td>>2.5 米 而 <4.5 米高</td> <td>≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>平台或舞台</td> <td>>1.1 米 而 <1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td><100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td rowspan="2">認可人士/註冊結構工程師應</td> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性及數據證明</td> </tr> <tr> <td colspan="2" style="text-align: center;">監督搭建工程 在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 2016 年 7 月 12 日 或之前提交圖則予主辦機構</td> <td>以電郵方式</td> <td>設計圖則及數據證明*</td> </tr> <tr> <td>於 2016 年 9 月 5 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱</td> <td colspan="2" style="text-align: center;">結構安全證明書*</td> </tr> <tr> <td>於 2016 年 9 月 5 日 下午 3 時或之前交予 大會電力承建商</td> <td colspan="2" style="text-align: center;">電力裝置完工證明書〔表格 WR1〕*</td> </tr> <tr> <td>應展館營運者、</td> <td colspan="2" style="text-align: center;">符合相關消防規定證明書</td> </tr> </table>		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	證明其設計圖則穩定性及數據證明	監督搭建工程 在完成搭建後驗證並簽發結構安全證明書		於 2016 年 7 月 12 日 或之前提交圖則予主辦機構	以電郵方式	設計圖則及數據證明*	於 2016 年 9 月 5 日 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*		於 2016 年 9 月 5 日 下午 3 時或之前交予 大會電力承建商	電力裝置完工證明書〔表格 WR1〕*		應展館營運者、	符合相關消防規定證明書	
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應展館營運者、	符合相關消防規定證明書																											

	<p>政府部門要求才需提供</p> <p>*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <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 認可人士/註冊結構工程師 的名冊，請瀏覽屋宇署網頁：http://www.bd.gov.hk/chineseT/inform/c_rse_1.html。</p>
	<p>符合相關消防規定證明書</p> <p>按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關 註冊消防裝置承辦商 的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p>電力裝置</p> <p>按電力條例〔第 4 0 6 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 及須於上述指定時間交予 大會電力承建商，以茲證明。</p>
4.2.9	<p>反光背心</p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.12	<p>減少廢物及回收措施</p> <p>根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p>建築業安全訓練證明書</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 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

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。

請 貴公司及 貴公司委託的承建商參閱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」
([http://www.exhibitions.org.hk/info/2010_HKECIA_Safety_Guideline\(Chi\).pdf](http://www.exhibitions.org.hk/info/2010_HKECIA_Safety_Guideline(Chi).pdf))

如有查詢，請致電與

邱小姐(電話:(852) 2240 5519 ; 電郵: cherry.cm.yau@hktcdc.org)

吳先生(電話:(852) 2240 5460 ; 電郵: grace.py.lee@hktcdc.org)

Circular (8) Guidance to Custom Built exhibitors for on-site usage of electricity

- 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.
- 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.
- 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.
- 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.

Exhibition Services, HKTDC

通告 (8) 特裝參展商注意事項 - 現場使用電力指引

- 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。
- 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。
- 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。
- 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

Circular (9) Caution on Fraudulent Emails

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

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

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

Hong Kong Trade Development Council

通告 (9) 提防有關欺詐電郵

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

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

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

香港貿易發展局

Circular (10) 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 website (www.immd.gov.hk). If you have any queries regarding the above, please do not hesitate to contact the Hong Kong Trade Development Council.

通告 (10) 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.immd.gov.hk)。如對上述規定有任何疑問，歡迎聯絡香港貿發局。

Circular (11) Free Wireless LAN Service provided by HKCEC **(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 by the HKCEC, 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 the fair period.

通告 (11) 由香港會議展覽中心提供的免費無線上網服務 **(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由香港會議展覽中心提供的免費無線上網服務，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 (12) Tropical Cyclones & Black Rainstorm Warning Arrangement

All exhibitors are requested to note the following emergency measures which will be implemented in case Typhoon Signal No. 8 and Black Rainstorm Warning Signal is hoisted during the Fair.

(A) No. 8 Typhoon Signal or Black Rainstorm Warning hoisted prior to the Opening Hours

1. In case of Typhoon Signal No.8 or Black Rainstorm Warning Signal is hoisted on the move-in day, the Organiser **will carry-on the move-in procedure** under an acceptable weather condition.
2. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is **hoisted before 8:30 a.m.** during the fair day, the fair will remain closed for the whole day unless the typhoon signal or Black Rainstorm Warning Signal is **lowered at or before 2:30 p.m.**
3. If Typhoon Signal No.8 or Black Rainstorm Warning Signal is **lowered at or before 2:30 p.m.** the fair will be re-opened **two** hours after the typhoon signal or Black Rainstorm Warning Signal is lowered. Exhibitors are reminded to re-deploy duty staff to man their stands before the fair is re-opened.
4. The fair will however remain closed if the typhoon signal or Black Rainstorm Warning Signal is **lowered after 2:30 p.m.**
5. The Organiser will arrange to make an announcement through RTHK or exhibitors may call the following hotline should they wish to enquire about any matters concerning the special arrangement: **(852) 2582-8888 (HKCEC).**

(B) No. 8 Typhoon Signal hoisted during the fair

1. If No.8 Typhoon Signal is announced during the fair, the fair will be **closed two hours after the announcement.** Exhibitors and visitors will be requested to leave the exhibition within two hours.
2. Once No. 8 Typhoon Signal is hoisted, new visitor will not be admitted.

(C) Black Rainstorm Warning Signal hoisted during the fair

1. If Black Rainstorm Warning Signal is announced during the fair, the fair **will remain open** after the announcement. Exhibitors and visitors **should be encouraged to stay** in the exhibition halls for their own safety.
2. Once Black Rainstorm Warning Signal is hoisted, the fair will remain open and new visitors **can still register and be admitted to the Fair.**

Hong Kong Trade Development Council

通告 (12) 熱帶氣旋或黑色暴雨警告訊號下的安排

敬請各參展商留意，以下是熱帶氣旋襲港或黑色暴雨警告信號發出後，主辦機構對香港貿發局香港鐘表展之開放時間所作出的特別安排。

(A) 八號風號或黑色暴雨警告信號於 展覽會開放前發出

1. 如八號熱帶氣旋或黑色暴雨警告信號於進館日發出，主辦機構將會在 **非惡劣的天氣情況下安排繼續該項進館程序**。
2. 如八號熱帶氣旋或黑色暴雨警告信號在展覽期內於 **上午 8 時 30 分前** 發出，展覽會將會暫時關閉，直至到天文台改掛較低風球或除下黑色暴雨警告信號為止。
3. 如八號熱帶氣旋或黑色暴雨警告信號於 **下午 2 時 30 分或以前取消**，展覽會將會於警告訊號取消後 **後兩小時重開**。在此情況下，懇請各參展商安排有關的工作人員盡快返回工作崗位。
4. 若八號熱帶氣旋或黑色暴雨警告信號於 **下午 2 時 30 分後才取消或改發較低熱帶氣旋警告信號**，展覽會將 **暫停一天**。
5. 主辦機構會透過香港電台公布有關的特別安排。參展商如有任何疑問，可致電以下熱線查詢：(852) 2582-8888 (香港會議展覽中心)。

(B) 八號熱帶氣旋警告信號於 展覽期間發出

1. 如八號熱帶氣旋警告信號於展覽期間發出，主辦機構將會立刻作出廣播，宣布 **展覽會將會於兩小時後關閉**，並請在場的參展商及參觀人士於兩小時內盡快離開會場。
2. 如八號熱帶氣旋警告信號於展覽期間發出，展覽會將會於兩小時後關閉，參觀人士將會被邀請立刻離開會場。

(C) 黑色暴雨警告信號於 展覽期間 發出

1. 如黑色暴雨警告信號於展覽期間發出，主辦機構將會立刻作出廣播，宣布 **展覽會將會繼續舉行**。並請在場的 **參展商及參觀人士盡量停留在會場內**，直至到黑色暴雨警告信號取消為止，以策安全。
2. 如黑色暴雨警告信號於展覽期間發出，**展覽會將會繼續舉行** 參觀人士 **可繼續進場參觀**。

香港貿易發展局