

January 2017

27 – 30 April 2017

Exhibitor Package for Hong Kong International Printing & Packaging Fair 2017 香港國際印刷及包裝展 2017 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **Hong Kong International Printing & Packaging Fair 2017**. Please note that the items listed on the Index page are included in your exhibitor package. If you have any questions, please feel free to contact our colleagues below.

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

Hong Kong Trade Development Council &
CIEC Exhibition Company (HK) Ltd

各位參展商：

感謝 貴公司參加**香港國際印刷及包裝展 2017**，煩請檢查列印在索引表上的資料是否齊全。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局及華港國際展覽有限公司 謹啟

Name		Tel	Email	Fax
Hong Kong Trade Development Council 香港貿易發展局				
Mr Kenny Kan	簡志雄先生	(852) 2240 4930	kenny.ch.kan@hktcdc.org	(852) 2169 9574
Miss Jess Hui	許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktcdc.org	(852) 2270 5740
Miss Lolita Chan	陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktcdc.org	(852) 2169 9707
CIEC Exhibition Company (HK) Ltd 華港國際展覽有限公司				
Mr Calvin Zhang	張雙文先生	(86 755) 8831 2355	zsw@ciec.com.hk	(86 755) 8831 2108
Miss Dong GuiHong	董桂紅小姐	(86 755) 8831 5977	dongguihong@ciec.com.hk	(86 755) 8831 2108
Miss You DongCai	游冬才小姐	(86 755) 8831 5975	youdongcai@ciec.com.hk	(86 755) 8831 2108

* Venue: AsiaWorld-Expo, Hall 3 & 6 地點: 亞洲國際博覽館, 展覽廳 3 及 6

* Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Dates 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
27 April (Thu) 4 月 27 日 (星期四)	10:30am-5:30pm 上午 10 時 30 分至下午 5 時 30 分	10:00am-5:00pm 上午 10 時正至下午 5 時正
28-29 April (Fri- Sat) 4 月 28 至 29 日 (星期五至六)	9:30am-5:30pm 上午 9 時 30 分至下午 5 時 30 分	9:00am-5:00pm 上午 9 時正至下午 5 時正
30 April (Sun) 4 月 30 日 (星期日)	9:30am-3:30pm 上午 9 時 30 分至下午 3 時 30 分	9:00am-3:00pm 上午 9 時正至下午 3 時正

Note: Exhibitor Badge, vehicle permit for move-in and move-out will be sent separately in mid April 2017.
請注意: 參展商工作證、進館及撤館車輛許可證將於 4 月中旬寄給各參展商

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Special Circular (1) – Briefing for Exhibitors
特別通告 (1) - 參展商簡介會

To help exhibitors prepare for the **HK International Printing & Packaging Fair 2017** and enhance exhibitors' understanding of the arrangements during the Fair, the following briefing will be arranged:

為協助參展商籌備參加**香港國際印刷及包裝展 2017** 及對展覽會期間各項安排加深了解，主辦機構將舉辦以下簡介會，詳情如下：

Briefing Session 簡介會	Date 日期	Time 時間	Venue 地點
Exhibitor Briefing on the Fair move-in/out procedures & Briefing on Intellectual Property Infringement (please refer to Appendix 2 for details) 參展商簡介會及保護知識產權簡介會 (詳情請參閱附件二)	8 March, 2017 (Wed) 2017 年 3 月 8 日 (星期三)	4:00pm – 5:00pm 下午 4 時至 5 時	SME Training Room E, HKCEC 香港會議展覽中心 中小企業培訓室 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: SME Training Room E, Unit 11, Expo Galleria, HKCEC (New Wing), 1 Expo Drive, Wanchai, Hong Kong (near Golden Bauhinia) 香港灣仔博覽道 1 號香港會議展覽中心博覽商場 11 號舖中小企業培訓室 E (近金紫荊廣場)

New exhibitors are highly recommended to attend the above briefing session. Please return the following reply slip to Joyce Poon by email: joyce.cs.poon@hktdc.org on or before **3 March, 2017 (Friday)** to reserve your seats.

我們非常鼓勵新參展商出席上述的簡介會。如貴公司有興趣參加，請填妥下列回條並於 **2017 年 3 月 3 日(星期五)**前電郵潘小姐: joyce.cs.poon@hktdc.org。

Reply Slip 回條

To 致: Ms. Joyce Poon 潘小姐

Email 電郵: joyce.cs.poon@hktdc.org

香港國際印刷及包裝展 2017

Please select one of the following options 請選擇以下其中一項

☐ Our company **WILL ATTEND** the briefing session. 我司**將會出席**有關簡介會

No. of attendance 出席人數 _____

☐ We **CANNOT ATTEND** the briefing session. 我司**將不會出席**有關簡介會

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:

Email

電郵:

Signature

簽署:

Date

日期:

*** Please bring along your business card, Exhibitor's 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報會

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Special Circular (2) – Checklist of Important Dates

特別通告 (2) – 重要日期清單

Exhibitor's Briefing and IPR Briefing 參展商簡報會及知識產權簡報會	8 March 2017 2017 年 3 月 8 日
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日期	16 March 2017 2017 年 3 月 16 日
Open Forum Application Deadline 專題論壇截止申請日期	15 March 2017 2017 年 3 月 15 日
Confirmation of Company Information 參展商資料最後確認日期	Mid March 2017 2017 年三月中旬
Advertising and Promotion Opportunities Deadline 廣告及宣傳截止申請日期	3 February 2017 2017 年 2 月 3 日
Order Additional Exhibitor Badges and Invitation Cards Deadline 額外參展商工作證及邀請卡截止申請日期	16 March 2017 2017 年 3 月 16 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Mid April 2017 2017 年四月中旬
Visitor Pre-Registration Deadline (to receive badge by mail) 參觀人士預先登記截止日期 (主辦機構將郵寄入場証給參觀人士)	5 April 2017 (Buyers Outside HK) 2017 年 4 月 5 日(香港以外地區買家) 14 April 2017 (Buyers in HK) 2017 年 4 月 14 日 (香港買家)
Delivery of Exhibitor Badge 參展商工作證	Mid April 2017 2017 年四月中旬

Note 注意:

1. The above schedule is subject to change without advance notice 主辦機構保留更改以上日期的權利，恕不另行通知。

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Circular (1) – Exhibitors' Manual and Order Forms Electronic Version

Please note that the electronic version of the Exhibitor Manual and Order Forms are now available at the Fair Website. Please download them at the following urls. Hardcopy will NOT be distributed.

Exhibitor Manual: <http://hkprintpackfair.hktdc.com/manual/manual.htm>

Order Forms: <http://hkprintpackfair.hktdc.com/manual/order.htm>

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 pay attention to all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

The below forms will due soon

For Custom-built Participation Exhibitors:

The submission deadline for Order Form 1, 2 : **16 Mar, 2017.**

For Premium Booth, Standard Booth and Basic Booth Exhibitors:

The submission deadline for Order Forms 3, 4, 5 : **16 Mar, 2017.**

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

Should you require further information or assistance, please do not hesitate to contact us.

Contact Persons:

Ms Lolita Chan : Tel: (852) 2240 4614

Email: lolita.wy.chan@hktdc.org

Ms Jess Hui : Tel: (852) 2240 4801

Email: jess.lh.hui@hktdc.org

Mr Kenny Kan : Tel: (852) 2240 4930

Email: kenny.ch.kan@hktdc.org

Hong Kong Trade Development Council

CIEC Exhibition Company (HK) Limited

通告 (1) - 參展商手冊及服務申請表格電子版本

主辦機構已將參展商手冊及展會服務申請表格的電子版本上載至展會網站，主辦機構將不會製作及郵寄印刷版本，請訪問以下網站下載。

參展商手冊: <http://hkprintpackfair.hktdc.com/chi/manual/manual.htm>

展會服務申請表格: <http://hkprintpackfair.hktdc.com/chi/manual/order.htm>

參展商手冊包含所有重要的資料協助您籌備展會，請詳細閱讀展會守規則及注意各表格的截止日期。

以下表格即將到期

特裝參展商:

表格 1, 2 的截止日期: **2017 年 3 月 16 日**

基本/標準及特級展台參展商:

表格 3,4,5 的截止日期: **2017 年 3 月 16 日**

*** 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。**

如有任何疑問，請與我們聯繫:

陳穎欣小姐 電話: 852-2240 4614 電郵: lolita.wy.chan@hktdc.org

許麗虹小姐 電話: 852-2240 4801 電郵: jess.lh.hui@hktdc.org

簡志雄先生 電話: 852-2240 4930 電郵: kenny.ch.kan@hktdc.org

香港貿易發展局

華港國際展覽有限公司

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Circular (2) –Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION		BASIC / STANDARD / PREMIUM BOOTH
Booth Construction	25 April 26 April	2pm – 10pm 9am – 1pm	N/A
Booth Decoration	26 April	1pm – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	26 April	(Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	30 April	(Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	27-29 April 30 April	6:30pm 5pm	
Booth Dismantling including Additional Lighting	30 April	6:30pm - 12midnight	N/A

Exhibitors' Access

To allow preparation work for exhibitors during the fair period, the exhibition halls will open for exhibitors at 9am (except for the first day of the exhibition which will open at 9:30am). **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under age 18 will be allowed to enter the hall.**

Over-time Penalty claimed by AsiaWorld-Expo (AWE)

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 25, 26 and 30 April 2017, they shall pay to the Organisers the over-time penalty claimed by AsiaWorld-Expo against the Organisers. The rate of the over-time penalty for individual hall is listed on section 4.2.4 of the exhibitor service manual.

Should you require further information or assistance, please do not hesitate to contact us.

Contact Persons:

Ms Lolita Chan	:	Tel: (852) 2240 4614	Email: lolita.wy.chan@hktdc.org
Ms Jess Hui	:	Tel: (852) 2240 4801	Email: jess.lh.hui@hktdc.org
Mr Kenny Kan	:	Tel: (852) 2240 4930	Email: kenny.ch.kan@hktdc.org

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通告(2) -進場及離場時間

	特裝參展用戶		基本 / 標準 / 特級攤位用戶
攤位搭建	4 月 25 日 4 月 26 日	下午 2 時至晚上 10 時 上午 9 時至下午 1 時	不適用
攤位布置	4 月 26 日	下午 1 時至下午 8 時 所有攤位布置必須於下午 8 時前完成	
展品進場	4 月 26 日	(請依照車輛通行證上的時間)	
展品離場	4 月 30 日	(請依照車輛通行證上的時間)	
終止攤位電源	4 月 27 至 29 日 4 月 30 日	下午 6 時 30 分 下午 5 時	
攤位拆卸 包括照明裝置	4 月 30 日	下午 6 時 30 分至午夜 12 時	不適用

進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午 9 時開放(除展覽會首天將於上午 9 時 30 分開放外)。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。

亞洲國際博覽館徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於 2017 年 4 月 25、26 及 30 日午夜 12 時後進行工作，必須向主辦機構繳交由亞洲國際博覽館向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於參展商手冊第 4.2.4 條。

如有任何疑問，請與我們聯繫：

陳穎欣小姐	電話: 852-2240 4614	電郵: lolita.wy.chan@hktdc.org
許麗虹小姐	電話: 852-2240 4801	電郵: jess.lh.hui@hktdc.org
簡志雄先生	電話: 852-2240 4930	電郵: kenny.ch.kan@hktdc.org

香港貿易發展局
華港國際展覽有限公司

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Circular (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 3:30 p.m. on 30 April**. 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 30 April, 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 Organisers reserve the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

Hong Kong Trade Development Council
CIEC Exhibition Company (HK) Limited

通告(3) - 撤館規則

主辦機構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 30 日下午 3 時 30 分前把展品搬離會場**。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。主辦機構將於 4 月 30 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。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，主辦機構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。

香港貿易發展局
華港國際展覽有限公司

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Circular (4) – Nomination of Buyers for Hotel Sponsorship

Thank you very much for your keen support to the Hong Kong International Printing and Packaging Fair 2017. To attract more quality overseas buyers from around the world, we are pleased to introduce a **hotel sponsorship programme** for selected new overseas buyers (except Macau & Chinese Mainland) to visit our Fair. Sponsorship details are as follows:

Countries or Regions	Amount of Sponsorship (up to)
Asia	HKD\$ 2,100
Non-Asia	HKD\$ 3,000

In this regard, you are invited to nominate relevant buyers whose nature of business are Publisher, Print Broker, Machinery Importer, Graphic Arts & Design House, Greeting Cards Co., Event Organizers, Advertising & Marketing Agency and Importer, Distributor, Chain Stores, Wholesaler, Retailer, Department Store and manufacturers of products such as food and beverages, jewellery, cosmetic, high fashion, healthy products, gifts, toys and electronics.

Kindly complete the enclosed nomination form with details of the nominated buyers, and return the form to us on or before **17 March 2017 (Friday)**. Upon receipt of your nomination, we will soon notify you of the names of the approved nominations. The Organisers will then invite the approved nominees and advise you of the positive application result before the fair opens, if any. Please note, however, that the Organisers have full discretion in the selection of suitable buyers that are nominated, and the decision of the Organisers should be binding and final in case of any dispute.

The Organisers strive to provide the greatest possible business opportunity for exhibitors who participate in the Fair, we hope, with your full support in this promotion campaign, you will be able to achieve the best business results. If you have any questions, please do not hesitate to contact Ms. Patricia Kwok [Tel: (852) 2240-4236; Fax: (852) 2169-9527; Email: hkprintpack.visitor@hktdc.org].

通告(4) - 酒店贊助買家推薦

感謝 貴司於香港國際印刷及包裝展 2017 參展。為了吸引更多海外買家到場與 貴司洽談業務，主辦機構將 **酒店贊助**予閣下所推薦之海外新買家（澳門及中國內地除外），詳情如下：

國家或地區	贊助金額（最高可達）
亞洲	港幣\$ 2,100
非亞洲	港幣\$ 3,000

主辦機構誠邀閣下提名海外之出版/印刷代理、賀卡公司、機械設備配件進口/供應商、藝術及平面設計、市場推廣及顧問、廣告及公關公司、以及飲品、食品、珠寶首飾、鐘錶、時裝、健康產品、禮品、玩具及電子產品的製造商、採購合作社/辦事處、入口商/代理、連鎖百貨公司、批發商、連鎖店及零售商等。

請閣下填妥隨函附上的買家推薦表格，並於 **2017 年 3 月 17 日(星期五)前**傳真至主辦機構。推薦的買家名單如獲主辦機構接納，主辦機構會寄出邀請，如被推薦的買家答允出席，主辦機構將於展期前通知 貴司。如有任何爭議或更改，主辦機構保留最終選擇及決定權。

主辦機構一向致力為參展商締造最佳的營商環境，務求使本展覽會能成為 貴司一個具效益及高增值的宣傳渠道。希望 貴司能鼎力支持，如對推廣計劃有任何疑問，請電 (852) 2240-4236 或 傳真至(852) 2169-9527 或電郵至 hkprintpack.visitor@hktdc.org 與郭碧嫻小姐聯絡。

祝 各參展商展出成功

To : Hong Kong Trade Development Council
Attn. : Ms. Patricia Kwok
Fax : (852) 2169-9527

From (Exhibitor Name) : _____

Hong Kong International Printing and Packaging Fair
香港國際印刷及包裝展
27 – 30 April 2017
Buyers Nomination Form for Hotel Sponsorship
推薦買家尊享酒店贊助計劃

截止日期 Submission Deadline : 17 / 3 / 2017

買家資料 Information of Nominated Buyer

公司名稱

Name of Company: _____

買家姓名 (先生/女士)

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: _____

有興趣產品 Interested Products: _____

公司業務 Nature of Business:

- ☐ Wholesaler 批發商 ☐ E-tailer 網店 ☐ Machinery Importer 機械進口商
☐ Luxury Goods 高端用品 ☐ Buying Office 採購公司 ☐ Retailer 零售商
☐ Marketing / Advertising / PR廣告、宣傳及公關 ☐ F&B食品及飲料 ☐ Importer / Import Agent 進口商/代理
☐ Department Store 連鎖百貨公司 ☐ Electronics 電子 ☐ Eco-friendly solutions 環保
☐ Graphics / Product Design 藝術/平面設計公司 ☐ Distributor 分銷商 ☐ FMCG 快速消耗品
☐ Publisher / Print Broker ☐ Greeting Cards 賀卡公司 ☐ Gifts & Premium 禮品
☐ Others 其他, 請注明: _____

請複印表格作更多買家提名。主辦機構保留最終選擇權利。如有查詢, 請致電 (852) 2240-4236 與郭碧嫻小姐聯絡。

Please copy this nomination form for more buyer nominations. Priority of hotel sponsorship is subject to sole discretion of the Organisers. For queries, please contact Ms. Patricia Kwok at (852) 2240-4236.

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Circular (5) – Complimentary Invitation to your Buyers

Dear Exhibitors,

Invitation to your Buyers

In order to assist you in inviting your buyers to the Hong Kong International Printing and Packaging Fair 2017, we are pleased to send you e-invitation card. Your buyers can hence present the e-invitation at the registration counter for free badges.

Should you require further information or assistance, please do not hesitate to contact us.

Contact Persons:

Ms Lolita Chan	: Tel: (852) 2240 4614	Email: lolita.wy.chan@hktdc.org
Ms Jess Hui	: Tel: (852) 2240 4801	Email: jess.lh.hui@hktdc.org
Mr Kenny Kan	: Tel: (852) 2240 4930	Email: kenny.ch.kan@hktdc.org

Thank you for your attention and wishing you a successful exhibition!

Hong Kong Trade Development Council
CIEC Exhibition Company (HK) Limited

通告(5) – 買家請柬

致各參展商：

買家請柬

為了協助 貴公司邀請買家參觀香港國際印刷及包裝展 2017，主辦機構已預備了電子買家請柬。貴公司可以自行寄送電子請柬予買家，讓獲邀買家憑請柬免費登記進場參觀。

如有任何疑問，請與我們聯繫：

陳穎欣小姐	電話: 852-2240 4614	電郵: lolita.wy.chan@hktdc.org
許麗虹小姐	電話: 852-2240 4801	電郵: jess.lh.hui@hktdc.org
簡志雄先生	電話: 852-2240 4930	電郵: kenny.ch.kan@hktdc.org

謹祝 貴司展出成功！

香港貿易發展局
華港國際展覽有限公司

Circular (6) – Alteration of Basic / Standard / Premium / Deluxe Booth Structures

We would like to draw your attention that alteration of standard booth structures is strictly prohibited by the Organisers as shown in the following exhibition rules and regulations 4.1 stated in the Exhibitors' Manual:

4.1. Standard Booths (Basic / Standard / Premium / Deluxe Booth)

All standard booths are designed, erected and decorated by the Organisers. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organisers reserve the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Organisers' discretion.

Fascia Board with company name will be provided for free. Exact wording of company name (in English) provided in your application form will be referenced for its fascia board.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths at their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request by submitting the Forms 3 to 5 downloadable at the fair website (<http://hkprintpackfair.hktdc.com/manual/manual.htm>) to the Organisers no later than 16 March 2017.

Removal of standard items are free of charge only if the Organisers are notified before the deadline of 16 March 2017.

Standard booths exhibitors must adhere to the following:

- 1) No additional booth fitting or display may be attached to the standard booths structure.
- 2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- 3) No items may exceed a height of 2.5 meter or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, and company names, advertising material logos, inflatable brought along by the Exhibitor.
- 4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organisers.
- 5) If any booth which differs from the approved specifications or does not confirm to the Organisers' rules and regulations, the Organisers reserve the right to alter or remove without prior notice at the Exhibitor's/Contractor's own expense.
- 6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Hong Kong Electricity Ordinance stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- 7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organisers reserve the right to terminate your future participation in the Hong Kong International Printing and Packaging Fair should we found any violations of the above rules and regulations.

通告(6) – 自行更改基本/標準/特級/高級展台設施

主辦機構嚴禁各參展商在其標準攤位內自行加建設施，現特請各標準攤位之參展商注意以下事項(參展商手冊第 4.1 條)：

4.1 標準展台 (基本/標準/特級/高級展台)

所有標準展台的設計、蓋建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架、地櫃、聚光燈及地毯等。主辦當局有權在展覽會開幕前，更改所提供的設施，並有權將開關掣及過載保護分線箱安裝於攤位內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將根據申請表格所提供之名稱作準。

一般而言，參展商不得改動攤位結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外／改動設施服務申請表」內之表格 3 至 5 (<http://hkprintpackfair.hktdc.com/chi/manual/order.htm>)，並於2017年3月16日前交回主辦機構。

如有需要刪除任何標準設施，請於2017年3月16日前通知主辦機構，可免收費。

租用標準展台的參展商及其委托之承建商必須注意及遵守下列各項規定：

- 1) 非大會供應的設施均不得裝嵌在標準攤位結構的物料上。
- 2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。展覽攤位及展場內裝置如有任何損壞，概由參展商負責賠償。
- 3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的攤位界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 4) 展覽會完結時，所有展品、攤位物料必須在主辦機構規定的指定時間內立刻清理。任何展品、攤位物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 如攤位不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- 6) 參展商裝設的電器設備（包括照明裝置）必須符合香港政府電力條例之電力規定。嚴禁參展商在攤位內安裝不符安全標準的電力裝置或電線。
- 7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

如發現有參展商違反上列規定，主辦機構有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加香港國際印刷及包裝展的權利。

Circular (7) – Measures on Custom-built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands on raw space have been implemented since July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items
4.2	<u>Information submission</u> Please note the deadline for submission of Custom-built Stand contractors' information (Form 1), construction drawings, lighting distribution plan, site work deposit and a copy of valid public liability insurance. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.
4.2.2	<u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000 respectively.
4.2.3	<u>Insurance</u> Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million for a 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. 25 April to 1 May 2017. The said insurance copy should be provided to the Organisers by 16 March 2017.
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum booth height
4.2.6	<u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all custom-built stands exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE shall verify the stability of the stand by completing the structural safety certificate. Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations (Chapter 59). The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. 26 April 2017. The Organiser will forward the original to the Venue Operator. If this rule is not observed, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand. Exhibitors are advised to maintain stability of the booth by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.
4.2.7	<u>Electricity</u> The Official Contractor appointed by the Organiser shall only carry out any electrical works at Exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified electrician with a valid "Certificate of registration of electrical worker". Design plans or proposals for electrical installation must be submitted to reach the Organiser for review together with aforementioned stand design proposals before 16 March 2017. Electricity can

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	be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz. In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on the last move-in day, i.e. 26 Apr 2017. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.
4.2.13	<u>Construction Industry Safety Training Certificates</u> Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld Expo (AWE) have concurrently agreed to endorse the Contractor Green Card System at AWE. With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the fairground. All stand fitting contractors must acquire "Green Card" qualifications and have it properly displayed when working at AWE. AWE's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance.
4.2.14	Points should 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 even 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 Ms. Cherry Yau at cherry.cm.yau@hktdc.org or (852) 2240 5519.

Thank you for your kind understanding and cooperation in advance.

通告 (7) – 特裝參展措施

為提升展覽的整體安全及效率，香港貿易發展局於2009年7月開始，實施特裝攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

部份	內容
4.2	提交資料 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及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)的遲交罰款。
4.2.2	施工按金 按金以每平方米 300 港元/40 美元計算。蓋建雙層展覽攤位必須繳交雙倍施工按金。而最低及最高的金額分別為 5,000 港元/667 美元計算及 75,000 港元/10,000 美元計算。
4.2.3	保險 承建商必須購買有效及每次事故賠償限額不少於港幣 1000 萬保額之公眾責任險保險有效期須包括進場、展覽期間及離場(即 2017 年 4 月 25 日至 5 月 1 日)。承建商須於 2017 年 3 月 16 日或之前將其保險單副本交予主辦機構
4.2.4	進場及離場超時租場收費。
4.2.5	攤位高度限制。
4.2.6	展覽攤位結構安全證明書 所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或主辦機構及/或展館營運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由註冊結構工程師監督下搭建。該註冊結構工程師須驗證其結構安全並簽發結構安全證明書。參展商須完全負責攤位結構的安全及遵守《建築地盤（安全）條例》第 59 章。 所有結構安全證明書須《連同攤位穩定性的數據證明（按照第 4.2.1 章規定）》於最後進場日（即 2017 年 4 月 26 日）下午 3 時或之前投放到「攤位設施」展位之收集箱。主辦機構將轉交展館營運者。如不遵守此規定，主辦機構或展館營運者有權禁止所有人士進入有關攤位。 參展商亦須注意平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工程師商討。
4.2.7	電力裝置 所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」。電力裝置設計草圖及圖則須連同上述展台設計圖，於 2017 年 3 月 16 日前呈交主辦機構審閱。會場供應電力為 220 伏特 ((6%)、單相、50 赫或 380 伏特 ((6%)、三相、50 赫。 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 2017 年 4 月 26 日下午 3 時前交予大會電力承建商 ，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。
4.2.13	建築業安全訓練證明書 勞工處、香港展覽會議業協會及展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施（即「平安咭」），並已生效。凡進入展館裝拆攤位的承建商必須持有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的根本安全訓練。

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	凡進入展館工作的承建商，必須持有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。 如有任何查詢，可致電（852）3606 8888 與展館營運者之項目策劃部聯絡。
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金罰則。

主辦機構深信 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，主辦機構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」廣泛地涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商能仔細的參閱。

(詳情請瀏覽香港展覽會議協會的網站: http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275)

如有查詢，請透過電郵或致電< cherry.cm.yau@hktdc.org或(852) 2240 5519>與邱靖雯小姐聯絡。

多謝合作！

Circular (8) – Fair Notices 通告 (8) – 展會通告

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1. Booth decoration and exhibits should be ready before the opening 準時開放攤位予買家參觀

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong International Printing and Packaging 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 open for visitors on time.

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。

主辦機構一向致力確保所主辦的展覽會成功舉行，同時亦重視展覽場地的安全，務求為參展商、工作人員、參觀者、買家及所有參與活動的人士營造一個安全的環境。

2. Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Organisers' Trade Fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred.

If you wish to report the dumping of any materials in such areas, please contact the Fair Management Office. Thank you for your co-operation.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在主辦機構所有展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。

如發現棄置在上述範圍的物料，請致電聯絡主辦機構辦事處。 多謝合作。

3. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務

The Fair Organisers are 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 Organisers would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC/CIEC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The Organisers would also like to remind exhibitors that no retail sales should be conducted at the Hong Kong International Printing and Packaging Fair. Should you have any questions, please contact Mr. Kenny Kan, Exhibitions Project Manager at Tel: (852) 2240 4930; or via email address: kenny.ch.kan@hktdc.org of the Hong Kong Trade Development Council.

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主辦機構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。主辦機構特此澄清主辦機構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。

主辦機構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，請與主辦機構展覽項目經理簡志雄先生聯絡，電話：(852) 2240 4930 或 電郵：kenny.ch.kan@hktdc.org。

4. Important Exhibition Regulations 展覽會重要規則

Sub-letting

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

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

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employees; and
- (ii) allow its own employees 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.

Display relevant exhibits

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

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

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

商亦會被禁止參加香港貿易發展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。

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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。

展品類別

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商須遵守，多謝合作。

5. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例

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, 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) 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 the Organisers.

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。需要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。

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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) 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，歡迎聯絡主辦機構。

6. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/International Fairs Directory)提供之推廣優惠

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON and International Fairs Directory have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

香港貿易發展局獲悉參展商曾接獲Fair Guide (由Construct Data所擁有) 的邀請，在其指南中刊登名錄，費用由參展商負責。香港貿發局最近發現另外多家公司，包括Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)，Event Fair、AVRON和International Fairs Directory及亦向參展商發出類似信件，邀請參展商更新或更正他們於其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申：Fair Guide或Expo Guide或Event Fair或AVRON或International Fairs Directory概與香港貿發局或本局的任何展覽完全無關。

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

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

本局並不建議閣下簽署任何從Construct Data及/或Commercial Online Manuals及/或Event Fair及/或AVRON及/或International Fairs Directory收到之文件。如閣下在錯誤情況下與Construct Data及/或Commercial Online Manual 及/或Event Fair及/或AVRON及/或International Fairs Directory訂立合約, 閣下應以書面通知Construct Data及/或Commercial Online Manuals及/或Event Fair及/或AVRON及/或International Fairs Directory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/>。

7. Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will NOT be available for exhibitors at the fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the fair.

參展商請特別留意, 展覽會將不設租用手推車服務。參展商如需要使用手推車, 請自行安排。

8. Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by AsiaWorld-Expo (Please refer to FORM 5 in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by AsiaWorld-Expo intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

If you encounter any problem with the Wireless LAN service onsite, please contact to service hotline at 3606 8000

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器), 主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用, 避免依賴亞洲國際博覽館提供之無線上網服務 (申請程序請見「申請表格」內的表格 5)。

各參展商亦必須注意博覽館提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗, 不穩定或緩慢等情況, 且若連線後停止瀏覽網頁超過 10 分鐘, 無線上網服務亦會自行中止。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助, 請致電熱線 3606 8000。

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



工業貿易署
Trade and Industry Department

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。

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.

* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問（「**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。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法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

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

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - o 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - o 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]

或

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

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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

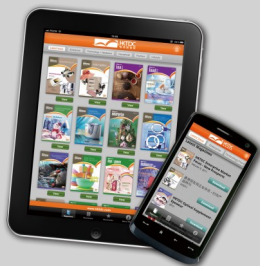
Maximise Your Exhibition Effectiveness with *hktdc.com*

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

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

BUYERS



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



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

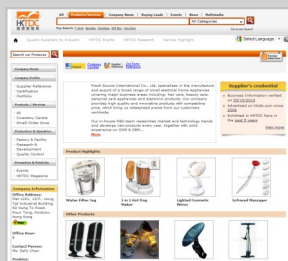


Scan Exhibitor QR code at your booth to access your online profile



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

EXHIBITORS



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



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



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



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

2 Instant Referrals Draw Buyers to Your Booth

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

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



3 Meet with VIP Buyers

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



*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **27 March 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: hkippf2017@hktdc.org



hktdc.com

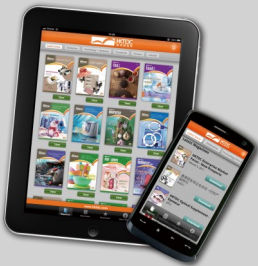
助你提升展覽效益

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

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKTDc 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)即完成啟動程序。

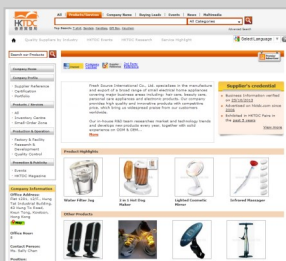


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



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 3 月 27 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 hkippf2017@hktcdc.org