

January 2017

Exhibitor Package for HKTDC Hong Kong Houseware Fair 2017

香港貿發局香港家庭用品展 2017 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2017**. 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家庭用品展2017。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

2017年1月

HKTDC Hong Kong Houseware Fair 2017 香港貿發局香港家庭用品展 2017				
Name 聯絡人		Tel 電話	Email 電子郵件	Fax 傳真
Miss Karen Wong	黃家詠小姐	(852) 2240 4609	karen.kw.wong@hktdc.org	(852) 2169 9577
Mr Ivan Ching	程瀚賢先生	(852) 2240 4059	ivan.hy.ching@hktdc.org	(852) 3746 6142
Mr Jeffrey Tang	鄧景支先生	(852) 2240 4215	jeffrey.kc.tang@hktdc.org	(852) 2169 9567
Mr Charles Leung	梁永星先生	(852) 2240 4601	charles.ws.leung@hktdc.org	(852) 3915 2479
Miss Kammy Lai	黎錦恩小姐	(852) 2240 4738	kammy.ky.lai@hktdc.org	(852) 2169 9749

World of Building and Hardware 2017 建築及五金世界 2017				
Name 聯絡人		Tel 電話	Email 電子郵件	Fax 傳真
Miss Kristie Sun	孫翠敏小姐	(852) 2240 4613	kristie.cm.sun@hktdc.org	(852) 3521 3235
Miss Kerry Lui	呂嘉琪小姐	(852) 2240 4625	kerry.kk.lui@hktdc.org	(852) 3521 3121

Download Exhibitors' Manual and Order Form from the Fair Website

於大會網頁下載參展商手冊及申請表格

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:

參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下：

<p>Exhibitors' Manual 參展商手冊: http://hkhousewarefair.hktdc.com/manual/manual.htm</p> <p>Order Forms* 額外設施及服務申請表格*: http://hkhousewarefair.hktdc.com/manual/order.htm</p> <p><i>(Remarks: Hardcopy will NOT be distributed 備註: 本年度將不會派發印刷本)</i></p>	<p>Order Form Submission Deadline 申請表截止日期</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Additional Facilities & Services 額外設施及服務 9 / 3 / 2017</td> </tr> <tr> <td style="text-align: center;">Advertising & Promotion 廣告及推廣項目 3 / 3 / 2017</td> </tr> </table>	Additional Facilities & Services 額外設施及服務 9 / 3 / 2017	Advertising & Promotion 廣告及推廣項目 3 / 3 / 2017
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Advertising & Promotion 廣告及推廣項目 3 / 3 / 2017			

* **Note:** Kindly be reminded to submit the orders of additional facilities & services before the application deadline as indicated on the order forms.

* **注意:** 煩請留意申請各項額外設施或服務的截止日期，並於該日期前辦妥申請手續。

The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
20-22 April 2017 2017年4月20-22日	9:30am-6:30pm 上午9時30分至下午6時30分	9:00am-6:00pm 上午9時正至下午6時正
23 April 2017 2017年4月23日	9:30am-5:00pm 上午9時30分至下午5時正	9:00am-3:30pm 上午9時正至下午3時30分

- * **Note:** 1. Exhibitor badges, vehicle permit for move-in and move-out will be sent separately later.
2. For trade only. Person under 18 will be not admitted.
- * **注意:** 1. 參展商工作證、進館及撤館車輛許可證會稍後寄給各參展商。
2. 只供 18 歲或以上人士進場。

Item 資料項目		Index 索引
1	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Appendix 1 附件 1
2	Special Measures on Intellectual Property Protection and Exhibitors' Brief (attached with the Reply Slip - Briefing for Exhibitors) 有關保護知識產權問題的措施及參展商須知 (附上展覽簡介會回條)	Appendix 2 附件 2
3	Storage of Packing Materials during fair period 展覽會期間包裝物料之處理事宜	Circular 1 通告 1
4	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	Circular 2 通告 2
5	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 3 通告 3
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9	Immigration Regulations to be Observed and Followed by Exhibitors (NEW) 參展商須遵守的人境規例 (新入境安排)	Circular 7 通告 7
10	Important Exhibition Regulations 展覽會重要規則	Circular 8 通告 8
11	Free Wireless LAN Service 免費無線上網服務	Circular 9 通告 9

To : Hong Kong Trade Development Council
Attn : Ms Phillis Tsang
Fax : (852) 2169 9196

From (Exhibitor Name): _____

HKTDC Hong Kong Houseware Fair 香港貿發局香港家庭用品展
(20-23 / 4 / 2017)

Buyers Nomination Form for Incentive Programmes 買家專享贊助推薦計劃

截止日期 Submission Deadline

24 / 3 / 2017

買家資料 Information of Nominated Buyer

公司名稱
Name of Company: _____

買家姓名 (先生/小姐)
Name of Person: Mr. / Ms. _____

職位 Position: _____

公司地址 Address: _____

國家 Country: _____ 郵編 Postal Code: _____

電話 Tel: _____ 傳真 Fax: _____

電子郵件 E-mail: _____

網址 Web-site: _____

公司業務 Nature of Business: _____ (Wholesaler, Importer, Buying Agent, Distributor, Retailer etc.?)

請復印此表格作更多買家提名。本局保留最終選擇權利。如有查詢，請致電 (852) 2240 4603 與曾競妍小姐聯絡。

Please copy this nomination form for nominating more buyers. Priority of hotel sponsorship is subject to sole discretion of the HKTDC. For further queries, please contact Ms Phillis Tsang at Tel: (852) 2240 4603.

Appendix 1: Buyer Nominations for Incentive Programmes

Thank you very much for your support to the coming HKTDC Hong Kong Houseware Fair 2017. To encourage the participation of more buyers from around the world, we are offering hotel sponsorship program for selected overseas buyers to visit our fair.

In this regard, you are invited to nominate buyers for our selection. We shall give nominators due credit when extending the offer to the selected buyers. Meanwhile, we shall advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by **24 March 2017**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show. If you have any questions, please do not hesitate to contact Ms Phillis Tsang [Tel: (852) 2240 4603; Fax: (852) 2169 9196].

Yours faithfully,

Hong Kong Trade Development Council

附件 1: 買家專享贊助推薦計劃

致各參展商：

感謝 貴公司對香港貿發局香港家庭用品展 2017 的支持。為了吸引更多海外買家到場與 貴司洽談業務，我們將提供香港的 酒店贊助 予被挑選的買家。因此，誠邀閣下提名合適的買家。被揀選的買家，將會收到列出提名公司名稱的邀請函，同時，我們亦會通知 貴公司提名的結果。我們保留最終選擇權利。

為了給予我們充足的時間安排，請閣下填妥買家推薦表格，並於 **2017 年 3 月 24 日前** 傳真給我們。我們將繼續以 貴司的利益為依歸，務求利用展覽會為 貴司締造一個具效益、高增值的宣傳渠道。詳情請電 (852) 2240 4603 或 傳真至(852) 2169 9196 與曾競妍小姐洽。

祝 展出成功!

香港貿易發展局

Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

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 legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors ("**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 TDC Fair Officials and the Legal Advisors engaged by TDC.
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 Advisors are 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 and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow TDC to immediately take 3 photographs of the product or material in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC, 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 TDC and allowed TDC 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 TDC 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 TDC shall, in addition, be entitled to immediately terminate the Exhibitor's 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 any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC 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 Legal Advisors:
- 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, or any service supplied or offered to be supplied to a consumer;
- (ii) supplies or offers to supply any goods, or any services to consumers, 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.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) 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 and Ownership of Intellectual Property Rights

A. Copyright

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

OR

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

1. date and place that the 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;
5. **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
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

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

B. Trade Mark

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

C. Registered Design

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

D. Patent

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

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

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

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

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

1. Intellectual Property Rights (IPR) Inspection Team

Same as previous years, an IPR inspection team will be appointed by the HKTDC to inspect on-site products displayed by the Exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking Exhibitors to remove any exhibits which are suspected to be infringing items.

2. Fair Legal Advisor

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

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

Encl. Exhibitor' Brief

Hong Kong Trade Development Council

附件 2: 有關保護知識產權問題的措施及參展商須知

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

大會將會在展覽會期間實行兩項保護知識產權的措施：

1. 知識產權檢察小組

由主辦機構成立的知識產權檢察小組，將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品，展商必須遵從大會規定，立刻把展品收回。

2. 駐場法律顧問

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

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

附件：參展商須知
香港貿易發展局

January 2017

Exhibitors' Manual and Additional Facilities Order Forms

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2017**.

Please note that the additional order forms and exhibitor manual have been uploaded to our fair website. Please submit the additional facilities application on or before **9 March 2017**, there is 20% surcharge for late order received after 9 March 2017 and 30% surcharge for late order received after 6 April 2017.

From 2014, exhibitors are allowed to submit the additional facilities order through Exhibitor Online Platform. For registered user of "Exhibitor online Platform" (EOP), please submit the additional facilities order by logging in your account in MyHKTDC at www.hktdc.com. For non-registered user, please go to below link for additional order form(s) and booth layout plan:

Download Exhibitors' Manual and Order Form from the Fair Website

Additional Facilities Order form:

<http://hkhousewarefair.hktdc.com/manual/order.htm>

Exhibitors' Manual:

<http://hkhousewarefair.hktdc.com/manual/manual.htm>

If you have any queries regarding the booth facilities, please free feel to contact our Exhibition Service department as below:

Booth Location	Contact	Telephone	Email
Hall 1AA - AF	Ms. Kendy Law	(852) 2240-5477	kendy.py.law@hktdc.org
Hall 1BA - EF	Mr. Don Chan	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 1 Concourse	Mr. Don Chan	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 3CA - DF	Ms. Apple Yu	(852) 2240-5494	apple.ks.yu@hktdc.org
Hall 3EA - EF	Ms. Kendy Law	(852) 2240-5477	kendy.py.law@hktdc.org
Hall 3 Concourse	Ms. Kristy Wong	(852) 2240-5475	kristy.cs.wong@hktdc.org
Hall 3F - G	Ms. Kristy Wong	(852) 2240-5475	kristy.cs.wong@hktdc.org
Hall 5B - E	Mr. Ivan Fu	(852) 2240-5458	ivan.kh.fu@hktdc.org
Hall 5 Concourse	Mr. Ivan Fu	(852) 2240-5458	ivan.kh.fu@hktdc.org
General Enquiries		(852) 2240-5499	hkhf.es@hktdc.org

*** Note: Kindly be reminded to submit the orders of additional facilities & services before the application deadline as indicated on the order forms with payment. On-site orders may not be entertained due to limited man power or stock.**

The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

May we take this opportunity to wish you good business at the Fair!

Hong Kong Trade Development Council

參展商手冊及額外設施申請表格

各位參展商：

感謝 貴公司參加香港貿發局香港家庭用品展2017。

參展商手冊及額外設施及服務申請表格現已上載到展會網站，額外設施或服務的截止申請日期為**2017年3月9日**，請於該日期前辦妥手續。2017年3月9日後提交之申請須加收額外20%附加費；2017年4月6日後提交之申請須加收額外30%附加費。

由 2014 年起，參展商必須透過「參展一站通」提交額外設施或服務申請。已登記「參展一站通」(EOP) 的用戶，可以透過登入貴公司於 www.hktdc.com 「我的 HKTDC」帳戶，於網上遞交額外設施申請。沒有登記帳戶的參展商，煩請於下列網址下載申請表格及攤位規格圖：

於大會網頁下載參展商手冊及申請表格

額外設施及服務申請表

<http://hkhousewarefair.hktdc.com/manual/order.htm>

參展商手冊

<http://hkhousewarefair.hktdc.com/manual/manual.htm>

如 貴司對攤位規格及設施有任何疑問，歡迎致電本局之展覽服務部向以下同事聯絡：

攤位位置	聯絡人	電話	電郵
展覽館1AA - AF	羅小姐	(852) 2240-5477	kendy.py.law@hktdc.org
展覽館1BA - EF	陳先生	(852) 2240-5479	don.kw.chan@hktdc.org
展覽館1大堂走廊	陳先生	(852) 2240-5479	don.kw.chan@hktdc.org
展覽館3CA - DF	余小姐	(852) 2240-5494	apple.ks.yu@hktdc.org
展覽館3EA - EF	羅小姐	(852) 2240-5477	kendy.py.law@hktdc.org
展覽館3大堂走廊	黃小姐	(852) 2240-5475	kristy.cs.wong@hktdc.org
展覽館3F - G	黃小姐	(852) 2240-5475	kristy.cs.wong@hktdc.org
展覽館5B - E	傅先生	(852) 2240-5458	ivan.kh.fu@hktdc.org
展覽館5大堂走廊	傅先生	(852) 2240-5458	ivan.kh.fu@hktdc.org
一般查詢		(852) 2240-5499	hkfh.es@hktdc.org

* 注意：煩請留意申請各項額外設施或服務的截止日期，並於該日期前辦妥申請及付款手續。由於人力及物資有限，現場之臨時後加申請將可能不被接納。

參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

預祝 展出成功！

香港貿易發展局 謹啟

2017年1月

Circular (1) Storage of Packing Materials during fair period

Dear Exhibitor,

Thank you very much for your participation in the HKTDC Hong Kong Houseware Fair.

For safety reason, placing packaging materials, such as carton box, wooden box and plastic bag, above the ceiling, near the power sockets, lighting exhibits and any public area is strongly prohibited.

All packing materials which placed at inappropriate area should be removed immediately. If there is any fire accident, damage or booth collapse resulted from improper placement of packing materials, the Organiser reserves the right to claim at the expense of the exhibitor for any damages.

Any materials found leaving improperly will be removed or destroyed without further notice. The Organiser will not responsible for any loss and claim on all disposed items arose from the violation of conditions, rules and regulations by the Exhibitor/Contractor.

Hong Kong Trade Development Council

通告 (1) 展覽會期間包裝物料之處理事宜

致各參展商:

首先，本局十分感謝 貴司參加香港貿發局香港家庭用品展。

為安全起見，於展會期間參展商應妥善安排所有包裝物料，例如紙箱、木箱、塑料包裝材料等，不可存放於攤位橫樑上或靠近電力裝置、射燈及燈飾展品的地方，及隨意棄置於攤位外。此舉會構成危險，引致火災及攤位倒塌，主辦機構將保留追究之權利。請參展商妥善處置所有包裝物料，否則主辦機構將代為處理，不予發還。

香港貿易發展局

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

It has come to the Organiser's attention that Fair Guide (owned by Construct Data), Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") and Event Fair - The Exhibitors Index have sent invitations to exhibitors inviting them to update or correct their data with their fair directories. The Organiser would like to stress that neither the Fair Guide, the Expo Guide nor the Event Fair has any connection with the Organiser 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. 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 has 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 and Commercial Online Manuals 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 Organiser do not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals and/or and Event Fair. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals and/or and Event Fair, you should notify Construct Data, Commercial Online Manuals and/or and Event Fair 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, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

通告 (2) 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair)提供之推廣優惠

主辦機構注意到 Fair Guide (由 Construct Data 所擁有)、Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有) 和 Event Fair - The Exhibitors Index 向參展商發出邀請，讓參展商更新或更正於他們的展覽名錄內刊登之參展商資料。

香港貿發局特此澄清及重申: Fair Guide、Expo Guide 和 Event Fair 概與主辦機構或主辦機構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。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 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 與 Commercial Online Manuals 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。主辦機構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。

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals 及/或 Event Fair 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual 及/或 Event Fair 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals 及/或 Event Fair 指出基于錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

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

<http://www.ufi.org/industry-resources/warning-construct-data/>。

Circular (3) Caution on Rental of Credit Card Payment Terminals

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Houseware Fair 2017.

Should you have any questions, please contact:

Ms. Karen Wong, Exhibitions Project Manager
[Tel: (852) 2240 4609 / Email: karen.kw.wong@hktdc.org]

Hong Kong Trade Development Council

通告 (3) 提防有關信用卡終端機租賃服務

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。 香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動

如有任何問題，請與本局展覽項目經理聯絡：

黃家詠小姐 (電話：(852) 2240 4609) / 電郵: karen.kw.wong @hktdc.org)

香港貿易發展局

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

表格五
FORM 5

[規例第 38F(1) 條]
[reg. 38F(1)]

建築地盤(安全)規例
棚架

每十四日一次或在其他場合執行的檢查結果報告
本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations

SCAFFOLDS
REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

*Form approved by the Commissioner for Labour for the purposes of
regulation 38F(1) of the Construction Sites (Safety) Regulations*

有關棚架的說明或所在地點 Description or location (1)	檢查日期 Date of inspection (2)	檢查結果 註明該座棚架是否處於安全操作狀態 Result of inspection State whether the scaffold is in safe working order (3)	檢查者簽署及職階 Signature and designation of person who made the inspection (4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪：一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

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

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

- 1) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 metres or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
- 2) All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest**.
- 3) Workers are required to **wear safety belt** while construction activities are carried out at 2 metres or more above the ground.
- 4) If this rule is not observed, HKCEC and the HKTDC will have the right to stop the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. John Ng at (852) 2240 5460. You may also visit the website at: www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

通告 (4) 展覽活動施工場地安全守則

為確保展覽活動施工場地安全，香港會議展覽中心將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) 為確保安全，**禁止任何人士**於展覽期間在香港會議展覽中心內**使用高度超過2米梯子**。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告（隨附表格樣本以供參考）。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。
- 2) 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律**必須穿上反光背心**。
- 3) 於距離地面2米或以上高度施工的工人**必須配戴安全帶**。
- 4) 如有違規者，香港會議展覽中心及香港貿發局有權立即制止有關搭建工程進行至符合安全標準。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請致電(852)2240 5460 與吳永成先生聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：www.labour.gov.hk/eng/public/content2_8b.htm

Circular (5) Security Measures Against Thefts and Losses at The Fair

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the HKTDC will put in place the following measures and revised procedures:

- 1) Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
- 3) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 4) Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the HKTDC.

Hong Kong Trade Development Council

通告 (5) 有關防止展品遺失或盜竊的保安措施

香港貿發局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，主辦機構特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 香港貿發局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。
- 2) **參展商工作証** - 為更有效地識別各參展商的身份及所屬之攤位，香港貿發局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。
- 3) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
- 4) **攤位布簾** - 香港貿發局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

香港貿易發展局

Circular (6) Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items	
4.2	<u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.	
4.2.2	<u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.	
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 18-24 Apr 2017 .	
4.2.4	Hall rental charges for over-time move-in and move-out	
4.2.5	Maximum stand height	
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u>	
	Stands & temporary structures	>2500mm & <4500mmH
	Stages or platforms	>1100mm & <1500mmH
	Suspended lighting truss & equipment	<100 kg
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings Verify stability of design drawings & prepare structural calculations Supervise construction works at site Verify stability after completion by issuing structural safety certificate
	Submit design drawings to Organiser by 9 Mar 2017	By email
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 19 Apr 2017	4 original copies with structural calculations*
	Submit to Official Electrical Contractor by 1500 hrs on 19 Apr 2017	1. Structural Safety Certificate* 2. Fire Services Certificate (submit upon request)
	Upon Venue Operator's / Government Authority's request	Certificate of installation, inspection & testing (Form WR1)* Documentary Proof of Fire Services Compliance
	* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.	
	Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.	
	An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the	

	<p>HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html.</p> <p><u>Documentary Proof of Fire Services Compliance</u> In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.</p> <p>Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>
4.2.7	<p><u>Electricity</u> In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.</p>
4.2.9	<p><u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures</u> In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

"A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via http://www.exhibitions.org.hk/english/media_detail.php?id=275

For queries, please feel free to contact Mr John Ng <email (john.ng@hktcdc.org) or phone (852 2240 5460)>.

Thank you for your kind understanding and co-operation!

通告 (6) 特裝參展新措施及注意事項

為提升展覽的整體安全及效率，有關特裝攤位的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容																															
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																															
4.2.2	<p>施工按金 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>																															
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2017 年 4 月 18-24 日)。</p>																															
4.2.4	<p>進場及離場超時租場收費</p>																															
4.2.5	<p>攤位高度限制</p>																															
4.2.6	<p>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</p> <table border="1"> <thead> <tr> <th>攤位及臨時搭建物</th> <th>>2.5 米 而 <4.5 米高</th> <th>≥ 4.5 米高或雙層結構</th> </tr> </thead> <tbody> <tr> <td>平台或舞台</td> <td>>1.1 米 而 <1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td><100 公斤</td> <td>≥ 100 公斤</td> </tr> </tbody> </table> <p>認可人士/註冊結構工程師應</p> <table border="1"> <thead> <tr> <th></th> <th>證明其設計圖則穩定性</th> <th>證明其設計圖則穩定性及數據證明</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="2">監督搭建工程</td> </tr> <tr> <td></td> <td colspan="2">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 2017 年 3 月 9 日 或之前提交圖則予主辦機構</td> <td>以電郵方式</td> <td>一式四份設計圖則及數據證明*</td> </tr> <tr> <td>於 2017 年 4 月 19 日 下午 3 時或之前投放到「攤位設施」展位之收集箱</td> <td colspan="2">1. 結構安全證明書* 2. 消防證明書 (按要求下提交)</td> </tr> <tr> <td>於 2017 年 4 月 19 日 下午 3 時或之前交予大會電力承建商</td> <td colspan="2">電力裝置完工證明書〔表格 WR1〕*</td> </tr> <tr> <td>應展館營運者、政府部門要求才需提供</td> <td colspan="2">符合相關消防規定證明書</td> </tr> </tbody> </table> <p>*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關 認可人士/註冊結構工程師 的名冊，請瀏覽屋宇署網頁: http://www.bd.gov.hk/chineseT/inform/c_rse_1.html。</p>		攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤		證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明		監督搭建工程			在完成搭建後驗證並簽發結構安全證明書		於 2017 年 3 月 9 日 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則及數據證明*	於 2017 年 4 月 19 日 下午 3 時或之前投放到「攤位設施」展位之收集箱	1. 結構安全證明書* 2. 消防證明書 (按要求下提交)		於 2017 年 4 月 19 日 下午 3 時或之前交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕*		應展館營運者、政府部門要求才需提供	符合相關消防規定證明書	
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	<p><u>符合相關消防規定證明書</u></p> <p>按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關 <u>註冊消防裝置承辦商</u> 的名冊，請瀏覽消防處網頁: http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p><u>電力裝置</u></p> <p>按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予 <u>大會電力承建商</u>，以茲證明。</p>
4.2.9	<p><u>反光背心</u></p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.12	<p><u>減少廢物及回收措施</u></p> <p>根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p><u>建築業安全訓練證明書</u></p> <p>凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：

http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275

如有查詢，請聯絡 吳永成先生 <電郵john.ng@hktcd.org; 電話852-2240 5460>。

Circular (7) Immigration Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong

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

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

2. Exhibitors from Chinese Mainland

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

3. Exhibitors from India (NEW)

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now 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 (items 1 and 2) will also apply.

For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site (www.info.gov.hk/immd/). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

通告 (7) 參展商須遵守的入境規例

1. 來自香港以外的參展商

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

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

2. 中國內地參展商

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

3. 來自印度參展商 (新入境安排)

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

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

欲查詢更多資訊或作網上登記，請瀏覽：

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

4. 香港參展商

假若任何本地參展商有意於展覽會舉行期間(包括進館及撤館期間)，在攤位派駐或僱用任何來自香港以外的人士，上述規例(第1及2項)亦同樣適用。

有關香港入境規例詳情，請瀏覽香港入境事務處網址(www.info.gov.hk/immd/)。如對上述規定有任何疑問，歡迎聯絡香港貿發局。

Circular (8) 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 (23 April 2017, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

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

通告 (8) 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，不得於展覽指定結束時間(2017年4月23日5時正)前將展品運走及開始收拾其攤位。敬希 貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

為進一步提高展覽會質素及避免同類事件發生，本展職員會於2017年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

Circular (9) Free Wireless LAN Service provided by HKCEC
(for general Internet access only)

No pre-registration is required for using the TDC's Wireless LAN service to browse the web and send/read your emails. Simply bring your laptop and a wireless LAN adapter (supports IEEE802.11b standard) to the fairground during the fair period and follow the configuration setup and registration procedures below, and you can enjoy the FREE Wireless LAN service.

Steps :

1. Open the wireless connection on your device and select "HKCEC_Public" network from the available wireless network list.
2. Open a web browser and access any web page.
3. You will be connected to the logon web page. Please select the "Free User" button.
4. Internet access is now enabled. You can access your desired web page while you are within the wireless network in HKCEC. **You can proceed to Expo Drive Entrance for better Wireless LAN coverage.**
(The wireless Internet service will disconnect if the connection is idle for over 10 minutes.)

IMPORTANT NOTE:

Since the free Wireless LAN service is provided to all exhibitors and buyers by the HKCEC, it may be utilised by a considerable amount of users at the same time. **There may be connection failures or the connection can sometimes become unstable or slow** and is therefore **suitable for general Internet access only** (e.g. checking emails). To ensure **smooth Internet connection** for heavy usages (such as website demonstration, download of multimedia files, etc.) throughout the fair, **exhibitors are strongly recommended to order a Broadband Line** (Please refer to **FORM 5** of the "Additional Facilities and Services Order Forms" downloadable at the Fair website").

Should you have further enquiries, please contact our **Wireless LAN Service Hotline on 2582 1846 / 2582 1849** during fair period.

通告 (9) 由香港會議展覽中心提供的免費無線上網服務
(只供基本上網使用)

透過此免費無線上網服務服務，閣下可根據以下程序在展覽期間於展位內以手提電腦及無線上網連接器(必須支援 IEEE802.11b)連接上網。

步驟：

1. 先啟動閣下無線網絡裝置，並於選單中選取「HKCEC_Public」網絡接通無線上網服務。
2. 開啟瀏覽器並進入任何一個網頁。
3. 瀏覽器將被轉到登入網頁，請選擇「免費用戶」按鈕。
4. 無線網絡正式接通。閣下可於香港會議展覽中心內有無線網絡覆蓋的地方使用無線上網服務，瀏覽不同網頁。
連接無線網絡較理想的位置為博覽道入口大堂。
(如連線後停止瀏覽網頁超過 10 分鐘，無線上網服務便會自行中斷。)

請注意：

由於所有參展商及買家均可於展覽期間享用上述由香港會議展覽中心提供的免費無線上網服務，同一時間內可能會有大量使用者，因此 **可能出現接駁失敗、網路不穩定及緩慢等情況**，故 **此項免費服務只適用於基本的上網用途** (如查覆電郵)。如貴公司在展覽期間 **需要穩定暢通之網絡連線作業** (如網頁示範，檔案下載等)，則建議閣下 **訂購一條獨立的寬頻上網線路** (請參閱展會網站「額外設施及服務申請表格」內之**申請表格五**)。

於展覽期間，如有任何疑問，請聯絡 **無線上網諮詢熱線(852) 2582 1846 / (852) 2582 1849**。

Dear Valued Exhibitors,

HKTDC Hong Kong Houseware Fair 2017
Booth Construction of Hall of Elegance – Hanging Structure

Thank you for your participation in the Hall of Elegance (HOE).

HOE are well-known platform for exhibitors with strong brand identity, innovative designs, and superior style, this can be reflected in the versatility of booth designs in this premium zone. To further increase the room for creativity, we are glad to inform you that hanging structure could be added in your booth design, with the following guidelines & requirements:

- Applicable to Hall 1CDE and the floor space with sufficient hanging points only
- Corresponds to the booth boundaries and location assigned
- Should be an island booth (4-side open) of at least 30 sq.m.
- Hanging materials should be paper or fabrics
- Maximum height above ground: 5m
- Minimum ground clearance: 2.5m
- Not applicable under smoke curtain
- Additional 50% site work deposit applied
- Submit structural safety certificate endorsed by AP/RSE
- Submit structural calculations if total weight \geq 100kg
- Non-compliance will result in site work deposit deduction
- Subject to HKTDC's and HKCEC's approval

Should you have any question, please feel free to contact Mr. John Ng at (852) 2240 5460 or john.ng@hktdc.org.

Yours faithfully,



Karen Wong
Exhibitions Project Manager
Hong Kong Trade Development Council



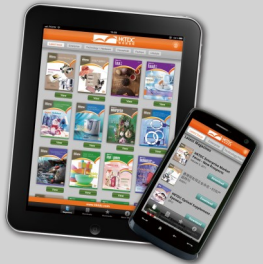
Maximise Your Exhibition Effectiveness with *hktdc.com*

All eligible exhibitors of the **HKTDC Hong Kong Houseware Fair 2017** are entitled to a one-year online promotion at www.hktdc.com from (February 2017 to January 2018), introducing your company together with photos and information of 10 products/ services. With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!


1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?


BUYERS




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



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

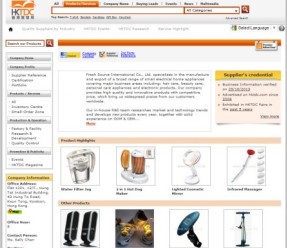


Scan Exhibitor QR code at your booth to access your online profile




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


EXHIBITORS




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



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



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



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

2 Instant Referrals Draw Buyers to Your Booth

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

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



3 Meet with VIP Buyers

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



*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **4 April 2017** in order to capture the above business opportunities.*

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

Enquiries: Tel: (852) 1830 668 or email: hkhf2017@hktdc.org



hktdc.com

助你提升展覽效益

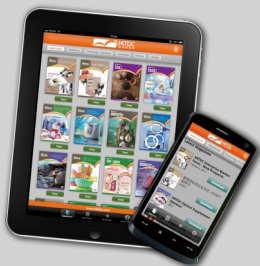


是次 **香港家庭用品展 2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 (www.hktdc.com) 享有一年的基本推廣服務(2017年2月至2018年1月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



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



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

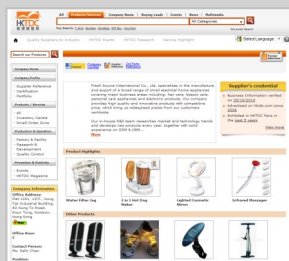


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發附有二維碼(QR Code)的名片盒。



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



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

2 即時配對，吸引買家到訪您的攤位

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

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



3 與 VIP 買家會面

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

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大!



參展商必須在 2017 年 4 月 4 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktcd.com/diy>)。

查詢可致電: 客戶服務專線 (852) 1830 668 或電郵 hkhf2017@hktcd.org

SME Export Marketing Fund

It's your move



SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) expand markets outside Hong Kong through funding them to participate in export promotion activities.

Eligibility

SMEs that are registered in Hong Kong under the Business Registration Ordinance (Chapter 310).

"SMEs" are any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

Scope

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

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or eligible trade websites can be funded.

Amount of Grant

The maximum cumulative amount of grant an SME may obtain from the EMF is \$150,000. For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less.

Application Procedures

An SME should submit application for grant within 60 calendar days after the completion date of the concerned activity; the issue date of the trade publication containing the advertisement; or the commencement date when the advertisement is put on the eligible trade website. Application can be submitted either in person or by post with the following supporting documents:

- A completed application form;
- A photocopy of the valid Business Registration (BR) Certificate of the applicant;
- A photocopy of the valid Hong Kong Identity Card or Passport of the authorised person signing the application form for and on behalf of the applicant;
- Brochure of the concerned export promotion activity; original copy of the trade publication containing the concerned advertisement; or printout of website showing the advertisement and certified by the website service provider;
- Original and copy of receipts in relation to the declared expenditures plus evidence to substantiate the applicant's participation in the activity;
- Evidence showing the representatives attending the activity are employers/ employees of the applicant (e.g. Mandatory Provident Fund records); and
- Form 1(a) of the BR Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

Application form is obtainable free of charge at Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at www.smefund.tid.gov.hk. For details, please refer to the Guide to Application.

For enquiries, please contact:

SME Export Marketing Fund Unit
Trade and Industry Department
4/F, Trade and Industry Department Tower
700 Nathan Road, Kowloon
Tel. : 2398 5127 / 2398 5125
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Homepage : www.smefund.tid.gov.hk

中小企業市場推廣基金

棋先一着

把握推廣良機



東莞



上海



廣州



法蘭克福



杜拜



北京



拉斯維加斯



東京



深圳



杜塞爾多夫



華沙



新加坡



漢諾威



科隆



紐倫堡

中小企業市場推廣基金



目的

透過資助中小企業參與出口推廣活動，從而協助其擴展境外市場。



申請資格

所有在香港按照商業登記條例(第310章)登記的中小企業。

「中小企業」指任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。

「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。



資助範圍

- 參與境外商品展銷會、展覽及考察團，及以出口市場為主的本地商品展銷會和展覽。
- 在以出口市場為目標對象的印刷貿易刊物刊登的廣告。
- 在合資格貿易網站上刊登的廣告。

由主辦機構收取的參展費，交通費，酒店住宿開支及貿易刊物/合資格貿易網站的廣告費，可獲基金資助。



資助金額

每家中小企業的最高累積資助上限為15萬元。每次成功申請，最高的資助額為申請企業繳付受資助項目總費用的50%或5萬元，以較低者為準。



申請手續

在出口推廣活動完結日、刊登廣告的貿易刊物出版日或在合資格貿易網站展示廣告開始日起計的六十個曆日內，親身或以郵遞方式連同下列文件遞交申請：

- 填妥的申請表格；
- 申請企業的有效商業登記證副本；
- 簽署申請表格的授權人士的有效香港身份證或護照副本；
- 申報出口推廣活動的小冊子，刊登有關廣告的貿易刊物正本，或顯示有關廣告的網頁列印紀錄並由網站服務提供者加簽證明；
- 申報開支收據正本和副本，以及完成參與活動的證明；
- 參與活動代表為申請企業東主/僱員的證明（如強制性公積金記錄）；及
- 商業登記署的Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

申請表格可於工業貿易署索取，或從中小企業資助計劃網頁 www.smefund.tid.gov.hk 下載。有關申請手續的詳情，請參閱申請指引。



如有查詢，歡迎聯絡：

九龍彌敦道700號工業貿易署大樓四樓工業貿易署
中小企業市場推廣基金組

電話：2398 5127 / 2398 5125
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網頁：www.smefund.tid.gov.hk