

August 2024

Exhibitor Package for HKTDC Hong Kong Watch and Clock Fair 2024 and Salon de TIME 2024
香港貿發局香港鐘表展 2024 及 國際名表薈萃 2024 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Watch and Clock Fair 2024** and **Salon de TIME 2024**. 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2024** 及**國際名表薈萃 2024**，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
2024年8月

HKTDC Hong Kong Watch and Clock Fair 香港貿發局香港鐘表展		
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Item 資料項目	Index 索引
Exhibitor Check-in Form 參展商進館登記表	Appendix 1
Protection of Intellectual Property Rights (IPR) 香港貿易發展局展覽會保護知識產權措施	Appendix 2
Use of Badges 參展商、承建商及運輸工人工作證之使用	Circular 3 通告 3
Charges on Vehicles with Extended Stay During Move-in & Move-out days 車輛進館及撤館時間延期停留額外費用	Circular 4 通告 4
Insurance 保險	Circular 5 通告 5
Storage of Packing Materials during fair period 展覽會期間包裝物料之處理事宜	Circular 6 通告 6
Booth Cleaning 攤位清潔(特裝參展)	Circular 7 通告 7
Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品	Circular 8 通告 8
Reminder on Move-in & Move-out Schedule and Rate of Over-time Charge 有關進館及撤館時間及超時租場收費	Circular 9 通告 9
Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例	Circular 10 通告 10
Subletting & Displaying Relevant Exhibits 分租及展品類別	Circular 11 通告 11
Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs 參展商接待買家須知	Circular 12 通告 12
Safety Regulation on the Use of Trolleys 使用手推車安全細則	Circular 13 通告 13
Important Exhibition Regulations 展覽會重要規則	Circular 14 通告 14
Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	Circular 15 通告 15
Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 16 通告 16
Safety Measures on On-site Construction/Dismantling Work 展覽活動施工場地安全守則	Circular 17 通告 17
Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施	Circular 18 通告 18
Caution on Fraudulent Emails 提醒參展商小心提防欺詐電郵的通知	Circular 19 通告 19
Attention to All Exhibitors (onsite) 參展商現場注意事項	Circular 20 通告 20
E-Badge for exhibitors and buyer 參展商及買家電子入場證	Circular 21 通告 21
Internet Access at the Fair 展覽會連線上網安排	Circular 22 通告 22
Tropical Cyclones & Black Rainstorm Warning & Extreme Conditions Arrangement 熱帶氣旋或黑色暴雨警告訊號下的安排	Circular 23 通告 23
Tips for Smooth EMF Application 有關申請工貿署資助	Circular 24 通告 24

Appendix 1 附件 1

Exhibitor Check-In Form 參展商進館登記表

Welcome to HKTDC Hong Kong Watch & Clock Fair 2024 & Salon de TIME 2024! Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter on the move-in day of 2 September 2024** for collecting the official magazine, booth curtain (*applicable for standard and premium booth exhibitors only*) and important circulars. The location and opening hours of the check-in counter are listed as below.

Fair	Location	Time
Hong Kong Watch and Clock Fair	Hall 1D Concourse	10:00 a.m. to 8:00 p.m
Salon de TIME	Hall 3FG Concourse	

We wish you every success in the Fair!

Hong Kong Trade Development Council

歡迎參加香港貿發局香港鐘表展 2024 以及國際名表薈萃 2024。煩請 貴司填妥以下資料，並攜同此登記表及公司名片於進館日(2024 年 9 月 2 日) 到「參展商進館登記櫃位」辦理進場登記手續及領取大會雜誌、展台掛簾是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點如下：

展覽	地點	時間
香港鐘表展	展覽廳 1D 大堂	上午 10 時至下午 8 時
國際名表薈萃	展覽廳 3FG 大堂	

敬祝 貴司參展成功!

香港貿易發展局

Company Name 公司名稱: _____
Booth No. 攤位號碼: _____
Contact Person 聯絡人: _____
Contact Tel 聯絡電話: _____
Signature and Company Chop 簽署及蓋章: _____

Protection of Intellectual Property Rights (IPR) at HKTDC Exhibitions

Exhibitors' Brief

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizer**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong's international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else's intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor's Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“**Exhibitors**”) is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party's claim of infringements by the Exhibitor and/or the Organizer and/or the latter's agents, representatives, contractors or employees of such third party's rights.

The Exhibitor agrees that it shall comply with any “Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors' Brief**”) that the Organizer may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors' Brief, the Organizer shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant (“**Complainant**”) files a complaint with the Organizer in accordance with the Exhibitors' Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the “**Fair Legal Advisor**”). The Fair Legal Advisor will be on-call during the opening hours of HKTDC’s trade fairs and will attend the HKTDC’s office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor’s Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors’ Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and have been infringed by the display of the Exhibitor’s product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC’s website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC’s Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

Penalties

An exhibitor 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 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
- 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.

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

A. Copyright

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

OR

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

1. date and place that copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;
original evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
5. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm all the above information and evidence in a standard-form checklist (which is available for download at http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will **not** be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will **not** be accepted).

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.



Hong Kong

Watch & Clock Fair

香港鐘表展

SALON de TIME

國際名表薈萃

And any other evidence that the Fair Legal Advisor may require depending on the specific facts of the case.* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.



香港貿易發展局展覽會保護知識產權措施

參展商須知

香港貿易發展局 (以下簡稱為「**本局**」、「**主辦機構**」) 是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商 (「**參展商**」)，必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》(「**參展商須知**」)，包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人 (「**投訴人**」) 按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構及其代理、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及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問) 採取任何法律行動、或提出任何索償或要求。

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問 (「**法律顧問**」) 將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或任何其他代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

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

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品;
- (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。

通告

證明知識產權的存在，擁有權及被侵權的所需文件

A. 版權

途徑 1: 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：[\[http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

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

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

Circular (3)

Use of Badges and Electronic Vehicle Permits

(A) Use of Badges

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

Exhibitor Badges

All exhibitors and their staff assigned to man the booth are strictly requested to present exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period. Exhibitor badges are issued to the representatives, agents and staff of the exhibitor only and they should not be transferred to others including visitors, guests or members. The Organiser reserves the right to verify the identity of the badge holder whenever necessary.

Contractor Badges

Contractor badges are only valid during the move-in and move-out period, and they cannot be used to enter the fairground during the exhibition period.

Transportation Worker Badges

Transportation Workers are required to obtain the wristband at the loading area of HK Convention and Exhibitions Centre (Please refer to location of the e-Vehicle Permit) and is only allowed to stay temporary for loading arrangement.



Hong Kong

Watch & Clock Fair

香港鐘表展

SALON de TIME

國際名表薈萃

Hong Kong Trade Development Council



通告(3)

參展商、承建商及運輸工人工作證及電子版車輛許可證之使用

(一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均須配戴有關工作證，方可於展品進場及離場時間進入會場。

參展商工作證

參展商及其負責看管攤位的職員在進場、離場和展覽舉行期間，必須出示參展商工作證。參展商工作證只適用於參展商攤位內當值之工作人員及代表，不得轉讓予他人/公司邀請之來賓。主辦機構有權要求配戴工作證人員出示身份證明。

承建商工作證

承建商工作證只適用於展會進館日及撤館日，不適用於展覽期間。

貨運司機

貨運司機需於香港會議展覽中心之貨物裝卸區(有關地點請參閱電子版車輛許可證)領取手帶及只可短暫停留處理送貨工作。

香港貿易發展局

Circular 4 Move in/out Arrangement & Use of Vehicle Permit

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (2 Sep) and move-out day (7 Sep) of the HKTDC Hong Kong Watch & Clock Fair & 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:

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for **move-in from 9:00 a.m. on 2 Sep 2024**. The same will apply on the move-out day afternoon, depending on the traffic situation. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day (5 April) and throughout the exhibition period (3-7 Sep). The permit is **only valid for use at the specified dates and times** indicated on the permit.

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

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







- **HKCEC Marshaling App “Go HKCEC”**

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

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

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



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

Move-in /out Arrangement

1. Move-in Day 2-Sep: Offsite Mode: GF
2. Move-Out Day 7-Sep: Offsite Mode: GF

Types of Offsite Mode

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

Offsite Mode

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



• “Go HKCEC” User Guide Video

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



“Go HKCEC” Hotline: 2582 7130

• Browse App tutorial and other information on the App

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



The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Maximum time limit is **45 minutes**. Private vehicles are not permitted to enter the loading area. Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 45-minutes.

The HKCEC will impose charges on vehicles with extended stay on 3 and 7 Sep.

The charges are as follows:

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

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

(B) Private Car / Taxi

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

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

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

通告 4

進出、搬出之交通安排及早預訂可取之交通安排

多謝各位參加香港貿發局香港鐘表展以及國際名表薈萃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：

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

（一）貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一張電子車證，方便於展品進場日（即2024年9月2日）及展覽期間（2024年9月3日至7日）進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

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

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

- 「會展快運易」手機應用程式

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



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

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

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

進場/撤館程序

1. 進館日 9月2日: 禁區打卡模式 (GF Mode)
2. 撤館日 9月7日: 禁區打卡模式 (GF Mode)

入場模式

請留意許可證上「進場時段」的標示

禁區打卡模式

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



電子車證樣本(僅供參考)

• 「會展快運易」教學影片

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



「會展快運易」熱線: 2582 7130

• ~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用，時限為 **45 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為 **45 分鐘**。香港會議展覽中心將於 **9月3及7日** 實施進場車輛使用時間收費計劃。有關收費如下：

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

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

(二) 私家車 / 的士進場程序

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

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

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

HKTDC Hong Kong Watch & Clock Fair 2024

Salon de TIME 2024

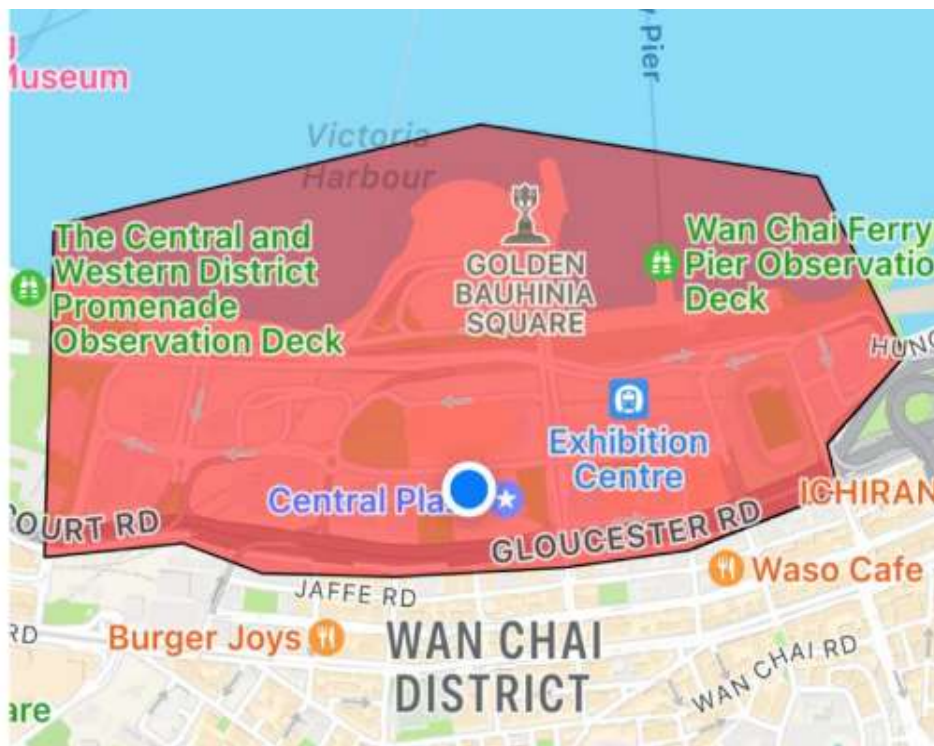
香港貿發局香港鐘表展 2024

國際名表薈萃 2024

(3 - 7 / 9/ 2024)

Restricted Area – Offsite Geofence Mode 禁區外到處

CheckPoint Location: East Wan Chai Temporary Promenade, West Tamar Park, South Gloucester Road



Circular (5) – Insurance

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For insurance coverage details, please refer to Exhibitor Manual.

通告(5)–保險

參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險。有關投保範圍，詳情請參閱參展商手冊的展覽會規則。

Circular (6) – Storage of Packing Materials during fair period

Dear Exhibitor,

Thank you for your support for exhibiting at the Hong Kong Watch & Clock Fair & Salon de TIME 2024.

Further to the previous circular re the packing materials, kindly note that the rules and regulations regarding the packing materials will be strictly enforced by the Hong Kong Convention & Exhibition Centre (HKCEC). Placing packing materials, such as carton boxes, wooden boxes and plastic bags, above the ceiling or the booth, near the power sockets or inflammable items and any public area are strongly prohibited. No electricity will be provided to the concerned booth if any materials found leaving improperly at above mentioned locations.

In order to avoid any inconvenience, please arrange the packing materials to be taken away and stored by your own forwarder, or to be stored in a proper and safe location within your booth.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

通告(6) - 展覽會期間包裝物料之處理事宜

致各參展商：

感謝 貴司參加香港貿發局香港鐘表展以及國際名表薈萃 2024。

有鑒於香港會議展覽中心的鄭重聲明，今年展會內將會嚴厲執行有關違規放置包裝物料之規例。若發現於攤位內、橫樑上、靠近電力裝置或易燃物品等地方放有包裝物料，該攤位將不獲供電。

為免延誤 貴司佈置展位及開展的時間，展商有責任妥善處置所有包裝物料。請參展商將包裝物料儲存於攤位內的安全地方，或自行與運輸公司安排代為存放。

多謝合作！

香港貿發局

Circular (7) – Booth Cleaning (for custom-built booth)

This is to notify you that for **custom-built exhibitors**, your appointed Contractor should take full responsibility for daily cleaning (except carpet).

Should you have any cleaning request, please contact your appointed contractor directly

通告(7)– 攤位清潔(特裝參展)

特此通告。**特裝參展攤位**的所有清潔，應該由 貴司所聘用的承建商負責（地毯除外）

如展台需要清潔服務，請與貴司所聘用的承建商聯絡。

多謝合作！

Circular (8) - Construction Waste and Exhibit Sample Disposal
(For Standard Booth and Premium Booth Exhibitors)

This is to notify you that all the exhibits, packing materials, construction waste, wooden structure for display purpose, etc. have to be cleared by the relevant Contractor / Exhibitor before 10pm on 7 Sep.

Any exhibits, stand materials, publicity materials, the like of the exhibits left behind, etc. at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned.

Any above materials found in the exhibition halls, loading docks and fire exit areas at all Trade Fair Venues will be cleared without prior notice. are **HK\$8,000 (US\$1067) and HK\$75,000 (US\$10,000) or HK\$600 / US\$80 per sqm (whichever is higher) will be charged to the concerned Contractor/ Exhibitor and we reserve the right to decline the future participation of Hong Kong Watch & Clock Fair & Salon de TIME of the concerned Exhibitor.**

All deposits will be refunded within **THREE** months after conclusion of the Fair if their exhibition sites are, from the Organiser's view, clear of damage to the exhibition hall and all disposals are cleared according to the time schedule of the Organiser and without violating the conditions.

通告(8)-棄置建築廢料及展品
(標準/特級參展商)

承建商及參展商的展品、包裝材料、施工物料、展櫃、攤位裝飾物料等，必須於撤館日，即 9 月 7 日下午 10 時前撤走，有關物料一律不得棄置在任何展覽會會場之展覽地點、卸貨區及走火通道範圍內。

任何遺留在展覽場地的參展商展品、攤位物料或宣傳品等均被視作棄置物，主辦機構將予以清理，費用一概由有關參展商承擔。

特此通告。本局將會向有關承建商或參展商追討 8,000 港元（1067 美元）及 75,000 港元（10,000 美元）或 每平方米 600 港元（80 美元）（以較高者為準）及有權不接受該參展商往後香港鐘表展以及國際名表薈萃之申請。

假若主辦機構認為攤位已在大會指定時間內，妥當清理、裝置並無任何損壞，按金將於展覽會結束後 3 個月內退回。

多謝合作

Circular (9) – Reminder on Move-in & Move-out Schedule and
Rate of Overtime Charge for Move-in & Move out

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong Watch & Clock 2024 & Salon de TIME 2024:

Move-in / Move-out	Date / Time
Booth Construction for Custom-built Participation (for Contractors only)	1 Sep 9:00am – 10:00pm
	2 Sep 9:00am – 12:00noon
Booth Decoration (for Exhibitors)	2 Sep 10:00am – 8:00pm
Booth Dismantling (including Additional Lighting)	7 Sep 8:00pm – 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 1 & 2 Sep 2024) and move-out day (i.e. 7 Sep 2024), they shall pay to the Organizer the overtime penalty claimed by HKCEC against the Organizer as follows:

- I) **Charges or Overtime Move-in***, i.e. work after 12:00 midnight on 1 and 2 Sep 2024, will be calculated in accordance with the booth area assigned, regardless of its location:

Booth Area	Overtime Charge (per hour)
20sqm or Below	HKD2,900 / hr
Exceeding 21sqm to 50sqm	HKD4,200 / hr
Exceeding 51sqm to 100sqm	HKD5,650 / hr
Exceeding 101sqm to 500sqm	HKD6,900 / hr

- II) **Charges for Overtime Move-out***, i.e. work after 12:00 midnight on 7 Sep 2024, will be calculated according to its exact booth location :

Location	Stand dismantling From 0001 hrs	Stand dismantling/ Waste clearing From 0301 hrs
Hall 1A, 1B, 1C, 1E, 3C or 3E	HKD 28,900/hr	HKD 57,800/hr
Hall 1D, 3D	HKD 20,850/hr	HKD 41,700/hr
Hall 3B	HKD 24,050/hr	HKD 48,100/hr
Hall 3F, 3G, 5F, 5G	HKD 30,550/hr	HKD 61,100/hr
Hall 5B+C	HKD 52,050/hr	HKD 104,100/hr
Hall 5D	HKD 8,150/hr	HKD 16,300/hr
Hall 5E	HKD 31,350/hr	HKD 62,700/hr
Grand Hall	HKD 30,600/hr	HKD 61,200/hr
Grand Foyer	HKD 16,550/hr	HKD 33,100/hr
Convention Hall A, C	HKD 4,150/hr	HKD 8,300/hr
Convention Hall B	HKD 6,050/hr	HKD 12,100/hr
Convention Foyer	HKD 13,750/hr	HKD 27,500/hr
Theatre Foyer	HKD 3,650/hr	HKD 7,300/hr

* The charge for overtime is subject to HKCEC's final decision. Finally, **please complete your jobs on time so as to avoid unnecessary penalties.**

通告(9)–有關進館及撤館時間及進場/離場超租場收費

敬請留意以下「香港貿發局香港鐘表展以及國際名表薈萃 2024」之進場及離場時間:

進場及離場	日期 / 時間
特裝參展用戶攤位搭建(只限承建商)	9 月 1 日 上午 9 時至晚上 10 時 9 月 2 日 上午 9 時至中午 12 時
攤位布置(參展商)	9 月 2 日 上午 10 時至下午 8 時
攤位拆卸(包括照明裝置)	9 月 7 日 晚上 8 時至午夜 12 時

假若貴 參展公司或其委託之承建商於進場日(即 2024 年 9 月 1 及 2 日)及離場日(即 2024 年 9 月 7 日)午夜 12 時後進行工作, 必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的租場收費:

I) **進場超時租場收費***(即於 2024 年 9 月 1 及 2 日午夜 12 時後進行工作), 將按攤位面積計算, 與其位置無關:

攤位面積	超時租場費用(按每小時計算)
20 平方米或以下	每小時 2,900 港元
21 平方米 - 50 平方米	每小時 4,200 港元
超越 51- 100 平方米	每小時 5,650 港元
超越 101 - 500 平方米	每小時 6,900 港元

II) **離場超時租場收費***(即於 2024 年 9 月 7 日午夜 12 時後進行工作), 將按攤位所在的展館位置計算:

攤位所在的展覽館	凌晨零時 1 分至 3 時工作超時租場收費 (按每小時計算)	凌晨 3 時 01 分後工作超時租場收費 (按每小時計算)
展覽廳 1A、1B、1C、1E、3C 或 3E	每小時 28,900 港元	每小時 57,800 港元
展覽廳 1D, 3D	每小時 20,850 港元	每小時 41,700 港元
展覽廳 3B	每小時 24,050 港元	每小時 48,100 港元
展覽廳 3F, 3G, 5F, 5G	每小時 30,550 港元	每小時 61,100 港元
展覽廳 5B+C	每小時 52,050 港元	每小時 104,100 港元
展覽廳 5D	每小時 8,150 港元	每小時 16,300 港元
展覽廳 5E	每小時 31,350 港元	每小時 62,700 港元
大會堂	每小時 30,600 港元	每小時 61,200 港元
大會堂前廳	每小時 16,550 港元	每小時 33,100 港元
會議廳 A 或 C	每小時 4,150 港元	每小時 8,300 港元
會議廳 B	每小時 6,050 港元	每小時 12,100 港元
會議廳前廳	每小時 13,750 港元	每小時 27,500 港元
演講廳前廳	每小時 3,650 港元	每小時 7,300 港元

* 香港會議展覽中心有最終決定權計算超時罰款額之收費。最後, 各參展商若準時完工, 則可免除不必要的罰款。多謝合作!

Circular (10) – Immigration Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he/she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

2. Exhibitors from Mainland China

Where Mainland China exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Mainland China authorities. For business visits, Mainland residents have to apply to the Public Security Bureau Office (PSBO) in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSBO will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Mainland China are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

3. Exhibitors from India

Under the policy of the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals are being implemented from 23 January 2017 onwards. Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

4. 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 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.

通告(10)-參展商須遵守的入境規例

1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作(無論受薪或非受薪)，亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

2. 中國內地參展商

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第1項所列的香港入境規例。

3. 來自印度參展商

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」於 2017 年 1 月 23 日開始實施。請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

4. 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。

Circular (11) – Subletting & Displaying Relevant Exhibits

We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. **Sub-letting**

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC trade fairs.

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

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

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

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

2. **Display relevant exhibits**

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

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

通告(11)-分租及展品類別

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

1. 分租

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) 容許其僱員招攬生意。

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

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

2. 展品類別

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。

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

**Circular (12) –Booth decoration and exhibits should be ready before the opening
of the fair & Receiving Buyers at HKTDC Fairs**

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of HK Watch & Clock Fair 2024 & Salon de TIME 2024 exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, 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.

The HKTDC, as the fair organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Council will carefully review the application for participation in future HKTDC events by that exhibitor and may have to take necessary actions.

通告(12)-開放攤位予買家參觀及參展商接待買家須知

準時開放攤位予買家參觀

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

參展商接待買家

鑒於以往在本局舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，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，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，香港貿發局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若本局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。

Circular (13) – Safety Regulation on the Use of Trolleys

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue.

All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m.

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.

For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

* Please note that there will be NO trolley rental service at the fairground.

通告(13) – 使用手推車安全細則

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。

所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

為免貨物於運送期從手推車上塌下，傷及他人，參展商不得運送體積超過 1 米 x 1 米 x 1 米之貨物。

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

* 請留意展覽會現場不設手推車租借服務。

Circular (14) 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 (on 7 September 2024, Hall1 :5:30pm; Hall 3 6pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist to move out early, the Organiser reserves the right to reject future applications of the exhibitor.

通告 (14) 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，不得於展覽最後一天指定結束時間（2024年9月7日1樓：下午5時30分；3樓：6時正）前將展品運走及開始收拾其攤位。敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

為進一步提高展覽會質素及避免同類事件發生，本展職員會於展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

Circular (15) Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory/ FairExpo

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 (15) 請小心處理由第三者(Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory/ FairExpo)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 (16) 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, Project Manager, Business Development [Tel: (852) 2240 5825 / Email: ailsa.kh.chu@hktdc.org]

Hong Kong Trade Development Council

通告 (16) 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，請與本局業務發展項目經理聯絡：

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 (17) 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 Abel Kwan at (852) 2240-5466. 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.

通告 (17) 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**金屬棚架。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 5466 與關先生聯絡。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

Circular (18) 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

通告 (18) 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 (19) Caution on Fraudulent Emails

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

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

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

Hong Kong Trade Development Council

通告 (19) 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。


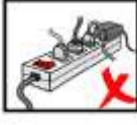


以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: +852 1830 668 並提供參展展會的名稱。

香港貿易發展局



Circular (20) - Attention to All Exhibitors 參展商請注意

Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket. HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture). 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit. 參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任，切勿超過負荷。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.
參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

Important circular (21)
Hong Kong Watch & Clock Fair 2024
&
Salon de TIME 2024
(3/9 - 7/9/2024)

To ensure that exhibitors can obtain the exhibitor badges before the show and save queuing time, we encourage exhibitors to redeem their e-badges as soon as possible.

為確保參展商於開展前能取得入場證，且節省排隊時間，本局鼓勵參展商盡快換領您的電子入場證。展商可根據以下簡單步驟換領電子入場證

Download HKTDC Marketplace apps 下載 HKTDC Marketplace 程式：

iOS: [HKTDC Marketplace on the App Store \(apple.com\)](https://apple.com)

Google Play: [HKTDC Marketplace - Apps on Google Play](https://google.com)

For Mainland China Android users 中國內地安卓手機下載專頁：

hktdc.com/web/empapp_download/android/index.html

ios

Android

For Mainland China Android users

中國內地安卓手機下載專頁：



1. Download **HKTDC Marketplace apps**

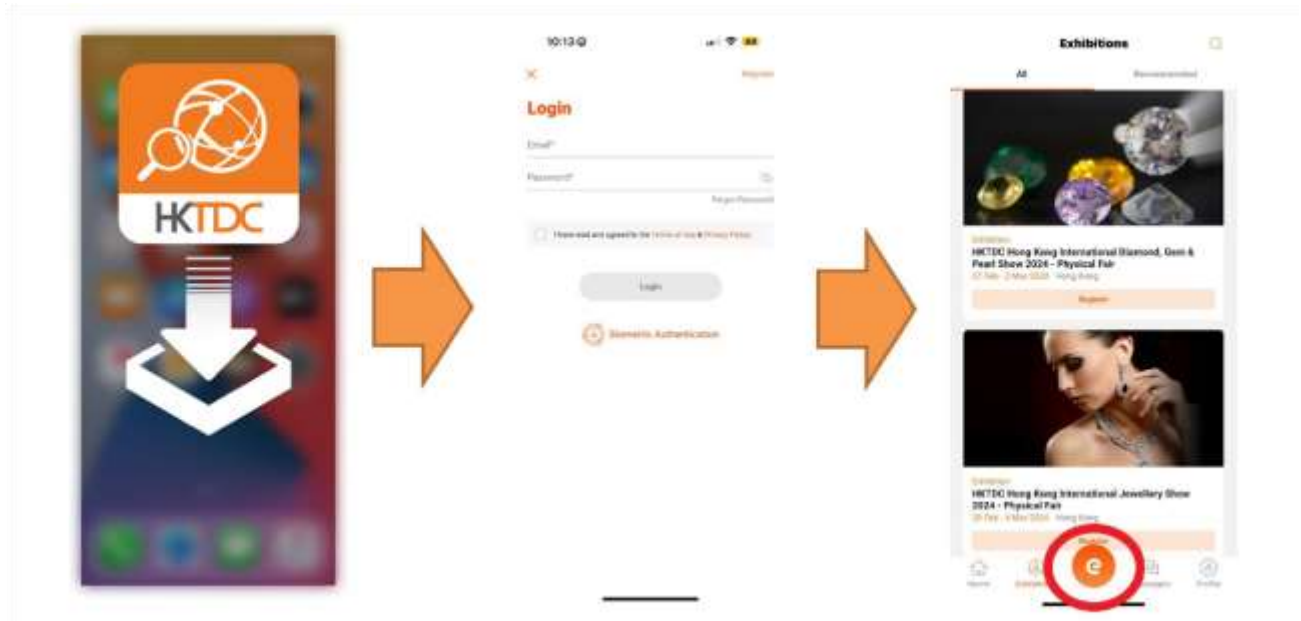
下載 **HKTDC Marketplace** 程式

2. Login with **your Exhibitor Account**

登入你的**參展商帳號**

3. Click the **e-Badge Button**

在主頁點擊**電子入場證**



4. Click **"Get Exhibitor e- Badge"**

然後點擊「**獲取參展商電子入場證**」

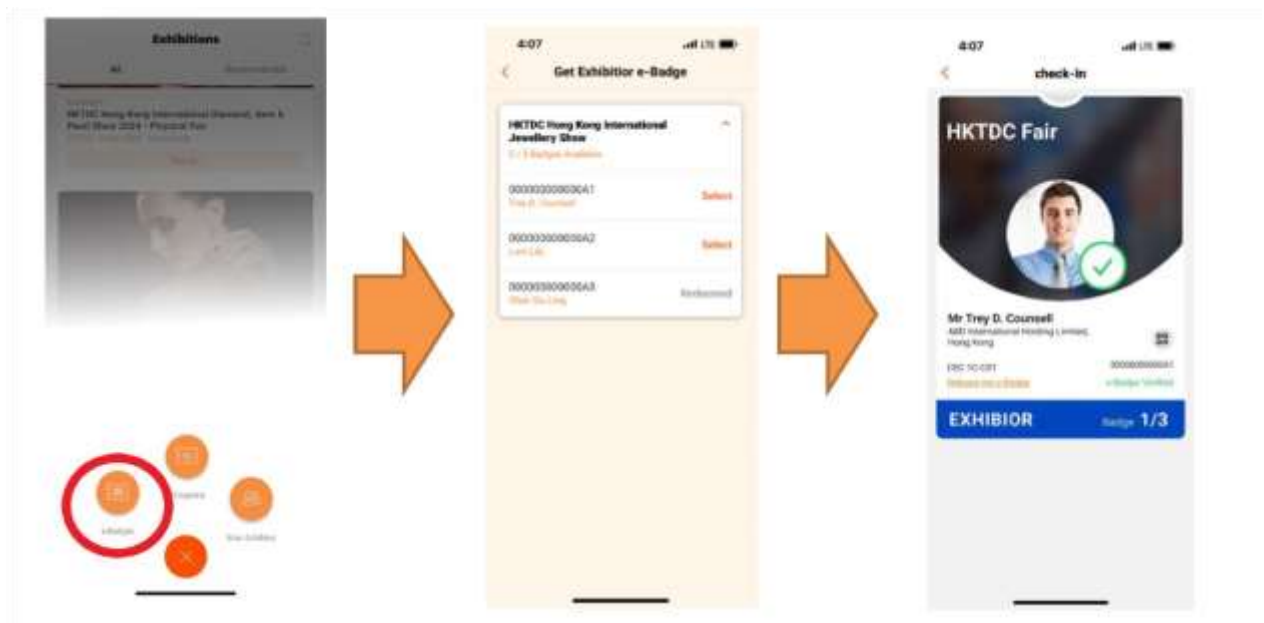
5. Select your **e-Badge**

選取你的**電子入場證**

6. You can access the fairs by the

verified e-Badge

憑已驗證的**電子入場證**入場



Circular (22) – Internet Access at the Fair

To ensure smooth Internet access during the fair period for business usage that requires **stable connection** (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, **exhibitors are advised to order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 5.2** in the “**Order Forms**”).

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and causal usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

通告(22)-展覽會連線上網安排

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器), 本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用, 避免依賴香港會議展覽中心提供之無線上網服務(申請程序請見「申請表格」內的表格 5.2)。

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗, 不穩定或緩慢等情況, 且若連線後停止瀏覽網頁超過 10 分鐘, 無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定地點提供免費寬頻服務, 為參展商及買家提供多一個上網的渠道。

Circular (23) Tropical Cyclones & Black Rainstorm Warning Arrangement & Extreme Conditions.

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8, Black Rainstorm Warning Signal and Extreme Condition is hoisted during the HKTDC Hong Kong Watch & Clock Fair.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

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

II. Prior to Opening Hours

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

III. During Opening Hours

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

B. Special Arrangements for Black Rainstorm Warning Signal**I. During Move-in, Move-out**

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

II. Prior to Opening Hours

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

III. During Opening Hours

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

C. Special Arrangements for Extreme Conditions

I. During Move-in, Move-out

1. If “Extreme Conditions” is announced during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

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

III. During Opening Hours

1. Once the Hong Kong Government issues a “Pre-Extreme Conditions” Announcement, giving advance notice to the public that “Extreme Conditions” will be announced during the fair’s opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the situation when “Extreme Conditions” is announced without a “Pre-Extreme Conditions” Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

D. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to point 70 and 72 under “Rules & Regulations”

E. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.

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 (23) 熱帶氣旋、黑色暴雨警告訊號或極端天氣下的安排

敬請各參展商留意，以下是熱帶氣旋襲港、黑色暴雨警告信號或極端情況發出後，主辦機構對香港貿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、極端情況下之特別安排

(一) 進館日、撤館日

1. 如「極端情況」於進館日及/或撤館日公布，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如「極端情況」於上午 8 時 30 分前公布，展覽會將暫時關閉。
2. 如「極端情況」於下午 2 時或之前取消，展覽會將會在「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在「極端情況」取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港政府發出「極端情況」預警提醒公眾「極端情況」將於展覽會進行期間公布，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 如「極端情況」在未有發出預警下公布，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

丁、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會規則第 70 及 72 條。

戊、其他注意事項

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

Circular (24) 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

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10





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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/chi/emf/emf_form.html



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



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填妥申請表格

Duly Completed Application Form

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

- 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

The screenshot shows a form with the following fields:

姓名 Name	Shareholder	A123456(7)
公司 Company	香港 Hong Kong	日期 Date
簽署人 Signature		1/3/2024

Below the signature field, it says: 簽署人姓名/公司名稱 (Please fill in appropriate)

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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

https://www.smefund.tid.gov.hk/zh/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登記證副本在背面貼上。
Please cut along the dotted line and display the valid business results registration certificate at business address.

有效商業登記證
BUSINESS REGISTRATION NO.

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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Source: Inland Revenue Department

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

4 本申報表的日期 Date to which this Return is Made Up

5 本申報表交付的財務報表所涵蓋的會計期
Period Covered by Financial Statements Delivered with this Form

6 註冊辦事處地址 Address of Registered Office

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有限公司
Limited
Company

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

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
(即商業登記冊的 Form 1(a)或 Form 1(c))

無限公司
Unlimited
Company

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)

Form 1(a)

樣本 SPECIMEN



Form 1(c)

樣本 SPECIMEN



Source: Inland Revenue Department

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

&

相關發票
Relevant Invoices

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

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會網站 Please refer to the EMF website for detailed address.



https://www.smefund.tid.gov.hk/zh_chi/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

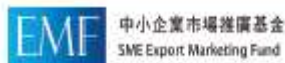
「中小企業市場推廣基金」科
“SME Export Marketing Fund Branch”

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://emftid.gov.hk/>



工業貿易署
Trade and Industry Department