HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

Salon de TE 國際名表薈萃

Ref: 1st Package / Watch and Clock 2016 (Local) – June 2016

June 2016

Exhibitor Package for HKTDC Hong Kong Watch and Clock Fair 2016 and Salon de TE 2016
香港貿發局香港鐘表展 2016 及 國際名表薈萃 2016（參展商須知）

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Watch and Clock Fair 2016** and **Salon de TE 2016**. 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2016** 及**國際名表薈萃 2016**，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
2016年6月

HKTDC Hong Kong Watch and Clock Fair 2016 香港貿發局香港鐘表展 2016				
Name 聯絡人		**Tel 電話**	**Email 電子郵件**	**Fax 傳真**
Mr Sam Li	李嘉龍先生	(852) 2240 4359	sam.li@hktdc.org	(852) 3543 8750
Ms Ellen Lam	林楚瑩小姐	(852) 2240 4605	ellen.cy.lam@hktdc.org	
Mr Billy Chung	鍾知龍先生	(852) 2240 4620	billy.cl.chung@hktdc.org	
Ms Jojo Lai	黎懿森小姐	(852) 2240 4616	jojo.ys.lai@hktdc.org	

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

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:
參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下:

Exhibitors' Manual 參展商手冊:
http://www.hktdc.com/fair/hkwatchfair-en/s/2330-For_Exhibitor/HKTDC-Hong-Kong-Watch-and-Clock-Fair/Exhibitors'-Manual.html

Order Forms* 額外設施及服務申請表格*:
http://www.hktdc.com/fair/hkwatchfair-en/s/2331-For_Exhibitor/HKTDC-Hong-Kong-Watch-and-Clock-Fair/Order-Form.html

(Remarks: Hardcopy will NOT be distributed
備註: 本年度將 不會 派發印刷本)

Order Form Submission Deadline
申請表截止日期

Additional Facilities & Services
額外設施及服務
26 / 7 / 2016

Advertising & Promotion
廣告及推廣項目
5 / 7 / 2016

* **Note: Kindly be reminded to submit the orders of additional facilities & services before the application deadline as indicated on the order forms.**
* **注意: 煩請留意申請各項額外設施或服務的截止日期，並於該日期前辦妥申請手續。**

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.
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。

HKTDC 香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號
Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org
www.hktdc.com

HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

Salon de TE 國際名表薈萃

Ref: 1st Package / Watch and Clock 2016 (Local) – June 2016

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 2016 2016 年 9 月 6 日	10:30am-6:00pm 上午 10 時 30 分至下午 6 時正	10:00am-5:30pm 上午 10 時正至下午 5 時 30 分
7-9 September 2016 2016 年 9 月 7-9 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
10 September 2016 2016 年 9 月 10 日	9:30am-5:00pm 上午 9 時 30 分至下午 5 時正	9:00am-3:30pm 上午 9 時正至下午 3 時 30 分

	Item 資料項目	**Index 索引**
1	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Appendix 1 附件 1
2	Special Measures on Intellectual Property Protection and Exhibitors' Brief (attached with the Reply Slip - Briefing for Exhibitors) 有關保護知識產權問題的措施及參展商須知 (附上展覽簡介會回條)	Appendix 2 附件 2
3	Special Move-in and Move-out Arrangement 進館及撤館交通安排	Appendix 3 附件 3
4	Important Exhibition Regulations 展覽會重要規則	Circular 1 通告 1
5	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	Circular 2 通告 2
6	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 3 通告 3
7	Safety Measures on On-site Construction/Dismantling Work 展覽活動施工場地安全守則	Circular 4 通告 4
8	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 5 通告 5
9	New Measures on Custom-Built Participation Stands 特裝參展攤位新措施	Circular 6 通告 6
10	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例	Circular 7 通告 7
11	Free Wireless LAN Service 免費無線上網服務	Circular 8 通告 8
12	Caution on Fraudulent Emails 提醒參展商小心提防欺詐電郵的通知	Circular 9 通告 9
13	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項 - 現場使用電力指引	Circular 10 通告 10
14	hktdc.com Online Promotion Maximises Your Exhibition Effectiveness 「貿發網」hktdc.com 推廣助您加強展覽成效	
15	Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子	

HKTDC 香港貿發局

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Special Highlight 矚目焦點:

Hong Kong Watch & Clock Fair
香港鐘表展

Salon de TE
國際名表薈萃

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Submit product videos and enjoy FREE promotional opportunities!

To help promoting the fair and exhibitors' products to target buyers, HKTDC will dispatch several rounds of email promotions. Simply submit your product video and enjoy these free promotional opportunities:

- Additional exposure to worldwide buyers free of charge;
- Allow buyers to understand the product features and functions; and
- Engage more buyers to visit your booth at the fair.

Deadlines:
1st: 8 July 2016
2nd: 5 August 2016

Video specifications:

- Suggested video duration: 30 -60 seconds
- Clear demonstration of the **exhibits** that are relating to the product categories of the Hong Kong Watch & Clock Fair and Salon de TE 2016
- **Submission format: URL** (***please upload your video to video sharing sites like youtube/dropbox and send us the viewing link of these sites***)
- Each exhibitor can submit one product video link only
- Selected product photos and video links will be shown on pre-fair eDM or eFair daily
- HKTDC reserves the right whether to use it for further publicity, subject to the video quality and other considerations
- No corporate videos will be accepted

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Please email below information to: ***eiki.yy.chan@hktdc.org*** (Tel: 2240 4308)

Email subject: Watch 2016: Submit product video link for HKTDC's promotion use

We confirm to submit product video link for HKTDC's promotion use, details as below:

- Product name (Eng):
- Product name (Chi):
- Video link (Eng preferred):
  Video link (Cantonese, if any):
  Video link (Mandarin, if any):
- One product photo as attached (in jpg format, >300 dpi)
- Company name:
- Booth no.:
- Contact person and tel:

HKTDC
香港貿發局
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提交產品短片 享免費宣傳機會!

香港貿發局定期推出買家推廣電郵，旨在介紹展會和參展商的產品。現在， 貴公司只須提交產品宣傳短片，便可享有免費宣傳機會:

- 額外曝光率接觸全球買家;
- 讓買家了解 貴公司的產品的特性和功能; 及
- 吸引更多買家在展會期間到 貴公司攤位洽商。

截止日期:
第一輪: 2016 年 7 月 8 日
第二輪: 2016 年 8 月 5 日

短片要求:

- 建議短片長度: 30 -60 秒
- 內容清晰，介紹 貴公司於香港鐘表展及國際名表薈萃 2016 的 **展品**
- **提交格式: 網址 URL** ***(請將短片上載到如 youtube 及 dropbox 等的視訊分享網站，然後提供短片在該網站上的檢視網址)***
- 每家參展商只可提交一段產品短片的網址
- 被揀選之產品照片及短片網址將用於展前電郵宣傳或每日展訊電子版
- 根據短片質素及其他考慮因素，香港貿發局保留是否使用該短片網址的最後權利
- 恕不接受任何企業宣傳短片

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請將以下以資料電郵至 eiki.yy.chan@hktdc.org (電話: 2240 4308)

電郵主題: 鐘表展 2016: 提交產品短片網址

現確認提交本公司的產品宣傳短片網址供香港貿發局作推廣用途，詳情如下:

- 產品名稱 (英文):
- 產品名稱 (中文):
- 英語短片網址:
  粵語短片網址(如適用):
  普通話短片網址(如適用):
- 附上產品照片一張 (jpg 格式, >300 dpi)
- 公司名稱:
- 展位號碼.:
- 聯絡人及電話:
~~~~~~

Sponsor Souvenir and Receive Extra Exposure!

To recruit more buyers to use HKTDC's social media platform, including facebook, instagram, sina weibo, wechat, Google+ and LinkedIn, various promotion campaigns will be organised throughout the year. We cordially invite you to sponsor souvenirs for these campaigns.

Campaign details:

- A social media promotional counter will be set up at prominent location at the fair
- Souvenir will be given to buyers who join HKTDC's social media platform at the fair

Benefits to sponsors:

Sponsors will receive additional exposure:

- HKTDC will acknowledge sponsor's company name and logo on promotional materials, such as onsite foamboard and social media platform, etc.
- The promotional counter will be set up at a prominent location where buyers can see your company's logo and souvenir easily

Souvenir requirements:

- Quantity: around 100 pc / sponsor
- Souvenir can be your company's products or corporate gifts
- The souvenir will be primarily used at the Hong Kong Watch & Clock Fair 2016 and remaining stock will be used for promotions at other HKTDC fairs without further notice

Enquiry:

Mannie Wong (Tel: 852-2240 4356 email: mannie.ym.wong@hktdc.org)

Hong Kong Trade Development Council

Special Highlight 矚目焦點:

HKTDC Hong Kong Watch & Clock Fair 香港鐘表展

Salon de TE 國際名表薈萃

ufi Approved Event

To: HKTDC

Email: mannie.ym.wong@hktdc.org ***Fax: 3521 3193***

Souvenir Sponsorship for Promotion Program _____

Deadline: 5 August 2016

We confirm to sponsor souvenir, details as below:

Name of souvenir:

_____ (Eng)

_____ (Chi)

Packaging dimension: (W) _____cm (D) _____ cm (H) _____ cm

Please provide below information for promotion use via email to mannie.ym.wong@hktdc.org:

- 1 photo of the souvenir in jpg format (> 300 dpi)
- Company logo in jpg format (> 300 dpi)

Company Name:_____ Booth No.: _____

Contact Person:_____ Tel:_____

Direct Contact E-mail:_____

Signature and company chop:_____Date:_____

** HKTDC reserves the right to accept/reject any sponsorship.*

** Souvenir will be primarily used at the Hong Kong Watch & Clock Fair 2016 and the remaining stock will be used for promotions at other HKTDC fairs without further notice.*

** HKTDC representative will contact you for delivery arrangement.*

贊助禮物及獲取額外曝光

為鼓勵更多業內買家於香港貿發局的社交媒體群組；包括 Facebook, Instagram, Sina Weibo, wechat,Google+和 LinkedIn，本局將於本年度的展覽中舉辦多項相關推廣活動。我們誠意邀請 貴公司贊助禮物作獎品之用。

活動詳情:

- 本局將於《香港鐘表展》設立社交媒體推廣專櫃
- 展覽現場加入香港貿發局社交媒體平台的買家將會獲得禮物一份

贊助優勢:

贊助商將得到更多的曝光率:

- 香港貿發局將於不同的宣傳渠道(如:現場宣傳版和社交媒體等等)提及贊助的公司名稱及商標
- 推廣專櫃將設於當眼位置，不同的買家將容易及清楚地看到你的公司名稱和禮物

禮物要求:

- 提議贊助數量: 約 100 件
- 禮物可以是公司產品或企業禮品
- 禮物將主要於香港鐘表展 2016 使用；所有餘下的禮物將於其他上述展覽送出，恕不另行通知

查詢:

Mannie Wong (電話: 852-2240 4356 電郵: mannie.ym.wong@hktdc.org)

香港貿易發展局

致: 香港貿發局

電郵: mannie.ym.wong@hktdc.org **傳真*: 3521 3193***

推廣用禮物贊助計劃
期限: 2016 年 8 月 5 日

我們將會贊助禮物以作香港貿發局推廣社交媒體平台之用，詳情如下:
禮物名稱:

_____(英文)

_____(中文)
包裝尺寸: (闊)_____厘米 (深)_____厘米 (高)_____厘米

請把以下資料電郵至 **mannie.ym.wong@hktdc.org**以作推廣之用:

- 一張禮物照片 (jpg 檔案，>300dpi)
- 公司商標 (jpg 檔案，>300dpi)

公司名稱:_____展位號碼:_____
聯絡人:_____電話:_____
聯絡人電郵:_____

簽署及公司印章:_____日期:_____

**香港貿發局保留接受/拒絕贊助禮物的最後權利。*

**禮物將主要於香港鐘表展 2016 使用；所有餘下的禮物將於其他上述展覽送出，恕不另行通知。*

**香港貿發局將有專人聯絡關於禮物運送的事宜。*

Appendix 1: Hotel Sponsorships / Air + Hotel Packages for New International Trade Buyers at YOUR Nomination

June 2016

Dear Exhibitor,

Hotel Sponsorships / Air + Hotel Packages for New International Trade Buyers at YOUR Nomination

HKTDC Hong Kong Watch & Clock Fair 2016 and Salon de TE 2016 (6-10 September 2016)

Thank you for your support to the HKTDC Hong Kong Watch & Clock Fair and Salon de TE, expected to be patronised in September 2016 by over 780 exhibitors from over 23 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 Cathay Pacific 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. Chris Leung (Tel: +852 2240 4027). 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 2016.

Yours sincerely,

Jojo Lai
Project Manager
Exhibitions Department

HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

Salon de TE
國際名表薈萃

REPLY SLIP
Reply Deadline: 28 July 2016

E-mail: hkwatch.visitor@hktdc.org
To: Hong Kong Trade Development Council (Attn: Mr. Chris Leung)

Information on the Nominated Buyer *

Company Name : _____

Name of Nominee : _____

Title : _____

Address : _____

_____

Country : _____ Postal Code : _____

Telephone : _____ Fax : _____

E-mail : _____

Web-site :

First-time visitor to the fair? □ ***Yes*** □ ***No***

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

Exhibitors' Company Name: _____

Booth No. (HKTDC HKWCF 2016): _____ Contact Person: _____

Signature and Company Stamp: _____

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.

HKTDC
香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
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www.hktdc.com

附件 **1:** 海外買家酒店贊助或特惠旅遊套票推薦計劃

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 2016
及
國際名表薈萃 2016
(2016 年 9 月 6-10 日)

感謝閣下對「香港貿發局香港鐘表展」及「國際名表薈萃」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 780 名來自 23 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:

- 於全球主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 及 香港國際名表薈萃。本局誠意邀請 貴公司業推薦業內有潛質的商貿夥伴參與是次盛事。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 4027 與本局梁煒基先生接洽。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)

黎懿森 謹啟
2016年6月

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號
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回條

截止日期: 2016 年 7 月 28 日

電郵: **hkwatch.visitor@hktdc.org**
致: 香港貿易發展局 **(梁煒基先生)**

受提名買家資料 *				
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?* □ *是*			□ *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 2016): _____ 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涵，本局保留最終選擇權利。

Appendix 2: Special Measures on Intellectual Property Protection & Exhibitors' Brief

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

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

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

2. **Fair Legal Advisor**
   We have procedures for handling complaints promptly at the fairground, with the assistance of a Fair Legal Advisor. They are set out in the attached briefing notes and all exhibitors are invited to make use of them. These procedures are designed to safeguard exhibitors' intellectual property rights as well as to protect individual exhibitors from any business disruption caused by unfounded complaints.

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

An exhibitors' briefing to elaborate on our on-the-spot handling procedures of complaints about intellectual property protection will be held on **27 July 2016**. The briefing will also cover how to go about proving ownership and infringement of intellectual property.

Date : 27 July 2016 (Wednesday)
Time : 2:30 p.m. – 4:00 p.m.
Address : HKTDC SME Training Room E
Unit 11, Expo Galleria,Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wanchai, Hong Kong

All exhibitors are encouraged to attend. (The briefing will be conducted in Cantonese but written materials will also be available in English). If you are interested in attending the briefing, please fill in the reply slip on "Briefing for Exhibitors" and return it to us by fax on or before **20 July 2016**. We look forward to seeing you at the briefing.

Encl. Exhibitor' Brief

附件 2: 有關保護知識產權問題的措施

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

大會將會在展覽會期間實行兩項保護知識產權的措施：

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

2. **駐場法律顧問**
   香港貿發局訂有一套處理展覽現場侵權投訴的程序，並委聘法律顧問駐場提供協助。這套程序旨在保障參展商的知識產權，以及防止無理投訴阻礙參展商進行展銷活動。有關內容詳列於附頁，所有參展商務請遵行。

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

香港貿發局定於 **2016 年 7 月 27 日** 舉行簡介會，向參展商解釋有關即場處理侵權投訴的程序，同時指引參展商如何證明其擁有知識產權和提出遭侵權的證據。

日期： 2016 年 7 月 27 日 （星期三）
時間： 下午 2 時 30 分至 4 時正
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
香港貿發局中小企培訓中心 E

簡介會將以廣東話進行，同時備有英文資料可供取閱，如 貴公司有興趣參加，請填妥表格之展覽簡介會回條並於 2016 年 7 月 20 日 或以前傳真致香港貿易發展局。多謝合作!

附件： 參展商須知

HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

Salon de TE
國際名表薈萃

Ref: 1st Package / Watch and Clock 2016 (Local) – June 2016

Briefing for Exhibitors
展覽簡介會

To help exhibitors prepare for the **HKTDC Hong Kong Watch and Clock Fair 2016** and **Salon de TE 2016** and enhance exhibitors' understanding of the arrangements during the Fair, the following briefing will be held:
為協助參展商籌備參加**香港貿發局香港鐘表展 2016** 及 **國際名表薈萃 2016** 及對展覽會期間各項安排加深了解，本局將舉辦下列簡介會：

	Briefing Session 簡介會	**Date 日期**	**Time 時間**	**Venue 地點**
1.	Briefing on move-in/move-out arrangements 進館/撤館安排簡介會	27 July 2016 (Wednesday) 2016 年 7 月 27 日 (星期三)	2:30pm–4:00pm 下午 2 時 30 分至 4 時正	HKTDC SME Training Room E, Unit 11, Expo Galleria, HKCEC, Wanchai 香港會議展覽中心博覽商場香港貿發局中小企培訓中心 E
2.	Briefing on Intellectual Property Protection 保護知識產權簡介會			

Notes 請注意:
1. All the briefings will be conducted in Cantonese 所有簡介會將以廣東話進行
2. Venue: Unit 11, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
   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

New exhibitors are highly recommended to attend the above briefings. Please return the following reply slip on or before **20 July 2016 (Wednesday)** to reserve your seats.

如 貴公司有興趣參加，請填妥下列回條並於 **2016 年 7 月 20 日（星期三）** 前傳真致本局。

Reply Slip 回條

To 致: HKTDC 香港貿易發展局 Fax 傳真: 3543 8789

HKTDC Hong Kong Watch and Clock Fair 2016 / Salon de TE 2016
香港貿發局香港鐘表展 2016 / 國際名表薈萃 2016

	Briefing Session 簡介會	**No. of seats 出席人數**
☐	Briefing on move-in/move-out arrangements 進館/撤館安排簡介會	
☐	Briefing on Intellectual Property Protection 保護知識產權簡介會	

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

Contact Person
聯絡人:

Booth No.
展位號碼:

Company Tel
公司電話:

Fax
傳真：

Signature
簽署：

Date
日期：

*** ***Please bring along your business card, Exhibitors' Manual and the circulars to the briefing sessions***
請帶同閣下之名片，參展商手冊及參展商須知出席上述簡介會

HKTDC
香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號
Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org
www.hktdc.com

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 43 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.

HKTDC
香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號

Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org

www.hktdc.com

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 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在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。

* * * * * *

Appendix 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 (5 September) and move-out day (10 September) of the HKTDC Hong Kong 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 in end August.

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 / 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**.

Ref: 1st Package / Watch and Clock 2016 (Local) – June 2016

Special Move-out Arrangement (10 September 2016)

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/ 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 Hunghom and Tsim Sha Tsui 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 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)於 8 月下旬向各參展商發出 **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 小時內經博覽道入口** 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）

本局將向各參展商派發**9月10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 9 月 10 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** 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**來往紅磡及尖沙咀。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

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號

Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org

www.hktdc.com

Circular (1) 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. **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.

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號
Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org
www.hktdc.com

通告 (1) 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. **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 2016 年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

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www.hktdc.com

Circular (2) Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory

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

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通告 (2) 請小心處理由第三者(Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory)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爲免費刊登名錄。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 概與香港貿發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。

本局幷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 指出基于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。

欲瞭解更多信息關于 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。

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Circular (3) 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.

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

Hong Kong Trade Development Council

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通告 (3) 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

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

香港貿易發展局

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Circular (4) Safety Measures on On-site Construction / Dismantling Work

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

1) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 metres or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
2) All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest.**
3) Workers are required to **wear safety belt** while construction activities are carried out at 2 metres or more above the ground.
4) If this rule is not observed, HKCEC and the 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 Mr. John Ng at (852) 2240 5460. You may also visit the website at: www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

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通告 (4) 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) 為確保安全，禁止任何人士於展覽期間在香港會議展覽中心內使用高度超過2米梯子。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告（隨附表格樣本以供參考）。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。
2) 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
3) 於距離地面2米或以上高度施工的工人必須配戴安全帶。
4) 如有違規者，香港會議展覽中心及香港貿發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，請致電(852)2240 5460 與吳永成先生聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：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爲施行建築地盤(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	檢查日期 Date of inspection	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	檢查者簽署及職階 Signature and designation of person who made the inspection
(1)	(2)	(3)	(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 (5) 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) 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.

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

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

4) 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

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通告 (5) 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) 加強保安巡邏 - 香港貿發局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

2) 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。

3) 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。

4) 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 (6) 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.

<table>
<tr><th>Section</th><th>Items</th></tr>
<tr><td>4.2</td><td>Information submission
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.

Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.</td></tr>
<tr><td>4.2.2</td><td>Site work deposit
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.</td></tr>
<tr><td>4.2.3</td><td>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.</td></tr>
<tr><td>4.2.4</td><td>Hall rental charges for over-time move-in and move-out</td></tr>
<tr><td>4.2.5</td><td>Restriction on Custom-built Stand Height
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:

1. 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 ±0.5m 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).

2. 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.

3. Starting 1 May 2018, no custom-built stands (including re-used stands) shall exceed the maximum stand height restriction of 5 metres.</td></tr>
<tr><td>4.2.6</td><td>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance
<table>
<tr><td>Stands &
temporary structures</td><td>>2500mm & <4500mmH</td><td>≥ 4500mmH or
two-storey construction</td></tr>
<tr><td>Stages or platforms</td><td>>1100mm & <1500mmH</td><td>≥ 1500mmH</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>
</table></td></tr>
</table>

	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
	* 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. Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 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. Documentary Proof of Fire Services Compliance 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. 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.	
4.2.7	Electricity 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	Reflective Vest 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	Waste Reduction and Recovery Measures 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	Construction Industry Safety Training Certificate 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 hkcecepc@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

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 (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	提交資料 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。 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。
4.2.2	施工按金 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 75000 港元。
4.2.3	承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 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**)。
4.2.4	進場及離場超時租場收費
4.2.5	特裝展位高度限制 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： 1. 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）。 2. 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。 3. 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	提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書

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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	政府部門要求才需提供	
	*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。 參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關 **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.	
	符合相關消防規定證明書 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。 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。	
4.2.7	電力裝置 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 及須於上述指定時間交予 **大會電力承建商**，以茲證明。	
4.2.9	反光背心 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。	
4.2.12	減少廢物及回收措施 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。	
4.2.13	建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可透過電郵 hkcecepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。	
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

如有查詢，請致電與

邱小姐(電話:(852) 2240 5519； 電郵: cherry.cm.yau @hktdc.org)
吳先生(電話:(852) 2240 5460； 電郵: grace.py.lee@hktdc.org)

HKTDC
香港貿發局

Circular (7) 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/). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

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通告（7）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/)。如對上述規定有任何疑問，歡迎聯絡香港貿發局。

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HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

Salon de TE 國際名表薈萃

Circular (8) 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 fair period.

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通告 (8) 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 (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

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通告 (9) 提醒參展商小心提防欺詐電郵的通知

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 : Guidance to Custom Built exhibitors for on-site usage of electricity
通告 10 : 特裝參展商注意事項 - 現場使用電力指引

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. The official contractor will not provide installation and connection services for these items.
  特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
  參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.
  按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

- It is important that custom built exhibitor should take full responsibility of turning off main switch of the booth after fair closes every day. For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.
  特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

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

SME Export Marketing Fund

It's your move

工業貿易署
Trade and Industry Department

SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) expand markets outside Hong Kong 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.

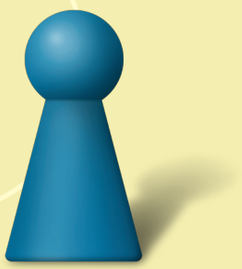
Scope

- Participation in trade fairs/exhibitions and business missions outside Hong Kong, as well as local trade fairs/exhibitions which are export-oriented.
- Advertisements on printed trade publications targeting export markets.
- Advertisements on eligible trade websites.

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or eligible trade websites 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 eligible trade 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 website service provider;
- 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 Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at **www.smefund.tid.gov.hk.** For details, please refer to the Guide to Application.

For enquiries, please contact:

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
Homepage : www.smefund.tid.gov.hk

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中小企業市場推廣基金

棋先一着

把握推廣良機

工業貿易署
Trade and Industry Department

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。

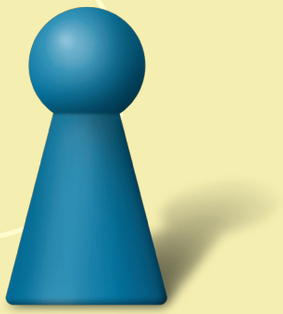
資助範圍

- 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。
- 在合資格貿易網站上刊登的廣告。

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/合資格貿易網站的廣告費，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合資格貿易網站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網站服務提供者加簽證明；
- 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**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
網頁　：www.smefund.tid.gov.hk

香港特別行政區政府
工業貿易署出版
二〇〇九年六月
採用再造紙印製

Trim size: A4 - 297mm(w) x 210mm(h)

HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

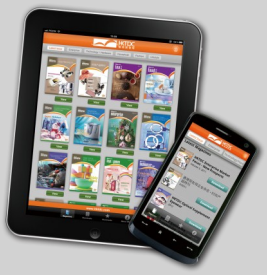
Maximise Your Exhibition Effectiveness with *hktdc.com*

All eligible exhibitors of the **HKTDC Hong Kong Watch & Clock Fair 2016** are entitled to a one-year online promotion at www.hktdc.com from (July 2016 to June 2017), introducing your company together with photos and information of 10 products/ services.
With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at http://smallorders.hktdc.com/supplier now!

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

BUYERS



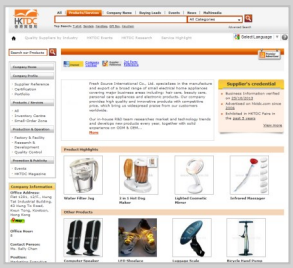
Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)

Activate the scanner by scanning the Buyer QR code on the badge

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

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

EXHIBITORS



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

Receive a name card drop box with your Exhibitor QR code during move-in

Place the box prominently at the booth and invite buyers to scan for record and information exchange

Receive a daily summary from us with contact information of those buyers who have scanned your code

2 Instant Referrals Draw Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on hktdc.com, the higher the chance you will be referred to buyers.

hktdc.com Free Sourcing Service

3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/ services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/ service information on hktdc.com, the higher the chance you will be referred to VIP buyers.

hktdc.com Buyer Meetings

Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before ***03 August 2016*** *in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit http://www.hktdc.com/diy/

Enquiries: Tel: (852) 1830 668 *or* email: hkwcf2016@hktdc.org

HKTDC 香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號

Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org

www.hktdc.com

HKTDC
Hong Kong Watch & Clock Fair
香港鐘表展

ufi Approved Event

hktdc.com

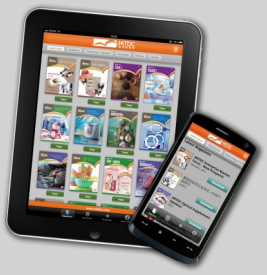
助你提升展覽效益

是次 **香港鐘表展 2016** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台(www.hktdc.com)享有一年的基本推廣服務(2016 年 7 月 至 2017 年 6 月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。 如已登載公司資料及產品照片，歡迎在**貿發網「小批量採購專區」**http://smallorders.hktdc.com 開通網上即時交易。詳情請瀏覽 http://smallorders.hktdc.com/supplier 。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



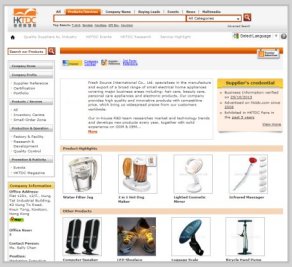
從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKTDC Marketplace App)。

開啓應用程式並點擊〝Scan〞，然後掃瞄買家入場證上的二維碼(QR Code)即完成啓動程序 。

掃瞄在您攤位的參展商編碼，即時下載您的公司及產品資料 。

本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/ 服務照片及目錄到「貿發網」。

本局於展覽會進館當日向貴公司派發附有二維碼(QR Code) 的名片盒。

請將名片盒放置於攤位當眼位置並主動邀請買家掃瞄您的參展商編碼，以助買家即時記錄貴公司的資料。

本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/ 服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/ 服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前上載有關資料!

hktdc.com 免費展覽商貿配對服務

3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/ 服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/ 服務資料愈多，獲推薦參與買家採購會的機會愈大!

hktdc.com 買家採購會

參展商必須在 2016 年 8 月 3 日或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (http://www.hktdc.com/diy) 。

查詢可致電: 客戶服務專線 (852) 1830 668 或**電郵** hkwcf2016@hktdc.org

HKTDC 香港貿發局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
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www.hktdc.com