



**27 – 30 Apr 2019**

April 2019

## **Exhibitor Package for Hong Kong International Printing and Packaging Fair 2019**

Attached is the 2<sup>nd</sup> batch of Exhibitor Information for preparing your participation in the captioned event. Please find the below items included in this package.

- 1) Special Arrangement of Exhibitor Check-In and Check-in Form
- 2) Vehicle Permits for Move-in and Move-out
- 3) Circular 1 : Move-in & Move-out Schedule
- 4) Circular 2 : Use of Badge and Vehicle Permits
- 5) Circular 3 : Safety Regulation on the Use of Trolleys
- 6) Circular 4 : Access to AsiaWorld Expo (27 – 30 April 2019)
- 7) Circular 5 : Fair Notices
  - 1 Move-out Regulation
  - 2 Booth decoration and exhibits should be ready before the opening
  - 3 Security Measures Against Thefts and Losses at the Fair
  - 4 Caution on Rental of Credit Card Payment Terminals
  - 5 Important Exhibition Regulations
  - 6 Receiving Buyers at the Fair
  - 7 Immigration Regulations to be Observed and Followed by Exhibitors (if applicable)
  - 8 Construction Waste and Exhibit Samples Disposal
  - 9 Caution on Third Party Promotional Offers
  - 10 Trolley Rental Service NOT Available
  - 11 Internet Access at the Fair
- 8) Special Circular (1) – e-Badge for Buyers
- 9) Special Circular (1) – e-Badge for Exhibitors
- 10) Special Circular (2) – Green Tips to Exhibitors
- 11) hktdc.com Online Promotion [Appendix 1]
- 12) Protection of Intellectual Property Rights (IPR) [Appendix 2]
- 13) Notice on Electricity Supply and Fair System & Furniture [Appendix 3]
- 14) Circular to Custom built Exhibitor for onsite use of electricity [Appendix 4]
- 15) SME Funding
- 16) Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)

\*Remarks: The number of badges you will receive depends on your booth size. You are advised to keep the exhibitor badges with care and bring along the exhibitor badges during the Exhibitor move-in day (26 April 2019) and the fair period (27-30 April 2019). All on-site orders will be charged at HK\$25 for each exhibitor badge.

Should you have any queries, please feel free to contact our colleagues below.

Name		Tel	Email	Fax
<b>Hong Kong Trade Development Council 香港貿易發展局</b>				
Mr Horasis Lung	龍思遙先生	(852) 2240 4613	horasis.sy.lung@hktdc.org	(852) 3521 3235
Miss Jess Hui	許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktdc.org	(852) 2270 5740
Miss Lolita Chan	陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktdc.org	(852) 2169 9707
<b>CIEC Exhibition Company (HK) Ltd 華港國際展覽有限公司</b>				
Miss Daisy You	游冬才小姐	(86 755) 8831 5975	youdongcai@ciec.com.hk	(86 755) 8831 2108
Mr Kevin Yang	楊宇源先生	(86 755) 8826 1079	yang@ciec.com.hk	(86 755) 8831 2108
Miss Jenny Duan	段小娟小姐	(86 755) 8831 5090	jenny@ciec.com.hk	(86 755) 8831 2108

\* Exhibition Halls: Halls 3, 6 & 8

\* Fair Dates & Opening Hours:

Fair Dates	Opening Hours	Buyer Registration Hours
27 April (Sat)	10:30am-5:30pm	10:00am-5:00pm
28-29 April (Sun - Mon)	9:30am-5:30pm	9:00am-5:00pm
30 April (Tue)	9:30am-3:30pm	9:00am-3:00pm



27 – 30 Apr 2019

## 香港國際印刷及包裝展 2019(參展商須知)

歡迎 貴公司參加香港國際印刷及包裝展 2019，現附上以下幾項有關準備進場參加展覽前的參展商重要資料，煩請檢查已領取的資料是否齊全。

- 1) 參展商進場登記之特別安排及進場登記表
- 2) 進館/撤館車輛許可證各乙張
- 3) 通告 1：進場及離場時間表
- 4) 通告 2：工作證及車輛許可證之使用
- 5) 通告 3：使用手推車安全細則
- 6) 通告 4：前往亞洲國際博覽館（2019 年 4 月 27 至 30 日）
- 7) 通告 5：展會通告：
  - 1 撤館守則
  - 2 準時開放攤位予買家參觀
  - 3 有關防止展品遺失及盜竊的保安措施
  - 4 提防有關信用卡終端機租賃服務
  - 5 展覽會重要規則
  - 6 參展商接待買家須知
  - 7 參展商須遵守的入境規例
  - 8 棄置建築廢料及展品
  - 9 請小心處理由第三者提供之推廣優惠
  - 10 展覽會不設租用手推車服務
  - 11 展覽會連線上網安排
- 8) 特別通告 (1) – 買家電子入場證
- 9) 特別通告 (2) – 參展商電子入場證
- 10) 特別通告 (3) – 參展商綠色小貼士
- 11) 「貿發網」hktdc.com 推廣 [附件 1]
- 12) 香港貿易發展局展覽會保護知識產權措施 [附件 2]
- 13) 參展商現場注意事項（電力供應、攤位結構及傢俱）[附件 3]
- 14) 參展商現場電力指引[附件 4]
- 15) 中小企業市場推廣基金
- 16) 廢電器電子產品生產者責任計劃（廢電器計劃）

\*備注：參展商工作證數量視乎攤位大小。請小心保管參展商工作證，並於參展商進場日（即 2019 年 4 月 26 日）及展覽期間（即 2019 年 4 月 27 至 30 日）攜帶進場。所有現場申請之參展商工作證每張將收取 25 港元。

若 貴公司對以上安排有任何疑問，請與以下同事聯絡。

Name	Tel	Email	Fax
<b>Hong Kong Trade Development Council 香港貿易發展局</b>			
Mr Horasis Lung 龍思遙先生	(852) 2240 4613	horasis.sy.lung@hktdc.org	(852) 3521 3235
Miss Jess Hui 許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktdc.org	(852) 2270 5740
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\*展覽廳：展覽廳 3, 6 及 8

\* 展覽日期及開放時間：

展覽日期	開放時間	買家登記時間
4 月 27 日 (星期六)	上午 10 時 30 分至下午 5 時 30 分	上午 10 時正至下午 5 時正
4 月 28 至 29 日 (星期日至一)	上午 9 時 30 分至下午 5 時 30 分	上午 9 時正至下午 5 時正
4 月 30 日 (星期二)	上午 9 時 30 分至下午 3 時 30 分	上午 9 時正至下午 3 時正



27 – 30 Apr 2019

## Special Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the Hong Kong International Printing & Packaging Fair 2019 will be located at the East Lobby Entrance, AsiaWorld-Expo, In order to avoid a long queue waiting for picking up exhibitor badges at the same time on the check-in day, the following measures will be implemented:

- 1) Quantity of exhibitor badges is arranged according to the booth size. Please make sure to bring along these badges for admission to the fairground. If you have lost or have forgotten to bring these exhibitor badges to the fair ground, or making onsite replacement requests, a cost of HKD25 per badge will be charged. Please also note that the exhibitor badge is only valid during 26 – 30 April 2019. NO early admission to the fair ground is permitted.
- 2) Exhibitors are required to bring along the enclosed **Exhibitor Check-In Form with business card** and proceed to the Exhibitor Check-In Counter any time during 11:00am - 8:00pm at the **East Lobby Entrance, AsiaWorld-Expo** on the move-in day (26 April 2019) to collect the **exhibitor badges, fair catalogue, booth curtain and important on-site circulars**. Exhibitor badge holders can be picked up at the fair ground.

## 參展商進場登記之特別安排

香港國際印刷及包裝展 2019 之參展商進場登記櫃位將設於亞洲國際博覽館，東大堂入口。為免參展商於進場日在同一時間排隊輪候領取參展商工作證，主辦機構將實施以下特別安排：

- 1) 參展商工作證數量視乎攤位大小。如因參展商遺失或忘記帶同參展商工作證而需現場補領，每個參展商工作證需要徵收港幣 25 元。參展商工作證只限於 2019 年 4 月 26 至 30 日期間使用，不可在 4 月 26 日前提早進場。
- 2) 參展商可以在 4 月 26 日上午 11 時至下午 8 時之任何時間內，憑附上之參展商進場登記表及公司名片前往於亞洲國際博覽館東大堂入口設置之「**參展商登記進場櫃位**」辦理進場登記手續，並領取參展商工作證、大會場刊、展台掛簾及重要通告等。工作證掛套可於會場內索取。



27 – 30 Apr 2019

## Exhibitor Check-In Form 參展商進場登記表

Welcome to Hong Kong International Printing & Packaging Fair 2019. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting *exhibitor badges, fair catalogue, booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed as below.

Date : 26 April 2019 (move-in day)  
Time : 11:00am to 8:00pm  
Location : East Lobby Entrance, AsiaWorld-Expo

In case you find any error in your information in the fair catalogue, please kindly report it to the Fair Management Office before 8:00pm on 26 April 2019.

We wish you every success at the fair.

歡迎參加香港國際印刷及包裝展 2019。煩請貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商進場登記櫃位」辦理進場登記手續，領取參展商工作證、大會場刊、展台掛簾及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點如下：

日期： 2019 年 4 月 26 日 (進館日)  
時間： 上午 11 時至下午 8 時  
地點： 亞洲國際博覽館東大堂入口

貴司如發現大會場刊中 貴司的資料有誤，煩請於 4 月 26 日下午 8 時前通知於主辦機構辦事處的同事。

敬祝 貴司參展成功！

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位號碼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Contact no. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_



**27 – 30 Apr 2019**

## Circular (1) –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	11am – 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 2019, 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:

#### **Hong Kong Trade Development Council**

Ms Lolita Chan : Tel: (852) 2240 4614  
Ms Jess Hui : Tel: (852) 2240 4801  
Mr Horasis Lung : Tel: (852) 2240 4613

Email: [lolita.wy.chan@hktdc.org](mailto:lolita.wy.chan@hktdc.org)  
Email: [jess.lh.hui@hktdc.org](mailto:jess.lh.hui@hktdc.org)  
Email: [horasis.sy.lung@hktdc.org](mailto:horasis.sy.lung@hktdc.org)

#### **CIEC Exhibition Company (HK) Ltd**

Miss Daisy You : Tel: (86 755) 8831 5975  
Mr Kevin Yang : Tel: (86 755) 8826 1079  
Miss Jenny Duan : Tel: (86 755) 8831 5090

Email: [youdongcai@ciec.com.hk](mailto:youdongcai@ciec.com.hk)  
Email: [yang@ciec.com.hk](mailto:yang@ciec.com.hk)  
Email: [jenny@ciec.com.hk](mailto:jenny@ciec.com.hk)

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



27 – 30 Apr 2019

## 通告(1) -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	上午 11 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 2019 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：

### 香港貿易發展局

陳穎欣小姐	電話: 852-2240 4614	電郵: lolita.wy.chan@hktcd.org
許麗虹小姐	電話: 852-2240 4801	電郵: jess.lh.hui@hktcd.org
龍思遙先生	電話: 852-2240 4613	電郵: horasis.sy.lung@hktcd.org

### 華港國際展覽有限公司

游冬才小姐	電話: 86-755-8831 5975	電郵: youdongcai@ciec.com.hk
楊宇源先生	電話: 86-755-8826 1079	電郵: yang@ciec.com.hk
段小娟小姐	電話: 86-755-8831 5090	電郵: jenny@ciec.com.hk

香港貿易發展局  
華港國際展覽有限公司



27 – 30 Apr 2019

## Circular (2) – Use of Badge and Vehicle Permits

### **(A) Use of Badges**

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

### **(B) Use of Vehicle Pass**

One set Vehicle Pass will be issued to each exhibitor for entering the loading/unloading area of AsiaWorld-Expo on the move-in day and move-out day (i.e. April 26 and April 30). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit. The maximum loading/unloading time is 45 minutes (Please refer to the below charge scheme for details).

All vehicles without this Vehicle Pass will be denied admittance into AsiaWorld-Expo Marshalling Area. Before proceeding to the Marshalling Area, all vehicles must first proceed to the Expo Goods Staging Area (as indicated at the back of the Vehicle Pass) according to the time specified on this vehicle pass. Upon arrival at the Expo Goods Staging Area, the driver must present this Vehicle Pass, queue up and wait for further instructions from the security. The security will instruct the driver to enter Marshalling Area and stamp a Goods Vehicle – In-Out Record on the Vehicle Pass according to the traffic condition. The driver must comply with instructions from the security at all times within AWE.

### **(C) Conditions**

1. With an aim to alleviate traffic congestion due to high usage of loading/unloading facilities, according to the regulations of AsiaWorld-Expo, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes (the charges imposed by AsiaWorld-Expo on vehicles with extended stay is shown on the table below)
  2. All vehicles must have an electric platform (tail lift) to unload the goods.
  3. The Vehicle Pass is not transferable.
  4. Photocopies and other copies of the Vehicle Pass are not valid.
  5. AsiaWorld-Expo or an authorised person has the right to refuse entry of the vehicle with this Vehicle Pass without prior notice.
  6. The Vehicle Pass is not suitable for parking purpose, and is not valid for private cars.
  7. All drivers must stay inside the vehicles at all times.
- \* **The Vehicle Permit is valid for 7-seater Private Vehicle. Loading and unloading time limit for 7-seater Private Vehicle is 30 minutes. Goods vehicles (including 7-seater Private Vehicle are NOT allowed to enter the East & West Entrance.)**

AsiaWorld-Expo will impose charges on vehicles with extended stay on all move-in days (25-26 April 2019) and move-out days (30 April 2019). The charges are as follows:

**Free-of-charge loading and unloading time: Limited to 45 minutes**  
**(\*For vehicles of over 8 tons, maximum loading and unloading time is extended to 90 mins)**

#### **Charges for Overtime**

<b>1st hour or part thereof</b>	<b>: HK\$300</b>
<b>Every subsequent hour or part thereof</b>	<b>: HK\$500/hour</b>
<b>Lost Ticket</b>	<b>: HK\$1000</b>

Please contact the Organisers for any further inquiries. Thank you for your cooperation.

Hong Kong Trade Development Council  
CIEC Exhibition Co (HK) Ltd

## 通告 (2) – 工作證及車輛許可證之使用

### (一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。惟持有有效工作證件之人士方可進出展覽會場。參展商及承建商均需佩帶有關工作證，方可於展品進場及離場時間進入會場。

### (二) 車輛許可證之使用

每間參展商均會獲發一套車輛許可證，方便於展品進場日及離場日(即 4 月 26 日及 30 日)進入亞洲國際博覽館之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。上落貨限時為四十五分鐘(詳情請留意下列收費計劃)。

沒有此許可證之貨車一概不准進入亞洲國際博覽館貨車調度區。在進入亞洲國際博覽館貨車調度區前，所有車輛必須在車證上之指定時間到達博覽館貨車等候區(如許可證背面所示)報到。當車輛到達貨車等候區後，必須出示由大會發出適用於該時段之車輛許可證，並於貨車等候區排隊等候在場保安人員指示。保安人員會根據會場貨車調度區之交通情況指示司機進場並於車輛許可證上蓋上車輛進出入記錄的印章。在博覽館範圍內，司機必須時刻遵從在場職員指示。

### (三) 車輛許可證之使用守則

1. 為有效舒緩當日貨物裝卸區交通緊張的情況，跟據亞洲國際博覽館規定，免費上落貨限時為四十五分鐘。(亞洲國際博覽館實施的超時收費如下表)。
  2. 載貨車輛必須附有電動升降台(尾板)。
  3. 此證不得轉讓他人使用。
  4. 此證之影印副本及其他副本均一律無效。
  5. 場館或授權人士可在沒有預先通知的情況下，拒絕持有此證之車輛進入。
  6. 此證並非泊車證，亦不適用於私家車。
  7. 司機必須留在車上。
- \* 車輛許可證可供七人私家車使用，上落貨限時為 30 分鐘，載貨用途之七人私家車嚴禁進入東面及西面入口。

亞洲國際博覽館將於 4 月 25 日至 26 日及 4 月 30 日實施進場車輛使用時間收費計劃。有關收費如下：

免費上落貨限時 **45 分鐘**

(8 噸以上的載貨車輛上落貨限時為 **90 分鐘**)

超時收費如下

首一小時或不足一小時	:	港幣 <b>300 元</b>
其後每小時或不足一小時	:	港幣 <b>500 元</b>
遺失進場計時咭(每張/每日)	:	港幣 <b>1000 元</b>

如有查詢，請與主辦機構聯絡。多謝各參展商之合作。

香港貿易發展局

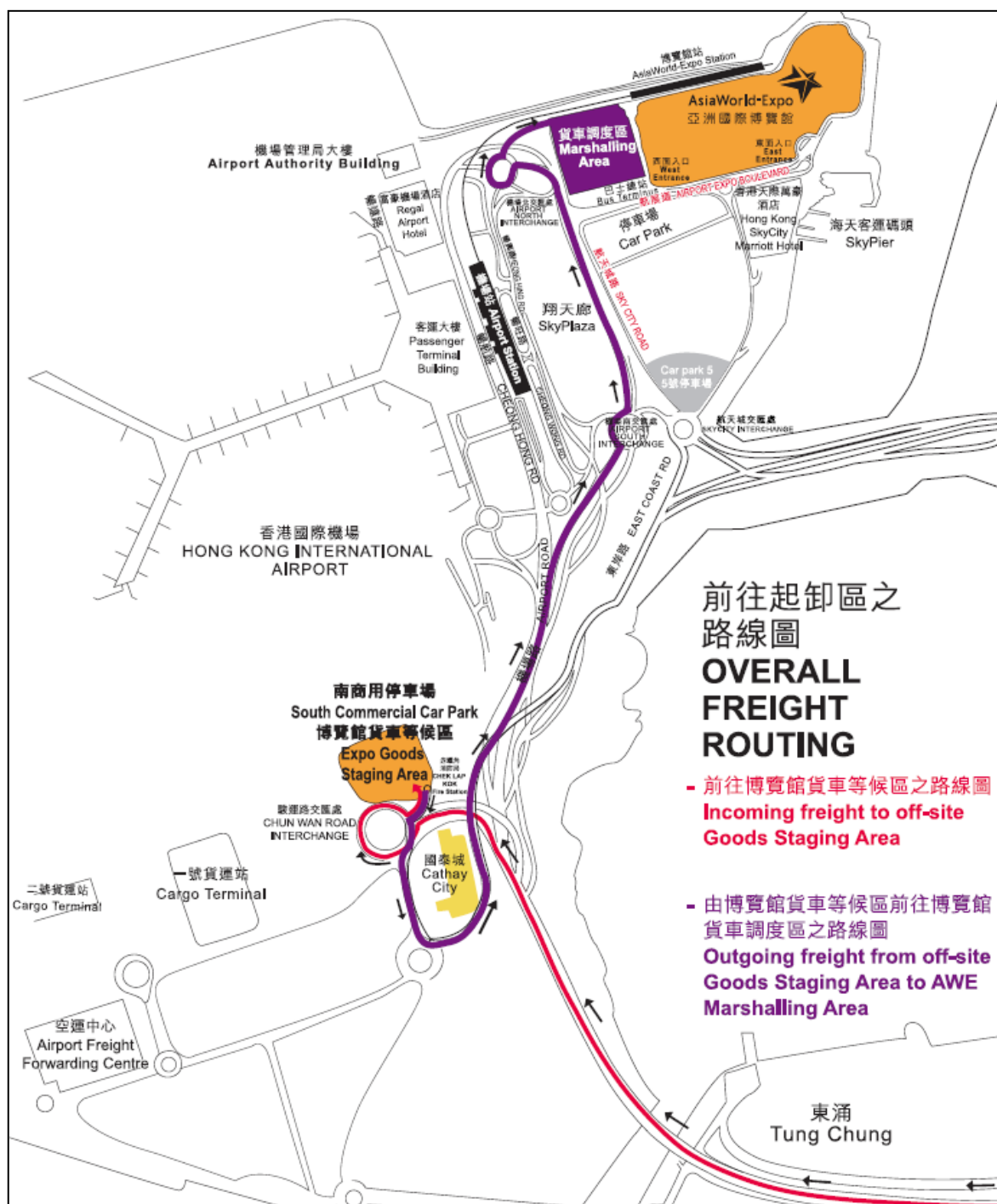
華港國際展覽有限公司 謹啟

27 – 30 Apr 2019

## New Arrangement of Temporary Expo Goods Staging Area at South Commercial Car Park

The Temporary Expo Goods Staging Area at South Commercial Car Park was handed over back to the Airport Authority Hong Kong. Vehicles having prior arrangements for admittance into AsiaWorld-Expo (AWE) and/or with Goods Vehicle Passes, respective drivers should proceed to Kwo Lo Wan Temporary Expo Goods Staging Areas arranged by AWE at the time specified on the Goods Vehicle Passes. Please refer to the driving route map below to Kwo Lo Wan Expo Goods Staging Area.

Should you have any enquiry on the Expo Goods Staging Area, please contact AsiaWorld-Expo Security Control Centre at 3606 1200 for assistance.

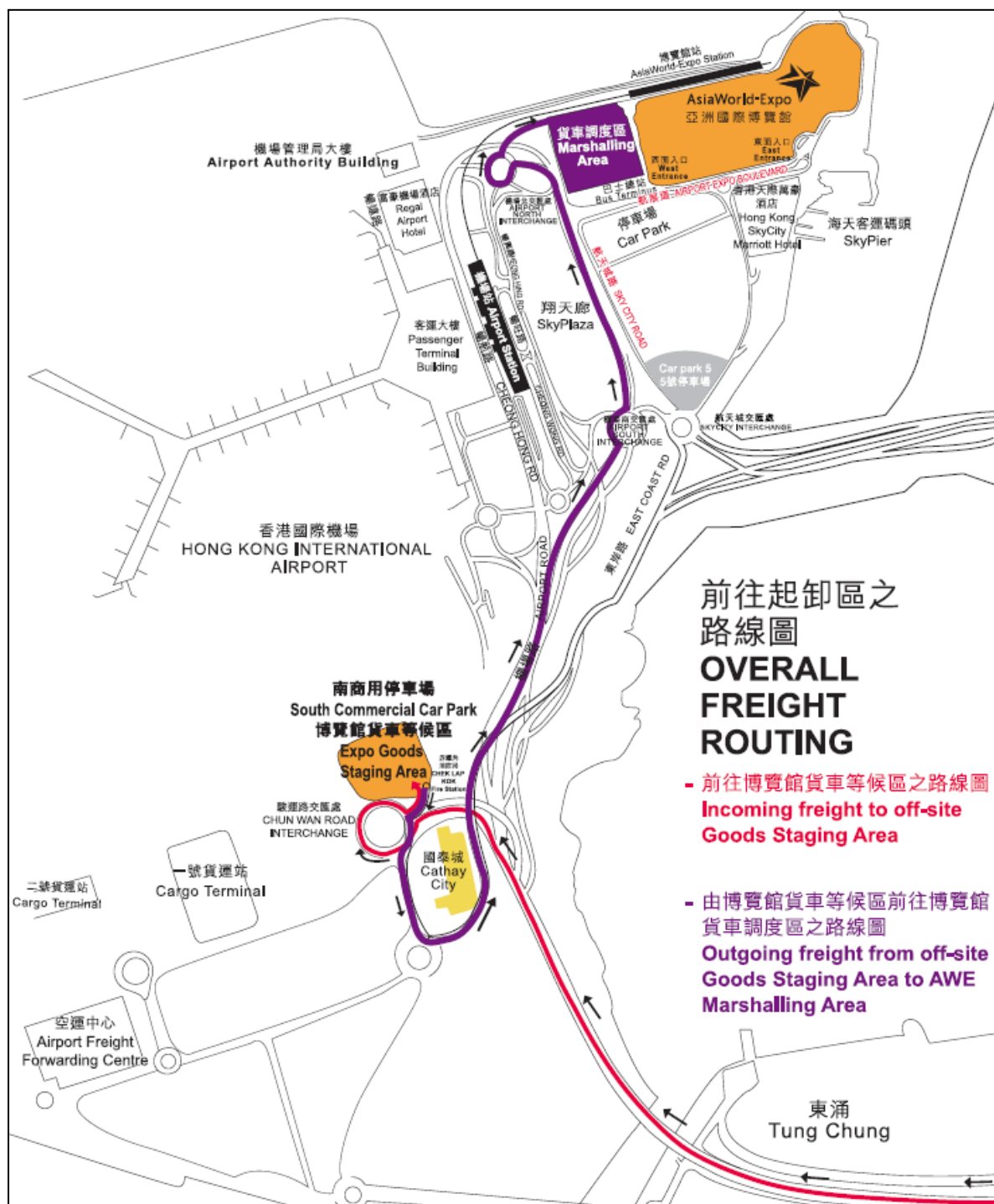


27 – 30 Apr 2019

## 南商用停車場臨時貨車等候區新安排

此南商用停車場臨時貨車等候區已交回香港機場管理局，已獲亞洲國際博覽館安排及/或持有貨車 許可証之貨車，請按照車証上之指定時間前往位於過路灣臨時博覽館貨車等候區等候進場安排。請參照以下行車路線圖前往過路灣臨時博覽館貨車等候區。

如有任何有關博覽館貨車等候區查詢，請致電 3606 1200 聯絡亞洲國際博覽館保安控制中心。





27 – 30 Apr 2019

### Circular 3 – Safety Regulation on the Use of Trolleys

For safety reasons, the AsiaWorld-Expo (AWE) will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-in (26 April) and move-out period (30 April):

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

Allowed ✓	Not Allowed ✕
	

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

### 通告 3 – 使用手推車安全細則

基於安全理由，亞洲國際博覽館將在進館(即 4 月 26 日)及撤館當日(即 4 月 30 日)執行以下措施，限制參展商手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 於展會開放期間，所有超出 81 厘米(高) x 56 厘米(闊) x 33 厘米(深)的手提物品，包括展品、貨物或行李，一律不可在各展覽廳之正門離場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商進出之物品大小。
- 2) 參展商不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：

准許使用 ✓	不准使用 ✕
	

**(參展商請注意：如 貴公司的買家需攜帶任何展品/樣本/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)**

**27 – 30 Apr 2019**

## Circular (4) – Access to AsiaWorld-Expo

Free shuttle bus to Hong Kong International Printing & Packaging Fair		
Pick-up Locations	27 – 29 April	30 April
<b>Tung Chung –</b> Tat Tung Road	9am – 12noon (every 30 mins)	9am – 12noon (every 30 mins)
<b>Hung Hom / Tsim Sha Tsui –</b> MTR Hung Hom Station (Near Gate Yellow of the Hong Kong Coliseum) / Middle Road (near The Peninsula Hong Kong)	9am – 3pm (every 30 mins)	9am – 2pm (every 30 mins)
Drop-off Locations	Departure from AsiaWorld-Expo	
	27 - 30 April	
<b>Tung Chung –</b> Tat Tung Road	3pm – 6:30pm (every 30 mins)	3pm – 5:30pm (every 30 mins)
<b>Hung Hom / Tsim Sha Tsui –</b> MTR Hung Hom Station / Middle Road	12noon – 6:30pm (every 30 mins)	12noon – 5:30pm (every 30 mins)
<b>We also offer circular free shuttle bus service on 27-30 April, to and from Hong Kong International Printing &amp; Packaging Fair (at AWE) and Hong Kong Gifts &amp; Premium Fair (at HKCEC)</b>		
Pick-up Locations	27 - 29 April	30 April
<b>Hong Kong Convention and Exhibition Centre (HKCEC) &gt; AsiaWorld-Expo (AWE)</b>	9am – 3pm (every 30 mins)	9am – 2pm (every 30 mins)
<b>AsiaWorld-Expo (AWE) &gt; Hong Kong Convention and Exhibition Centre (HKCEC)</b>	12noon – 6:30pm (every 30 mins)	12noon – 5:30pm (every 30 mins)

Note: The above timetable will be subject to change according to the traffic condition. The organiser reserves the final right to change the schedule without prior notice. Shuttle Bus service is for the use of registered exhibitors and visitors to the Fairs only. This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds (56cm X 36cm X 23cm) will not be allowed to carry onboard. The Organiser has sole discretion to deny access to the bus service. Seating is provided on a first-come-first-served basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

**27 – 30 Apr 2019**

**Airport Express \$60 Special Same-Day Return Fare Tickets Service**  
**at Hong Kong Station, Kowloon Station and AsiaWorld-Expo**

Holders of valid event proof\* are entitled to redeem round-trip Airport Express tickets between AsiaWorld-Expo Station and Hong Kong Station or Kowloon Station at just HK\$60 with an Octopus.

**Redemption counters:**

Hong Kong Station – L2 Trains to Airport and AsiaWorld-Expo (next to the Airport Express Shuttle Bus Counter)  
 Kowloon Station – L2 Trains to Airport and AsiaWorld-Expo  
 AsiaWorld-Expo – 1/F, AsiaWorld-Expo Customer Service Counter (near ALE Exit A of MTR Station)

**Redemption counter opening hours:**

<b><u>Date</u></b>	<b><u>Hong Kong / Kowloon Station</u></b>	<b><u>AsiaWorld-Expo</u></b>
27 April	9:00am – 4:00pm	12:30pm-7:30pm
28-29 April	8:30am – 4:00pm	11:30am-7:30pm
30 April	8:30am – 1:30pm	11:30am-5:30pm

For details: [www.asiaworld-expo.com](http://www.asiaworld-expo.com) or (852) 3606 8880

**\*Event proof:**

For exhibitors : please present your exhibitor badge or business card

**Remarks:**

- The Redemption Counters are operated by the AsiaWorld-Expo.
- All matters and disputes are subject to the final decision of the AsiaWorld-Expo.

27 – 30 Apr 2019

### 通告(4) - 前往亞洲國際博覽館

前往香港國際印刷及包裝展		
乘車地點	4 月 27 至 29 日	4 月 30 日
東涌 - 達東路	上午 9 時至中午 12 時 (每 30 分鐘一班)	上午 9 時至中午 12 時 (每 30 分鐘一班)
紅磡 / 尖沙咀 港鐵紅磡站 (近香港體育館黃色閘口) / 中間道 (近半島酒店)	上午 9 時至下午 3 時 (每 30 分鐘一班)	上午 9 時至下午 2 時 (每 30 分鐘一班)
回程巴士服務		
下車地點	由亞洲國際博覽館開出	
	4 月 27 至 30 日	
東涌 - 達東路	下午 3 時至下午 6 時 30 分 (每 30 分鐘一班)	下午 3 時至下午 5 時 30 分 (每 30 分鐘一班)
紅磡 / 尖沙咀 - 港鐵紅磡站 / 中間道	中午 12 時至下午 6 時 30 分 (每 30 分鐘一班)	中午 12 時至下午 5 時 30 分 (每 30 分鐘一班)
另備有循環穿梭巴士於 4 月 27 至 30 日往來 於香港會議展覽中心舉行之「香港禮品及贈品展」及 於亞洲國際博覽館舉行之「香港國際印刷及包裝展」		
乘車地點	4 月 27 至 29 日	4 月 30 日
香港會議展覽中心 > 亞洲國際博覽館	上午 9 時至下午 3 時 (每 30 分鐘一班)	上午 9 時至下午 2 時 (每 30 分鐘一班)
亞洲國際博覽館 > 香港會議展覽中心	中午 12 時至下午 6 時 30 分 (每 30 分鐘一班)	中午 12 時至下午 5 時 30 分 (每 30 分鐘一班)

註: 以上之時間表會因應路面交通情況而有所調整, 主辦單位將保留最終決定權更改有關服務, 恕不另行通知。免費巴士僅供展覽會的登記參展商及訪客使用, 恕不接受乘客攜帶大件行李 (即體積超過 56 厘米 X 36 厘米 X 23 厘米) 及運送貨物, 坐位有限, 先到先得。如有查詢, 請致電香港貿發局客戶服務熱線 (852) 1830668。

27 – 30 Apr 2019

**機場快綫 -以特別車費港幣\$60 即日來回博覽館站及香港站或九龍站**

只要憑即日活動證明\*, 即可於機場快綫香港站, 九龍站或博覽館內之特設櫃台, 使用八達通卡港幣\$60 換購即日來回博覽館站車票乙張。

**換購櫃台:**

- 機場快綫香港站 – L 2 層 往返機場/博覽館 (位於機場快綫免費穿梭巴士櫃位旁)
- 機場快綫九龍站 – L 2 層 往返機場/博覽館
- 博覽館 – 亞洲國際博覽館一樓客戶服務處(近機鐵 A 出口)

**換購櫃台開放時間:**

日期	香港站或九龍站	博覽館
4 月 27 日	上午 9 時 00 分至下午 4 時 00 分	中午 12 時 30 分至下午 7 時 30 分
4 月 28 至 29 日	上午 8 時 30 分至下午 4 時 00 分	上午 11 時 30 分至下午 7 時 30 分
4 月 30 日	上午 8 時 30 分至下午 1 時 30 分	上午 11 時 30 分至下午 5 時 30 分

查詢: [www.asiaworld-expo.com](http://www.asiaworld-expo.com) 或(852) 3606 8880

**\*活動證明:**

參展商 : 請出示參展商證或名片

**備註:**

- 此換購櫃台由亞洲國際博覽館安排。
- 如有任何爭議, 亞洲國際博覽館保留最終決定權。

27 – 30 Apr 2019

## Circular (5) – Fair Notices 通告 (5) – 展會通告

### Table of Contents 目錄

1	Move-out Regulation 撤館守則
2	Booth decoration and exhibits should be ready before the opening 準時開放攤位予買家參觀
3	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
4	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
5	Important Exhibition Regulations 展覽會重要規則
6	Receiving Buyers at the Fair 參展商接待買家須知
7	Immigration Regulations to be Observed and Followed by Exhibitors (if applicable) 參展商須遵守的入境規例
8	Construction Waste and Exhibit Samples Disposal 棄置建築廢料及展品
9	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠
10	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
11	Internet Access at the Fair 展覽會連線上網安排

#### 1. Move-out Regulation 撤館守則

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair on 30 April 2019 at 3:30pm.** 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 on moving out before 3:30pm, the organisers reserve the right to reject future applications from the exhibitor.

特此通告各參展商須嚴格遵守大會的撤館時間，不得於展覽會指定結束前(即 2019 年 4 月 30 日下午 3 時 30 分前)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，主辦機構會於展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，主辦機構有權取消違規公司往後的參展資格，敬希留意。

#### 2. 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。



27 – 30 Apr 2019

### 3. Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Organisers 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, 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 Organisers.

主辦機構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** - 主辦機構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，主辦機構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** - 主辦機構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。

### 4. 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. Horasis Lung, Exhibitions Project Manager at Tel: (852) 2240 4613; or via email address: [horasis.sy.lung@hktdc.org](mailto:horasis.sy.lung@hktdc.org) of the Hong Kong Trade Development Council.

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龍思遙先生聯絡，電話：(852) 2240 4613 或 電郵：[horasis.sy.lung@hktdc.org](mailto:horasis.sy.lung@hktdc.org)。



27 – 30 Apr 2019

## 5. 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。

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。



27 – 30 Apr 2019

### 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。

## 6. Receiving Buyers at HKTDC Fairs 參展商接待買家須知

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Organisers would like to remind all exhibitors that, according to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths.

The Organisers fully understands that the organisation the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

1. All exhibitors should welcome visitors that are qualified and admitted by the Organisers.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

The Organisers sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Organisers will carefully review the application for participation in future the Organisers' events by that exhibitor and may have to take necessary actions.

鑒於以往在主辦機構舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，我們完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，主辦機構籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若主辦機構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。

## 7. 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.



27 – 30 Apr 2019

## **2) Exhibitors from Mainland China**

Where Mainland China exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Mainland China authorities. For business visits, Mainland residents have to apply to the 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 Mainland China 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/](http://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。

### **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/](http://www.info.gov.hk/immd/))。如對上述規定有任何疑問，歡迎聯絡主辦機構。

## **8. 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。



27 – 30 Apr 2019

**9. 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于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。

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。



**27 – 30 Apr 2019**

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/>。

#### **10. 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。

#### **11. 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。



27 – 30 Apr 2019

**Special Circular (1) – e-Badge for Buyers**  
**特別通告 (1) - 買家電子入場證**

With rapid development of mobile technology, electronic admission badge (e-Badge) will be launched in Hong Kong International Printing & Packaging Fair 2019 to upgrade buyer's experience at the fair and support environmental protection.

Buyers who downloaded the “**HKTDC Marketplace**” mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access. For the time being, paper badge is still available to buyers.

To provide seamless fairground experience, more functions will be introduced in the app later based on the needs of buyers and exhibitors, such as display of customized information, enhanced ability to connect with exhibitors.

For more details, please visit: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html)

現今流動技術日益普及，大會亦與時並進，將於 2019 年香港國際印刷及包裝展推出買家電子入場證（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 e-Badge。進入會場時，買家須向工作人員展示 e-Badge。目前，買家仍可選擇領取實體買家證。

大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

如要了解更多資訊，請瀏覽：[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing\\_tc.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html)

27 – 30 Apr 2019

## Special Circular (2) – e-Badge for Exhibitors 特別通告 (2) – 參展商電子入場證



With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, exhibitors can now redeem their electronic admission badges (e-Badge) before arriving at the fairground.

Please follow the instructions at [this website](#) to create your own account in the app and then key in the provided *Registration Numbers* to be sent via email separately.

After arriving at the fairground, you can enter the fairground directly by showing your e-Badge.

Please download and redeem your e-Badge **by 18 April 2019**. Physical badges will only be available for pickup at the Exhibitor Check-in Counters **on 26 April 2019** at fairground. As we are expecting heavy traffic at the Exhibitor Check-in counters on Move-in Day, we strongly recommend the exhibitors to redeem e-Badge on 18 April 2019 or before.

The app not only provides latest fair information and promotions, it also serves as a bridge between buyers and exhibitors beyond the fair periods to extend the sourcing journey. Other key features include:

### 1. e-Business Card

*Easily exchange contact details with buyers at the fairground by scanning their e-Business Card QR codes. Add notes, photos and tags to turn a brief encounter into a valuable long-term business connection in a tech-savvy and paperless manner.*

### 2. DIY Photo upload

*Post your products/ service information on [sourcing.hktdc.com](http://sourcing.hktdc.com) for year-round exposure and business matching opportunities before, during and after the fair.*

### 3. Small Orders Management & Message Centre

*Check out and manage your online orders from [hktdc.com](http://hktdc.com) Small Orders platform easily. Keep track of buyer enquiries instantly in Message Centre for faster deals.*



**27 – 30 Apr 2019**

現今流動技術日益普及，為了令中小企能夠在數碼時代把握商機，參展商現可在到達會場前換領電子入場證（e-Badge）。

請按照[此網頁](#)的說明，在應用程式中建立您自己的帳戶，然後輸入本局經電郵另行發出的登記編號。到達會場後，您即可以展示您的 e-Badge 直接進入展覽場地。

請於 **2019 年 4 月 18 日前**下載並換領您的 e-Badge。實體入場證只能在 **2019 年 4 月 26 日**於會場的參展商登機櫃檯領取。我們預期進場當天登記櫃會相當擁擠，為免延誤 貴公司的佈展計劃，我們強烈建議 貴公司於 4 月 18 日前完成 e-Badge 換領。

此應用程式除了提供最新的展會信息及優惠，更是重要的工具為參展商和買家搭建橋樑，以延長採購之旅。其他主要功能包括：

**1. 電子名片**

通過掃描電子名片上的二維碼，便可輕鬆與會場的買家交換聯絡方法。您亦可添加筆記，照片和標籤，以方便與客戶保持長期的業務關係。

**2. 自助照片上傳**

在全年曝光的 *sourcing.hktdc.com* 上發布您的產品/服務資料，以便在展會前後及期間增加商貿配對機會。

**3. 小批量訂單管理和信息中心**

輕鬆查看和管理來自 *hktdc.com Small Orders* 平臺的網上訂單。在信息中心則可即時跟進買家查詢，以更快完成交易。

27 – 30 Apr 2019

## Special Circular (3) – Green Tips to Exhibitors

To make Hong Kong International Printing & Packaging Fair a greener trade fair, the following green tips are suggested for your participation at the fair.

### Booth construction and set up

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

### Booth Operation

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

### Post-event Management

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

Hong Kong International Printing & Packaging Fair

## **特別通告 (3) – 參展商綠色小貼士**

為支持香港國際印刷及包裝展成為綠色展覽，在參與展覽同時，請參考下列綠色小貼士。

### **展位建築及佈置**

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

### **展覽運作**

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

### **展後安排**

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

香港國際印刷及包裝展

27 – 30 Apr 2019

# Move in Day (24-26 April) Recycling Operation Plan

進場日(4月24至26日)回收箱位置

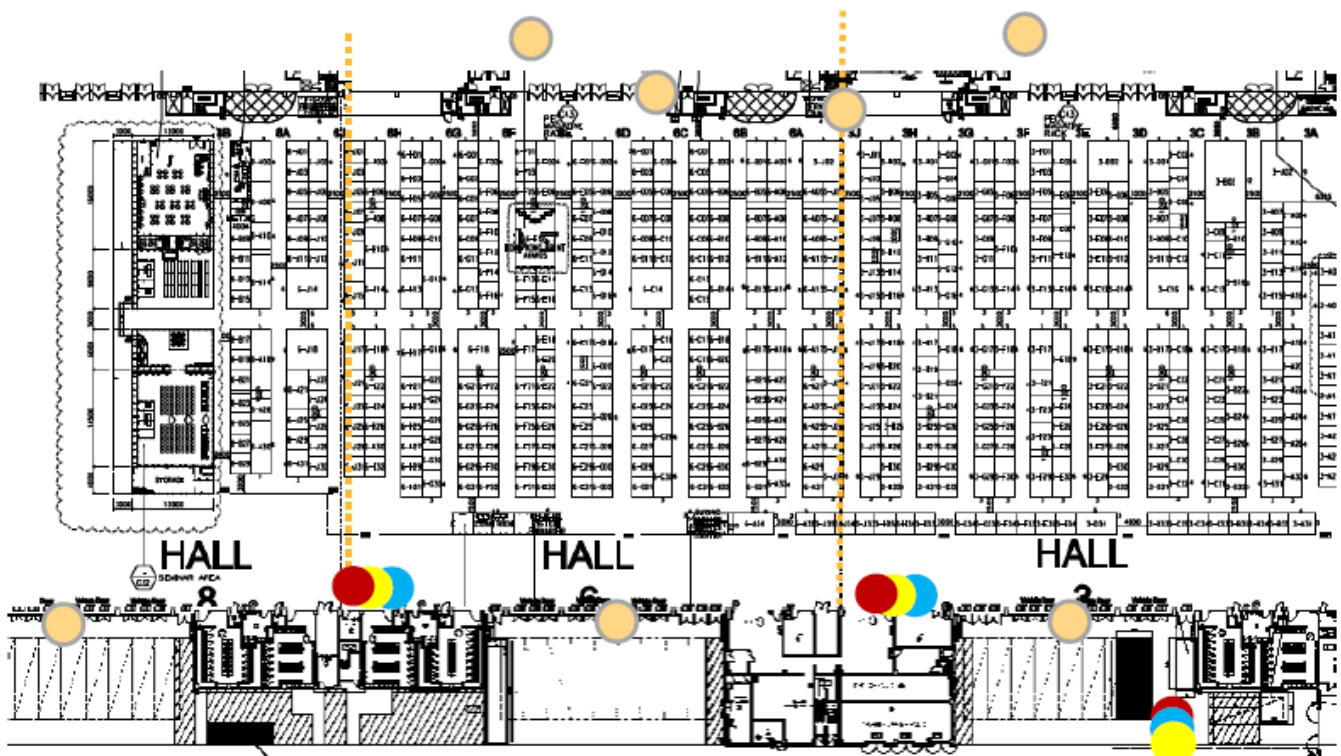
## Hall 3,6,8

3-in-1  
Recycling Bin

Paper  
Collection Bin

Plastics Bottles  
Recycling Bin

Metal/Cans  
Recycling Bin



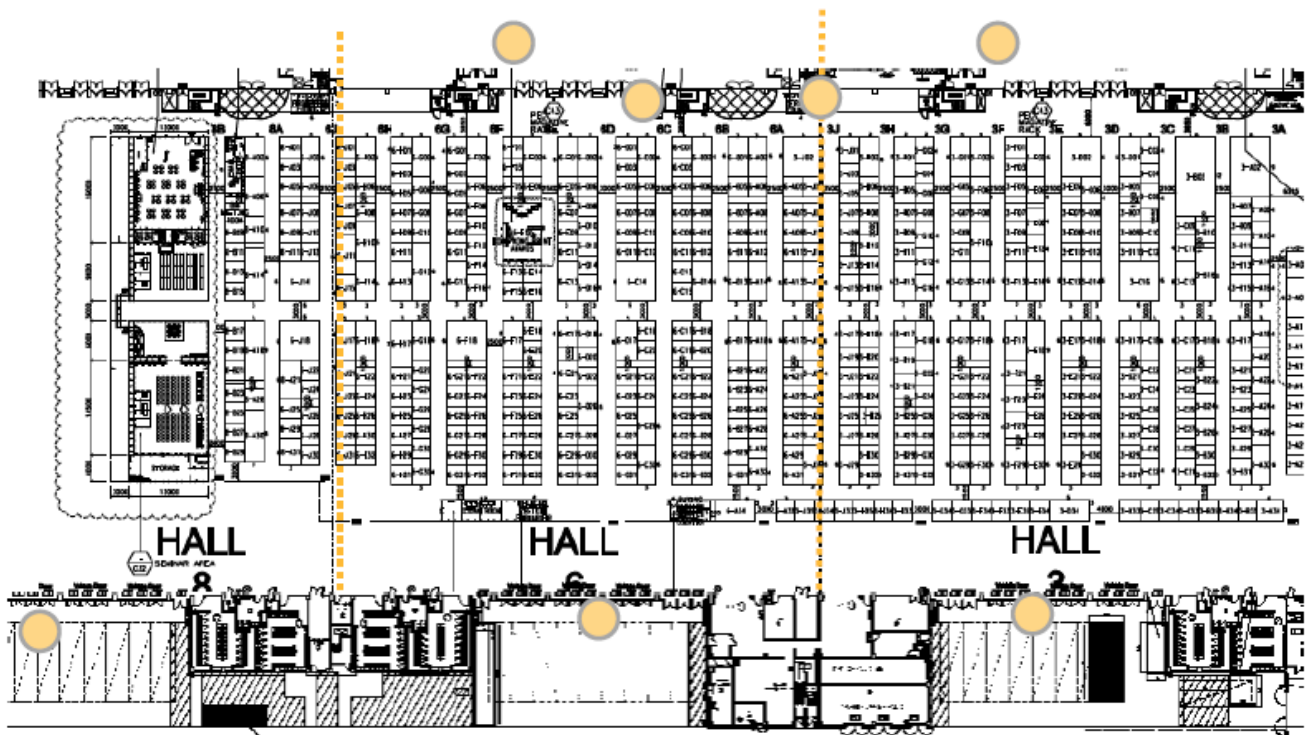
27 – 30 Apr 2019

**Show Day (27-30 April 15:30)**

**展覽期間(4月27至30日下午3時30分)回收箱位置**

# Hall 3,6,8

● 3-in-1 Recycling Bin   
 ● Paper Collection Bin   
 ● Plastics Bottles Recycling Bin   
 ● Metal/Cans Recycling Bin



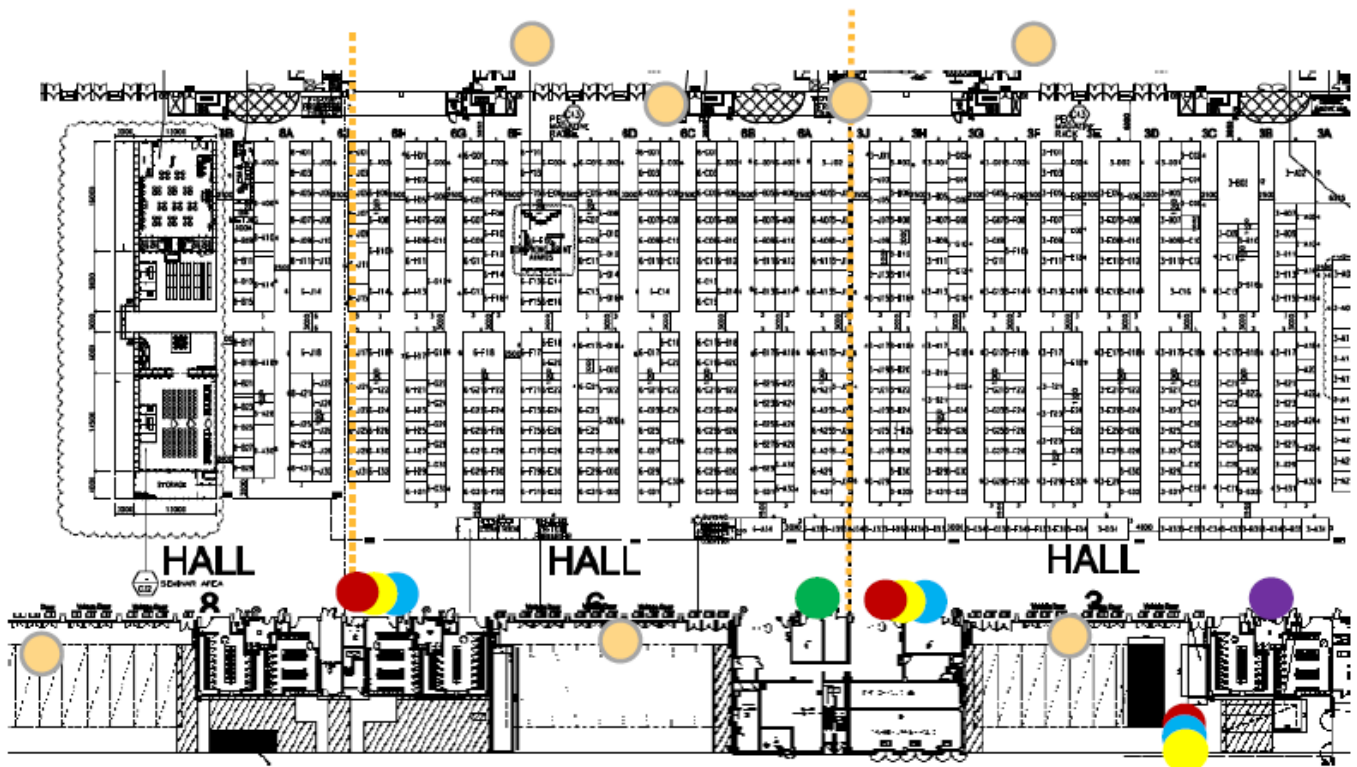
27 – 30 Apr 2019

**Move-out Day (30 April after 15:30 – 1 May)**

**撤館日(4月30日下午3時30分至5月1日)回收箱位置**

# Hall 3,6,8

- 3-in-1 Recycling Bin
- Paper Collection Bin
- Plastics Bottles Recycling Bin
- Metal/Cans Recycling Bin
- PVC Banner Collection Point
- Glass Collection Bin





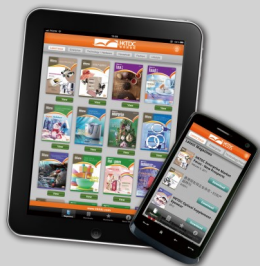
# Maximise Your Exhibition Effectiveness with *hktdc.com*

All eligible exhibitors of the **HKTDC Hong Kong International Printing & Packaging Fair 2019** are entitled to a one-year online promotion at [www.hktdc.com](http://www.hktdc.com) from (February 2019 to January 2020), 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

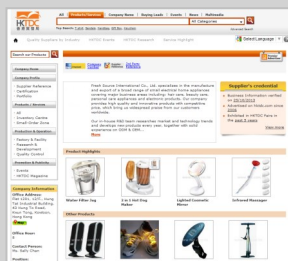


Scan Exhibitor QR code at your booth to access your online profile



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

#### EXHIBITORS



Update your profile on [hktdc.com](http://hktdc.com) with the latest company and product/ service photos and information before the fair



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



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



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

## 2 Instant Referrals Draw Buyers to Your Booth

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

The more product photos available on [hktdc.com](http://hktdc.com), the higher the chance you will be referred to buyers.



**hktdc.com Free Sourcing Service**

## 3 Meet with VIP Buyers

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



**hktdc.com Buyer Meetings**

*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **27 March 2019** 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: [hkippf2019@hktdc.org](mailto:hkippf2019@hktdc.org)



# hktdc.com

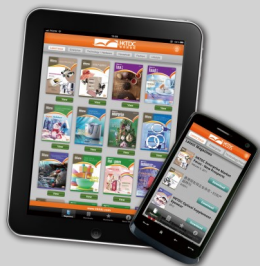
## 助你提升展覽效益

是次 **香港國際印刷及包裝展 2019** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 ([www.hktdc.com](http://www.hktdc.com)) 享有一年的基本推廣服務(2019 年 2 月 至 2020 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。

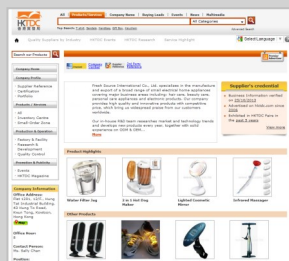


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



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 2019 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 [hkippf2019@hktcdc.org](mailto:hkippf2019@hktcdc.org)



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

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

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

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor's Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

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

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

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

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

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

### Procedures

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

## Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

### **Penalties for intellectual property-related criminal offences**

#### **Copyright Ordinance (Chapter 528 the Laws of Hong Kong)**

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

manufacture, any goods to which a false trade description is applied commits a criminal offence.

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

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

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

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

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

### **A. Copyright**

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

## 附件二

### 香港貿易發展局展覽會保護知識產權措施：參展商須知

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

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商（「**參展商**」），必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》（「**參展商須知**」），包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人（「**投訴人**」）按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員（包括但不限於所述各方的法律顧問）的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用（包括但不限於法律費用）、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員（包括但不限於所述各方的法律顧問）採取任何法律行動、或提出任何索償或要求。

### 處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問（「**法律顧問**」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，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/或其代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
  - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
  - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

### **有關知識產權刑事罪行之刑罰**

#### **版權條例 (香港法例第 528 章)**

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

#### **商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

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

- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

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

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

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

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

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投訴時向本局索取。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。





## Attention to All Exhibitors 參展商請注意

### Electricity Supply 電力供應

	<p>For the standard socket (if included in the booth package) provided by the organizer, please be reminded that the fuse maximum capacity is <b>500watt</b> for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u></b> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>攤位若附設大會提供之電力插座，其最大用電量只限於 500watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用為 <b>港幣五十元</b>。<b>參展商切勿於插座上安裝萬能插頭或拖板</b>，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。</p>

### Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can <b>only support weight under 3kg</b>. Hanging objects from ceiling beams and system panels are prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。</p> <p>For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

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

參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。



特裝參展商注意事項 - 現場使用電力指引

Guidance to Custom Built exhibitors for on-site usage of electricity

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

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

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

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

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

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

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

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

香港貿易發展局 展覽服務部上  
Exhibition Services, HKTDC





中小企業市場推廣基金  
SME Export Marketing Fund

## 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 (Cap. 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.<sup>Note</sup>

### Scope

- Participation in trade fairs/exhibitions outside Hong Kong, as well as local trade fairs/exhibitions which mainly target at markets outside Hong Kong.
- Participation in business missions 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/mobile application of the applicant enterprise which mainly targets at markets outside Hong Kong.



Expenditures charged by organisers for participating in trade fairs/exhibitions (such as exhibition rental fees, participation fees for taking up a speaking session by an exhibitor, advertising fees for placing on-site printed advertisements by a non-exhibitor) and business missions; travelling expenses and hotel accommodation expenses incurred by eligible representatives for participating in trade fairs/exhibitions and business missions; 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/mobile application of the applicant enterprise are generally eligible for support under the EMF.

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.

### 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 \$100,000, whichever is the less. The cumulative amount of grant an SME may obtain from the EMF is \$400,000.



### 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/mobile application 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 can be obtained free of charge at the Trade and Industry Department or can be downloaded from EMF's website at [www.smefund.tid.gov.hk/emf/eng](http://www.smefund.tid.gov.hk/emf/eng).

## For enquiries, please contact:

### SME Export Marketing Fund Section Trade and Industry Department

Room 1301 (EMF), 13/F, Trade and Industry Tower,  
3 Concorde Road, Kowloon City, Hong Kong

Tel. : 2398 5127

Fax : 2391 2646 / 3525 0329

Email : [emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

Website : [www.smefund.tid.gov.hk/emf/eng](http://www.smefund.tid.gov.hk/emf/eng)



Expand  
markets outside Hong Kong

SME  
Export Marketing  
Fund

## 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<sup>註</sup>。

### 資助範圍

- 參與香港境外展銷／展覽會，及以香港境外市場為主要對象的本地展銷／展覽會。
- 參與香港境外商貿考察團。
- 在以香港境外市場為主要對象的印刷貿易刊物上刊登廣告。
- 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／流動應用程式作出口推廣。



由主辦機構收取展銷／展覽會的參展租賃費、參展商擔任演講嘉賓的報名費、非參展商於有關活動場地展示印刷廣告的廣告費；商貿考察團團費；合資格代表參與展銷／展覽會或考察團的交通費及酒店住宿開支；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／流動應用程式的費用，一般情況下可獲基金資助。

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。

### 資助金額

每宗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10萬元，以較低者為準。每家中小企業的累積資助金額上限為40萬元。



### 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／流動應用程式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，或從基金網頁([www.smefund.tid.gov.hk/emf/tc](http://www.smefund.tid.gov.hk/emf/tc))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13樓1301室(EMF)

工業貿易署  
中小企業市場推廣基金組

電話：2398 5127

傳真：2391 2646 / 3525 0329

電郵：[emf\\_enquiry@tid.gov.hk](mailto:emf_enquiry@tid.gov.hk)

網頁：[www.smefund.tid.gov.hk/emf/tc](http://www.smefund.tid.gov.hk/emf/tc)

中小企業  
市場推廣基金



環境保護署  
Environmental Protection Department



**注意!**  
Attention!



由 From **2018.8.1**  
**購買四電一腦**  
When Buying Regulated Electrical Equipment



**法定免費  
除舊服務**  
Statutory Free  
Removal Service



**收據列明循環  
再造徵費水平**  
Receipt showing the  
Recycling Levy Level



**循環再造  
標籤識別**  
Recycling Label



雪櫃、電視機  
Refrigerator, Television



\$165



電腦、打印機及掃描器  
Computer, Printer and Scanner



\$15



空調機、洗衣機  
Air-conditioner,  
Washing Machine



\$125



顯示器  
Monitor

\$45

法例就上述設備徵收循環再造徵費  
The law imposes a recycling levy on the above equipment



[weee.gov.hk](http://weee.gov.hk)

**廢電器電子產品生產者責任計劃**  
Producer Responsibility Scheme on  
Waste Electrical and Electronic Equipment

# 誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商  
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者  
Not include transportation / logistics service providers
- 供應商可以同時是銷售商  
A supplier may also be a seller

## 主要責任 Main responsibilities:

### 供應商必須 Supplier must

- 經環保署登記成為登記供應商  
Be registered as registered supplier with EPD
- 呈交季度申報  
Submit quarterly returns
- 呈交審計報告  
Submit audit reports
- 繳付循環再造徵費  
Pay recycling levy
- 提供循環再造標籤予受分發者  
Provide recycling labels to the distributee
- 妥善保存五年記錄  
Keep records properly for five years

### 八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

空調機 (不超過 3 匹)	Air conditioners Not exceeding 3 hp)
雪櫃 (不超過 500 公升)	Refrigerators Not exceeding 500 L)
洗衣機 (不超過 10 公斤)	Washing Machines Not exceeding 10 kg)
電視機 (不超過 100 吋)	Televisions Not exceeding 100 inches)
電腦 (包括桌上、平板、手提及筆記簿電腦)	Computers Including desktop, tablet, laptop and notebook computer)
打印機 (不超過 30 公斤)	Printers Not exceeding 30 kg)
掃描器 (不超過 30 公斤)	Scanners Not exceeding 30 kg)
顯示器 (不超過 100 吋)	Monitors Not exceeding 100 inches)

**2018 年 8 月 1 日起**

受管制電器供應商必須經環保署登記為「登記供應商」  
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered  
as registered supplier with EPD before distributing REE

**請盡早遞交登記申請**

**Please submit the application for registration  
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after  
EPD's receipt of the completed application form and all necessary support documents

**查詢 Enquiries : 2310 0223 / WEEE@thewgo.org**

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE\*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term<sup>§</sup> / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

\* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.

Enquiry: [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)

Hotline: 2310 0223

### 廢電器電子產品生產者責任計劃（廢電器計劃）

廢電器計劃將於 2018 年全面實施。2018 年 8 月 1 日起，在香港分發受管制電器\*

#### 供應商必須

1. 已向環保署登記成為登記供應商（短期<sup>§</sup>/一般登記）；
2. 向環保署呈交申報/定期的申報；
3. 繳付循環再造徵費；
4. 在分發受管制電器時提供循環再造標籤；
5. 呈交周年審計報告；及
6. 保存相關的紀錄及文件五年。

#### 銷售商必須

1. 備有經環保署批註的除舊服務方案；
2. 安排免費的除舊服務，並在訂立銷售合約前，將有關銷售商履行安排法定除舊服務的責任，以及相關的服務條款，以書面通知消費者；
3. 向消費者提供循環再造標籤及載有訂明字句的收據；及
4. 保存有關要求除舊服務的紀錄不少於一年。

在港經營受管制電器業務的海外供應商及銷售商請注意：

- 不在香港分發受管制電器的參展商毋須遵守廢電器計劃的規定。
- 登記成為登記供應商及除舊服務方案批註的申請應在開始分發受管制電器不少於 4 星期前提交。
- 供應商應在登記中指定本地代理人。
- 銷售商應提早與本地的收集者及循環再造者安排所需服務，以符合法定要求，為消費者提供除舊服務。
- 分發受管制電器到香港境外地方的業務不受廢電器計劃規管。

有關「廢電器計劃」的詳情，可參考網站：<http://weee.gov.hk>

\* 受管制電器包括空調機、電冰箱、洗衣機、電視機、電腦、打印機、掃描器及顯示器。

§ 供應商如在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超過港幣 2 萬元，可向環保署登記為短期登記供應商。

查詢：enquiry@epd.gov.hk

熱線：2310 0223