

January 2018

Exhibitor Package for HKTDC Hong Kong Houseware Fair 2018

香港貿發局香港家庭用品展 2018 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2018**. If you have any questions, please feel free to contact our colleagues below.

Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加香港貿發局香港家庭用品展2018。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟

2018年1月

HKTDC Hong Kong Houseware Fair 2018 香港貿發局香港家庭用品展 2018				
Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真	
Miss Karen Wong 黃家詠小姐	(852) 2240 4609	karen.kw.wong@hktdc.org	(852) 2169 9577	
Mr Ivan Ching 程瀚賢先生	(852) 2240 4059	ivan.hy.ching@hktdc.org	(852) 3746 6142	
Mr Jeffrey Tang 鄧景支先生	(852) 2240 4215	jeffrey.kc.tang@hktdc.org	(852) 2169 9567	
Mr Charles Leung 梁永星先生	(852) 2240 4601	charles.ws.leung@hktdc.org	(852) 3915 2479	
Miss Christy Ng 伍詩朗小姐	(852) 2240 4738	christy.sl.ng@hktdc.org	(852) 2169 9749	

World of Building and Hardware 2018 建築及五金世界 2018				
Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真	
Mr Cedric Wan 尹錫祺先生	(852) 2240 4128	cedric.sk.wan@hktdc.org	(852) 3521 3235	
Miss Kerry Lui 呂嘉琪小姐	(852) 2240 4625	kerry.kk.lui@hktdc.org	(852) 3521 3121	

Download Exhibitors' Manual and Order Form from the Fair Website

於大會網頁下載參展商手冊及申請表格

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

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

<p>Exhibitors' Manual 參展商手冊: http://hkhousewarefair.hktdc.com/manual/manual.htm</p> <p>Order Forms* 額外設施及服務申請表格*: http://hkhousewarefair.hktdc.com/manual/order.htm</p> <p><i>(Remarks: Hardcopy will NOT be distributed 備註: 本年度將不會派發印刷本)</i></p>	<p>Order Form Submission Deadline 申請表截止日期</p> <p style="text-align: center;">Additional Facilities & Services 額外設施及服務 9 / 3 / 2018</p> <hr/> <p style="text-align: center;">Advertising & Promotion 廣告及推廣項目 5 / 3 / 2018</p>
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* **Note:** Kindly be reminded to submit the orders of additional facilities & services before the application deadline as indicated on the order forms.

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

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

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

Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
20-22 April 2018 2018年4月20-22日	9:30am-6:30pm 上午9時30分至下午6時30分	9:00am-6:00pm 上午9時正至下午6時正
23 April 2018 2018年4月23日	9:30am-5:00pm 上午9時30分至下午5時正	9:00am-3:30pm 上午9時正至下午3時30分

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

Item 資料項目		Index 索引
1	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Appendix 1 附件 1
2	Special Measures on Intellectual Property Protection and Exhibitors' Brief (attached with the Reply Slip - Briefing for Exhibitors) 有關保護知識產權問題的措施及參展商須知 (附上展覽簡介會回條)	Appendix 2 附件 2
3	Special Move-in and Move-out Arrangement 進館及撤館交通安排	Appendix 3 附件 3
4	Storage of Packing Materials during fair period 展覽會期間包裝物料之處理事宜	Circular 1 通告 1
5	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	Circular 2 通告 2
6	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	Circular 3 通告 3
7	Safety Measures on On-site Construction/Dismantling Work 展覽活動施工場地安全守則	Circular 4 通告 4
8	Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失及盜竊的保安措施	Circular 5 通告 5
9	New Measures on Custom-Built Participation Stands 特裝參展攤位新措施	Circular 6 通告 6
10	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的人境規例	Circular 7 通告 7
11	Important Exhibition Regulations 展覽會重要規則	Circular 8 通告 8
12	Free Wireless LAN Service 免費無線上網服務	Circular 9 通告 9
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14	Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子	

January 2018

Exhibitors' Manual and Additional Facilities Order Forms

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Houseware Fair 2018**.

Please note that the additional order forms and exhibitor manual have been uploaded to our fair website. Please submit the additional facilities application on or before **9 March 2018**, there is 20% surcharge for late order received after 9 March 2018 and 30% surcharge for late order received after 6 April 2018.

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

Download Exhibitors' Manual and Order Form from the Fair Website

Additional Facilities Order form:

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

Exhibitors' Manual:

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

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

Booth Location	Contact	Telephone	Email
Hall 1AA - AF	Ms. Kendy Law	(852) 2240-5477	kendy.py.law@hktdc.org
Hall 1BA - EF	Mr. Don Chan	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 1 Concourse	Mr. Don Chan	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 3CA - 3DB	Ms. Apple Yu	(852) 2240-5494	apple.ks.yu@hktdc.org
Hall 3DC - 3EF	Ms. Kendy Law	(852) 2240-5477	kendy.py.law@hktdc.org
Hall 3 Concourse	Ms. Kristy Wong	(852) 2240-5475	kristy.cs.wong@hktdc.org
Hall 3F - G	Ms. Kristy Wong	(852) 2240-5475	kristy.cs.wong@hktdc.org
Hall 5	Mr. Chris Chung	(852) 2240-5458	chris.lh.chung@hktdc.org

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

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

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

Hong Kong Trade Development Council

參展商手冊及額外設施申請表格

各位參展商：

感謝 貴公司參加香港貿發局香港家庭用品展2018。

參展商手冊及額外設施及服務申請表格現已上載到展會網站，額外設施或服務的截止申請日期為**2018年3月9日**，請於該日期前辦妥手續。2018年3月9日後提交之申請須加收額外20%附加費；2018年4月6日後提交之申請須加收額外30%附加費。

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

於大會網頁下載參展商手冊及申請表格

額外設施及服務申請表

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

參展商手冊

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

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

攤位位置	聯絡人	電話	電郵
展覽館1AA - AF	羅小姐	(852) 2240-5477	kendy.py.law@hktdc.org
展覽館1BA - EF	陳先生	(852) 2240-5479	don.kw.chan@hktdc.org
展覽館1大堂走廊	陳先生	(852) 2240-5479	don.kw.chan@hktdc.org
展覽館3CA - 3DB	余小姐	(852) 2240-5494	apple.ks.yu@hktdc.org
展覽館3DC - 3EF	羅小姐	(852) 2240-5477	kendy.py.law@hktdc.org
展覽館3大堂走廊	黃小姐	(852) 2240-5475	kristy.cs.wong@hktdc.org
展覽館3F - G	黃小姐	(852) 2240-5475	kristy.cs.wong@hktdc.org
展覽館5	鍾先生	(852) 2240-5458	chris.lh.chung@hktdc.org

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

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

預祝 展出成功！

香港貿易發展局 謹啟

2018年1月

Dear Valued Exhibitors,

HKTDC Hong Kong Houseware Fair 2018
Booth Construction of Hall of Elegance – Hanging Structure

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

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

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

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

Yours faithfully,



Karen Wong
Exhibitions Project Manager
Hong Kong Trade Development Council

Appendix 1: Buyer Nominations for Incentive Programmes

Thank you very much for your support to the coming HKTDC Hong Kong Houseware Fair 2018. To encourage the participation of more buyers from around the world, we are offering hotel sponsorship program for selected overseas buyers to visit our fair.

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

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by **23 March 2018**.

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

Yours faithfully,

Hong Kong Trade Development Council

附件 1: 買家專享贊助推薦計劃

致各參展商：

感謝 貴公司對香港貿發局香港家庭用品展 2018 的支持。為了吸引更多海外買家到場與 貴司洽談業務，我們將提供香港的 酒店贊助 予被挑選的買家。因此，誠邀閣下提名合適的買家。被揀選的買家，將會收到列出提名公司名稱的邀請函，同時，我們亦會通知 貴公司提名的結果。我們保留最終選擇權利。

為了給予我們充足的時間安排，請閣下填妥買家推薦表格，並於 **2018 年 3 月 23 日前** 傳真給我們。我們將繼續以 貴司的利益為依歸，務求利用展覽會為 貴司締造一個具效益、高增值的宣傳渠道。詳情請電 (852) 2240 4603 或 傳真至(852) 2169 9196 與曾競妍小姐洽。

祝 展出成功!

香港貿易發展局

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

From (Exhibitor Name): _____

HKTDC Hong Kong Houseware Fair 香港貿發局香港家庭用品展
(20-23 / 4 / 2018)

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

截止日期 Submission Deadline

23 / 3 / 2018

買家資料 Information of Nominated Buyer

公司名稱
Name of Company: _____

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

職位 Position: _____

公司地址 Address: _____

國家 Country: _____ 郵編 Postal Code: _____

電話 Tel: _____ 傳真 Fax: _____

電子郵件 E-mail: _____

網址 Web-site: _____

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

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

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

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

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

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

1. Intellectual Property Rights (IPR) Inspection Team

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

2. Fair Legal Advisor

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

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

An exhibitors' briefing to elaborate on our on-the-spot handling procedures of complaints about intellectual property protection will be held on **6 March 2018**. The briefing will also cover how to go about proving ownership and infringement of intellectual property.

Date : 6 March 2018 (Tuesday)
Time : 2:30 p.m. – 4:00 p.m.
Address : HKTDC SME Training Room E
Unit 11, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wanchai, Hong Kong

All exhibitors are encouraged to attend. (The briefing will be conducted in Cantonese but written materials will also be available in English). If you are interested in attending the briefing, please fill in the reply slip on "Briefing for Exhibitors" and return it to us by fax on or before **28 February 2018**. We look forward to seeing you at the briefing.

Encl. Exhibitor' Brief

附件 2: 有關保護知識產權問題的措施

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

大會將會在展覽會期間實行兩項保護知識產權的措施：

1. 知識產權檢察小組

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

2. 駐場法律顧問

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

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

香港貿發局定於 **2018 年 3 月 6 日** 舉行簡介會，向參展商解釋有關即場處理侵權投訴的程序，同時指引參展商如何證明其擁有知識產權和提出遭侵權的證據。

日期： 2018 年 3 月 6 日（星期二）

時間： 下午 2 時 30 分至 4 時正

地點： 香港灣仔博覽道 1 號香港會議展覽中心（新翼）博覽商場 11 號舖
香港貿發局中小企培訓中心 E

簡介會將以廣東話進行，同時備有英文資料可供取閱，如 貴公司有興趣參加，請填妥表格之展覽簡介會回條並於 **2018 年 2 月 28 日** 或以前傳真致香港貿易發展局。多謝合作！

附件： 參展商須知

Briefing for Exhibitors 展覽簡介會

To help exhibitors prepare for the **HKTDC Hong Kong Houseware Fair 2018** and enhance exhibitors' understanding of the arrangements during the Fair, the following briefing will be held:

為協助參展商籌備參加**香港貿發局香港家庭用品展 2018** 及對展覽會期間各項安排加深了解，本局將舉辦下列簡介會：

	Briefing Session 簡介會	Date 日期	Time 時間	Venue 地點
1.	Briefing on move-in/move-out arrangements 進館/撤館安排簡介會	6 March 2018 (Tuesday)	2:30pm–4:00pm	HKTDC SME Training Room E, Unit 11, Expo Galleria, HKCEC, Wanchai
2.	Briefing on Intellectual Property Protection 保護知識產權簡介會	2018年3月6日 (星期二)	下午2時30分 至4時正	香港會議展覽中心 博覽商場香港貿發局 中小企培訓中心 E

Notes 請注意:

- All the briefings will be conducted in Cantonese 所有簡介會將以廣東話進行
- Venue: Unit 11, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心(新翼)博覽商場11號舖

New exhibitors are highly recommended to attend the above briefings. Please return the following reply slip on or before **28 February 2018 (Wednesday)** to reserve your seats.

如 貴公司有興趣參加，請填妥下列回條並於 **2018年2月28日(星期三)** 前傳真致本局。

Reply Slip 回條

To 致: HKTDC 香港貿易發展局

Fax 傳真: 2169 9749
E-mail 電郵: christy.sl.ng@hktcd.hk

HKTDC Hong Kong Houseware Fair 2018 香港貿發局香港家庭用品展 2018

	Briefing Session 簡介會	No. of seats 出席人數
<input type="checkbox"/>	Briefing on move-in/move-out arrangements 進館/撤館安排簡介會	
<input type="checkbox"/>	Briefing on Intellectual Property Protection 保護知識產權簡介會	

Company Name (in English)
公司名稱 (請用英文填寫):

Contact Person
聯絡人:

Booth No.
展位號碼:

Company Tel
公司電話:

Fax
傳真:

Signature
簽署:

Date
日期:

*** Please bring along your business card, Exhibitors' Manual and the circulars to the briefing sessions
請帶同閣下之名片，參展商手冊及參展商須知出席上述簡介會

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

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

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

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

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

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

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

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

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

(including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

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

Penalties

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow TDC to immediately take 3 photographs of the product or material in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
- by more than one complainant in respect of different intellectual property rights; or
 - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
- (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
- (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights

A. Copyright

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

OR

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

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

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

B. Trade Mark

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

C. Registered Design

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

D. Patent

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

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

Appendix 3: Special Move-in and Move-out Arrangement

Special Move-in Arrangement (19 April 2018)

A Vehicle Permit will be sent by Hong Kong Trade Development Council to exhibitors by late March 2018.

- ◆ Based on the designated time on the Vehicle Permit issued by HKTDC, exhibitors who use lorries / vans for move-in are required to queue up at the Vehicle Marshalling Area before they come to HKCEC. The location of the vehicle marshalling area will be in **Tsing Yi**.
- ◆ A Trip Ticket will be issued to drivers at the Vehicle Marshalling Area.
- ◆ Lorries/vans will only be allowed to enter the HKCEC loading area via Expo Drive or Convention Avenue within 2 hours with a valid Vehicle Permit issued by HKTDC and a Trip Ticket issued at the Vehicle Marshalling Area.
- ◆ Vehicle Permit and Trip Ticket are NOT required for exhibitors who use private cars / van for move-in. Exhibitors can unload their goods only at the Expo Drive Entrance/Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

Special Move-out Arrangement (23 April 2018)

Exhibitors can choose to use the complimentary centralised forwarding services provided by HKTDC through Kerry Logistics Limited or use your own lorries/vans for move-out.

Option 1	Option 2
Complimentary Centralised Forwarding Service by HKTDC (free of charge) <u>Can be proceeded after 5:00pm on 23 April</u>	Exhibitors who use their own lorries/vans or other forwarders <u>Can only be proceeded after 8:00pm on 23 April</u>
<ol style="list-style-type: none"> 1) Pallets will be distributed to the exhibitors after 5:00pm 2) Exhibitors are required to put their packed items onto the pallets. Staff from Kerry Logistics will collect the pallets and issue an acknowledge receipt to the exhibitors. 3) The goods will be delivered to Kerry Logistics' warehouse at Kwai Chung 4) Exhibitors can pick up their goods at Kerry Logistics' warehouse at Kwai Chung <u>from 09:00 to 18:00 on 24-27 April 2018</u> 	<ol style="list-style-type: none"> 1) Vehicle Permit will be sent by HKTDC in <u>March 2018</u> 2) Drivers are required to queue up at the Vehicle Marshalling Area at Tsing Yi. The Vehicle Marshalling Area will open from 2:00pm until all the move-out activities have finished 3) Trip Tickets will be issued at the Vehicle Marshalling Area 4) After 8:00pm, the drivers can come to HKCEC loading areas with a valid <u>Vehicle Permit</u> issued by HKTDC and a <u>Trip Ticket</u> issued at Vehicle Marshalling Area

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

Points to Note:

- 1) 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 FREE 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)	

- 2) 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	HKD440 per pallet
Additional handling cost for pick-up beyond 09:00 to 18:00 during <u>24-27 April 2018</u>	HKD520 per pallet (advance booking required)
Additional handling cost at the warehouse <u>after 27 April 2018</u>	HKD520 per pallet per day (prior application required)
Purchase of pallets upon pick-up (to avoid transferring exhibits from pallet to pallet)	HKD320 per pallet
Local delivery service without specific delivery date , during <u>24-27 April 2018</u>	HKD420 for 1st pallet, HKD260 for 2nd pallet HKD200 per extra pallet thereafter (for the same drop off point)
Local delivery service with specific delivery date , during <u>24-27 April 2018</u>	HKD540 for 1st pallet HKD320 per extra pallet thereafter (for the same drop off point)
Next Working Day delivery service on <u>24 April 2018</u>	HKD740 for 1st pallet HKD480 per extra pallet thereafter (for the same drop off point)
De-palletizing (unload exhibits from wooden pallets before delivery to door)	HKD240 per pallet

- 3) A gate charge of HKD400 per vehicle (under 24-ton) should be paid by the exhibitor.
- 4) All exhibitors should pick up their exhibits on or before **27 April 2018** or have delivery service arranged on or before **28 April 2018**. 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.
- 5) Further enquiries regarding Kerry Logistics' services, please call their hotline at 2211-3633 or via email move-out@kerrylogistics.com

附件 3: 進館及撤館交通安排

進館交通安排 (2018 年 4 月 19 日)

香港貿易發展局於 3 月下旬將會向各參展商發出 4 月 19 日之進場車輛許可証。

- 如參展商使用貨車及輕型客貨車，在進入會展中心貨物起卸區前，必須根據由香港貿發局所發出車証上之指定時間到車輛等候處報到及輪候。車輛等候處定於青衣區。
- 在青衣車輛等候處的工作人員會向輪候之司機發出一張往來證明書。
- 司機需攜同車証及往來證明書於兩小時內經會議道或博覽道前往會展中心貨物起卸區進場。
- 如使用私家車或的士進場的參展商，進入會展中心範圍則不需要持有車輛許可証及往來證明書，但只能於港灣道或博覽道正門進行落貨。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 (2018 年 4 月 23 日)

本局將為香港參展商提供便捷之展品撤館服務，此服務之供應商為嘉里物流（香港）有限公司。另外，參展商亦可選用閣下之貨車或貨運代理自行安排撤館。

選擇一	選擇二
本局提供之展品撤館服務(免費) 於4月23日下午5時後進行	自行安排撤館 只可於4月23日下午8時後進行
1) 嘉里物流 ² 之員工將於下午5時後到達各使用該服務參展商之攤位派發卡板。	1) 撤館車輛許可証將於3月下旬寄給參展商。
2) 參展商用紙箱自行包妥有關之展品並放於卡板上以待嘉里之員工與參展商於現場進行即時交收。	2) 貨車及輕型客貨車須根據由香港貿發局所發出車証上之指定時間到位於青衣之車輛等候處報到及輪候。車輛等候處將下午2時開放，直至撤館程序完成為止。
3) 貨物將被運往嘉里位於葵涌貨倉暫存。	3) 車輛等候處根據當時之交通情況向輪候之司機發出一張往來證明書。
4) 參展商於 4月24-27日上午9時至下午6時期間到嘉里位於葵涌貨倉提貨。	4) 於下午8時後，請各司機攜同車証及往來證明書在兩小時內經會議道或博覽道入口前往會展中心貨物起卸區進場。

*於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，

酌情採取交通管制及改道措施*

注意：

1. 香港貿發局會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	

2. 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440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520元 (需預約)
4月27日 後存倉附加費用	每板每天港幣520元 (需提前申請)
提貨時如需購買貨板	每板港幣320元
4月24-27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 (只限一送貨點)
4月24-27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540元 其後每板為港幣320元 (只限一送貨點)
4月24日： 從嘉里貨倉 翌日 運至本港範圍內*	第一板為港幣740元 其後每板為港幣480元 (只限一送貨點)
拆板服務費用 (送貨時將展覽品由木卡板上卸下)	每板港幣240元 (需提前申請)

3. 參展商繳付每車**港幣400元** (只限24噸或以下貨車) 之**入關費**。
4. 所有貨物須於**2018年4月27日或之前**提走或在**2018年4月28日或之前**安排運送，**2018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。

IMPORTANT:

All exhibitors are required to submit the following Reply Slip no later than 23 March 2018 (Friday). For enquiries, please call HKTDC customer service hotline at 1830-668.

HKTDC Hong Kong Houseware Fair 2018

To : HKTDC
Fax : 3915 2479

Choice for move-out arrangement :

Kindly choose one from the two options below, if you do not choose any option or choose both options, we will treat you as using your own goods vehicle or forwarders to move-out:

Option 1

We would like to apply for the complimentary move-out service offered by HKTDC and would like Kerry Logistics (HK) Ltd. ("KLHK") to contact us accordingly⁽¹⁾. We understand that whether the application is successful or not is under full discretion of KLHK and will be certified by the confirmation letter issued by Kerry Logistics (HK) Ltd. We understand that no Move-Out Vehicle Permit would be issue to our company.

Option 2

We would like to use our own goods vehicles or forwarders during the move-out day and please provide an "**After 8:00pm**" move-out Vehicle Permit to our company.

Company Name: _____ Booth No. _____

Contact Person: _____ Tel: _____

Direct Contact Email: _____

Signature and company chop: _____ Date: _____

* **Please return this slip to Fax no 3915 2479 immediately so as to avoid delay.**

Remarks: (1)For those exhibitors who choose the move-out arrangement by appointing KLHK, they shall receive the Application Form through e-mail/ fax. Exhibitors should fill in the Application Form for the details of service required and return it to KLHK on or before 23 March 2018.

請注意：

各參展商須於**2018年3月23日（星期五）**前填妥以下回條並傳真回本局。如有疑問，請致電香港貿易發展局客戶服務熱線 **1830-668**查詢。

香港貿發局香港家庭用品展2018

致：香港貿易發展局
傳真：3915 2479

撤館之安排：

請選擇下列其中一項，如不選擇或選多於一項將被視作自行撤館處理。

- 選項一**
本公司欲申請由香港貿易發展局免費提供之展品撤館服務，敬請承辦商嘉里物流（香港）有限公司與我們聯絡。本公司明白申請成功與否將由嘉里物流（香港）有限公司全權決定⁽¹⁾，並以嘉里物流（香港）有限公司所發出的確認信為準。本公司明白香港貿易發展局將不發放撤館車輛許可証於本公司。
- 選項二**
本公司將自行撤館，請提供“下午八時後”之撤館車輛許可証一張。

公司名稱：_____ 展位號碼：_____ (請用英文填寫)
聯絡人：_____ 電話：_____
聯絡人電郵：_____
簽署及公司印章：_____ 日期：_____

* 請於填妥後立即傳真此回條至 **3915 2479**

備註：⁽¹⁾嘉里物流將以電郵/傳真發出申請表格予所有申請使用嘉里物流撤館服務之參展商。敬請參展商於**2018年3月23日**或以前將填妥之申請表格傳真予嘉里物流。如參展商未能於上述指定日期內交回表格，將被視作自行撤館論。

Location of the Vehicle Marshalling Area in Tsing Yi

青衣車輛等候處位置圖



Circular (1) Storage of Packing Materials during fair period

Dear Exhibitor,

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

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

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

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

Hong Kong Trade Development Council

通告 (1) 展覽會期間包裝物料之處理事宜

致各參展商:

首先，本局十分感謝 貴司參加香港貿發局香港家庭用品展。

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

香港貿易發展局

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

It has come to the Organiser's attention that Fair Guide (owned by Construct Data), Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") and Event Fair - The Exhibitors Index have sent invitations to exhibitors inviting them to update or correct their data with their fair directories. The Organiser would like to stress that neither the Fair Guide, the Expo Guide nor the Event Fair has any connection with the Organiser or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data has shifted its operation from Austria to Mexico and/or Slovakia.

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

The Organiser do not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals and/or and Event Fair. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals and/or and Event Fair, you should notify Construct Data, Commercial Online Manuals and/or and Event Fair in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

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

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

香港貿發局特此澄清及重申: Fair Guide、Expo Guide 和 Event Fair 概與主辦機構或主辦機構的任何展覽完全無關。

UFI, 一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織。UFI 還報告說，收債公司和這些指南和組織有夥伴的關係，從而恐嚇參展商付款。Construct Data 之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示，Construct Data 已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data 與 Commercial Online Manuals 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。主辦機構特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

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

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

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

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

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Houseware Fair 2018.

Should you have any questions, please contact:

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

Hong Kong Trade Development Council

通告 (3) 提防有關信用卡終端機租賃服務

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

如有任何問題，請與本局展覽項目經理聯絡：

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

香港貿易發展局

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

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

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

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

通告 (4) 展覽活動施工場地安全守則

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

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

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

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

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

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

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

Hong Kong Trade Development Council

通告 (5) 有關防止展品遺失或盜竊的保安措施

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

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

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

香港貿易發展局

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

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

Section	Items																			
4.2	<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 <Electrical> installation, inspection & 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. 18-24 Apr 2018.</p>																			
4.2.4	Hall rental charges for over-time move-in and move-out																			
4.2.5	Maximum stand height																			
4.2.6	<p><u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u></p> <table border="1"> <tbody> <tr> <td>Stands & temporary structures</td> <td>>2500mm & <4500mmH</td> <td>≥ 4500mmH or two-storey construction</td> </tr> <tr> <td>Stages or platforms</td> <td>>1100mm & <1500mmH</td> <td>≥ 1500mmH</td> </tr> <tr> <td>Suspended lighting truss & equipment</td> <td><100 kg</td> <td>≥ 100 kg</td> </tr> </tbody> </table> <p>Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</p> <table border="1"> <tbody> <tr> <td>Verify stability of design drawings</td> <td>Verify stability of design drawings & prepare structural calculations</td> </tr> <tr> <td colspan="2">Supervise construction works at site</td> </tr> <tr> <td colspan="2">Verify stability after completion by issuing structural safety certificate</td> </tr> </tbody> </table> <p>Submit design drawings to Organiser by 9 Mar 2018</p> <table border="1"> <tbody> <tr> <td>By email</td> <td>4 original copies with structural calculations*</td> </tr> </tbody> </table> <p>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 19 Apr 2018</p> <table border="1"> <tbody> <tr> <td>1. Structural Safety Certificate*</td> <td>2. Fire Services Certificate (submit upon request)</td> </tr> </tbody> </table> <p>Submit to Official Electrical Contractor by 1500 hrs on 19 Apr 2018</p> <p>Certificate of installation, inspection & testing (Form WR1)*</p> <p>Upon Venue Operator's / Government Authority's request</p> <p>Documentary Proof of Fire Services Compliance</p> <p>* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the</p>	Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations	Supervise construction works at site		Verify stability after completion by issuing structural safety certificate		By email	4 original copies with structural calculations*	1. Structural Safety Certificate*	2. Fire Services Certificate (submit upon request)
Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction																		
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Supervise construction works at site																				
Verify stability after completion by issuing structural safety certificate																				
By email	4 original copies with structural calculations*																			
1. Structural Safety Certificate*	2. Fire Services Certificate (submit upon request)																			

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

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

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

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

Thank you for your kind understanding and co-operation!

通告 (6) 特裝參展新措施及注意事項

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

部份	內容																															
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																															
4.2.2	<p>施工按金 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>																															
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2018 年 4 月 18-24 日)。</p>																															
4.2.4	<p>進場及離場超時租場收費</p>																															
4.2.5	<p>攤位高度限制</p>																															
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	<p><u>符合相關消防規定證明書</u></p> <p>按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關 <u>註冊消防裝置承辦商</u> 的名冊，請瀏覽消防處網頁: http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p><u>電力裝置</u></p> <p>按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予 <u>大會電力承建商</u>，以茲證明。</p>
4.2.9	<p><u>反光背心</u></p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.12	<p><u>減少廢物及回收措施</u></p> <p>根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p><u>建築業安全訓練證明書</u></p> <p>凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	<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

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

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

1. Exhibitors from outside Hong Kong

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

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

2. Exhibitors from Chinese Mainland

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

3. Exhibitors from India

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

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

For more information and online registration, please visit:

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

4. Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1 and 2) will also apply.

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

通告 (7) 參展商須遵守的入境規例

1. 來自香港以外的參展商

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

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

2. 中國內地參展商

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

3. 來自印度參展商

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

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

欲查詢更多資訊或作網上登記，請瀏覽：

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

4. 香港參展商

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

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

Circular (8) Important Exhibition Regulations

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them.

1. Displaying relevant exhibits

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

2. Sub-letting is forbidden

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

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

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

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

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

3. Receiving buyers with courtesy

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

4. Move-out Regulations

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (23 April 2018, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

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

通告 (8) 展覽會重要規則

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

1. 展示合適展品

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

2. 禁止分租

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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

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

3. 有禮接待買家

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

4. 撤館守則

特此通告各參展商需嚴格遵守大會的撤館時間，不得於展覽指定結束時間(2018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2018年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

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

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

Steps :

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

IMPORTANT NOTE:

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

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

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

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

步驟：

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

請注意：

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

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

Circular (10) e-Badge for buyers

Dear Exhibitors:

Thank you for your participation in the HKTDC Hong Kong Houseware Fair. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced in HKTDC Hong Kong Houseware Fair to upgrade buyer's experience at the fair as well as support environmental protection.

Buyers are required to download the "HKTDC Marketplace" mobile App and complete visitor registration, then login to retrieve e-Badge. When entering fairground, bluetooth service of the mobile device has to be enabled to obtain a "green tick" on the e-Badge and show to staffs for seamless fairground access. Paper badge for buyers would still be available, and e-Badge is not applicable to exhibitors.

After the launch at Houseware Fair, more functions would be introduced in later stage. Based on the buyers' needs and preferences, customised information in the "HKTDC Marketplace" App will be provided for buyers to find and connect with exhibitors, and receive latest fair information and special offers at fingertips, providing convenience and all-rounded fair experience.

More details: http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html

Hong Kong Trade Development Council

通告 (10) 買家電子入場證

致參展商：

感謝 貴司參與香港貿發局香港家庭用品展。請留意以下有關買家電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，於時裝節首推買家電子入場證 (e-Badge)，期望提升買家的展會體驗，同時響應環保。

買家只需下載香港貿發局商貿平台 (HKTDC Marketplace) 流動應用程式，完成登記後，便可索取電子入場證。進入會場時，先啟動藍牙，並向工作人員展示「綠剔」，即可進入會場。買家仍可選擇以實體買家證進場，而大會暫未推行參展商電子入場證。

大會將在家品展後逐步加入更多功能，稍後 App 能針對買家需求及喜好設定，提供個人化資訊；方便買家搜尋及連繫目標展商，更容易獲取最新展會資訊及優惠，帶來更便捷及全面的展會體驗。

更多資訊：http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html

香港貿易發展局

SME Export Marketing Fund

Expand markets outside Hong Kong



SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) expand markets outside Hong Kong through funding support for their participation in export promotion activities.



Eligibility

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

“SMEs” are manufacturing businesses which employ fewer than 100 persons in Hong Kong; or non-manufacturing businesses which employ fewer than 50 persons in Hong Kong.^{Note}

Scope

- Participation in trade fairs/exhibitions and business missions outside Hong Kong, as well as local trade fairs/exhibitions which mainly target at markets outside Hong Kong.
- Advertisements on printed trade publications which mainly target at markets outside Hong Kong.
- Participation in export promotion activities (such as placing advertisements, keyword search, listing product information, setting up or enhancing online shop, etc.) conducted through electronic platforms/media which mainly target at markets outside Hong Kong.
- Setting up or enhancing a corporate website of the applicant enterprise which mainly targets at markets outside Hong Kong.



Expenditures such as the participation fees charged by organisers, travelling expenses, hotel accommodation expenses, fees for advertising in trade publications, fees for advertising, keyword search, product information listing, setting up or enhancing online shop on electronic platforms/media, and fees for setting up or enhancing a corporate website of the applicant enterprise are generally eligible for support under the EMF.

Amount of Grant

For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less. The



cumulative amount of grant an SME may obtain from the EMF is \$200,000.

The last \$50,000 of the total amount of grant must be used for participating in export promotion activities which are not previously funded by the initial grant amount of \$150,000. For more details regarding this requirement and its implementation, please enquire with the SME Export Marketing Fund Section (the EMF Section).

Application Procedures



An SME should submit application for grant within 60 calendar days after the completion date of the trade fair/exhibition or business mission; the issue date of the trade publication containing the advertisement; the completion date of the relevant contract of the export promotion activity conducted through an electronic platform/medium, or the completion date of the relevant project on setting up/enhancing the corporate website of the applicant enterprise. Duly completed application form with all necessary supporting documents should be submitted to the EMF Section either in person or by post.

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

For enquiries, please contact:
SME Export Marketing Fund Section
Trade and Industry Department
15/F, Trade and Industry Tower
3 Concorde Road, Kowloon City,
Hong Kong
Tel. : 2398 5127 / 2398 5125
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : www.smefund.tid.gov.hk

Note: For the purpose of the EMF, “enterprise” refers to a legal entity who is engaged in any form of business for the purpose of gain. Non-profit-making or non-profit-distributing organisations are not eligible.

中小企業 市場推廣基金

開拓香港境外市場



中小企業市場推廣基金

目的

透過資助中小企業參與出口推廣活動，從而協助其擴展香港境外市場。



申請資格

所有在香港按照商業登記條例(第310章)登記並在本港有實質業務運作的中小企業。

「中小企業」指從事製造業而在本港僱用少於100人；或從事非製造業而在本港僱用少於50人的企業^註。

資助範圍

- 參與香港境外展銷/展覽會及商貿考察團，及以香港境外市場為主要對象的本地展銷/展覽會。
- 在以香港境外市場為主要對象的印刷貿易刊物上刊登的廣告。
- 通過以香港境外市場為主要對象的電子平台/媒介進行出口推廣活動，例如刊登廣告、關鍵字搜尋、上載產品資料、建立或優化網上商店等。
- 建立或優化申請企業所擁有的以香港境外市場為主要對象的公司網站作出口推廣。



由主辦機構收取的參加費，交通費，酒店住宿開支，貿易刊物的廣告費，在電子平台/媒介刊登廣告、作關鍵字搜尋、上載產品資料、建立或優化網上商店的費用，及建立或優化申請企業所擁有公司網站的費用，一般情況下可獲基金資助。

資助金額

每宗成功申請最高的資助額為申請企業就有關活動繳付的核准開支總費用的50%或5萬元，以較低者為準。每家中小企業的累積資助上限為20萬元。



資助總額中最後的5萬元資助額，必須用於參與未曾獲基金首15萬元資助額資助的出口推廣活動。如欲了解更多有關本規定及其實施的詳情，請向「中小企業市場推廣基金」組查詢。

申請手續

在展銷/展覽會或考察團完結日、刊登廣告的貿易刊物出版日、在電子平台/媒介進行的出口推廣活動的有關合約完結日，或建立/優化申請企業擁有的公司網站的有關項目完成日起計的六十個曆日內，把已填妥的申請表連同所需證明文件以郵遞方式或親身送交工業貿易署「中小企業市場推廣基金」組。



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

如有查詢，歡迎聯絡：

香港九龍城協調道3號

工業貿易大樓15樓

工業貿易署

中小企業市場推廣基金組

電話：2398 5127 / 2398 5125

傳真：2391 2646 / 3525 0329

電郵：emf_enquiry@tid.gov.hk

網頁：www.smefund.tid.gov.hk

註：就基金而言，「企業」是指為了圖利而從事任何形式的業務的法人。非圖利或非分配利潤組織並不符合資格。