

March 2017

**Dear Exhibitor,**

Thank you for your participation in the HKTDC Hong Kong Houseware Fair 2017. We are pleased to attach the second Exhibitor Package for preparing your participation in the upcoming Fair. It includes the following important materials: -

- 1) **Letter on Exhibitor Check-In Procedure**
- 2) **Vehicle Permits** for Move-in & Move-out
- 3) Appendix 1 – Special Move-in and Move-out Arrangement
- 4) Appendix 2 – Rules and Measures for Move-out on 23 April 2017
- 5) Appendix 3 – Move-out Regulations
- 6) Appendix 4 – Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)
- 7) Circulars on:
  - Circular 1 - Free Exhibits Overnight Storage Service & Reply Form
  - Circular 2 - Use of Badge and Vehicle Permit
  - Circular 3 - Important Exhibition Regulations
  - Circular 4 - Security Measures Against Thefts and Losses at the Fair
  - Circular 5 - Caution on Third Party Promotional Offers
  - Circular 6 - Caution on Rental of Credit Card Payment Terminals
  - Circular 7 - New Measures on Custom-Built Participation Stands
  - Circular 8 - Immigration Regulations to be Observed and Followed by Exhibitors **(NEW)**
  - Circular 9 - Free Wireless LAN Service
  - Circular 10 - Animals Prohibited from Entering The Venue
  - Circular 11 - Guide to Zones and Group Pavilions (with Booth Legend)
  - Circular 12 - Reserve Carpark Space Order Form

- \* **Note:**
- 1) You/Your representatives are required to present the Exhibitor Badges during the fair period for admission. All on-site requests on additional badges will be charged at HK\$50 each.
  - 2) Your forwarder is required to present the Transportation Worker hand-strap for moving your exhibits in-out the exhibition hall during the move-in and move-out days.
  - 3) The badge holder could be picked up at the fairground.

\*\* **Note:** Information may varies from time to time according to the most up to date arrangement of the Organiser. Exhibitors are recommended to refer to the latest circulars received.

Exhibitors are required to bring along the enclosed **Letter on Exhibitor Check-In Procedure** and proceed to the **Exhibitor Check-In Counter** upon their arrival at **the Expo Drive Entrance** of the Hong Kong Convention & Exhibition Centre on the move-in day (19 April 2017) to collect the **official magazine, booth curtain and fair related circulars.**

Should you have any queries, please feel free to contact Mr Jeffrey Tang, Mr Ivan Ching or myself on (852) 2240 4215 / (852) 2240 4059 / (852) 2240 4609.

Yours faithfully,



Karen Wong  
Exhibitions Project Manager

Encl.

致：各參展商

多謝 貴司參與香港貿發局香港家庭用品展 2017。

隨函附上：

- 1) 參展商登記進場手續通知書
- 2) 進館、撤館車輛許可證
- 3) 附件 1 - 特別進館及撤館安排
- 4) 附件 2 - 有關撤館日 (2017 年 4 月 23 日) 之特別措施撤館規則
- 5) 附件 3 - 撤館規則
- 6) 附件 4 - 有關保護知識產權措施及參展商須知
- 7) 展覽會通告
  - 通告 1 - 展品儲存服務及回條
  - 通告 2 - 工作證之使用
  - 通告 3 - 展會重要規則
  - 通告 4 - 有關防止展品遺失或盜竊的保安措施
  - 通告 5 - 請小心處理由第三者提供之推廣優惠
  - 通告 6 - 提防有關信用卡終端機租賃服務
  - 通告 7 - 特裝參展攤位新措施
  - 通告 8 - 參展商須遵守的入境規例
  - 通告 9 - 免費無線上網服務
  - 通告 10 - 禁止攜帶動物進入會場
  - 通告 11 - 展區及展館指南〔附展位位置圖例〕
  - 通告 12 - 預留車位訂購表格

- \*備註：
- 1) 參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證 需繳付每張港幣 **50 元** 之費用。
  - 2) 於進館及撤館日，各搬運展品進出展館的工人必須佩帶**運輸工人手帶**。
  - 3) **參展商證件套**可在會場免費索取。

\*\*備註：主辦機構會就實際情況而變更進館及撤館安排及其他資料，而一切資料以最新的通告為準。

請各參展商於進場日 (即 2017 年 4 月 19 日) 攜同隨函附上之 **參展商登記進場手續通知書** 前往於香港會議展覽中心 **博覽道入口大堂** 設置之「**參展商登記進場櫃位**」辦理進場登記手續，並領取 **大會指定產品雜誌、展台布簾及有關是次展覽之通告**。

派駐參展商登記進場櫃位之工作人員會樂意協助 貴公司。

若閣下對以上安排有任何疑問，請致電 (852) 2240 4215 / (852) 2240 4059 / (852) 2240 4609 與鄧景支先生、程瀚賢先生或本人聯絡。

祝  
展出成功！

香港貿易發展局  
展覽事務部項目經理



黃家詠 謹啟  
2017 年 3 月

附件

## **Appendix 1: Special Move-in and Move-out Arrangement**

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (19 April) and move-out day (23 April) of the HKTDC Hong Kong Houseware Fair 2017. 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 arrangement as below:

### **Special Move-in Arrangement (19 April 2017)**

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **8:30 a.m. on 19 April 2017**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

#### **i. Lorry / Light Goods Vehicle**

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with

- a. **Vehicle Permit** issued by HKTDC **AND**
- b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area

#### **Move-in procedure**

1. Hong Kong Trade Development Council (HKTDC) issues Move-in Vehicle Permits to all exhibitors.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the vehicle marshalling area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 7:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi**. (location map attached).
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue **within 2 hours** with a. **HKTDC Vehicle Permit** **AND** b. **Trip Ticket**.
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC Loading Area.

\* Maximum loading and unloading time limit – 45 mins.

#### **ii. Private Car / Taxi**

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive / Harbour Road Entrances. **NO waiting or parking at the HKCEC Entrances are allowed.**

## Special Move-out Arrangement (23 April 2017)

### 1. Centralised exhibits move-out service provided by HKTDC

- i. HKTDC will sponsor a minimum of TWO free pallets (1m X 1m X 1.8m maximum height of exhibits) to the exhibitors who use the centralised move-out service provided through Kerry Logistics Limited. Please refer to the following table for the entitled number of free pallets:

Booth size (sqm.)	Maximum amount of <b>FREE</b> shipment (subsidised on pallet basis)
1-18	2
19-30	3
31-60	6
61 or above	10
Volume of exhibits per pallet: 1000mm x 1000mm x 1800mm (H)* (*maximum height of exhibits)	

- ii. Through a tendering procedure, HKTDC has appointed Kerry Logistics as the service provider. Exhibitors who need extra service provided by Kerry Logistics Ltd please refer to the following table:

Optional Services	Additional Charge
Extra pallet charge in addition to complimentary pallets sponsored by HKTDC	HKD420 per pallet
Additional handling cost for pick-up beyond 09:00 to 18:00 during <b>24-27 April 2017</b>	HKD500 per pallet (advance booking required)
Additional handling cost at the warehouse <b>after 27 April 2017</b>	HKD500 per pallet per day (prior application required)
Purchase of pallets upon pick-up (to avoid transferring exhibits from pallet to pallet)	HKD300 per pallet
Local delivery service <b>without specific delivery date</b> , during <b>24-28 April 2017</b>	HKD420 for 1 <sup>st</sup> pallet, HKD260 for 2 <sup>nd</sup> pallet HKD200 per extra pallet thereafter (for the same drop off point)
Local delivery service <b>with specific delivery date</b> , during <b>24-27 April 2017</b>	HKD520 for 1 <sup>st</sup> pallet HKD320 per extra pallet thereafter (for the same drop off point)
<b>Next Working Day</b> delivery service on <b>28 April 2017</b>	HKD700 for 1 <sup>st</sup> pallet HKD450 per extra pallet thereafter (for the same drop off point)
<b>De-palletizing(unload exhibits from wooden pallets before delivery to door)</b>	HKD200 per pallet

- iii. A gate charge of HKD50 per vehicle (under 24-ton) should be paid by the exhibitor.
- iv. All exhibitors should pick up their exhibits on or before **27 April 2017** or have delivery service arranged on or before **28 April 2017**. Otherwise, all exhibits stored at Kerry Logistics warehouse will be turned to Kerry Logistics for disposal at exhibitors' own risk. Limitation of delivery service: single drop-off point, except outlying islands, CFS warehouses, ports & terminals and other routes involving staircases and de-palletising before delivery.
- v. Further enquiries regarding Kerry Logistics' services, please call their hotline at 2211-3633 or via email [move-out@kerrylogistics.com](mailto:move-out@kerrylogistics.com)

**2. Exhibitors who wish to use their own goods vehicles or other forwarder's service**  
**(Move-out arrangement can only be proceeded after 8:00p.m. on 23 April 2017)**

**Lorry / Light Goods Vehicle**

**Entries of the HKCEC will only be allowed to the goods vehicles** with

- a. **Vehicle Permit** issued by HKTDC **AND**
- b. **Trip Ticket** issued at Tsing Yi Vehicle Marshalling Area

**Move-out procedure**

- i. Control point will be set-up at the entrance of HKCEC, only the vehicles with –
  - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
  - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area are allowed to enter the HKCEC **after 8:00 p.m.** on 23 April 2017.
- ii. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi vehicle marshalling area**. The vehicle marshalling area will be opened at 2:00 p.m. until all the move-out activities finished.
- iii. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit** issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
- iv. After 8:00 p.m. on the 23 April 2017, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue **within 2 hour** with -
  - a. **HKTDC Vehicle Permit** **AND**
  - b. **Trip Ticket**.
- v. If the vehicle marshalling area becomes overloaded, further measures will be implemented at discretion.  
\* Maximum loading and unloading time limit – 45 mins.

**3. Other transportation**

- i. Please note that **private vehicles** and **taxis** will only be allowed to enter into the HKCEC area through Harbour Road entrance at the discretion of the traffic control attendants during the move-out period. The Police informed that all unauthorised vehicles including private cars and taxis **will be restricted** to enter the vicinity of Expo Drive from 3:00p.m. to 7:00p.m.
- ii. **Free shuttle bus service** from HKCEC to Hunghom and Tsim Sha Tsui will be provided. Exhibitors with hand-carry or light-weight exhibits may consider to leave the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

**\* According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day. \***

## 附件 1: 進館及撤館交通安排

多謝各位參加香港貿發局香港家庭用品展2017，本局將於上述展覽會之進館日（即**4月19日**）及撤館日（即**4月23日**）實行**特別交通安排**，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

### 進館交通安排（2017年4月19日）

#### i. 貨車/輕型客貨車

必須同時持有

- a. 由貿發局發出之車輛許可証 及
- b. 由青衣車輛等候處發出之往來證明書，方可進場

#### 進場程序

1. 香港貿易發展局(香港貿發局)已向各參展商發出**4月19日**之進場車輛許可証。
2. 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在車証上之指定時間到車輛等候處報到。車輛等候處將於**4月19日上午7時正**開放，直至所有進場程序完成。車輛等候處定於**青衣區**（請參閱附上之地圖）。
3. 當貨車及輕型客貨車到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可証，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
4. 青衣車輛等候處於當天上午，根據交通情況向輪候之司機發出一張往來證明書。司機攜同
  - a. 車輛許可証 及
  - b. 往來證明書於**2小時內經博覽道入口**前往會展中心貨物起卸區進場。
5. 未能提供上述兩種證件者將均不能進入會展中心貨物起卸區。  
\* 上落貨限時 45 分鐘，嚴禁泊車。

#### ii. 私家車/的士

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

## 撤館交通安排 (2017年4月23日)

### 1. 使用本局提供之展品撤館服務

- i. 香港貿發局為使用嘉里物流服務之參展商**免費提供最少二板貨量**[每板之呎吋：1.0米 x 1.0米 x 1.8米 (高) \*此為最高載貨的高度限制]，**免費之板貨數量**依攤位大小而定。**免費之撤館貨量**如下：

展位面積 (平方米)	最多可提供之免費貨量 (以板數計)
1-18	2
19-30	3
31-60	6
61或以上	10
每板展品之體積：1.0米 x 1.0米 x 1.8米* (高) *此為最高載貨高度限制	

- ii. 嘉里物流 (香港) 有限公司以最低之報價成為此服務之供應商。除本局提供之免費服務外，各參展商亦可選擇以下由嘉里提供的附加服務：

附加服務	額外收費 (更新)
額外貨量	每板港幣420元
於4月24-27日上午9時至下午6時以外時間提貨	每板港幣500元 (需預約)
4月27日後存倉附加費用	每板每天港幣500元 (需提前申請)
提貨時如需購買貨板	每板港幣3000元
4月24-28日： 從嘉里貨倉不限特定送貨日期運至本港範圍內*	第一板為港幣420元 第二板為港幣260元 其後每板為港幣200元 (需相同送貨地點)
4月24-28日： 從嘉里貨倉限特定送貨日期運至本港範圍內*	第一板為港幣520元 其後每板為港幣320元 (需相同送貨地點)
4月24日： 從嘉里貨倉翌日運至本港範圍內*	第一板為港幣700元 其後每板為港幣450元 (需相同送貨地點)
拆板服務費用 (送貨時將展覽品由木卡板上卸下)	每板港幣200元

3. 參展商繳付每車**港幣200元** (只限24噸或以下貨車) 之入關費。
4. 所有貨物須於**2017年4月27日或之前**提走或在**2017年4月28日或之前**安排運送，**2017年4月28日**後仍留在嘉里葵涌貨倉的貨物將交由嘉里物流 (香港) 有限公司自行處理，所有風險由參展商承擔。本港送貨的限制：收費以每一送貨點計算，不包括離島、貨運集散倉、港口、機場貨運站及其他有樓梯或需拆卸送貨的地點。
5. 本局將**不會**發放撤館車輛許可証予已選用嘉里物流撤館的參展商。嘉里物流查詢電話：2211 3633 或 電郵：move-out@kerrylogistics.com。

## 2. 撤館安排 (必須於4月23日下午八時後進行)

各參展商亦可選用閣下之貨車或貨運代理。現隨函附上之4月23日“下午八時後”之撤館車輛許可証作車輛進出展場之用。敬請留意以下詳情：

### 貨車/輕型客貨車/私家車

必須同時持有

- a. 由貿易發局發出之車輛許可証 及
- b. 由青衣車輛等候處發出之往來證明書

### 撤場程序

- i. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准同時持有
    - a) 由香港貿易發展局所發出之撤館車輛許可証 及
    - b) 由青衣車輛等候處所發出之往來證明書之貨車於下午 8 時後駛進香港會議展覽中心進行撤館。
  - ii. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到車輛等候處報到。車輛等候處將於 2017 年 4 月 23 日，由下午 2 時開放至所有撤館程序完成。車輛等候處定於青衣區（請參閱附上之地圖）。
  - iii. 當車輛到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可証，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
  - iv. 青衣車輛等候處將於下午 8 時正開始，根據交通情況向輪候之司機發出一張往來證明書。司機應攜同
    - a) 車輛許可証 及
    - b) 往來證明書於 2 小時內經博覽道入口前往會展中心貨物起卸區。（根據車輛許可証之類別而定）
  - v. 如車輛等候超出可停泊車輛數目時，青衣車輛等候處將酌情採取進一步措施。
- \* 上落貨限時 45 分鐘，嚴禁泊車。

## 3. 其它交通安排

- i. 請留意於撤館其間，由下午三時至七時，警方將禁止所有未經授權之輛(包括私家車及的士)駛入會展新翼範圍(博覽道入口)，另外，警方將酌情准許私家車及的士駛入會展舊翼(港灣道入口)。
- ii. 大會亦於撤館期間安排免費穿梭巴士來往紅磡及尖沙咀。持有輕量貨物之參展商亦可考慮以此方法撤館，惟請佩帶入場証以資識別。巴士座位有限，額滿即止。

\*於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，  
酌情採取交通管制及改道措施\*



**Location of the Vehicle Marshalling Area in Tsing Yi**

青衣車輛等候處位置圖



## **Appendix 2: Rules and Measures for Move-Out on 23 April 2017**

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out of the HKTDC Hong Kong Houseware Fair on 23 April 2017:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 7:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the following examples:



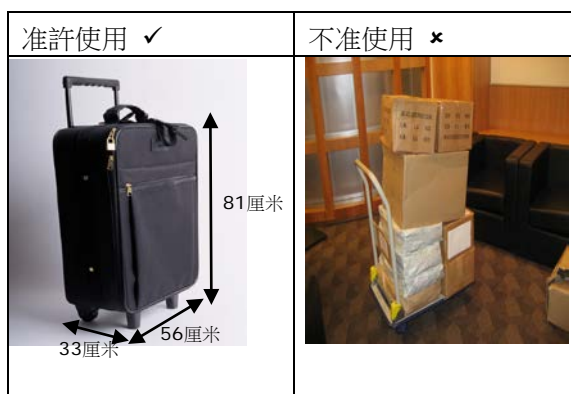
3. Exhibitors with oversized exhibits or goods to move out are required to use either the **centralised local forwarding service** provided by the Organiser (between 5:00pm to 7:30pm) and/or to arrange their **own forwarding agent or goods vehicle** (after 8:00pm) for move-out. As usual, all goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.
5. As a joint traffic operation by the Police and Transport Department, between 3:00pm and 7:00pm on the move-out day, the HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles including private cars and taxis. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 for pick-up and drop-off of passengers during this period.

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

## 附件 2: 有關撤館日 (2017 年 4 月 23 日) 之特別措施撤館規則

基於安全理由，香港會議展覽中心將在撤館當日(即 4 月 23 日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出 81 厘米(闊) x 56 厘米(高) x 33 厘米(深)之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區(於晚上 7 時前)檢查各參展商/買家進出之物品大小。
- 2) 參展商不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：



- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日使用由主辦機構提供之本地 中央撤館服務(於下午 5 時至晚上 7 時 30 分)，或 自行安排運輸公司或貨車(於晚上 8 時後)撤館。所有自行安排撤館之貨車，必需前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。
- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。
- 5) 另外運輸署將聯同警方，於撤館日下午 3 時至 7 時正，禁止所有未經授權之車輛(包括私家車及的士)進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

**(參展商請注意：如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)**

### **Appendix 3: Move-out Regulations**

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 23 April 2017**. According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on **23 April 2017**, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

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### **附件 3: 撤館規則**

本局去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於 4 月 23 日下午 5 時前把展品搬離會場**。參展申請表內的展覽會規則第 45 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 **4 月 23 日** 下午派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

## **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 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](http://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: [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](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 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 [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](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 Legal Advisor may require depending on the specific facts of the case.

## 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以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿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，而且被有關參展商的展品或物品侵權，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期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

### **有關知識產權刑事罪行之刑罰**

#### **版權條例 (香港法例第 528 章)**

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

#### **商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務；

(ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;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。

另外，任何商戶如就任何消費者作出任何不良營商手法（包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為），即屬犯罪。

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及擁有權的所需文件

### 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](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](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

### B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

## **Appendix 5: Dedicated Immigration Counters**

Two dedicated immigration counters at the Hong Kong International Airport will offer fast track to participants of HKTDC's trade fairs in April 2017:

<u>Fair Name</u>	<u>Fair Date</u>	<u>Opening Hours of the Counters</u>	
		<u>Date</u>	<u>Time</u>
<a href="#">Hong Kong Electronics Fair (Spring Edition)</a>	13-16 April 2017	11-13 April 2017	Daily from 7am to 8pm
<a href="#">Hong Kong International Lighting Fair (Spring Edition)</a>			
<a href="#">International ICT Expo</a>			
<a href="#">Hong Kong Houseware Fair</a>	20-23 April 2017	19-21 April 2017	
<a href="#">Hong Kong International Home Textiles &amp; Furnishing Fair</a>			
<a href="#">Hong Kong Gifts &amp; Premium Fair</a>	27-30 April 2017	26-27 April 2017	
<a href="#">Hong Kong International Printing &amp; Packaging Fair</a>			

**Fair participants wishing to use the counters need to present valid buyer's badge, exhibitor's badge or related document issued by the HKTDC.**

To help overseas participants find the counters, the Hong Kong Tourism Board will set up directional signs and have staff at hand to help show participants where the counters are located.

For queries, please contact Ms June Wong, Exhibitions, HKTDC, Tel: (852) 2240 4502 or Fax: (852) 2169 9110 or email: [june.sy.wong@hktdc.org](mailto:june.sy.wong@hktdc.org).

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## **附件 5: 特快入境通道**

參加以下香港貿發局 2017 年 4 月份展覽會之與會人士可使用設於香港國際機場的兩個專櫃，辦理入境手續，以省卻輪候時間：

<u>展覽會</u>	<u>展覽日期</u>	<u>專櫃之開放時間:</u>	
		<u>日期</u>	<u>時間</u>
<a href="#">香港春季電子產品展</a>	4 月 13 至 16 日	4 月 11 至 13 日	每日早上 7 時至晚上 8 時
<a href="#">香港國際春季燈飾展</a>			
<a href="#">國際資訊科技博覽</a>			
<a href="#">香港家庭用品展</a>	4 月 20 至 23 日	4 月 19 至 21 日	
<a href="#">香港國際家用紡織品展</a>			
<a href="#">香港禮品及贈品展</a>	4 月 27 至 30 日	4 月 26 至 27 日	
<a href="#">香港國際印刷及包裝展</a>			

外地買家及參展商須出示由香港貿發局發出的有效買家入場證、參展商工作證或相關文件，方能使用以上專櫃。

為協助外地買家及參展商找到專櫃位置，香港旅遊發展局將於機場適當地方豎立指示牌，並派出工作人員在現場提供幫助。

如有查詢，請聯絡香港貿發局展覽事務部黃相如小姐，電話：(852) 2240 4502，傳真：(852) 2169 9110，電郵：[june.sy.wong@hktdc.org](mailto:june.sy.wong@hktdc.org)。

**Circular (1) Free Exhibits Overnight Storage Service & Reply Form**

**Registration Deadline: 13 April 2017**

**Fax: (852) 3915 2479**

In order to provide better service to our valued exhibitors, HKTDC is providing different types of Exhibit Storage Services for free and here is the summary:

Please tick {✓} wherever appropriate.

Type	Purpose	Installment Time & Date	Retrieval Time & Date	Storage Venue
<input type="checkbox"/> Move-in storage	To avoid heavy traffic during move-in day	2:30pm-6:00pm 18 April 2017	9:00am-6:00pm 19 April 2017	Meeting room N109-N112 (level 1, phase II) Meeting room N209-N212 (level 2, phase II) Room S304, Hall 3FG (Hall 3FG loading area)
<input type="checkbox"/> Overnight storage	To store valuable exhibits after fair opening hour, but <b>NO carton boxes</b>	2:30pm-8:00pm 19 April 2017 6:30pm-7:30pm 20-22 April 2017	8:30am-9:30am 20 April 2017 9:00am-9:30am 21-23 April 2017	Room G305 (Hall 3C entrance) Room V302 (outside Hall 3G)
<input type="checkbox"/> Move-out storage (temporary)	To improve security measures during move-out day	After 5:00pm 23 April 2017	Before 11:00pm 23 April 2017	Room G105 (Hall 1B entrance) Room G305 (Hall 3C entrance) Room G312 (outside Hall 3G) Room G502 (Hall 5BC concourse)
<input type="checkbox"/> Move-out storage (overnight)	To avoid heavy traffic during move-out day	5:00pm-8:00pm 23 April 2017	9:00am-12:00noon 24 April 2017	Meeting room N109-N110 (level 1, phase II) Room S304, Hall 3FG (Hall 3FG loading area)
<input type="checkbox"/> Move-out storage [for exhibitors participate in both HK Houseware Fair and HK Gifts & Premium Fair]	To store up exhibits from HK Houseware Fair to HK Gifts & Premium Fair	5:00pm-8:00pm 23 April 2017	10:00am-6:00pm 26 April 2017	Meeting room N111-112 (level 1, phase II) Room S304, Hall 3FG (Hall 3FG loading area)

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and faxing it back to us **on or before 13 April 2017**. In view of limited storage space, this service will be available on a **first-come-first-served basis**. Please note **NO on-site request** will be entertained.

**Terms and conditions**

*In consideration of the use of this overnight storage service at HKTDC Hong Kong Houseware Fair 2017 without charge or other form of consideration, I acknowledge and agree that the Organizer of HKTDC Hong Kong Houseware Fair 2017, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties herein before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property. I have read the above statement and I agree to the terms thereof.*

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Company Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

No. of Boxes: \_\_\_\_\_ Estimated size: \_\_\_\_\_ CBM

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**通告 (1) 免費儲存服務及回條**

**截止日期: 2017年4月13日**

**傳真號碼: (852) 3915 2479**

為向各參展商提供更完善服務，現主辦機構設有不同的免費展品儲存服務，詳情如下：

\*請於適當之方格內加上  號。

種類	目的	存放日期及時間	提取日期及時間	地點
<input type="checkbox"/> 進場日展品儲存	避免進場日嚴重交通擠塞，提前寄存展品	4月18日 下午2:30至 下午6:00止	4月19日 上午9:00至 下午6:00止	會議室 N109-N112 會議室 N209-N212 展覽廳 3FG S304 室
<input type="checkbox"/> 展覽期間通宵展品儲存	儲存貴重展品， <b>但不適用於紙皮箱</b>	4月19日 下午2:30至 下午8:00止  4月20-22日 下午6:30至 下午7:30止	4月20日 上午8:30至 上午9:30止  4月21-23日 上午9:00至 上午9:30止	G305室 (展覽廳 3C 門外) V302室 (展覽廳 3G 門外)
<input type="checkbox"/> 撤館日展品儲存 (臨時)	提供臨時保安服務，給予即晚離場之參展商作暫時展品儲存	4月23日 下午5:00後	4月23日 下午11:00前	G105室 (展覽廳 1B 門外) G305室 (展覽廳 3C 門外) G312室 (展覽廳 3FG 門外) G502室 (展覽廳 5BC 大堂)
<input type="checkbox"/> 撤館日展品儲存 (通宵)	避免撤館日之嚴重交通擠塞，存放展品至翌日提取	4月23日 下午5:00至 下午8:00止	4月24日 上午9:00至 中午12:00止	會議室 N109-N110 展覽廳 3FG S304 室
<input type="checkbox"/> 通宵展品儲存(供同時參加香港家庭用品展及香港禮品及贈品展之參展商使用)	儲存香港家庭用品展及香港禮品及贈品展之展品	4月23日 下午5:00至 下午8:00止	4月26日 上午10:00至 下午6:00止	會議室 N111-112 展覽廳 3FG S304 室

以上所有展品儲存服務**完全免費**，但參展商需**預先登記**，填妥此回覆通知書於**二零一七年四月十三日前**傳真回本局。由於儲存空間有限，並以**先到先得**的形式安排。請注意：**所有現場申請將不會受理**。

**條款**

基於主辦機構在**香港貿發局香港家庭用品展 2017**中的展品儲存服務屬免費提供，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。(以上條款只供參考，並以英文版本為準。) 本人已閱讀以上條款並同意遵守。

公司名稱： \_\_\_\_\_

聯絡人： \_\_\_\_\_ 展台編號： \_\_\_\_\_

公司電話： \_\_\_\_\_ 手提電話： \_\_\_\_\_

展品件數： \_\_\_\_\_ (箱) 預計體積： \_\_\_\_\_ CBM

簽名： \_\_\_\_\_ 日期： \_\_\_\_\_



## Circular (2) Use of Badges and Vehicle Permit

### (A) Use of Badges

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

### (B) Use of Vehicle Permits

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day and move-out day (i.e. 19 and 23 April 2017). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit and Exhibitors' Manual.

During move-in and move-out day (i.e. 19 and 23 April 2017), vehicles will be given a ticket with the clock-in time when entering the 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 is limited to 45 minutes**.

The HKCEC will impose charges on vehicles with extended stay on 19 and 23 April 2017. The charges are as follows:

<b>1<sup>st</sup> 45-mins(Grace Period): Free</b>	<b>1<sup>st</sup> hour after Grace Period: HK\$100/hour or part thereof</b>
<b>2<sup>nd</sup> hour after Grace Period: HK\$200/hour or part thereof</b>	<b>Lost Ticket: HK\$500</b>

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

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

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## 通告 (2) 工作證及車輛許可證之使用

### (A) 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需配帶有關工作證，方可於展品進場及離場時間進入會場。

### (B) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日(即 2017 年 4 月 19 及 23 日)進入香港會議展覽中心之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並 只適用於許可證上指定之日期及時間。

於展品進場日及離場日(即 2017 年 4 月 19 及 23 日)，當車輛進入會展貨物裝卸區時，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裝卸區交通緊張的情況，**免費上落貨限時亦為 45 分鐘**。

香港會議展覽中心將於 2017 年 4 月 19 及 23 日實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘 (寬限期): 免費	寬限期後首一小時(或不足一小時): 港幣 100 元
寬限期後第二小時(或不足一小時): 港幣 200 元	遺失進場計時咭(每張/每日): 港幣 500 元

繳交費用(如適用)將於貨車調車區出口管制處辦理，並同時發還收據。車輛許可證並非泊車證，此証亦不適用於私家車。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。



## **Circular (3) 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. Booth decoration and exhibits should be ready before the opening of the fair**

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of HK Optical 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.

### **5. 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 (3) 展覽會重要規則

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

### 1. 展示合適展品

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

### 2. 禁止分租

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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

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

### 3. 有禮接待買家

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

### 4. 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。

### 5. 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 (4) Security Measures Against Thefts and Losses at the Fair**

Dear Exhibitors,

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

1. The exhibition halls will be opened for exhibitors 1 hour before the official opening hour. Opening hours will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
<b>20-23 April 2017 (Wed-Sat)</b>	<b>08:30</b>	<b>09:30</b>

2. 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.
3. Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
4. Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
5. Curtains for exhibition stands will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours periods.
6. To facilitate storage of precious exhibits at night from **20-23 April 2017**, the Organiser will offer exhibitors overnight storage service. Please refer to **Circular 1** for more information.

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 organiser. All property and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

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### **通告 (4) 有關防止展品遺失或盜竊的保安措施**

香港貿易發展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，本局特作出下列的保安預防措施：

1. 各參展商每日之進館時間為展覽會開放前 1 小時，進館時間將為：  

	<u>參展商</u>	<u>參觀人士</u>
2017 年 4 月 20 至 23 日(星期三至六)	上午八時三十分	上午九時三十分
2. 加強保安巡邏 - 本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。
3. 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，本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。
4. 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。
5. 攤位布簾 - 本局將提供攤位布簾給各參展商。攤位布簾可保障各攤位於非開放時間的私隱。
6. 通宵貯存服務 - 為方便參展商於 **2017 年 4 月 20 至 23 日** 期間晚上貯存貴重展品起見，主辦機構將提供通宵貯存服務。詳情請參閱 **通告 1**。

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。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無須為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。



**Circular (5) 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 (5) 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。

主辦機構并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 (6) 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 and World of Pet Supplies.

Should you have any questions, please contact:  
Ms. Karen Wong, Exhibitions Project Manager  
[Tel: (852) 2240 4609 / Email: karen.kw.wong@hktdc.org]

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## **通告 (6) 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：  
展覽項目經理黃家詠小姐  
(電話：(852) 2240 4609) / 電郵: karen.kw.wong@hktdc.org)



## Circular (7) 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	<p><u>Information submission</u></p> <p>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.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>																									
4.2.2	<p><u>Site work deposit</u></p> <p>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.</p>																									
4.2.3	<p>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. <a href="#">18-24 Apr 2017</a>.</p>																									
4.2.4	Hall rental charges for over-time move-in and move-out																									
4.2.5	Maximum stand height																									
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	<p>HKSAR Buildings Ordinance Chapter 123. For <b>AP/RSE</b> registry, please visit <a href="http://www.bd.gov.hk/english/inform/e_rse_1.html">http://www.bd.gov.hk/english/inform/e_rse_1.html</a>.</p> <p><u>Documentary Proof of Fire Services Compliance</u> In compliance with the Venue's Rules &amp; 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 <a href="http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3">http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3</a> for details. For <b>Registered Fire Service Installation Contractor</b> registry, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a>.</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 &amp; testing" (Form WR1) should be submitted to the <b>Official Electrical Contractor</b> 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 &amp; 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 &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 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](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](mailto: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><b>提交資料</b>                      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><b>施工按金</b>                      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 <b>2017 年 4 月 18-24 日</b>)。</p>																															
4.2.4	<p><b>進場及離場超時租場收費</b></p>																															
4.2.5	<p><b>攤位高度限制</b></p>																															
4.2.6	<p><b>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>攤位及臨時搭建物</th> <th>&gt;2.5 米 而 &lt;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>&gt;1.1 米 而 &lt;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>&lt;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" style="width: 100%; border-collapse: collapse;"> <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" style="text-align: center;">監督搭建工程</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 <b>2017 年 3 月 9 日</b> 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 <b>2017 年 4 月 19 日</b> 下午 3 時或之前投放到「攤位設施」展位之收集箱</td> <td colspan="2" style="text-align: center;">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 <b>2017 年 4 月 19 日</b> 下午 3 時或之前交予大會電力承建商</td> <td colspan="2" style="text-align: center;">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" style="text-align: center;">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 <b>認可人士/註冊結構工程師</b> 的名冊，請瀏覽屋宇署網頁: <a href="http://www.bd.gov.hk/chineseT/inform/c_rse_1.html">http://www.bd.gov.hk/chineseT/inform/c_rse_1.html</a>。</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 <b>2017 年 3 月 9 日</b> 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 <b>2017 年 4 月 19 日</b> 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 <b>2017 年 4 月 19 日</b> 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 <a href="http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3">http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3</a>。有關 <u>註冊消防裝置承辦商</u> 的名冊，請瀏覽消防處網頁: <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</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 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 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	<p><u>參展商及其承建商必須遵守的規定</u></p>
4.2.15	<p><u>施工按金扣款制</u></p>

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](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](mailto:john.ng@hktcd.org); 電話852-2240 5460>。

## **Circular (8) 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](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/](http://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 (8) 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](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/](http://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 (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 the 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**。



**Circular (10) Animals Prohibited from Entering The Venue**

According to the house rule of Hong Kong Convention & Exhibition Centre (HKCEC), any animals with the exception of guide dogs for persons with visual impairment are prohibited in any part of HKCEC unless used as some form of exhibit, display or performance, in which case advance approval must be obtained from HKCEC and the Organizer. Should you have any question, please contact Ms. Karen Wong, Exhibitions Project Manager on (852) 2240 4609.

Hong Kong Trade Development Council

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**通告 (10) 禁止攜帶動物進入會場**

根據香港會議展覽中心(會展)之規則，除導盲犬外，所有動物一律禁止進入會展範圍。所有展覽、展示或表演用之動物，在未經會展及主辦機構的事先許可下，均不可攜帶進入會場。如有任何疑問，請與展覽項目經理黃家詠小姐聯絡，電話: (852) 2240 4609。

香港貿易發展局 謹啟



# Guide to Zones and Group Pavilions

## Lifestyle

Zone	Hall Location/Site (Hall 1)
Coffee Alley <small>New Zone</small>	Hall 1 Concourse
Designers' Furniture <small>New Zone</small>	Hall 1E
Green Living	Hall 1 Concourse
Hall of Elegance	Halls 1D-E
World of Fine Decor	Halls 1A-B
World of Fine Dining	Halls 1B-D
World of Pet Supplies	Hall 1A

## Interior

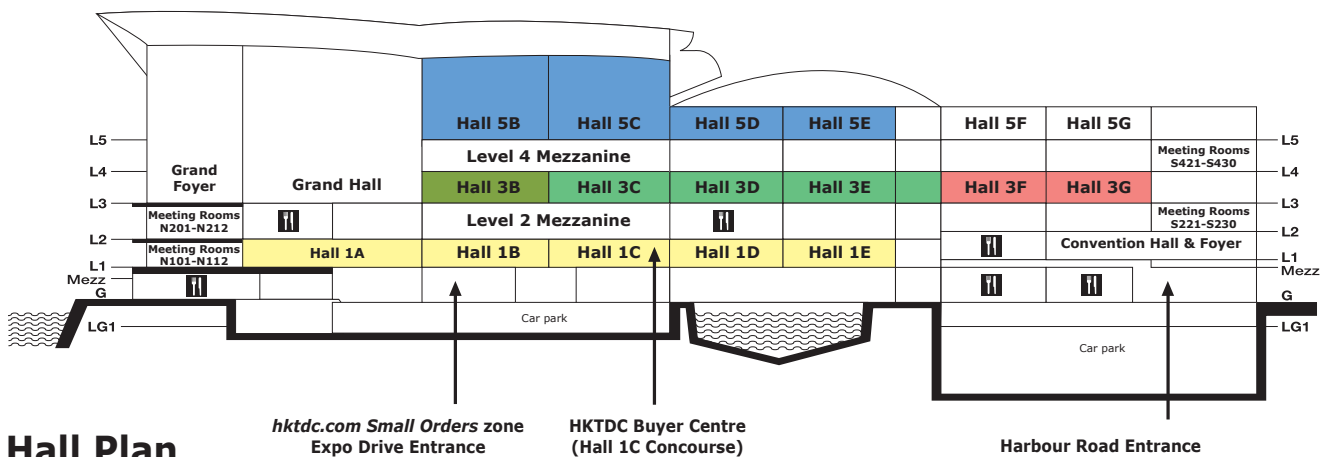
Zone	Hall Location/Site (Halls 3B-E)		
Best of ASEAN	Hall 3E		
Creative Arts & Cultural Craft	Hall 3 South Concourse		
Festive Decor	Hall 3C		
HKTDC Hong Kong International Home Textiles and Furnishings Fair	Hall 3B		
Interior Decor	Halls 3C-D		
Group Pavilions			
Bangladesh	Hall 3D-E Concourse	Chinese mainland (Jinhua)	Halls 3F-G
Chinese mainland (Jiangmen)	Hall 3D	European Union	Hall 3D
India	Halls 3E & Concourse	Japan	Hall 3E
Korea	Halls 3D, 3E & 5C	Macau	Hall 3D
Taiwan	Halls 3D-E	Turkey	Hall 3D

## Feast

Zone	Hall Location/Site (Halls 3F-G)	Zone	Hall Location/Site (Halls 3F-G)
Home Appliances	Hall 3G	Tableware	Hall 3F
HORECA <small>New Zone</small>	Hall 3F	Wine Tools & Accessories	Hall 3F
Kitchenware & Gadgets	Hall 3G		

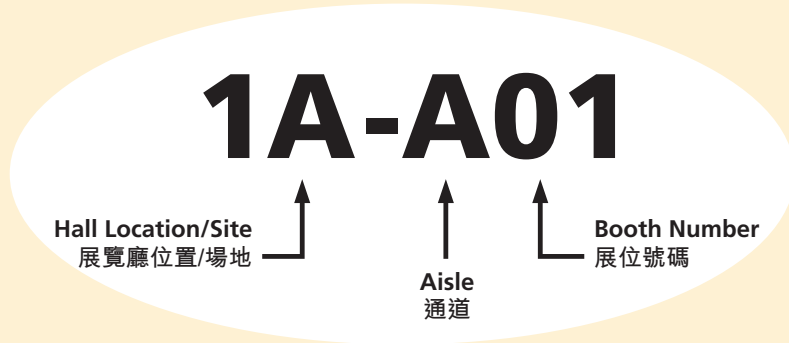
## Enrich

Zone	Hall Location/Site (Halls 5B-D)	Zone	Hall Location/Site (Hall 5E)
Baby Products	Hall 5B	Furniture	Hall 5E
Bath, Beauty & Healthcare	Halls 5B-C	Outdoor & Gardening	Hall 5E
Home Cleaning & Laundry	Hall 5C	World of Building & Hardware <small>New Zone</small>	Hall 5E
Homepedia	Hall 5B		
Startup	Hall 5D		
Storage Solutions	Hall 5C		
Trade Services	Hall 5B		



# Booth Legend

## 展位位置圖例



Hall Location/Site 展覽廳位置/場地	Level 樓層
<b>1A-1E</b> Halls 展覽廳 1A-1E	L1 一樓
<b>1CON</b> Hall 1 Concourse 展覽廳1大堂	L1 一樓
<b>3B-3G</b> Halls 展覽廳 3B-3G	L3 三樓
<b>3CON</b> Hall 3 Concourse 展覽廳3大堂	L3 三樓
<b>5B-5E</b> Halls 展覽廳 5B-5E	L5 五樓

# 展區及展館指南

## Lifestyle

展區	展覽廳位置/場地 (展覽廳1)
咖啡精品廊 <small>嶄新展區</small>	展覽廳1大堂
設計師家具 <small>嶄新展區</small>	展覽廳1E
綠色居庭	展覽廳1大堂
精萃廊	展覽廳1D-E
品味家飾	展覽廳1A-B
品味餐饗	展覽廳1B-D
寵物用品世界	展覽廳1A

## Interior

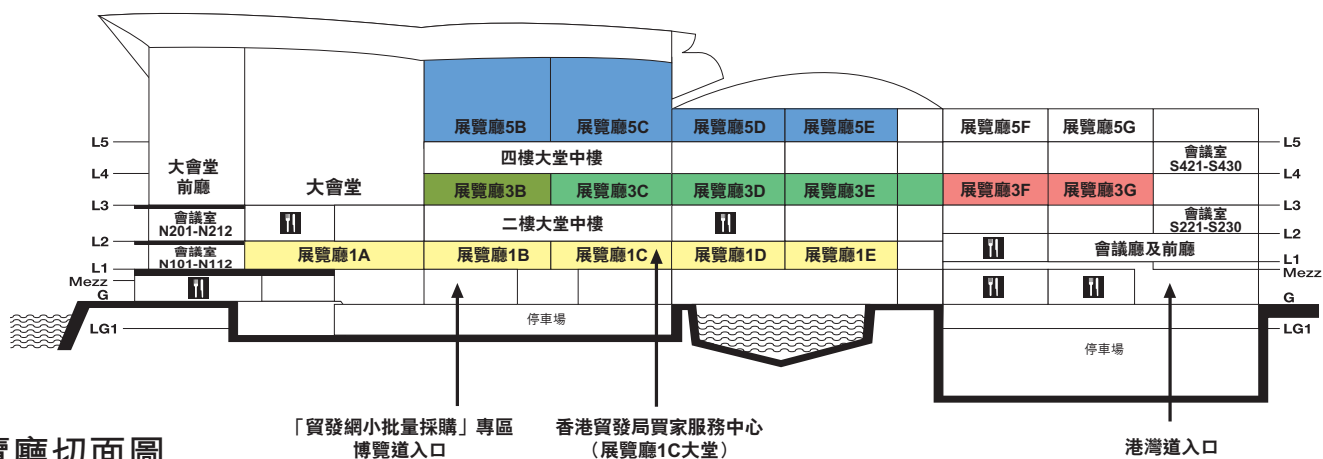
展區	展覽廳位置/場地 (展覽廳3B-E)		
卓越東盟	展覽廳3E		
文化創意工藝品	展覽廳3南大堂		
節慶家居裝飾	展覽廳3C		
香港貿發局香港國際家用紡織品展	展覽廳3B		
室內家居裝飾	展覽廳3C-D		
地區展館			
孟加拉	展覽廳3D-E大堂	中國內地 (金華)	展覽廳3F-G
中國內地 (江門)	展覽廳3D	歐盟	展覽廳3D
印度	展覽廳3E及大堂	日本	展覽廳3E
韓國	展覽廳3D、3E及5C	澳門	展覽廳3D
台灣	展覽廳3D-E	土耳其	展覽廳3D

## Feast

展區	展覽廳位置/場地 (展覽廳3F-G)	展區	展覽廳位置/場地 (展覽廳3F-G)
家居電器	展覽廳3G	餐具	展覽廳3F
酒店及餐飲業用品 <small>嶄新展區</small>	展覽廳3F	品酒用具及配件	展覽廳3F
廚具及廚房小器具	展覽廳3G		

## Enrich

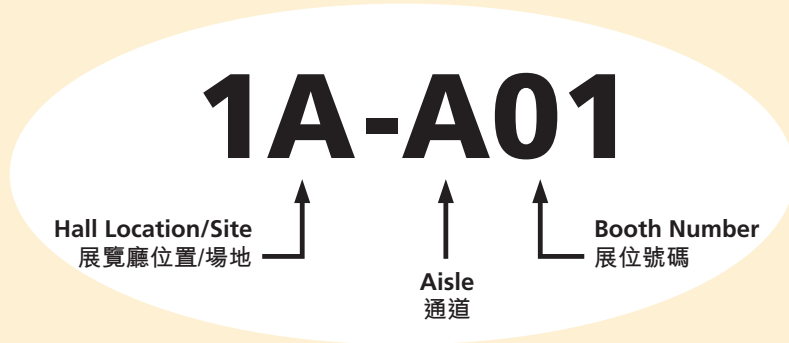
展區	展覽廳位置/場地 (展覽廳5B-D)	展區	展覽廳位置/場地 (展覽廳5E)
嬰兒用品	展覽廳5B	家具	展覽廳5E
浴室美容及保健用品	展覽廳5B-C	戶外及園藝	展覽廳5E
家居清潔及洗衣用品	展覽廳5C	建築及五金世界 <small>嶄新展區</small>	展覽廳5E
家居百科	展覽廳5B		
初創	展覽廳5D		
貯物設備	展覽廳5C		
商貿服務	展覽廳5B		



展覽廳切面圖

# Booth Legend

## 展位位置圖例



Hall Location/Site 展覽廳位置/場地	Level 樓層
<b>1A-1E</b> Halls 展覽廳 1A-1E	L1 一樓
<b>1CON</b> Hall 1 Concourse 展覽廳1大堂	L1 一樓
<b>3B-3G</b> Halls 展覽廳 3B-3G	L3 三樓
<b>3CON</b> Hall 3 Concourse 展覽廳3大堂	L3 三樓
<b>5B-5E</b> Halls 展覽廳 5B-5E	L5 五樓





**Urban Parking**  
富城停車場

申請日期：2017年3月20日至2017年3月24日  
傳真號碼：(852) 2131 0200

UPL/DS0365C

**「香港貿發局香港家庭用品展/香港貿發局香港國際家用紡織品展」  
預留車位訂購表格**

本公司欲訂購上述展覽之預留車位服務〔只限私家車/客貨車停泊〕，訂購詳情如下：

- (1) 停車場：香港會議展覽中心〔博覽道中〕停車場 (限制高度:2.2米)  
(2) 預留車位服務選擇：(請√選)

- 1天泊車—每張港幣200元正  
泊車時間(00:01 – 23:59)
- 4天泊車—每張港幣760元正  
(使用日期:2017年4月20日至4月23日)

車票使用日期：\_\_\_\_\_

(可選擇19/4至23/4任何一日或多日)

共( )個車位，合共(港幣\_\_\_\_\_元正) 共( )個車位，合共(港幣\_\_\_\_\_元正)

**參展商資料**

公司名稱：\_\_\_\_\_ 八達通卡號碼：\_\_\_\_\_

電話/手提：\_\_\_\_\_ 傳真號碼：\_\_\_\_\_

聯絡人：(先生/小姐) \_\_\_\_\_ 電郵：\_\_\_\_\_

**預訂方法及使用規則**

本公司明白並遵守下列規則：

- 訂購「展覽會預留車位」(下稱「預留車位」)，客戶需填妥此表格，然後於 **2017年3月20日至2017年3月24日期間** 傳真至富城停車場管理有限公司(下稱「富城停車場」) 行政部。
- 預留申請，**先到先得**，額滿即止。逾期申請，恕不接受。
- 成功申請客戶，將於 **2017年3月27日至2017年3月29日期間** 以傳真或電郵收到附本公司印章確認的申請表。
- 客戶可憑獲確認之申請表及**現金**於 **2017年4月3日至2017年4月9日期間** 前往 **會議展覽中心〔博覽道中〕停車場繳費處(電話:2582-7079 / 6655-3312)** 付款。
- 客戶必須核對清楚登記之**八達通卡號碼及預留日期**。
- 客戶於預留日期停泊時，必須以此八達通卡進出停車場。
- 客戶如使用未經登記之八達通卡進入停車場，必須繳付有關時租費用。
- 已繳費之申請，於繳款後不得取消，亦不作任何形式之退款。
- 富城停車場有權將逾期付款之預留車位留作後補售賣，而不作任何事先通知。
- 富城停車場有權拒絕預留車位予任何人士、機構、公司或團體而毋須作任何解釋。
- 使用此預留車位之人士必須遵守放置於停車場入口之使用條例。倘若違反停車場之條例，可即時被禁止使用停車場。
- 富城停車場保留修訂此預留車位服務任何使用條款及細則的權利，而毋須事前通知。任何有關於使用此預留車位之爭議，將以富城停車場之決定為準。
- 使用停車場之一切責任由使用者自行負責，停車場業主及管理公司或其代理人不負任何有關車輛、財物之遺失、損壞或人身受傷等之責任。
- 查詢電話：(852) 2131 0393 (行政部-薛小姐洽)

客戶簽署 \_\_\_\_\_

公司印章 \_\_\_\_\_

日期 \_\_\_\_\_

**此欄由本公司填寫**

Customer Name.: \_\_\_\_\_ ( )

CEC - 1 ( ) pcs  CEC - 4 ( ) pcs

Ref No.: \_\_\_\_\_



申請批核蓋章



**Urban Parking**  
富城停車場

Application Date : **20-24 Mar 2017**

FAX : **(852) 2131 0200**

UPL/DS0365E

**“HKTDC Hong Kong Houseware Fair/HKTDC Hong Kong International Home Textiles and Furnishing Fairs”  
– Reserve Carpark Space Order Form**

We request to reserve the carpark space (for Private Cars and Vans only) for the captioned fairs with details as follows:

(1) **Car Park : HK Convention & Exhibition Center (Expo Drive Central) Car Park (Max. Height 2.2M)**

(2) **Type of Parking :** (Please tick the appropriate box)

**1-Day Parking – HK\$200 Per Ticket**  
Time: (00:01 – 23:59)

**4-Days Parking – HK\$760 Per Ticket**  
(Fair Period: 20/4/2017 to 23/4/2017)

Date: \_\_\_\_\_  
(applicant may select any day(s) between 19/4 and 23/4.)

Total \_\_\_\_\_ spaces Amount HK\$ \_\_\_\_\_

Total \_\_\_\_\_ spaces Amount HK\$ \_\_\_\_\_

**Exhibitor Information**

Company Name : \_\_\_\_\_ Octopus No : \_\_\_\_\_

Tel/Mobile: \_\_\_\_\_ Fax No : \_\_\_\_\_

Contact Person : (Mr./Ms./Mrs) \_\_\_\_\_ E-mail : \_\_\_\_\_

**Terms & Conditions**

We understand and will comply with the following:

1. Exhibitors are required to fill in this order form for the reserving of carpark space and fax it to Urban Parking Limited Administration Department **from 20-24 Mar 2017**.
2. Reserving spaces are limited and on first-come first-served basis, late application will not be accepted.
3. Applicants will receive the confirmed application form bearing Urban Parking Ltd's company chop via fax or e-mail **from 27-29 Mar 2017**.
- \* 4. With the confirmed application and relevant payment **CASH ONLY, applicants shall pay at the HKCEC (Expo Drive Central) Car Park shroff office (Tel:2582-7079 / 6655-3312) from 3-9 Apr 2017**.
5. Applicants shall **check the Registered Octopus Card No. and Reserving Date**.
6. Applicants shall use the registered Octopus Card to access the carpark within the reserving date.
7. Applicants are liable to pay the hourly parking charge in case of presenting an unregistered Octopus Card when entry.
8. No alteration of Octopus Card No. or refund for any paid reservation of parking space after the payment.
9. Urban Parking Limited reserves the right to sell the unpaid reservation to others after payment date.
10. Urban Parking Limited has the sole and absolute discretion in refusing to reserve the parking space to any individuals, organizations or companies.
11. Use of the carpark is subject to the Conditions of Parking displayed at the entrance of the car park. Breach of any car park regulations will render immediate suspension of right in using the car park.
12. Urban Parking Limited reserves the right to change any of these terms and conditions of reservation the parking space without further notice. Should there be any dispute regarding the reservation of the parking space, the decision of Urban Parking Limited is final.
13. Using the car park is at the car park users' own risk. The owner or the car park management company or his agent shall not be liable for any damage, loss or injury caused to any vehicle, property or person.
14. For enquiry, please contact Ms. Sit (Administration Dept.) at (852) 2131 0393.

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Company Chop

\_\_\_\_\_  
Date

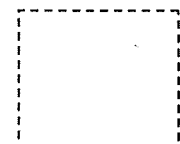
**FOR OFFICE USE ONLY**

Customer Name.: \_\_\_\_\_ ( )

CEC – 1 ( ) pcs

CEC – 4 ( ) pcs

Ref No.: \_\_\_\_\_



*Company Approval Chop*



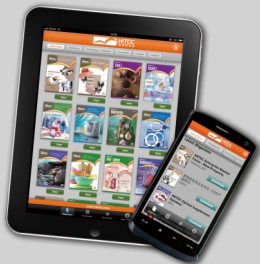
# Maximise Your Exhibition Effectiveness with *hktdc.com*

All eligible exhibitors of the **HKTDC Hong Kong Houseware Fair 2017** are entitled to a one-year online promotion at [www.hktdc.com](http://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](http://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

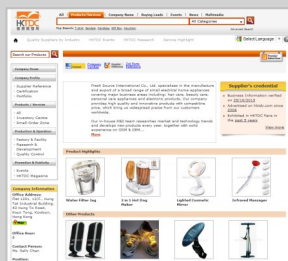


Scan Exhibitor QR code at your booth to access your online profile



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

#### EXHIBITORS



Update your profile on [hktdc.com](http://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](http://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](http://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](mailto:hkhf2017@hktdc.org)



**hktdc.com**

助你提升展覽效益

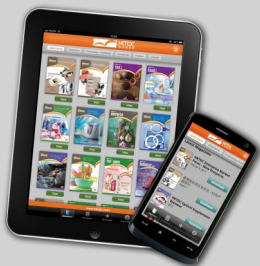


是次 **香港家庭用品展 2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 ([www.hktdc.com](http://www.hktdc.com)) 享有一年的基本推廣服務(2017年2月至2018年1月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

## 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。

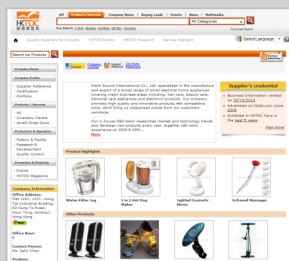


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



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.hktcdc.com/diy>)。

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

**20 - 23 / 4 / 2017**

## **Form 5**

### **Sponsor Souvenir and Get Extra Exposure!**

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

#### **Campaign details:**

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

#### **Benefits to sponsors:**

Sponsors will receive additional exposure:

- HKTDC will acknowledge sponsor's company name and logo on onsite foamboard
- The promotional counter will be set up at a prominent location where buyers can see your company's logo and souvenir easily

#### **Souvenir requirements:**

- Quantity: around 100 pc / sponsor
- Souvenir can be your company's products or corporate gifts
- The souvenir will be primarily used at the HK Houseware Fair & HK International Home Textiles and Furnishings Fair, and the leftover stock will be used for promotions at other HKTDC fairs

#### **Enquiry:**

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

Hong Kong Trade Development Council



**20 - 23 / 4 / 2017**

**To: HKTDC**

**Fax: (852) 3521 3193**

**Souvenir Sponsorship for Promotion Program**

**Deadline: 31 March 2017**

We confirm to sponsor souvenir, details as below:

Name of souvenir:

\_\_\_\_\_ (Eng)

\_\_\_\_\_ (Chi)

Packaging dimension: (W) \_\_\_\_\_ cm (D) \_\_\_\_\_ cm (H) \_\_\_\_\_ cm

Please provide below information for promotion use via email to [mannie.ym.wong@hktdc.org](mailto:mannie.ym.wong@hktdc.org):

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

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Direct Contact E-mail: \_\_\_\_\_

Signature and company chop: \_\_\_\_\_ Date: \_\_\_\_\_

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

\* Souvenir will be primarily used at the HK Houseware Fair & HK International Home Textiles and Furnishings Fair, and the leftover stock will be used for promotions at other HKTDC fairs.

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





20 - 23 / 4 / 2017

## 表格 5

### 贊助禮物及獲取額外曝光

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

#### 活動詳情:

- 本局將於多個展覽設立推廣專櫃
- 加入香港貿發局社交媒體平台的買家將會獲得禮物一份

#### 贊助優勢:

贊助商將得到更多的曝光率:

- 香港貿發局將於現場宣傳版提及贊助的公司名稱及商標
- 推廣專櫃將設於當眼位置，買家會很容易及清楚地看到你的公司名稱和禮物

#### 禮物要求:

- 提議贊助數量: 約 100 件
- 禮物可以是公司產品或企業禮品
- 禮物將主要於香港家庭用品展及香港國際家用紡織品展使用; 所有餘下的禮物將於其他展覽送出

#### 查詢:

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

香港貿易發展局

20 - 23 / 4 / 2017

致: 香港貿發局

傳真: (852) 3521 3193

推廣用禮物贊助計劃  
期限: 2017 年 3 月 31 日

我們將會贊助禮物以作香港貿發局推廣社交媒體平台之用, 詳情如下:

禮物名稱:

\_\_\_\_\_ (英文)

\_\_\_\_\_ (中文)

包裝尺寸: (闊) \_\_\_\_\_ 厘米 (深) \_\_\_\_\_ 厘米 (高) \_\_\_\_\_ 厘米

請把以下資料電郵至 [mannie.ym.wong@hktdc.org](mailto:mannie.ym.wong@hktdc.org) 以作推廣之用:

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

公司名稱: \_\_\_\_\_ 展位號碼: \_\_\_\_\_

聯絡人: \_\_\_\_\_ 電話: \_\_\_\_\_

聯絡人電郵: \_\_\_\_\_

簽署及公司印章: \_\_\_\_\_ 日期: \_\_\_\_\_

\*香港貿發局保留接受/拒絕贊助禮物的最後權利。

\*禮物將主要於香港家庭用品展及香港國際家用紡織品展使用, 如有剩下禮物亦會於香港貿發局其他展覽使用。

\*香港貿發局將有專人聯絡關於禮物運送的事宜。





March 2017

**Dear Exhibitor,**

**Re: Exhibitor Check-In Procedure**

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

The booth curtain, together with a complimentary copy of the official magazine and fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **19 April 2017**. The Check-in counters will be set up at **the Expo Drive Entrance of the Hong Kong Convention & Exhibition Centre from 9:00 a.m. to 6:00 p.m.** **Please bring along this letter and your business name card/company chop** to collect the said materials at the counters upon your arrival at the fairground.

We wish you every success in the Fair!

Exhibitions Department  
Hong Kong Trade Development Council

致：各參展商

參展商登記進場手續

多謝 貴司參與香港貿發局香港家庭用品展 2017。請各參展商於 **2017 年 4 月 19 日上午 9 時至 6 時**，攜同此信及閣下之公司名片或公司印章前往於香港會議展覽中心博覽道入口大堂設置之「參展商登記進場櫃位」領取展台掛簾、大會指定產品雜誌及其他有關是次展覽會之資料。

謹祝 貴公司展出成功。

香港貿易發展局  
展覽事務部 謹啟  
2017 年 3 月