

3 September 2024

Welcome Kit

Dear Exhibitor,

Welcome to the HKTDC Hong Kong Watch & Clock Fair 2024 and Salon de TIME 2024. This Welcome Kit contains useful and important information, please spend a few minutes to read through the materials. Thank you and we wish you every success in the event.

1. Booth Curtain with Hooks (not applicable to custom-built exhibitors)
2. Services to Exhibitors
3. Overnight Storage for Valuable Exhibits
4. Servicing Facilities' Locations and Telephone Number

致各參展商:

歡迎貴公司參加香港貿發局香港鐘表展 2024 及 國際名表薈萃 2024，現附上展覽的重要資料，懇請閣下詳細閱讀各項注意事項。謹祝貴司展出成功！

1. 攤位掛簾連掛鉤 (不適用於特裝參展商)
2. 為參展商安排的服務
3. 貴重展品通宵貯存服務
4. 綜合服務設施位置及電話

2024 年 9 月 3 日

To reduce paper consumption, please scan the QR code for accessing the useful information in electronic version.

為節約用紙，請掃描二維碼檢閱電子版參展商通告：



Services to Exhibitors 為參展商安排的服務**1. Meeting Rooms / 會議室**

Meeting room will be available for exhibitors at specified locations in the Hall. If you would like to use the room for business discussion with customers, please register at the G202 Fair Management Office.

大會於展覽廳設有會議室供各參展商與顧客商討業務之用。如有需要請前往 G202 主辦機構辦事處登記。

2. Deposit-free Cabinet Keys / 免按金地櫃鎖匙

Deposit-free keys are set in the cabinets provided by us. Please leave them in place when you move out on 7 September 2024.

大會提供之地櫃均已配備免按金鎖匙。請各參展商於 2024 年 9 月 7 日離開會場時把鎖匙放回原位。

3. Sound Level / Loud Hailers / 音量/擴音器

All audio / audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 80 dB (A). The Organiser reserves the right to intervene and stop the demonstration immediately if the sound level causes undue annoyance, inconvenience or disturbances to other exhibitors and visitors. In this case the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

所有視聽器材所產生的音量不得對其他參展商或參觀者構成任何滋擾或不便。參展商必須採取措施，確保示範活動所採用的視聽器材不會發出超過 80 分貝 (A 級) 的音量。如發出的聲浪對其他參展商及參觀人士造成滋擾、不便或騷擾，主辦機構有權馬上終止有關展示活動，而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材，概由參展商負責，而參觀人士及其僱員在操作此等器材時的行為，須由參展商監督。

4. IPR Inspection Team / 保護知識產權檢察小組

Same as previous years, an IPR inspection team will be appointed by the organiser 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.

由主辦機構成立的保護知識產權巡查小組，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，參展商必須遵從大會規定，立刻把展品收回。

5. Protect the Environment, Reduce Wastage / 保護環境，減少廢物

To protect the environment and encourage collection of recyclable materials, you are persuaded to minimize publicity materials printed and use recycled papers. In addition, the Organiser will set up waste separation bins to collect recyclable materials.

為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也會在場內設置分類回收箱，加強回收物料，循環再造。

6. Fire Emergency Procedures / 火警發生應變措施

If you detect fire or smoke

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

In case of fire alarm

1) If you hear a fire alarm

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal should fire alarm be discontinued.

2) If you hear a fire alarm evacuation announcement or instruction

- Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

當發現火警或煙霧

- 在安全情況下，按動最就近之火警鐘
- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 緊閉身後防煙門
- 由最就近出口(綠色緊急出口)離開大樓；切勿使用升降機

當火警鐘響起

1) 當聽到火警鐘聲

- 當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
- 火警鐘聲停止後一切活動回復正常

2) 當聽到火警疏散廣播指示

- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 如在梯間遇到濃煙，改用其他出口
- 切勿試圖把車輛駛離停車場或貨物起卸區
- 遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
- 離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

7. Move-in & Move-out of the Exhibits / 展品進場及撤場安排

For security reason, exhibitors are required to pay special attention to their own exhibits during the move-in and move-out period. Exhibitors are strongly advised to station at the booth until their exhibits have been moved out by their freight forwarders. **Please do not leave any exhibits unattended.**

為保安理由，在進館及撤館期間，請特別小心看管參展商的展品。撤館期間，請參展商於展品撤離會場後才離開，切勿將展品留於展台內。

8. Move-out Regulation / 離場規則

In view of the size of the Fair, many buyers will utilize all opening hours in the 5-day event to complete their visits. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. According to rule No. 46 in the exhibition regulation – “no stand or exhibits shall be dismantled or removed before the official closing time”. Our staff will conduct on-site spot-checks at 2:00 pm the last fair day and all exhibitors who violated such rule will be recorded down. The Organiser will consider to reject future participation of exhibitors who had violated the rule for 2 consecutive years or more. **Move-out of exhibits is not allowed before 5:30 pm on 7 September 2024.** Grateful if you could observe this rule.

由於展場面積龐大，不少買家需盡用 5 天展覽時間方能完成其預定的參觀計劃。本局於過去曾接到不少買家投訴參展商提早撤離展館。請展商遵守展會規定（展會規定第 46 項），於大會展覽時間完畢後才收拾展品。本局將於展會最後一天下午 2 時派員巡察各展台，如發現有展商違反此規定，本局會將資料記錄。對連續違規 兩次或以上的參展商，本局將考慮拒絕其參展申請。各參展商請勿於 2024 年 9 月 7 日下午 5 時 30 分前把展品搬離會場。敬請各參展商合作。

9. Your Valuable Suggestions Welcome / 歡迎提供寶貴意見

Your suggestions are valuable to us for improving the fair. Please spare a few minutes to complete the Questionnaire to be distributed to all exhibitors. Our staff will collect the completed Questionnaire; or you can return it to TDC by mail or by fax after the Fair.

閣下提供之寶貴意見，將對我們日後展覽之改善有莫大幫助。請抽少許時間，填妥送往攤位之問卷。將有工作人員到閣下攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到香港貿易發展局收。

Overnight Storage for Valuable Exhibits

To facilitate storage of precious exhibits at night from 2-7 September 2024, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement in G104-105 room and V302 room.

Deposit & Withdrawal Procedure

All exhibitors using this overnight storage facility are reminded that they should conduct the deposit and withdrawal themselves under the escort of storage staff.

Operating Hours

Hall 1 Exhibitors

Storage Location: G104-G105 (Hall 1B Entrance)

Date	Deposit	Withdrawal
2 September 2024	3:00pm – 8:00pm	-----
3 September 2024	6:00pm – 7:00pm	9:00am – 11:00am
4-6 September 2024		9:30 am – 11:00am
7 September 2024	-----	

Hall 3 Exhibitors

Storage Location: V302 (Hall 3G Entrance)

Date	Deposit	Withdrawal
2 September 2024	3:00pm – 8:00pm	-----
3 September 2024	6:30pm – 7:30pm	9:00am – 11:00am
4-6 September 2024		9:30 am – 11:00am

The storage room will be closed during day time and exhibitors **must remove all of their valuable exhibits from the storage room before 11:00 am**

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their merchandise, resulting from storing any of their belongings in the strong rooms. Exhibitors are advised to take out insurance coverage on their merchandise throughout the exhibition, including the overnight storage period.

貴重展品通宵貯存服務

為方便參展商於 2024 年 9 月 2-7 日晚上期間貯存貴重展品起見，主辦機構將於 G104-105 室 及 V302 室提供免費通宵貯存服務。

展品存取

參展商應在保險庫當值人員陪同下自行在保險庫中存取展品。

保險庫存取時間

1 樓展覽廳

存取地點: **G104-G105 (1B 展覽廳入口)**

日期	貯存時間	提取時間
2024 年 9 月 2 日	3:00pm – 8:00pm	-----
2024 年 9 月 3 日	6:00pm – 7:00pm	9:00am – 11:00am
2024 年 9 月 4 - 6 日		9:30 am – 11:00am
2024 年 9 月 7 日	-----	

3 樓展覽廳

存取地點: **V302 (3G 展覽廳入口)**

日期	貯存時間	提取時間
2024 年 9 月 2 日	3:00pm – 8:00pm	-----
2024 年 9 月 3 日	6:30pm – 7:30pm	9:00am – 11:00am
2024 年 9 月 4 - 6 日		9:30 am – 11:00am
2024 年 9 月 7 日	-----	

保險庫於日間不予開放。參展商**必須於上午 11 時前提取所有存放於保險庫內之貴重展品。**

參展商責任

參展商須知，在保險庫中存放貨品，如有任何遺失或損壞，概須自行負責。參展商應為展出貨品購買保險，以保障展覽以及通宵貯存期間可能造成的任何損失。

HKTDC Hong Kong Watch & Clock Fair 2024 & Salon de TIME 2024
香港貿發局香港鐘表展 2024 及 國際名表薈萃 2024
Cluster of Servicing Facilities 綜合服務設施

<p>FAIR MANAGEMENT OFFICE 主辦機構辦事處</p> <p><u>Location 地點</u> <u>Tel 電話</u></p> <p>Rm G202, Mezzanine 2 大堂中樓 2 G202 室 2582 1900</p> <p>Rm G107, Hall 1C 展覽廳 1C 門外 G107 室 2582 8955</p> <p>Rm G311, Hall 3F 展覽廳 3F 門外 G311 室 2132 4734</p>	<p>Enquiries / assistance pertaining to your participation</p> <p>處理參展商查詢及提供協助</p> <p>Booth reservation and general sales enquiries</p> <p>預訂來屆攤位及查詢參展事宜</p>
<p>TECHNICAL SERVICE COUNTER 攤位設施服務台</p> <p><u>Location 地點</u> <u>Tel 電話</u></p> <p>Hall 1B Concourse 展覽廳 1B 大堂 2582 1793</p> <p>Inside Hall 3FG 3FG 展覽廳 2132 4500</p>	<p>Enquiries concerning booth facilities / electricity</p> <p>攤位設施及電力查詢</p>
<p>BUSINESS CENTRE 商務中心</p> <p><u>Location 地點</u> <u>Tel 電話</u></p> <p>Hall 1C Concourse 展覽廳 1B 大堂 2582 1803</p>	
<p>IPR OFFICE 知識產權辦事處</p> <p>Rm G204, Mezzanine 2 大堂中樓 2, G204 室</p> <p>Tel 電話: 2582 8970</p>	<p>Handle the IPR cases & enquiries</p> <p>處理有關知識產權事宜</p>
<p>MEDIA OFFICE 新聞中心</p> <p>Unit 16, Expo Drive 博覽道</p> <p>Tel 電話: 2240 5671 Fax 傳真: 3521 1705</p>	<p>Exhibitors are welcome to place company press kits here</p> <p>歡迎各參展商擺放公司新聞稿件</p>
<p>FIRST AID 救傷站</p> <p>Rm G306 展覽廳 3C 門外 G306 室</p> <p>Tel 電話: 2582 1342</p>	<p>Provide general first aid assistance</p> <p>提供一般救護服務</p>

Circular 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 (2 September) and move-out day (7 September) of the HKTDC Hong Kong Watch & Clock Fair 2024 and Salon de TIME 2024. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Special Move-in Arrangement (2 September 2024)

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 2 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.**

Special Move-out Arrangement (7 September 2024)

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

Lorry / Light Goods Vehicle

Entries of the HKCEC will only be allowed to the goods vehicles with **Electronic Vehicle Permit** issued by HKTDC.

*** 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**

通告 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2024 及 國際名表薈萃 2024，本局將於上述展覽會之進館日(即9月2日)及撤館日(即9月7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 (2024 年 9 月 2 日)

1. 貨車/輕型客貨車

必須同時持有

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

進場程序

- 香港貿易發展局(香港貿發局)於8月下旬向各參展商發出9月2日之電子進場車輛許可證。
- 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在車證上之指定時間到車輛等候處報到。車輛等候處將於9月2日上午9時開放，直至所有進場程序完成。車輛等候處定於青衣區(請參閱附上之地圖)。
- 當貨車及輕型客貨車到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
- 車輛等候處之職員將根據交通情況向輪候之司機發出一張往來證明書。司機攜同
 - 車輛許可證 及
 - 往來證明書於2小時內經博覽道入口或會議道入口前往會展中心貨物起卸區進場。
- 未能提供上述兩種證件者將均不能進入會展中心卸貨區。
* 上落貨限時 45 分鐘，嚴禁泊車。

2. 私家車/的士

進場程序

- 進入會展中心範圍之私家車及的士不需要持有車輛許可證或到車輛等候處報到，惟所有私家車及的士必須經博覽道入口或港灣道入口進入會展中心範圍，並只能於博覽道正門或港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心範圍，不得停留或等候。

撤館交通安排（2024年9月7日）

本局將向各參展商派發9月7日之電子撤館車輛許可證以供使用。車輛許可證將於8月底發放給各參展商。敬請留意以下詳情：

貨車/輕型客貨車

出示由貿發發出之電子版車輛許可證，方可進場

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。

HKTDC Hong Kong Watch & Clock Fair 2024

Salon De TIME 2024

香港鐘表展

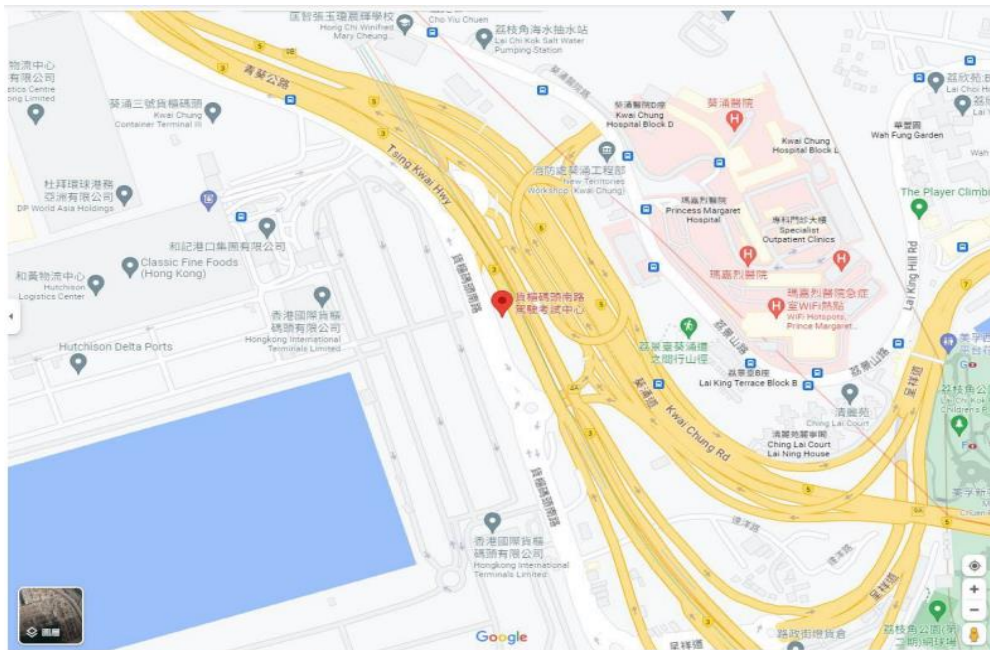
國際名表薈萃

(3 - 7 / 2024)

Kwai Chung – Offsite Marshalling Area 葵涌車輛報到處

Checkpoint Location: Container Port Road South Driving Test Centre

葵涌模式報到地點: 貨櫃碼頭南路駕駛考試中心



Circular 2: Rules and Measures for Move-Out on 7 September 2024

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 TIME on 7 September 2024

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 5:30pm); 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:



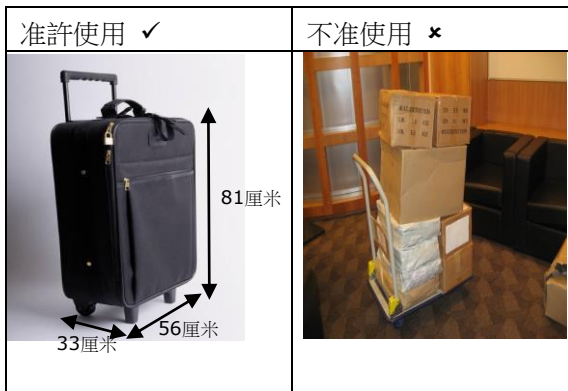
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicle** for move-out.
4. **According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-out day.**

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

通告 2: 有關撤館日 (2024 年 9 月 7 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 7 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 5 時半前）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。
- 4) 撤館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。

(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。)

Circular (3) Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:30 p.m. on 7 September 2024.** According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon of 9 September 2024. Exhibitors who violated such rule will be served a warning letter.

Performance Bond

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

Booth Area in 2025	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Concerned exhibitors have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Hong Kong Watch & Clock Fair & Salon de TIME 2025.

Application to the Hong Kong Watch & Clock Fair & Salon de TIME 2025 will not be accepted if the exhibitor fails to pay the performance bond on or before the deadline.

If an exhibitor violates the rule again during the Hong Kong Watch & Clock Fair & Salon de TIME 2025, the full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitors to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize the exhibitor, including but not limited to delaying the exhibitor's turn in the booth selecting process, or to cancel its entitlement to exhibit at the Fair in the future.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council

通告(3) 撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於9月7日下午5時30分前把展品搬離會場**。參展申請表內的展覽會規則第46項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於9月7日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。

違規罰款按金

如參展商於2024年香港鐘表展展覽會規則46條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「2025年香港鐘表展」以及「國際名表薈萃」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2025年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

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

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

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後該公司未來於香港鐘表展的選擇攤位次序，甚至取消其將來參展香港鐘表展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

香港貿易發展局

Circular (4) 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, International Fairs Directory and FairExpo 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, the International Fairs Directory and FairExpo 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, International Fairs Directory and FairExpo. 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, International Fairs Directory and FairExpo 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, and/or FairExpo. 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, and/or FairExpo, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory and/or FairExpo 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, International Fairs Directory and FairExpo, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

通告 (4) 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、International Fairs Directory 和 FairExpo 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。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 或 FairExpo 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、International Fairs Directory 和 FairExpo。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, International Fairs Directory 與 FairExpo 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。

本局并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 及/或 FairExpo 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 及/或 FairExpo 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 及/或 FairExpo 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.ufi.org/industry-resources/warning-construct-data/>。

Circular (5) 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.

Should you have any questions, please contact:

Ms. Ailsa Chu, Exhibitions Project Manager [Tel: (852) 2240 5825 / Email: ailsa.kh.chu@hktdc.org]

Hong Kong Trade Development Council

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通告 (5) 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。

如有任何問題，請與本局展覽項目經理聯絡：

朱嘉曦小姐 (電話：(852) 2240 5825 / 電郵: ailsa.kh.chu@hktdc.org)

香港貿易發展局

Circular (6) Tropical Cyclones & Black Rainstorm Warning Arrangement

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

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

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

II. Prior to Opening Hours

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

III. During Opening Hours

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

B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

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

II. Prior to Opening Hours

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

III. During Opening Hours

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

C. Other Issues

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

通告 (6) 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。

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

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

(二) 展覽會開放前

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

(三) 展覽會進行期間

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

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

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

(二) 展覽會開放前

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

(三) 展覽會進行期間

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

丙、其他注意事項

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

Circular (7) Tips for Smooth EMF Application



(March 2024 Rev.)



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署
Trade and Industry Department

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確保申請順利的十個注意事項

10 Tips for Smooth Application



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Trade and Industry Department
The Government of the Hong Kong Special Administrative Region
SME Export Marketing Fund
Guide to Application
香港特別行政區政府
工業貿易署
「中小企業市場推廣基金」
申請指南

注意：
「中小企業市場推廣基金」(「基金」)只對中小企業提供資助，以協助中小企業參與國際推廣活動，藉此提高競爭力及增長市場。

重要提示：
1. 申請者須在2023年11月30日前，向香港特別行政區政府工業貿易署(「工貿署」)索取申請表格。
2. 申請表格須填妥後，連同申請表格內所列之各項資料，寄回工貿署處理。
3. 申請表格內所列之各項資料，須按表格內之指示填寫。
4. 申請表格內所列之各項資料，須按表格內之指示填寫。

詳細閱讀申請指引

Read Guide to Application in Detail

- 細閱申請指引及文件要求
- 集中了解相關推廣活動的部分
- 確保活動的安排細節符合資助要求
- 確保文件載有所需資料

- Read the Guide and the documentary requirements in detail
- Focus on understanding the parts related to your promotion activity
- Ensure arrangement of the promotion activity meeting funding requirements
- Ensure documents contain the required information

(https://www.smefund.tid.gov.hk/tc_chi/emf/emf_form.html)

(https://www.smefund.tid.gov.hk/english/emf/emf_form.html)

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Trade and Industry Department
The Government of the Hong Kong Special Administrative Region
「中小企業市場推廣基金」 - 資助申請
SME Export Marketing Fund - Application for Funding Support

姓名：Chan Tai Man *Peter Chan
(包括公司聯絡人姓名、參展代表姓名)
(Including Contact Person of the Enterprise and Representatives to the Activity)

正確電郵地址：Correct Email Address
香港聯絡電話：Hong Kong Contact

填妥申請表格

Duly Completed Application Form

- 姓名全寫 **Full Name**
✓Chan Tai Man *Peter Chan
(包括公司聯絡人姓名、參展代表姓名)
(Including Contact Person of the Enterprise and Representatives to the Activity)
- **正確電郵地址** Correct Email Address
- **香港聯絡電話** Hong Kong Contact

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聲明

- 簽署聲明
- 蓋上公司印章
- 提交簽署人的身份證/護照副本

Declaration

- Sign the Declaration
- Apply company chop
- Submit HKID/Passport Copy of the signatory

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交齊證明文件
Submit all Supporting Documents



- 參閱證明文件清單
確保提交足夠文件
- Refer to the list of supporting documents to ensure submission of sufficient documents

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https://www.smefund.tid.gov.hk/zh_chi/emf/emf_supporting_documents.html



https://www.smefund.tid.gov.hk/english/emf/emf_supporting_documents.html

請沿虛線剪下並將有效的商業/分行登記證黏貼在准展地點。
Please cut along the dotted line and display the valid business/branch registration certificate at business address.

樣本 SPECIMEN

有效期 VALID PERIOD

商業登記號碼 BUSINESS REGISTRATION NO.

應繳日期 PAYMENT DATE
收據編號 RECEIPT NO.
已繳金額 AMOUNT PAID

Source: Inland Revenue Department

有效商業登記證副本
Copy of Valid Business
Registration Certificate (BR Cert.)

何謂「有效商業登記證」？
「有效商業登記證」應在通知書
上打上機印顯示繳款日期、收據
編號和已繳金額。

What is "a valid BR Cert."?
A valid BR Cert should bear a
machine-printed line showing
the payment date, the receipt
no. and the amount paid.

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CR 公司註冊處
Companies Registry

周年申報表
Annual Return

樣本 SPECIMEN
表格 Form
NAR1
公司編號 Company Number

1 公司名稱 Company Name

2 商業名稱(如有) Business Name (if any)

3 公司類別 Type of Company
請在適當的格上打勾。 Please tick the relevant box.
 私人公司 Private company 公眾公司 Public company 擔保有限公司 Company limited by guarantee

4 本年報表的結算日期 Date to which this Return is Made Up
年 月 日
百 日 月 年 YYYY

5 報本表格交付的財務報表所涵蓋的會計期間 Period Covered by Financial Statements Delivered with this Form
由 From 年 月 日 To 年 月 日
百 日 月 年 YYYY 百 日 月 年 YYYY

6 註冊辦事處地址 Address of Registered Office

7 董事人姓名 Director's Reference
姓名 Name
地址 Address

8 須清晰顯示付款記錄 Acknowledgement Receipt
With payment record clearly shown

最新的周年申報表 (NAR1)
Latest Annual Return (NAR1)

須清晰顯示付款記錄
With payment record clearly shown

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最新的商業登記冊內有關申請企業資料的核證本或電子摘錄副本
 (即商業登記處的 Form 1(a)或 Form 1(c))

Latest Certified Extract/Electronic Extract of Information on the Business Register
 (i.e. Form 1(a) or Form 1(c) of the Business Registration Office)

無限公司
 Unlimited Company

Form 1(a)

樣本
SPECIMEN

Form 1(c)

樣本
SPECIMEN

Source: Inland Revenue Department

發票
Invoice

收據
Receipt

- 顯示發出機構的詳細聯絡資料
- 付款人名稱與申請企業名稱必須相同
- Showing detailed contact information of the issuing organization
- The name of the payer must be the same as the name of the applicant enterprise

收據正本或經核證副本
 Original / Certified True Copy
 of Receipts

&

相關發票
 Relevant Invoices

透過網上電子表格上載的電子檔案
 會被視為經由申請企業核證的副本

The digital files uploaded through the
 online e-Form will be regarded as a
 certified true copy of the original
 certified by the applicant enterprise.

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其他證明文件
Other Supporting Documents

- 參展商名單
- 考察團名單
- 廣告
- 電子平台/媒介
- 公司網頁/流動應用程式

- Exhibitors' list
- Delegation list
- Advertisements
- Electronic platforms/media
- Corporate website/mobile apps

確保文件已顯示申請企業的
公司全名及香港聯絡資料

Ensure the documents showing **full company name** and **Hong Kong contact information** of the applicant enterprise

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準時遞交申請
On-time Submission

申請類型 Application Type	申請期限 Application Period
實報實銷 / 終期撥款 Reimbursement / Final Payment	活動完結後60個曆日內 Within 60 calendar days after the activity
首期撥款 Initial Payment	活動開始前45至120個曆日內 Within 45-120 calendar days before the activity

申請可以以下其中一種方式遞交：
Application may be submitted in ONE of the following ways:

- 網上電子表格 through online e-Form (<https://emf.tid.gov.hk/eform>)
- 郵寄 by post
- 文件收集箱 via drop-in box
- 親身遞交 in person

地址詳情請參閱基金網站 Please refer to the EMF website for detailed address.

https://www.smefund.tid.gov.hk/zh/emf/emf_procedures.html

https://www.smefund.tid.gov.hk/en/glish/emf/emf_procedures.html



申請資助準備妥 輕輕鬆鬆獲資助 

Get funding easily with good preparation

「中小企業市場推廣基金」科
"SME Export Marketing Fund Branch"

地址 Address : 香港九龍城協調道3號工業貿易大樓13樓1301室
Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

電話 Telephone no. : 2398 5127

電郵 Email : emf_enquiry@tid.gov.hk

網站 Website : <https://emf.tid.gov.hk/>



中小企業市場推廣基金
SME Export Marketing Fund



工業貿易署
Trade and Industry Department