

July 2026

Exhibitor Package for HKTDC Hong Kong Watch and Clock Fair 2026 and Salon de TIME 2026**香港貿發局香港鐘表展 2026 及 國際名表薈萃 2026 (參展商須知)**

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Watch and Clock Fair 2026** and **Salon de TIME 2026**. 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2026**及**國際名表薈萃 2026**，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

2026年7月

HKTDC Hong Kong Watch and Clock Fair and Salon de TIME 香港貿發局香港鐘表展 及 國際名表薈萃		
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Exhibitor Check-In Form

參展商進館登記表

Welcome to HKTDC Hong Kong Watch & Clock Fair 2026 & Salon de TIME 2026! 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 31 August 2026** for collecting the 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 2026 以及國際名表薈萃 2026。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(2026 年 8 月 31 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.hktcdc.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.

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.hktcdc.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.
And any other evidence that the Fair Legal Advisor may require depending on the specific facts of the case.*
3. 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以及其代理、代表、承包商和僱員 (包括但不限於所述各方的法律顧問) 的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用 (包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問) 採取任何法律行動、或提出任何索償或要求。

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。

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.hktdc.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.hktdc.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。
3. 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****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 Organisers reserve 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 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

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 (31 Aug) and move-out day (5 Sep) of the HKTDC Hong Kong Watch & Clock Fair & Salon de TIME 2026. 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 31 Aug 2026**. 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 (31 Aug) and throughout the exhibition period (1-5 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 31 Aug: **Offsite Mode: GF**
2. Move-Out Day 5 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



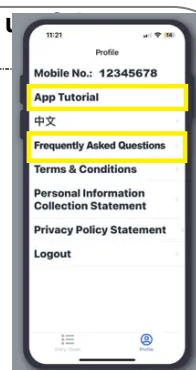
• "Go HKCEC" User Guide Video

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



• Browse App tutorial and other information on the App

- Click "Profile"
- Click "App Tutorial" and "Frequently Asked Questions"



"Go HKCEC" Hotline: 2582 7130

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 1 and 6 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

進館、撤館之交通安排及車輛許可證之使用須知

多謝各位參加香港貿發局香港鐘表展以及國際名表薈萃2026，本局將於上述展覽會之進館日（即8月31日）及撤館日（即9月5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 2026 年 8 月 31 日)及展覽期間(2026 年 9 月 1 日至 5 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 8月31日: **禁區打卡模式 (GF Mode)**
2. 撤館日 9月5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=zkuU3qEP7isA>



「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1及6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

於進館及撤館期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



Hong Kong

Watch & Clock Fair

香港鐘表展

45th



SALON de TIME

國際名表薈萃

E⁺PLUS



Hong Kong Trade Development Council 香港貿易發展局

38/F Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong

香港灣仔港灣道1號會展廣場辦公大樓38樓

Tel: (852) 1830 668 Fax: (852) 2824 0249

www.hktdc.com

HKTDC Hong Kong Watch & Clock Fair 2026

Salon de TIME 2026

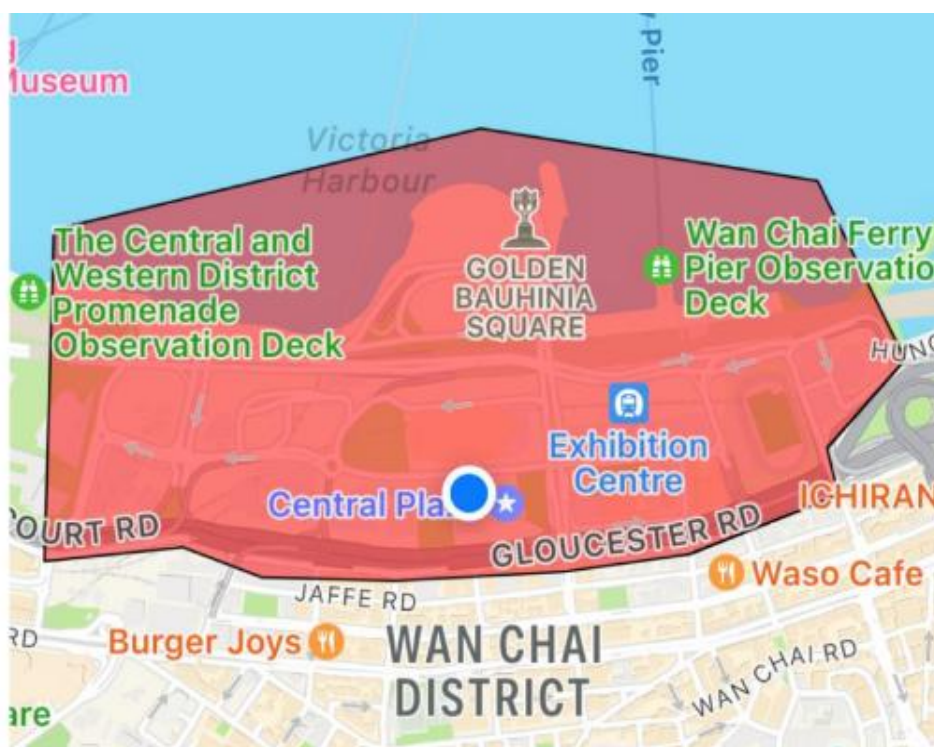
香港貿發局香港鐘表展 2026

國際名表薈萃 2026

(1 - 5 / 9 / 2026)

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

Exhibitors are reminded to take out sufficient and specific insurance for the exhibition participated to cover its displays, exhibits, stand fittings and fixtures against loss or damage, and shall produce such policy of insurance to the Organiser upon request. In general, the coverage of the insurance should also extend to booth setting, property during exhibition, inland transit, public liability and employees' compensation. Exhibitors are also advised to obtain comprehensive insurance coverage for the whole fair period, including move-in and move-out dates for the entire exhibition venue, as well as the storage area. Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "Rules and Regulations" in the Exhibitors' Manual.

Additionally, exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for work-related injuries to all their employees, regardless of the length of employment contract, work hours, or employment type (full-time, part-time, permanent, or temporary).

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

List of Insurers for Reference Only

All the insurers listed below covers **Hong Kong entities** only. For mainland and overseas exhibitors, please consult your local insurers.

This list is provided purely as a reference for exhibitors. It is not a must for exhibitors to use the service of any of the below insurers. Please feel free to contact other insurers or your insurance agent. The Hong Kong Trade Development Council is neither affiliated with nor compensated by any of the insurers. The Organiser assumes no responsibility for the competence or integrity of the insurers listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.

It will normally take around 2 to 3 weeks for an insurer to process and issue the required insurance policy. Exhibitors are advised to allow enough time to purchase the insurance well in advance before the fair starts.

Company Name: Allied World Assurance Company Limited
Contact Number: 852-3412 2688 (Mr Terence Tsang, insurer's agent representative)
Contact Email: terence.tsang@apexais.com.hk
Website: <http://www.awac.com>

Company Name: China Pacific Insurance Co.,(H.K.) Ltd.
Contact Number: 852-2137 7671 (Ms Priscilla Tam)
Contact Email: priscilla.tam@cpic.com.hk
Website: www.cpic.com.hk

Company Name: China Ping An Insurance (Hong Kong) Company Limited
Contact Number: 852-2827 1883
Website (online quotation platform): <https://www.pingan.com.hk/exhibition/insurance?lang=en>

Company Name: Concord Insurance Company Limited
Contact Number: 852-2156 1535 (Mr Daniel Ng)
Contact Email: danielng@concordinsurance.com.hk
Website (online quotation platform): <https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlsbTJSc2hDeENGUT09#/>

Company Name: Circle Asia Ltd
Contact Number: 852-3596 5160
Contact Email: info@circlesgroup.asia
Website: <https://www.circlesgroup.com/>

Company Name: Zurich Insurance Company Ltd
Contact Number: 852-2977 0222
Contact Email: smedirect@zurich-ia.com.hk
Website: www.zurich.com.hk

Hong Kong Trade Development Council

通告 5

保險

為避免損失，參展商應自行購買充分及特定的保險，投保範圍包括（但不限於）為其陳列品、展品及展台的損失或毀壞，倘若主辦機構要求，參展商須出示有關保單。一般而言，有關保單亦應涵蓋（但不限於）場地建設及清拆、展覽期間之財物、陸上運輸、公眾責任及勞工保險。投保範圍亦需涵蓋整個會場及存倉區域，並包括整個展期，連同進館日及撤館日。保險相關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 70.1 及 72 條，以及分項 3.15 中列明，敬請各參展商務必細閱。

參展商亦須遵守香港法例第 282 章《僱員補償條例》第 40 條，不論其僱員的僱傭合約或工作時間長短、全職或兼職、長期或臨時受僱，均需承擔其根據《僱員補償條例》及普通法就其所有僱員在工作期間受傷的責任。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

保險公司列表以供參考

以下所有保險公司只承保香港公司。請內地及海外參展商向當地保險公司查詢。

以下保險公司之資料只供參考用，參展商毋須一定聘請其中任何保險公司為其服務，可聯絡其他保險公司或其公司的保險代理人。香港貿發局與任何保險公司均無任何關係，亦不受其報酬。主辦機構對任何保險公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

保險公司一般情況需要約兩至三個星期處理和簽發有關保單，參展商應在展覽前預留充足時間購買保險。

公司名稱: 世聯保險有限公司

聯絡電話: 852-3412 2688 (保險公司代理人曾先生)

聯絡電郵: terence.tsang@apexais.com.hk

公司網頁: <https://awac.com/>

公司名稱: 中國太平洋保險(香港)有限公司

聯絡電話: 852-2137 7671 (譚小姐)

聯絡電郵: priscilla.tam@cpic.com.hk

公司網頁: www.cpic.com.hk

公司名稱: 中國平安保險(香港)有限公司

聯絡電話: 852-2827 1883

公司網頁 (網上投保平台): <https://www.pingan.com.hk/exhibition/insurance?lang=tc>

公司名稱: 合群保險有限公司

聯絡電話: 852-2156 1535 (吳先生)

聯絡電郵: danielng@concordinsurance.com.hk

公司網頁 (網上投保平台): <https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTIsbTJSc2hDeENGUT09#/>

公司名稱: Circle Asia Ltd

聯絡電話: 852-3596 5160

聯絡電郵: info@circlesgroup.asia

公司網頁: <https://www.circlesgroup.com/>

公司名稱: 蘇黎世保險有限公司

聯絡電話: 852-2977 0222

聯絡電郵: smedirect@zurich-ia.com.hk

公司網頁: www.zurich.com.hk

香港貿易發展局

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 2025.

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 2025。

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！

香港貿易發展局

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.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

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！

香港貿易發展局

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 5 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.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

通告 8

棄置建築廢料及展品 (標準/特級參展展商)

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 5 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！

香港貿易發展局

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 2026 & Salon de TIME 2026:

Move-in / Move-out	Date / Time
Booth Construction for Custom-built Participation (for Contractors only)	30 Aug 9:00am - 10:00pm 31 Aug 9:00am - 12:00noon
Booth Decoration (for Exhibitors)	31 Aug 10:00am - 8:00pm
Booth Dismantling (including Additional Lighting)	5 Sep 8:00pm - 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 31 Aug & 1 Sep 2025) and move-out day (i.e. 5 Sep 2026), 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 30 & 31 Aug 2026, 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 5 Sep 2026, 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	HKD 28,900/hr	HKD 57,800/hr
Hall 1D, 3D	HKD 20,850/hr	HKD 41,700/hr
Hall 3F& 3G	HKD 30,550/hr	HKD 61,100/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.**

Thank you for your kind co-operation.

Hong Kong Trade Development Council

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 2026」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)	8 月 30 日及 8 月 31 日上午 9 時至晚上 10 時
攤位布置(參展商)	8 月 31 日 上午 10 時至下午 8 時
攤位拆卸(包括照明裝置)	9 月 5 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 2026 年 8 月 30 日及 8 月 31 日)及離場日(即 2026 年 9 月 5 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 2026 年 8 月 30 日及 8 月 31 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 2025 年 9 月 6 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 或 1E	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 3F 或 3G	每小時 30,550 港元	每小時 61,100 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!

香港貿易發展局

1. Exhibitors from outside Hong Kong

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

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

2. Exhibitors from Chinese Mainland

Where 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

根據香港特別行政區(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.

Hong Kong Trade Development Council

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。

香港貿易發展局

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 fair, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

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.

Hong Kong Trade Development Council

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。

香港貿易發展局

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.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

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。

多謝合作！

香港貿易發展局

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 5 September 2026, 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，上述活動涉及的产品，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（2026年9月5日展覽廳1：下午5時30分；展覽廳3：6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

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 Manual 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/>

Hong Kong Trade Development Council

通告 15

請小心處理由第三者提供之推廣優惠

香港貿易發展局獲悉參展商曾接獲 Fair Guide (由 Construct Data 所擁有) 的邀請, 在其指南中刊登名錄, 費用由參展商負責。香港貿易發展局最近發現另外多家公司, 包括 Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有), Event Fair、AVRON、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。香港貿易發展局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 或 FairExpo 概與香港貿易發展局或本局的任何展覽完全無關。

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

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 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/>。

香港貿易發展局

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 do not hesitate to contact us.

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，請隨時與我們聯繫。

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.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

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

多謝合作！

香港貿易發展局

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。

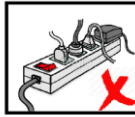
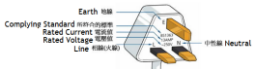
以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: +852 1830 668 並提供參展展會的名稱。

香港貿易發展局

Circular 20

Attention to All Exhibitors

Electricity Supply

 	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. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
	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).
	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.

Fair System & Furniture

	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.
	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.

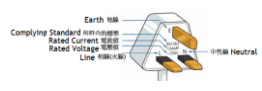
The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme

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.

通告 20

參展商請注意

電力供應

	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<u>單一</u>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。
	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)。
	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。

攤位結構及傢俱

	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。
	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。

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。

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。

Circular 通告 21

E-Badge for exhibitors and buyer 參展商及買家電子入場證

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. (available from August 2026)

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（2026年8月起可以換領）

HOW TO GET YOUR EXHIBITOR E-BADGE – Step-by-step Instructions

如何取得參展商電子入場證 – 詳細步驟說明

Video Instructions 教學短片：

Link 連結	English 英語	Cantonese 廣東話	Mandarin (YouTube) 普通話	Mandarin (Xiao e) 普通話 (小鵝通)
QR Code 二維碼				

HOW TO GET YOUR EXHIBITOR E-BADGE - Flow

如何取得參展商電子入場證 – 簡化程序

****Your Exhibitor Account is the one you used for booth application.**
****參展商登入帳戶為您於申請展位時使用的帳戶**



Exhibitor - Core Staff

(Administrator / 參展商 - 核心員工
 (公司代表 / 參展商登入帳戶持有人)
 Holder of the Exhibitor Account)

- 1 Download app
下載應用程式
- 2 Login exhibitor account
登入參展商帳戶
- 3 Manage exhibitor e-Badge
管理參展商入場證
- 4 Send QR Code to Other Staff
發送二維碼予其他員工



Exhibitor - Other Staff

(Staff who do not have the Exhibitor Account)
 參展商 - 其他員工
 (沒有參展商登入帳戶之員工)

- 1 Download app
下載應用程式
- 2 Scan redemption QR code
掃描領取入場證二維碼
- 3 Redeem exhibitor e-Badge
取得參展商電子入場證

HOW TO GET YOUR EXHIBITOR E-BADGE – Download HKTDC Marketplace App

如何取得參展商電子入場證 – 下載 HKTDC Marketplace 程式

Available in below app stores:

可於以下應用商店下載：



[Apple App Store](#)
(iOS)



[Google Play Store](#)
(Android)



[百度](#)



[360手机助手](#)



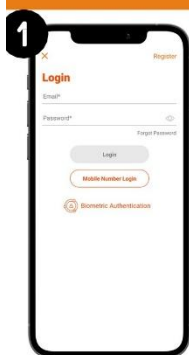
[华为应用商店](#)

(以上適用於中國內地安卓手機用戶)



CORE STAFF / ADMINISTRATOR - Login and Redeem e-Badge

核心員工 / 公司代表 – 登入並領取電子入場證

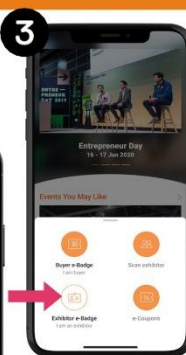


1 Login exhibitor account
登入參展商帳戶

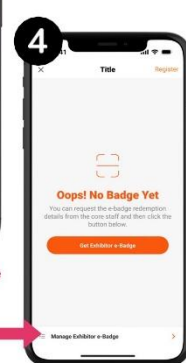
****Your Exhibitor Account is the one you used for booth application.**
****參展商登入帳戶為您於申請展位時使用的帳戶**



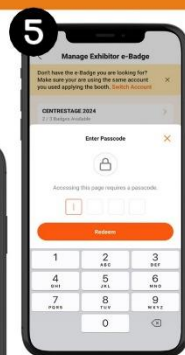
2 Click e-Badge button
點擊電子入場證



3 Click Exhibitor e-Badge
點擊參展商入場證

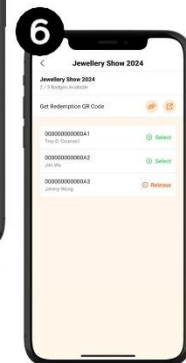


4 Click Manage Exhibitor e-Badge
點擊管理參展商入場證



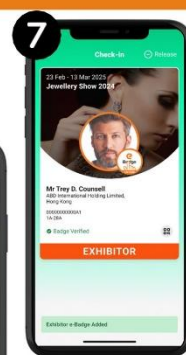
5 Input passcode (PIN)
輸入識別碼 (PIN)

****The passcode has been sent to your email used for booth application.**
****密碼已於較早前發送至您的電郵**



6 Select your own e-Badge
選擇自己的入場證

***Please note that each device (e.g. mobile phone) can only redeem one badge.**
***請注意：每台電子設備(如手機)只能兌換一個工作證。**



7 You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場

Hall Admission
入場



CORE STAFF / ADMINISTRATOR – Manage or Share Redemption QR Code to Other Staff

核心員工 / 公司代表 – 管理或分享領取入場證的二維碼予其他員工

1

Click e-Badge button
點擊電子入場證

2

Click Exhibitor e-Badge
點擊參展商入場證

3

Click Manage Exhibitor e-Badge
點擊管理參展商入場證

Two options to share the redemption QR code to other staff:
透過以下兩個途徑分享領取入場證的二維碼予其他員工：

Option 1 方法一
Copy the link of redemption QR code web page
複製領取入場證網頁的網址

Option 2 方法二
Open the link of redemption QR code web page
打開領取入場證網頁的網址

Take screenshot of this page
截圖此頁

Manage Exhibitor e-Badge
管理參展商電子入場證
Release e-Badge from the redeemed user / device.
Then the badge will become available again.
回收入場證：入場證會從現時用戶中移除，該入場證可以讓其他用戶重新領取

Other staff would also need to enter the PIN when downloading the e-badge, please send it separately to them.
**其他員工下載入場證時亦需要輸入識別碼(PIN)，請單獨發送予他們。

OTHER STAFF - Login and Redeem e-Badge

其他員工 – 登入並領取電子入場證

Option 1: Open redemption web page link

方法一：打開領取入場證網頁的網址

1

Open the link of redemption QR code web page and click Get Exhibitor e-Badge
打開領取入場證網頁的網址並點擊領取電子入場證

2

Input passcode (PIN)
輸入識別碼 (PIN)

****Please obtain the PIN from your company's administrator**
**請向您的公司代表獲取識別碼(PIN)

3

Select your own e-Badge
選擇自己的入場證

***Please note that each device (e.g. mobile phone) can only redeem one badge.**
*請注意，每台電子設備(如手機)只能兌換一個工作證。

4

You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場

Hall Admission
入場



Hong Kong

Watch & Clock Fair

香港鐘表展

45th



SALON de TIME

國際名表薈萃

E⁺PLUS



Hong Kong Trade Development Council 香港貿易發展局

38/F Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong

香港灣仔港灣道1號會展廣場辦公大樓38樓

Tel: (852) 1830 668 Fax: (852) 2824 0249

www.hktdc.com

OTHER STAFF - Login and Redeem e-Badge

其他員工 – 登入並領取電子入場證

Option 2: Use QR Code

方法二：使用二維碼

1 Click e-Badge button
點擊電子入場證

2 Click Exhibitor e-Badge
點擊參展商入場證

3 Click Get Exhibitor e-Badge
點擊領取參展商入場證

4 Open camera to scan the redemption QR code in the link of redemption web page or import screenshot from album
打開相機掃描領取入場證網頁中的二維碼，或從相冊選擇二維碼的截圖

5 Input passcode (PIN)
輸入識別碼 (PIN)

6 Select your own e-Badge
選擇自己的人場證

7 You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場

Hall Admission
入場

****Please obtain the PIN from your company's administrator
請向您的公司代表獲取識別碼(PIN)

***Please note that each device (e.g. mobile phone) can only redeem one badge.
*請注意，每台電子設備 (如手機) 只能兌換一個工作證。**

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 casual 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.

Thank you for your attention.

Hong Kong Trade Development Council

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。

敬請注意。

香港貿易發展局

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 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 or in force at 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 Pre-No. 8 Special Announcement is **issued between 8:30am and 10:00am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued between 8:30am and 10:00am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply. Exhibitors who have arrived at the exhibition venue for booth decoration should leave as soon as possible.
3. 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.
4. 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 & Extreme Conditions

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or "Extreme Conditions" 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 or "Extreme Conditions" is **issued or in force before 8:30am**, the fair will remain **closed**.
2. If a Black Rainstorm Warning Signal or "Extreme Conditions" is **issued between 8:30am and 10:00am**, the fair will remain **closed**. Exhibitors will be encouraged to stay in the exhibition venue for their own safety.
3. If a Black Rainstorm Warning Signal or "Extreme Conditions" 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.
4. The fair, however, will remain **closed** if Black Rainstorm Warning Signal or "Extreme Conditions" 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.

^Under "extreme conditions" caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

C. 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"

D. 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 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 分前發出或生效**，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. 如八號預警於**上午 8 時 30 分至上午 10 時期間發出或生效**，展覽會將暫時**關閉**。在罕有情況下，如八號（或更高）熱帶氣旋警告信號在未有發出預警下於上午 8 時 30 分至上午 10 時期間懸掛，展覽會同樣暫時**關閉**。已到達會場佈置展位的參展商應盡快離開。
3. 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。
4. 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、黑色暴雨警告信號或「極端情況[^]」下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號或「極端情況」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或「極端情況」於上午 8 時 30 分前發出或生效，展覽會將暫時關閉。
2. 如黑色暴雨警告信號或「極端情況」於上午 8 時 30 分至上午 10 時期間發出或生效，展覽會將暫時關閉。已到達會場佈置展位的參展商應留在會場，以策安全。
3. 如黑色暴雨警告信號或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號或「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號或「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。
4. 若黑色暴雨警告信號或「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. 如黑色暴雨警告信號或「極端情況」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。

[^]如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況(包括公共運輸及其他範疇)，決定是否需要發出「極端情況」公布。

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

BUD Fund – “Easy BUD (applicable to Hong Kong local exhibitors only)”

Non-listed Hong Kong enterprises may apply for funding for undertaking projects of branding, upgrading and restructuring or promoting sales in the Chinese Mainland or economies under the Programme* Funding is provided up to 25% of costs for all BUD Fund applications, capped at HK\$150,000 for each “Easy BUD” application, and HK\$800,000 for each general application and each “E-commerce Easy” application#. The cumulative funding ceiling per enterprise under the BUD Fund (including “Easy BUD”, “E-commerce Easy” and general applications) is HK\$7 million.

** Effect from 15 June 2026, the geographical scope of funding support of the BUD Fund cover the following economies: the ten member states of the Association of Southeast Asian Nations (ASEAN) (comprising Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam), Australia, Chile, the four member states of the European Free Trade Association (i.e. Iceland, Liechtenstein, Norway and Switzerland), Georgia, Macao, New Zealand, Japan, Korea, Austria, Belgo-Luxembourg Economic Union, Canada, Denmark, Finland, France, Germany, Italy, Mexico, the Netherlands, Sweden, the United Kingdom, Kuwait, the United Arab Emirates, Türkiye, Bahrain, Peru and eight Belt and Road countries (Saudi Arabia, Bangladesh, Egypt, Hungary, Pakistan, Kazakhstan, Mongolia and Brazil) i.e. 47 economies in total.*

“E-commerce Easy” is applicable to the Chinese Mainland & Ten member states of ASEAN markets only

Hong Kong enterprises seeking information about eligibility and the scope of funding can visit the website of the BUD Fund (<https://www.bud.hkpc.org/>), or contact the Hong Kong Productivity Council, the Fund Implementer.

BUD Fund

Tel	(852) 2788 6088
Fax	(852) 3187 4525
Email	bud_sec@hkpc.org
Office hours	Monday to Friday from 9:00am to 6:00pm, except public holidays
Address	HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong (The BUD Fund Implementer)

通告 24

「BUD 專項基金」－申請易（只適用於香港本地展商）

香港非上市企業可為在中國內地、本計劃涵蓋的經濟體*推行的發展品牌、升級轉型、拓展營銷之項目申請資助，資助可高達項目總額 25%，每個「BUD 專項基金」- 申請易申請的資助上限為 15 萬港元，而每個「BUD 專項基金」一般申請及「BUD 專項基金」- 電商易#申請的資助上限則為 80 萬港元。每間企業於「BUD 專項基金」下的累計資助上限為 700 萬港元。

*由 2026 年 6 月 15 日起，「BUD 專項基金」其他經濟體計劃的資助地域範圍涵蓋以下的經濟體：東盟十國(包括文萊、柬埔寨、印尼、老撾、馬來西亞、緬甸、菲律賓、新加坡、泰國和越南)、澳洲、智利、歐洲自由貿易聯盟四國(包括冰島、列支敦士登、挪威和瑞士)、格魯吉亞、澳門、新西蘭、日本、韓國、奧地利、比利時-盧森堡經濟聯盟、加拿大、丹麥、芬蘭、法國、德國、意大利、墨西哥、荷蘭、瑞典、英國、科威特、阿拉伯聯合酋長國、土耳其、巴林、秘魯及八個包括「一帶一路」國家在內的經濟體(沙地阿拉伯、孟加拉國、埃及、匈牙利、巴基斯坦、哈薩克斯坦、蒙古和巴西)。

#「BUD 專項基金」- 電商易的資助地域範圍只涵蓋中國內地和東南亞國家聯盟十國。

如有興趣了解相關申請資格及資助範圍，可瀏覽「BUD 專項基金」網站(www.bud.hkpc.org)；或與基金執行機構——香港生產力促進局聯絡。

「BUD 專項基金」

電話 (852) 2788 6088

傳真 (852) 3187 4525

電郵 bud_sec@hkpc.org

辦公時間 星期一至星期五上午九時至下午六時，公眾假期除外

地址 九龍達之路 78 號生產力大樓「BUD 專項基金執行機構」

Circular 25

Statutory Requirement for Non-Hong Kong Precious Metals and Stones (non-HK PMS) Dealers to submit Cash Transaction Report to Hong Kong Customs

The regulatory regime for dealers in precious metals and stones has been implemented since 1 April 2023. As the organiser of the Show, HKTDC bears the obligation to remind exhibitors of the statutory requirement. For details of the regulatory regime, please refer to the information below.

- Leaflet 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_en.pdf
- Leaflet 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_en.pdf
- Info Video - https://www.youtube.com/watch?v=Puou_Kn3NDk

According to the statutory requirement, any "non-HK PMS dealer" who carries on a business in Hong Kong, must file a cash transaction report to Hong Kong Customs in respect of any cash transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 carried out by the dealer. The report must be given within one day after the transaction, or before the dealer or the person acting on behalf of the dealer leaves Hong Kong, whichever is earlier.

Non-HK PMS dealers can gain access to the online system by creating a non-Hong Kong user account following the steps illustrated in https://www.drs.customs.gov.hk/information/43_nonHongKongDealers

For enquiries, please contact Hong Kong Customs via hotlines at 3580 1483 (in Chinese) or 3580 1484 (in English), or email to dpms_enquiry@customs.gov.hk

通告 25

非香港貴金屬及寶石交易商提交現金交易報告的法定要求

貴金屬及寶石交易商監管制度已由 2023 年 4 月 1 日起實施。作為展會的主辦機構，我們有責任提醒有關監管制度，詳情請參閱以下資訊：

- 單張 1 – https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_tc.pdf
- 單張 2 – https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_tc.pdf
- 資訊短片 – <https://www.youtube.com/watch?v=kPQZoPsD7TM>

根據法例規定，任何「非香港貴金屬及寶石交易商」如在香港進行業務，須就任何總額為 12 萬或以上港元的現金交易（不論是支付或收取款項），向香港海關提交現金交易報告。有關現金交易報告須於交易後一日內，或在該交易商或代表該交易商行事的人離開香港前提交，以較早者為準。

現金交易報告表格載於以下連結 –

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%20Cash%20transaction%20report.pdf

非香港貴金屬及寶石交易商可透過網上系統建立帳戶，並按照示範步驟

(https://www.drs.customs.gov.hk/information/43_nonHongKongDealers) 提交現金交易報告。

如有查詢，請致電 3580 1483 (中文) / 3580 1484 (英文)，或電郵至 dpms_enquiry@customs.gov.hk，與香港海關聯絡。

Circular 26

Import & Export Clearance and Onsite Retail Sales at Salon de TIME

Import & Export Clearance

The Hong Kong Special Administrative Region (HKSAR) is a free port and does not levy any Customs tariff on imports and exports. There is also no tariff quota or surcharge, or value added and general services taxes.

Exhibitors are nevertheless required to comply with Hong Kong customs requirements by lodging an Import Declaration or, where applicable, importing exhibition goods under an ATA Carnet.

Import and Export Declaration:

<https://www.customs.gov.hk/en/service-enforcement-information/cargo-clearance/import-export-declaration/index.html>

ATA Carnet:

Exhibitors intending to import exhibits under an ATA Carnet should apply through the authorised ATA Carnet issuing body in their home country or region. As application procedures, fees, documentation requirements and processing timelines vary by country, exhibitors are advised to consult their local issuing authority for details and allow sufficient time for processing prior to shipment.

Exhibitors are advised to consult their freight forwarders or customs agents regarding the appropriate import procedure for their shipments.

Retail Sales Compliance

Retail sales are permitted during the exhibition, provided exhibitors comply with all applicable Hong Kong laws and regulations.

Non-Hong Kong resident exhibitors who intend to conduct retail sales at the fair are required to obtain the appropriate visa/permission for undertaking such activities in Hong Kong, or appoint a Hong Kong resident representative/helper to handle retail transactions on their behalf.

For your reference, a list of Temporary Staff Agencies is provided should you require local staffing support.

<https://www.hktdc.com/event/te/en/shared-contents/temporary-staff>

Should you have any questions, please feel free to contact us.

Hong Kong Trade Development Council

通告 26

進出口清關及國際名表薈萃現場零售須知

進出口清關

香港特別行政區是一個自由港。進口及出口貨物均毋須繳付任何關稅，亦無任何關稅配額或附加稅。

然而，參展商仍須遵守香港海關規定，辦理進出口報關（Import and Export Declaration），或在適用情況下使用 ATA Carnet（暫准進口證）辦理展品臨時進出口手續。

進出口報關（Import and Export Declaration）：

<https://www.customs.gov.hk/tc/service-enforcement-information/cargo-clearance/import-export-declaration/index.html>

ATA Carnet（暫准進口證）：

有意使用 ATA Carnet 辦理展品進口的參展商，應向其所在地國家 / 地區的 ATA Carnet 授權簽發機構提出申請。由於不同國家 / 地區的申請程序、收費、所需文件及處理時間均有所不同，建議參展商盡早向當地簽發機構查詢相關要求，並預留充足時間辦理申請及安排貨運。

我們亦建議參展商就貨物進出口安排諮詢其貨運代理或報關代理，以選擇最合適的清關方式。

現場零售合規要求：

展會期間允許進行零售銷售活動，惟參展商必須遵守所有適用的香港法例及規定。

非香港居民參展商如擬於展會期間進行零售活動，須自行申請及取得在香港從事相關活動所需的適當簽證 / 許可；或委任香港居民代表 / 工作人員代為處理零售交易。

如有需要聘請本地臨時工作人員，請參閱以下臨時人員服務機構名單：

<https://www.hktdc.com/event/te/tc/shared-contents/temporary-staff>

如有任何查詢，歡迎隨時與我們聯絡。

香港貿易發展局

Circular 27

Green Tips to Exhibitors

The following green tips are suggested for your participation at Fairs:

Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

Booth Operation

- To arrive the fairground by public transports or shuttle bus provided by the Organisers
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

通告 27

參展商綠色小貼士

在參與展覽的同時，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 儘量使用天然佈置材料，如植物
- 儘量使用節能照明產品，如節能燈泡及發光二極體照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 儘量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 儘量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 儘量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派髮膠袋、環保袋及減少產品包裝
- 儘量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可回收再用的廢物棄置會場內的回收箱
- 儘量減少郵寄印刷宣傳品予有興趣買家

Circular 28
Guidelines for Live Broadcasting

In view of the recent increasing demand for live broadcasting activities at the fairground, we would like to remind all exhibitors of the following guidelines to ensure smooth operations and a pleasant experience for all the participants during the Shows:

1. Unless authorized, all live broadcasting activities must be conducted within the exhibitor's own booth. HKTDC reserves the right to stop any activity that takes place outside the designated booth area or causes disturbances to neighbouring exhibitors.
2. Sound levels should be kept at a reasonable level at all times. Loud speakers are strictly prohibited. Shouting or creating excessive noise is strictly prohibited. Slandorous messages against other exhibitors and visitors are strictly prohibited.
3. Exhibitors are encouraged to set up their own KOL live broadcasting room or area within their booth. Alternatively, dedicated live broadcasting room at Mezzanine 4 of HKCEC is available for rental from HKTDC.

Your cooperation is essential in maintaining a professional environment for all exhibitors and buyers. Exhibitors are required to adhere to the onsite livestreaming activity guidelines outlined above.

Should you have any questions or require assistance in booking the live broadcasting room, please contact our Business Development

Thank you for your attention and support.

Name	Tel	Email
Mr Colin Lo (Hong Kong Watch & Clock Fair)	(852) 2240 5814	colin.hl.lo@hktdc.org
Ms Tiffany Yau (Salon de TIME)	(852) 2240 5825	tiffany.sk.yau@hktdc.org

Hong Kong Trade Development Council

通告 28
現場直播活動指引

鑒於近期參展商對直播活動的需求日益增長，本局謹提醒各展商遵守以下指引，以確保展會運作順暢，並為所有在場人士帶來愉快的與會體驗：

1. 所有直播活動須在參展商的展位範圍內進行（如獲大會許可除外），本局有權終止參展商在任何超出展位範圍或為其周邊展商帶來滋擾的直播活動。
2. 在直播期間的聲量應保持合理水平，嚴禁使用擴音設備或任何形式的大聲叫囂，以免影響周邊展商的正常業務洽談。另外，禁止向在場其他人士包括展商及入場人士，廣播任何中傷或惡意信息。
3. 本局強烈建議參展商在展位內自行安排為直播活動而設的直播室或區域，如因展位面積太細沒法安排，參展商可租用本局設於會展中心四樓「直播天地」的專屬直播室進行活動，以減低對其他參展商的滋擾。

述舉措旨在為參展商及買家締造專業的展會洽商環境。參展商必須遵守上述現場直播活動指引。

如需租用直播室或有任何疑問，請聯繫業務發展經理：

聯絡人	電話	電子郵件
盧雋霖先生（香港鐘表展）	(852) 2240 5814	colin.hl.lo@hktdc.org
尤淑君小姐（國際名表薈萃）	(852) 2240 5825	tiffany.sk.yau@hktdc.org

香港貿易發展局

Circular 29

Pre-order Meal Box Forms

Online meal box order is available for Exhibitors. Please advise the concerned parties to first select the Event 「HKTDC Hong Kong Watch & Clock Fair, Salon de TIME, CENTRESTAGE ; 香港貿發局香港鐘表展, 國際名表薈萃, 香港國際時尚匯展」 then input Password provided below in order to place the meal box order. Full payment must be made upon order.

Link: <https://preordermealbox.hkcec.com/>

Password: wc2026

Online order is available from now to 17 August 2026, order after deadline will not be accepted.

Exhibitor Dining Location: Green Dining Zone (Hall1C Café)**, Hall1C Café

**Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") is committed to sustainability, and strives to be at the forefront of a more sustainable event industry. To this end, HML has introduced a new "Green Dining Zone", to reduce the use of disposable utensils with a designated dining area that provides reusable utensils for organisers and exhibitors to enjoy their meals.

Those who have selected "**Green Dining Zone**" but wish to take away their order onsite, an additional HK\$3 per meal box will be charged with disposable utensils.

Onsite Catering Booth Order

Booth catering service to exhibitors is available now. If any exhibitors enquire for F&B services at their booth, please feel free to share the attached booth catering form to them for further processing.

BYOD In-booth dining service

BYOD In-booth dining service is available now. Besides pre-ordering the meal box through HKCEC Online platform, Exhibitors can also order the on-day meal box by scanning the below QR code and catering team will deliver to your booth directly.



參展商專享
EXHIBITOR EXCLUSIVE

餓了嗎？立即點餐
即日直送展位！
Are you hungry? Order now
Direct delivery to your booth!

上午11點前下單，
送罐裝飲品
Free canned drinks for
orders placed before 11am

請使用附餐碼或餐券
掃描點餐

憑券或餐券可獲贈送飲品 (只限第一份餐券) (憑券或餐券可獲贈送飲品)
憑券或餐券可獲贈送飲品 (只限第一份餐券) (憑券或餐券可獲贈送飲品)

查詢 Enquiries 2582 7337

通告 29

飯盒預訂專區

參展商現可使用網上預訂飯盒服務。請通知相關人員先選擇活動項目：「HKTDC Hong Kong Watch & Clock Fair, Salon de TIME, CENTRESTAGE; 香港貿發局香港鐘表展, 國際名表薈萃, 香港國際時尚匯展」, 然後輸入下方提供的密碼以進行飯盒訂購。訂購時必須全數付款

網址: <https://preordermealbox.hkcec.com/>

密碼: wc2026

網上訂購日期: 即日起至 2026 年 8 月 17 日, 逾期將不接受訂購。

參展商用膳地點: 綠色用膳區 (Hall 1C Café)、Hall 1C Café

香港會議展覽中心(管理)有限公司(簡稱「會展管理公司」)一直積極推動及加強展覽會議業界在舉辦活動時的環保措施。會展管理公司新增設的「綠色用膳區」, 為主辦機構及參展商提供可重用餐具, 減少使用即棄餐具。如顧客選擇「綠色用膳區」但需要改為外帶, 每個飯盒連同即棄餐具將收取港幣 3 元。

現場展位餐飲訂購

展位餐飲服務現已開放予參展商使用。如任何參展商查詢其展位的餐飲服務, 請隨時向他們發送隨附的展位餐飲表格以作進一步處理。

BYOD 展位內用膳服務

BYOD 展位內用膳服務現已推出。除了透過會展中心(HKCEC)網上平台預訂飯盒外, 參展商亦可掃描下方二維(QR code)訂購當日飯盒, 餐飲團隊將直接送遞至您的展位。



參展商專享
EXHIBITION EXCLUSIVE

餓了嗎? 立即點餐
即日直送展位!
Are you hungry? Order now
Direct delivery to your booth!

上午11點前下單, 即送飲品
Free canned drinks for orders placed before 11am

請使用展覽專用餐盒, 掃碼點餐
Scan and order with your exhibition QR

以餐館價計算餐費(含稅) (含餐前一盤飲品) (限外賣及外賣)
Menu prices are based on the exhibition period. Subject to 10% service charge. Prices in for collection only.

查詢 Enquiries 2582 7337

Circular 30

Parking Space Reservation Form

We are pleased to provide the Urban Parking Reservation details for the upcoming HKTDC Hong Kong Watch & Clock Fair and Salon de TIME 2026.

- Hong Kong Watch & Clock Fair : <https://www.hktdc.com/event/hkwatchfair/en>
- Salon de TIME : <https://www.hktdc.com/event/te/en>

Urban Parking Reservation

To reserve parking during the event period, please complete the online application form via the link below:

Link :

<https://forms.gle/TkRZ2JKeTNeU8xhs9>

QR Code :



Application is required to be submitted by 21st August. Reserving spaces are limited and on first-come first-served basis, late applications will not be accepted.

通告 30

預留車位訂購表格

為方便您參與即將於 2026 年 9 月 1 日至 5 日舉行的香港鐘表展及國際名表薈萃 2026，現提供泊車預約的相關資訊，敬請參閱以下內容：

- 香港鐘表展：<https://www.hktdc.com/event/hkwatchfair/en>
- 國際名表薈萃：<https://www.hktdc.com/event/te/en>

泊車預約詳情

請於截止日期前填寫以下網上表格以預約泊車：

連結：

<https://forms.gle/TkRZ2JKeTNeU8xhs9>

二維碼：

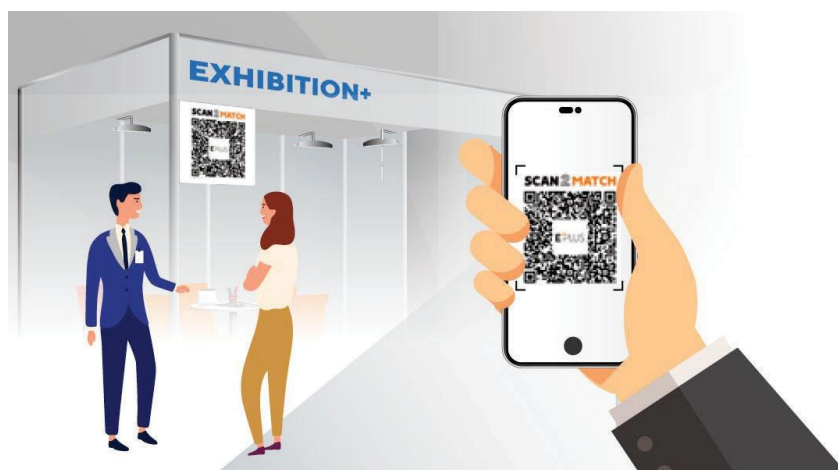


申請需於 8 月 21 日前遞交。預留申請，先到先得，額滿即止。

Circular 31

Join the Most Scanned Exhibitors Campaign

“Scan2Match” is one of the key components of the Exhibition Plus hybrid exhibition model, enabling buyers to stay connected with exhibitors online, allowing the sourcing journey to continue even after the fair period. To foster even stronger business connections between buyers and exhibitors, the “Most Scanned Exhibitors” campaign will be launched during Hong Kong Watch & Clock Fair, Salon de TIME to drive greater adoption and utilisation of the Scan2Match service.



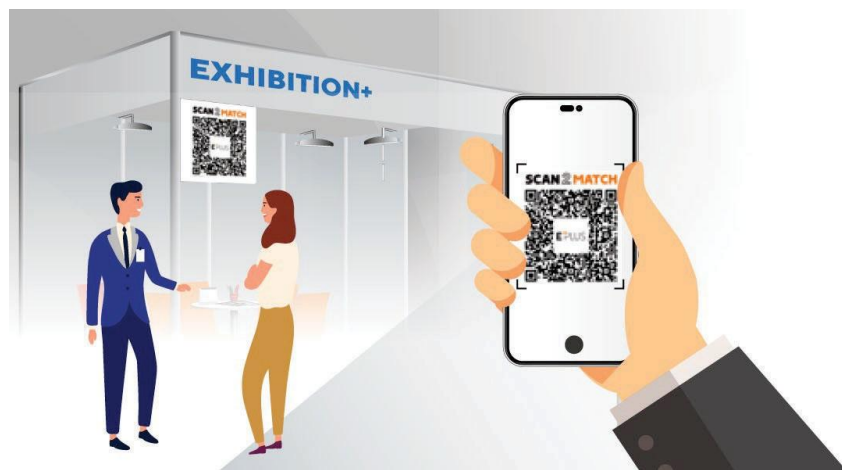
If you have the Scan2Match QR codes, display them at your booth and encourage buyers to scan them so that you can stay connected with the buyers even after the fair. The top 5 exhibitors with the most accumulated scans will enjoy FREE EXPOSURE daily* to highlight their achievements. The leaderboard will be displayed on digital screens, as well as on physical printed leaderboards located in various halls of the fairground. Additionally, it will be featured on our social media channels. Don't miss this chance to boost your exposure and business potential at the fair.

*The number of scans will be counted based on unique buyers. If a buyer scans an exhibitor more than once, it will only be counted as one scan. No campaign activities will be held on the last day of the fairs.

通告 31

參加「最多買家掃描的參展商」活動

「掃碼易」(Scan2Match) 是「展覽+」線上線下融合展覽模式的重要元素之一，讓買家能夠在線上與參展商保持聯繫，即使在實體展會後仍可繼續採購之旅。為了促進買家和參展商之間更緊密的業務聯繫，「最多買家掃描的參展商」活動將在香港鐘表展及國際名表薈萃舉行，以推動更多買家使用「掃碼易」服務。



請緊記在您的展位上展示「掃碼易」的二維碼，鼓勵買家掃描，即使展覽會結束後，您仍可以繼續與買家保持聯繫。累計的買家掃描次數最多的首 5 名參展商將每天獲得**免費宣傳機會***。參展商名單將於貿發局的社交媒體、場館內的電子屏幕及實體告示版上公布。不要錯過這個讓您在展會增加曝光率的好機會！把握「最多買家掃描的參展商」活動，連繫更多買家。

**掃描次數按每一買家計算，如買家對同一展商進行多次掃描，只會計算為一次掃描。展會最後一天將不會舉辦任何宣傳活動。*

Circular 32**Fast Action Scheme**

Starting from October 2006, the Customs and Excise Department (the "Customs") will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct a trial run of the "Fast Action Scheme" ("the Scheme") during local fairs. HKBPA represents 60 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 60 participating trade associations to join the Scheme.

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

The Scheme will be operated independently by the Customs and HKBPA, and it is not a substitute for the existing on-site intellectual property rights ("IPR") complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC's on-site IPR office for assistance in the same manner as at previous fairs.

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

Address : 1/F, CMA Building, 64-66 Connaught Road Central, Hong Kong

Tel : (852) 2543 1255

Fax : (852) 2544 2406

Website : www.hkbpa.org

Email : info@hkbpa.org

Exhibitors are also strongly advised to carefully scrutinize your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

If you have further questions regarding HKTDC's on-site IPR complaints procedure, please feel free to contact Mr. Colin Lo, Business Development Manager, Business Development [Tel: (852) 2240 5814/ Email: colin.hl.lo@hktdc.org].

通告 32

快速行動計劃

由 2006 年 10 月開始，香港海關〈海關〉將與「香港工商品牌保護陣線」〈「陣線」〉合作於展覽會試行「快速行動計劃」〈「計劃」〉。代表 60 個商會的「陣線」現誠意邀請各商會所屬之會員公司參與是項計劃。

參展商可預先向「陣線」登記其產品的品牌及版權資料，並於展覽會向前「陣線」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

「計劃」將由海關及「陣線」獨立運作，並不取代香港貿易發展局(香港貿發局)現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如往常親臨香港貿發局於場內之知識產權辦事處尋求協助。

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣線秘書處」聯絡：

地址：中環干諾道中 64-66 號香港中華廠商聯合會大廈 1 樓

電話：(852) 2543 1255

傳真：(852) 2544 2406

網址：www.hkbpa.org

電郵：info@hkbpa.org

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

如 貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局業務發展經理盧嵩霖先生聯絡（電話：(852) 2240 5814 / 電郵：colin.hl.lo@hktadc.org）。

Circular 33

Custom built Exhibitor for onsite use of electricity

-For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

-Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

-In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

-It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day**. For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

Exhibition Services, HKTDC

通告 33

特裝參展商注意事項 - 現場使用電力

-特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自備電燈及電器用品。

-參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

-按電力條例（第 406 章）電力（線路）規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

-特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部 上

Circular 34

Go HKCEC User Manual

Please refer to "E-Vehicle Permit Users Guide" for the guidelines of using Go HKCEC User Manual:

<https://www.hktcdc.com/event/hkwatchfair/en/circular?fairCode=hkwatchfair&locale=en>

通告 34

會展快運易手機應用程式使用手冊

請參閱「電子車證使用手冊」了解 Go HKCEC 使用手冊的相關指引：

<https://www.hktcdc.com/event/hkwatchfair/en/circular?fairCode=hkwatchfair&locale=en>

Circular 35

Scam Alert: Fraudulent Attendee/Visitor Lists of HKTDC Events

It has come to our attention that scammers are contacting our customers, purporting to offer them attendee/visitor lists of events organised by the HKTDC. There may be variations on the name of the events when the scammers contact the customers.

These scammers have no association with the HKTDC and the lists they offered to our customers are fraudulent. In fact, customer data protection is our top priority. The HKTDC does not sell attendee/visitor lists of our events nor does the HKTDC authorise any third party to sell our customer data.

While this kind of scam has become a common occurrence with large-scale events/conferences/exhibitions/trade fairs in recent years, the HKTDC takes this matter very seriously and has sent the scammers cease and desist letters.

In any event, when you receive an offer to sell you attendee/visitor lists of any events organised by the HKTDC, please do not respond.

通告 35

詐騙警示：虛假香港貿易發展局活動參加者及訪客名單

香港貿易發展局知悉近日有騙子聯繫本局客戶，兜售聲稱屬於本局舉辦活動的參加者及訪客名單。當騙子在聯繫本局客戶時，所提及的活動名稱可能會有所不同。

本局澄清，此類騙子與本局沒有任何關連，他們向本局客戶兜售的名單是虛假的。事實上，保護客戶資料是本局的首要任務。本局不會出售本局活動的參加者及訪客名單，也不會授權任何第三方出售本局的客戶資料。

雖然近年此類騙局在大型活動/會議/展覽/交易會中屢見不鮮，但本局非常重視此事，已向這些騙子發出停止和終止通知。

在任何情況下，當閣下收到聲稱出售本局舉辦任何活動參加者/訪客名單的邀約時，請勿回應。