

April 2024

Exhibitor Package for Hong Kong International Printing and Packaging Fair 2024

Thank you for your participation in Hong Kong International Printing and Packaging Fair 2024. Attached is the 2nd 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 2024)
- 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
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 - 8 Construction Waste and Exhibit Samples Disposal
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- 11) Protection of Intellectual Property Rights (IPR) [Appendix 1]
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- 13) Circular to Custom built Exhibitor for onsite use of electricity [Appendix 3]
- 14) Smart Vehicular Management System Introduction
- 15) SME Funding

*Remarks: The number of badges you will receive depends on your booth size. You are advised to redeem your exhibitor e-badge in advance and bring along the exhibitor badges during the Exhibitor move-in day (26 April 2024) and the fair period (27-30 April 2024). All additional orders will be charged at HK\$25 for each exhibitor badge.

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

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27 – 30 Apr 2024

* Exhibition Halls: Halls 3, 6 & 8

* Fair Dates & Opening Hours:

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

香港國際印刷及包裝展 2024(參展商須知)

歡迎 貴公司參加香港國際印刷及包裝展 2024，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（2024 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
 - 12 熱帶氣旋、黑色暴雨警告訊號或極端天氣情況下的安排
- 8) 特別通告 (1) - 參展商及買家電子入場證
- 9) 特別通告 (2) - 參展商綠色小貼士
- 10) 特別通告 (3) - 管制即棄膠餐具和其他塑膠產品的新法例
- 11) 香港貿易發展局展覽會保護知識產權措施 [附件 1]
- 12) 參展商現場注意事項（電力供應、攤位結構及傢俱）[附件 2]
- 13) 參展商現場電力指引[附件 3]
- 14) 電子車輛管理系統簡介
- 15) 中小企業市場推廣基金

*備注：參展商工作證數量視乎攤位大小。請預先領取參展商電子工作證，並於參展商進場日（即 2024 年 4 月 26 日）及展覽期間（即 2024 年 4 月 27 至 30 日）攜帶進場。所有額外申請之參展商工作證每張將收取港幣 \$25 元。

若 貴公司對以上安排有任何疑問，請與以下同事聯絡。

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27 – 30 Apr 2024

*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

Special Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the Hong Kong International Printing & Packaging Fair 2024 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 redeem exhibitor e-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 HK\$25 per badge will be charged. Please also note that the exhibitor badge is only valid during 26 – 30 April 2024. 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 2024), to collect the **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 2024 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。請參展商於進場前預先領取電子入場證，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 2024 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，並領取展台掛簾及重要通告等。

Exhibitor Check-In Form 參展商進場登記表

Welcome to Hong Kong International Printing & Packaging Fair 2024. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting booth curtain and important on-site circulars. The location and opening hours of the check-in counter are listed as below.

Date : 26 April 2024 (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 2024.

We wish you every success at the fair.

歡迎參加香港國際印刷及包裝展 2024。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： 2024 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 時前通知主辦機構辦事處。

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: _____

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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 on the E-Vehicle Pass)	
Move-Out Exhibits	30 April	(Please refer to schedule on the E-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 redeem and bring along exhibitors' e-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 2400 on 25, 26 and 30 April 2024, 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.

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Contact Persons:

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

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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	(請依照電子車證上的時間)	
展品離場	4 月 30 日	(請依照電子車證上的時間)	
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 分開外)。參展商於進入展覽場館時必須攜帶電子工作證，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 2024 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。

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如有任何疑問, 請與我們聯繫:

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香港貿易發展局
華港國際展覽有限公司

Circular (2) – Use of Badge and E-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 bring along proper badges to enter the fairground during the move-in and move-out periods.

(B) Use of E-Vehicle Pass

Each Exhibitor will be given e-permits 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 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 E-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 E-Vehicle Pass) according to the time specified on this E-Vehicle Pass. Upon arrival at the Expo Goods Staging Area, the driver must present this E-Vehicle Pass, register car plate, contact no. as well as driver's information and wait for further instructions from the security. The security will instruct the driver to enter Marshalling Area 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 30 minutes to 1 hour 30 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 E-Vehicle Pass is not transferable.
 4. Copies of the E-Vehicle Pass are not valid.
 5. AsiaWorld-Expo or an authorised person has the right to refuse entry of the vehicle with this E-Vehicle Pass without prior notice.
 6. The E-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 2024) and move-out day (30 April 2024). The charges are as follows:

Vehicle Type	Grace Period	Overtime Charges
Private Car (7 seaters only)	30 minutes	1st Hour or past thereof: HK\$300
Goods Vehicle (8 Tons or below)	45 minutes	2nd Hour and thereof: HK\$500
Goods Vehicle (over 8 Tons)	90 minutes	Per hour or part thereof

*Overtime penalty: Pay by Octopus Card or Cash

For details, please refer to “Introduction of Smart Vehicular Management System” from AsiaWorld-Expo. Please click [here](#).

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

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攜帶有關工作證，方可於展品進場及離場時間進入會場。

(二) 電子車輛許可證之使用

每家參展商均會獲發電子車輛許可證，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)。

沒有此電子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，所有車輛必須在電子車證上之指定時間到達博覽館貨車等候區登記車牌號司機電話及資料報到。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。在博覽館範圍內，司機必須時刻遵從在場職員指示。

(三) 電子車輛許可證之使用守則

1. 為有效紓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，免費上落貨限時為三十分鐘至一小時三十分鐘。(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. 任何時候司機必須留在車上。
- * 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：

車輛類型	限時上落貨時間	超時收費
私家車	30 分鐘	首小時或不足一小時為：港幣 \$300 元整
貨車(8 噸或以下)	45 分鐘	其後每小時為：港幣 500 元整
貨車(8 噸以上)	90 分鐘	(不足一小時亦當作一小時計算)

*超時罰款：以八達通卡或現金支付

以上事項之詳情，請[按此](#)參閱亞洲專覽館有關電子車輛管理系統之簡介。

如有查詢，請與主辦機構聯絡。多謝各參展商之合作。

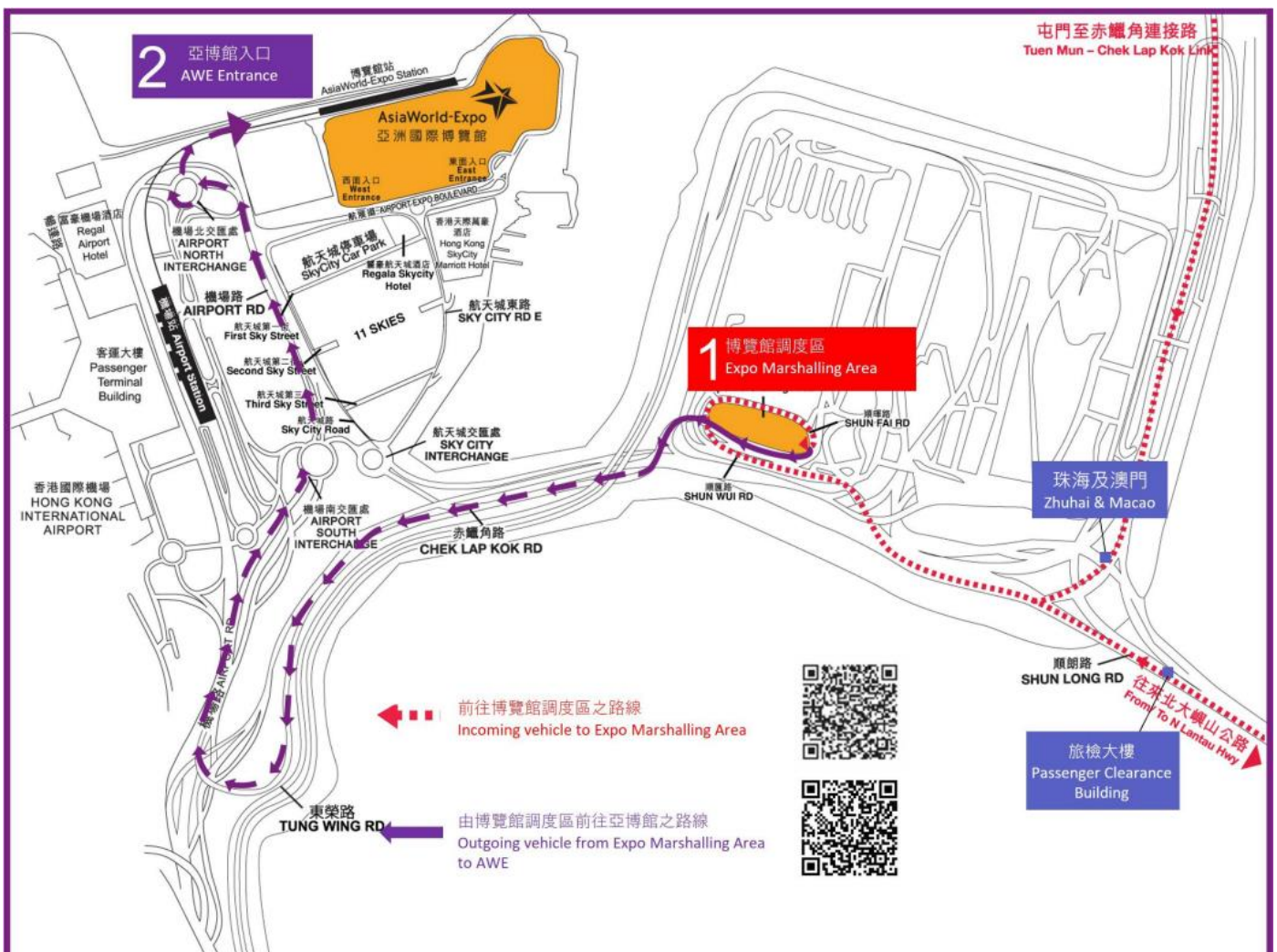
香港貿易發展局
華港國際展覽有限公司 謹啟

27 – 30 Apr 2024

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.

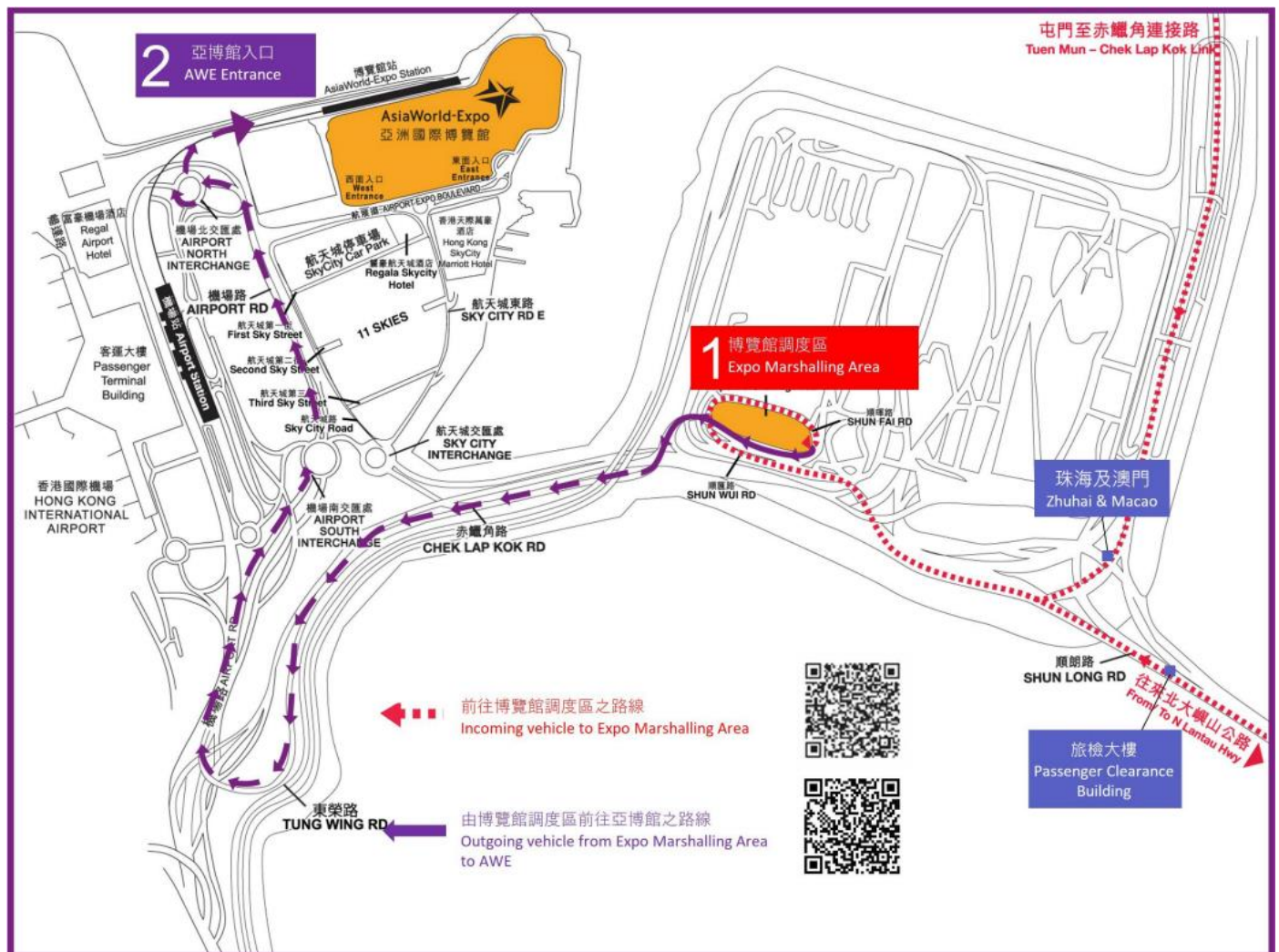
Should you have any enquiry on the Expo Goods Staging Area, please contact AsiaWorld-Expo Security Control Centre at 3606 1200 for assistance.



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。



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進/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進/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 2024

Circular (4) – Access to AsiaWorld-Expo

Free shuttle bus to Hong Kong International Printing & Packaging Fair		
Pick-up Locations	27 – 29 April	30 April
Hung Hom / Tsim Sha Tsui – MTR Hung Hom Station Exit C2 (Layby under the footbridge connecting the mall) / 10 Middle Road (Near Post Office)	8:30am – 3pm (every 30 mins)	8:30am – 2pm (every 30 mins)
Drop-off Locations	Departure from AsiaWorld-Expo	
	27 - 29 April	30 April
Hung Hom / Tsim Sha Tsui – MTR Hung Hom Station Exit C2 (Layby under the footbridge connecting the mall) / 10 Middle Road (Near Post Office)	12noon – 6:30pm (every 30 mins)	12noon – 5:30pm (every 30 mins)
We also offer circular free shuttle bus service on 27-30 April, to and from Hong Kong International Printing & Packaging Fair (at AWE) and Hong Kong Gifts & Premium Fair (at HKCEC)		
Pick-up Locations	27 - 29 April	30 April
Hong Kong Convention and Exhibition Centre (HKCEC) (SME Centre)> AsiaWorld-Expo (AWE)	8:30am – 3pm (every 30 mins)	8:30am – 2pm (every 30 mins)
AsiaWorld-Expo (AWE) > Hong Kong Convention and Exhibition Centre (HKCEC) (SME Centre)>	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 2024

**Airport Express HK\$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:

<u>Date</u>	<u>Hong Kong / Kowloon Station</u>	<u>AsiaWorld-Expo</u>
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 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.

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
紅磡 / 尖沙咀 港鐵紅磡站 C2 出口 (連接商場的行人天橋下的避車處) / 中間道 10 號 (近郵政局)	上午 8 時半至下午 3 時 (每 30 分鐘一班)	上午 8 時半至下午 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29日	4月30日
紅磡 / 尖沙咀 港鐵紅磡站 C2 出口 (連接商場的行人天橋下的避車處) / 中間道 10 號 (近郵政局)	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 (博覽道中入口, 中小企 服務中心外面) > 亞洲國際博覽館	上午 8 時半至下午 3 時 (每 30 分鐘一班)	上午 8 時半至下午 2 時 (每 30 分鐘一班)
亞洲國際博覽館 > 香港會議展覽中心 (博覽道中入口, 中小 企服務中心外面)	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, 座位有限, 先到先得。如有查詢, 請致電香港貿發局客戶服務熱線 (852) 1830668。

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，使用八達通卡以港幣\$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 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。

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

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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 2024 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 2024 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。

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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
- 2) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 3) 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) **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。
- 3) **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 Ms Elaine Tiu, Business Development Manager at Tel: (852) 22404930; or via email address: elaine.sl.tiu@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，請與主辦機構業務發展經理刁淑玲小姐聯絡，電話：(852) 2240 4930 或 電郵：elaine.sl.tiu@hktdc.org。

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.

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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以任何其他方式與第三者共用。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，上述活動涉及的產品，必須與展覽會攤位確認信所述的產品類別展區相符。

展品類別

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

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商須遵守，多謝合作。

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.

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/). 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/)。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。

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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

It has come to the Organisers' attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).
- AVRON
- International Fairs Directory

The Organisers would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair and the FAIR-Guide, AVRON nor the International Fairs Directory has any connection with the Organiser or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organizations 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 has shifted its operation from Austria to Mexico and/or Slovakia.

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals, 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 Organisers do not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, 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, Event Fair, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。此等出版人或組織包括但不限於：

- Fair Guide (由 Construct Data 所擁有)，
- Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)，
- Event Fair - The Exhibitors Index 和 FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有)。
- AVRON
- International Fairs Directory

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

UFI, 一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 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

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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。

主辦機構特此呼籲閣下在簽署任何合約(包括以細小字體列印的合約)及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair、AVRON 及/或 International Fairs Directory 訂立合約, 閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair、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、Commercial Online Manuals、Event Fair、AVRON及International Fairs Directory 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 causal 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到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。



Circular 5 (12) Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8, Black Rainstorm Warning Signal and Extreme Condition is hoisted during the HKTDC Hong Kong International Printing & Packaging Fair.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Pre-No. 8 Special Announcement is issued before 8:30am, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a Pre-No. 8 Special Announcement, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.



B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Black Rainstorm Warning Signal is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will remain open. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.



C. Special Arrangements for Extreme Conditions

1. During Move-in, Move-out

1. If “Extreme Conditions” is announced during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

2. Prior to Opening Hours

1. If “Extreme Conditions” is announced before 8:30am, the fair will remain closed.
2. If “Extreme Conditions” is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the “Extreme Conditions” is cancelled after 2:00pm.

3. During Opening Hours

1. Once the Hong Kong Government issues a “Pre-Extreme Conditions” Announcement, giving advance notice to the public that “Extreme Conditions” will be announced during the fair’s opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the situation when “Extreme Conditions” is announced without a “Pre-Extreme Conditions” Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

D. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to point 70 and 72 under “Rules & Regulations”

E. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

通告 5 (12) 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排

敬請各參展商留意，以下是熱帶氣旋襲港、黑色暴雨警告信號或極端情況發出後，主辦機構對香港貿易發展局香港國際印刷及包裝展之開放時間所作出的特別安排。

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如八號預警於上午 8 時 30 分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午 8 時 30 分前懸掛，展覽會同樣暫時關閉。
2. 如八號熱帶氣旋警告信號於下午 2 時或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告信號於下午 2 時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如黑色暴雨警告信號於上午 8 時 30 分前發出，展覽會將暫時關閉。
2. 如黑色暴雨警告信號於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若黑色暴雨警告信號於下午 2 時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 如黑色暴雨警告信號於展覽會進行期間發出，展覽會將繼續舉行，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

丙、極端情況下之特別安排

(一) 進館日、撤館日

1. 如「極端情況」於進館日及/或撤館日公布，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如「極端情況」於上午 8 時 30 分前公布，展覽會將暫時關閉。
2. 如「極端情況」於下午 2 時或之前取消，展覽會將會在「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在「極端情況」取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港政府發出「極端情況」預警提醒公眾「極端情況」將於展覽會進行期間公布，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 如「極端情況」在未有發出預警下公布，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

丁、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會規則第 70 及 72 條。

戊、其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

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Special Circular (1): e-Badge for exhibitors and buyers 特別通告 (1): 參展商及買家電子入場證

Thank you for your participation in the Hong Kong International Printing and Packaging Fair. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection.

Exhibitors and buyers are required to download the "HKTDC Marketplace" mobile App and complete registration, then login to retrieve e-Badge.

感謝 貴司參與香港國際印刷及包裝展。請留意以下有關電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，推出參展商及買家電子入場證 (e-Badge)，期望提升展會體驗，同時響應環保。

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

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

Please find the details about Exhibitor e-badge:

有關參展商電子入場證的詳情可參考:

1. Download and install 'HKTDC Marketplace' Apps.

下載並安裝 "HKTDC Marketplace"

應用程式。



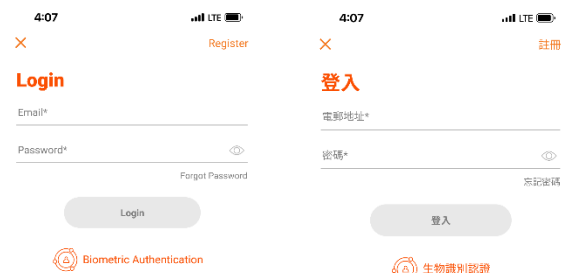
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2. Login your Exhibitor Account with your registered email.

If you forgot your password, please use 'forgot password' button.

使用您的註冊郵箱登錄參展商帳號。

如果您忘記密碼，請使用“忘記密碼”按鈕。



3. Tap 'e-Badge' button.

在主頁點擊橙色“電子入場證”按鈕。

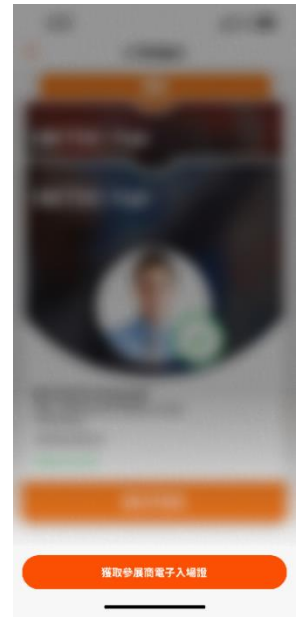
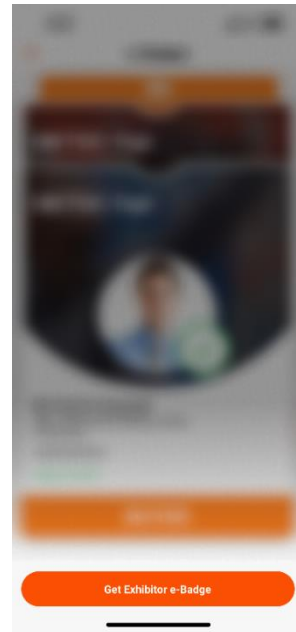


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4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.

選擇“獲取參展商電子入場證”

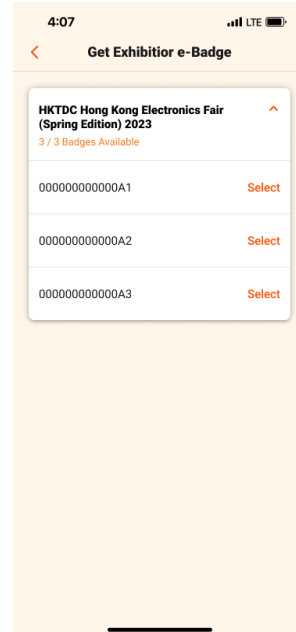
以兌換您的電子工作證。



5. Redeem the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.

兌換工作證。請注意，每台電子設備（如手機）

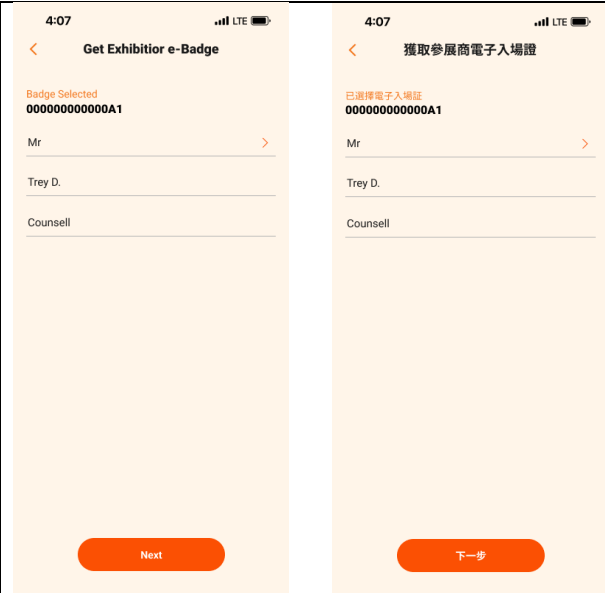
只能兌換一個工作證。



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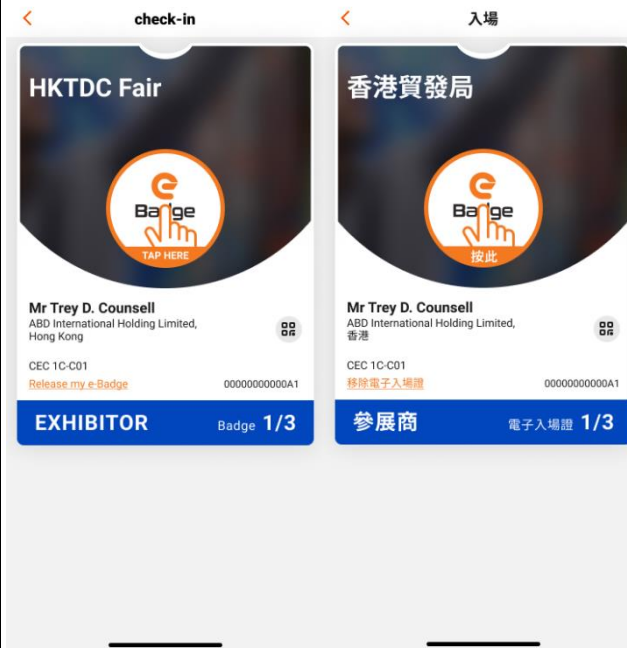
6. Input your name.

輸入您的名字。



7. The Exhibitor e-Badge is now ready to use!

參展商電子入場證現在可以使用了！



27 – 30 Apr 2024

Special Circular (2) – 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

特別通告 (2) – 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



Special Circular 3

The New Regulation on Disposable Plastic Tableware and Other Plastic Products <NEW UPDATE>

The Government will implement the regulation on disposable plastic tableware and other plastic products on 22 April 2024.

1. Disposable plastic tableware

The sale of expanded polystyrene (EPS) tableware and four other types of disposable plastic tableware (namely straws, stirrers, cutlery (forks, knives, spoons) and plates) will be prohibited, and so will the provision of such tableware to takeaway customers. Moreover, the provision of all disposable plastic tableware (also including cups, cup lids, food containers and food container lids) to dine-in customers at catering premises will be prohibited.

2. Other disposable plastic products

The sale and free distribution of plastic-stemmed cotton buds, balloon sticks, inflatable cheer sticks, glow sticks, party hats, oxo-degradable plastic products (regardless of disposability), umbrella bags, food sticks and plastic toothpicks, and the manufacturing of any oxo-degradable plastics products will be prohibited. Free distribution of plastic-packaged tissue paper for promotional use and non-medical use transparent gloves will also be prohibited. Moreover, hotels and guesthouses are banned from providing specified plastic toiletries and plastic-bottled water for free in guest rooms.

3. Exclusions / Exemptions

For disposable plastic tableware, (i) pre-packaged food or drinks (e.g. disposable plastic straws attached to beverage cartons) and (ii) the supply of disposable plastic straws to people with medical needs can be exempted. For other disposable plastic products, exemptions are available for the sale or supply of relevant products* under certain circumstances, including the use for forensic analysis, scientific research or experiments, medical treatments or procedures, taking medicines, for resale purposes (e.g. a business sells or supplies to another business in B2B exhibitions) or for manufacturing process.

* These exemptions are not applicable to products including (i) oxo-degradable plastic products (unless in the event that a business sells or supplies to another business for export purpose), (ii) plastic-packaged tissue paper for promotional use and (iii) non-medical use transparent gloves (unless provide to the employees for carrying out duties or work).

For further information about the new regulation, please visit <https://www.cuttheplastics.hk/index.php/en/>, or contact the Environmental Protection Department at (852) 5467 2494 or email to info@cuttheplastics.hk.

Hong Kong Trade Development Council



特別通告 3

管制即棄膠餐具和其他塑膠產品的新法例 <最新資訊>

政府將於 2024 年 4 月 22 日實施管制即棄膠餐具和其他塑膠產品的新法例。

(一) 即棄膠餐具

將禁止銷售和向外賣顧客提供發泡膠餐具和四類即棄膠餐具 (即飲管、攪拌棒、進食用具 (叉、刀、匙) 和碟)，同時亦禁止餐飲處所向堂食顧客提供各種即棄膠餐具 (同時包括杯、杯蓋、食物容器和食物容器蓋)。

(二) 其他即棄塑膠產品

將包括禁止銷售和免費供應膠柄棉花棒、氣球棒、充氣打氣棒、熒光棒、派對帽、氧化式可分解塑膠產品(不論是否屬即棄性質)、雨傘袋、食物膠籤、膠牙籤，並禁止製造任何氧化式可分解塑膠產品；禁止免費供應宣傳用塑膠包裝紙巾及非醫療用透明即棄膠手套；以及禁止酒店和賓館在房間內免費供應指明塑膠洗漱梳妝用品和即棄膠樽裝水。

(三) 不包括 / 豁免情況

一般而言，以下情況可獲豁免，不受新法例規管。就即棄膠餐具而言，(i)預先包裝的食品或飲品 (例如附連在紙包飲品上的即棄膠飲管等) 和 (ii)向有醫療需要的人供應即棄膠飲管可獲豁免。就其他即棄塑膠產品而言，在特定情況下銷售或供應相關產品* 可獲豁免，包括用於法證科學化驗、科學研究或實驗、醫治或醫療程序、進食藥物、用於轉售用途(例如企業於B2B展覽會中出售或供應予另一家企業)、製造過程等情況。

*這些豁免不適用於(i)氧化式可分解塑膠產品 (除非企業向另一家企業出售或供應用作出口用途)、(ii)宣傳用塑膠包裝紙巾、和 (iii)透明即棄膠手套 (除非向僱員提供以履行職責或工作)。

有關新法例的詳情，可瀏覽網站 <https://www.cuttheplastics.hk/index.php/tc/>，或致電 (852) 5467 2494 或電郵致 info@cuttheplastics.hk 向環境保護署查詢。

香港貿易發展局



Exhibitors' and Advertisers' 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 (the "**Fairs**" or "**TDC exhibitions**") for handling any complaint against any exhibitor ("**Exhibitor**") and/or advertiser ("**Advertiser**") that:

- (i) a product, item or material published, displayed, and/or placed by an Exhibitor at the Fairs, or
- (ii) any advertisement published, displayed and/or placed by us for and/or on behalf of an Exhibitor or Advertiser, including but not limited to in (a) our publications (in any media, medium, form and format, whether online and/or offline) ("**Publications**"), (b) our websites, applications, platforms and/or social media accounts (including but not limited to www.hktdc.com and any and all other websites, applications, platforms and/or social media accounts that we may from time to time operate, manage or use) ("**Websites**"), (c) our showcases (including but not limited to (i) printed and/or digital materials, (ii) LED advertisements such as but not limited to lightboxes, TV walls, Exhibitor Location Systems, and lifts and escalator advertisements, (iii) banners and posters, and/or (iv) any other means or manner of advertising, whether online and/or offline, whether existing now or in the future) ("**Showcases**"), and/or for or relating to (d) any products, services or materials featured or promoted in any such Publications, Websites and/or Showcases (as the case may be) (where, for the ease of reference, each of the foregoing items in categories (a) to (d) above will be referred to herein as "**Advertisement**");

allegedly infringes someone else's intellectual property rights in relation to or in connection with TDC exhibitions.

These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

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

Our aim is as much to protect the rights of individual Exhibitors and Advertisers concerned to be promptly cleared of unfounded complaints as it is the responsibility of the Exhibitors and Advertisers to uphold their obligations to respect the intellectual property rights of others.

In this respect, the attention of all 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 attention of all Advertisers is drawn to Clauses 2 and 3 of the terms and conditions enclosed in the HKTDC Advertising Order Contract, pursuant to which the Advertiser, amongst other things, warrants and undertakes that no third party intellectual property rights will be infringed as a result of the publication of any Advertisement, and it has obtained all necessary consents and licenses for the Advertisement. The Advertiser also undertakes and agrees to fully and unconditionally indemnify and hold TDC and its partners, agents, affiliates, directors, representatives, contractors, officers, employees and users harmless against any allegations, claims, damages, penalties, losses, costs, fees (including legal fees) or any expenses howsoever incurred as a result of or in connection with, amongst others, any breach or alleged breach of representation, warranty or undertaking given by the Advertiser, any infringement or alleged infringement of intellectual property rights, including but not limited to patents, registered designs, copyrights or trade mark infringement arising as a result of the publication of any Advertisement, and/or any third party claims whatsoever arising in or derived from or as a direct or indirect result of the publication of any Advertisement by the Advertiser, including without limitation in relation to its goods and/or services.

The Exhibitor and/or Advertiser each agree that it shall comply with the then effective version of the "Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' and Advertisers' Brief**") that the Organizer may issue and update from time to time, including but not limited to abiding by any complaint procedures and penalties stated in the Exhibitors' and Advertisers' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor or Advertiser fails or refuses to abide by any of the terms and conditions of the Exhibitors' and Advertisers' Brief, the Organizer shall have the sole and absolute discretion to:

- (a) 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; and/or
- (b) decline to publish, or suspend, alter/amend or remove any Advertisements and/or prohibit the Exhibitor or Advertiser concerned from placing, displaying or publishing Advertisements on any Publications, Websites and/or Showcases at or in connection with any TDC Exhibition.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' and Advertisers' Brief and requests the Organizer to take action against an Exhibitor or Advertiser, 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 in connection with, and/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 Exhibitor, Advertiser and Complainant each agree 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 or arising out of such complaint and any actual or alleged infringement of intellectual property rights.

Procedures

A. Item displayed or exhibited by an Exhibitor at a TDC exhibition

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The TDC and the Legal Advisor will also visit the Website to check whether the product or any material in dispute is displayed on the said Website. If so, the TDC 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 TDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As the organizer of the TDC exhibitions, 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 TDC and 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 and the 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.

B. Materials featured in any Advertisement displayed and/or published at a TDC exhibition, the TDC's Publications, Websites and/or Showcase for, in relation to or in connection with the TDC exhibition

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you are also an Exhibitor and receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the Advertisement in dispute at the TDC exhibition, the Advertiser will be notified.
5. As organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the any material in dispute.
6. The Advertiser will have the opportunity to adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that it has the right to place, display or publish the Advertisement complained of within 24 hours from the time of such notification. If the Advertiser fails to do so and/or if the TDC and the Legal Advisors are not satisfied that the Advertiser has the right to place, display or publish the Advertisement complained of, TDC shall have sole and absolute discretion to determine the appropriate course of action, including but not limited to the immediate removal, take-down, suspension and/or altering (e.g. by covering up the materials featured in the Advertisement which are alleged to be infringing in the complaint) of the Advertisement complained of.
7. The Advertiser 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 Advertiser. 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 Advertiser at the Fair, the TDC will be required to immediately remove the Advertisement and any other relevant material which is under investigation for the remainder of the Fair.
9. If the Advertiser fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 above, TDC shall have the right and power, in its sole and absolute discretion, to prohibit the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from placing, displaying or publishing Advertisements on the TDC website and in any publications displayed or published at any or all future TDC exhibitions, and/or to further terminate the HKTDC Advertising Order Contract with no refund payable.
10. If the Advertiser is found to have breached its undertaking not to display, publish and/or otherwise deal in or with the advertising material(s) 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 to advertise in the Fair in question of the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the advertising fee already paid; to ban the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from advertising and/or participating in any or all future TDC exhibitions; and to further terminate the HKTDC Advertising Order Contract with no refund payable.

Penalties

An Exhibitor and/or Advertiser 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 (including but not limited to the right to advertise) in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor or Advertiser, the Exhibitor or Advertiser fails or refuses to:
- allow TDC to immediately take 3 photographs of the product, material or Advertisement in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC:
 - (i) indicating its decision whether to remove or continue to display the product or material in dispute; or
 - (ii) in the case of an Advertisement, acknowledging TDC's right to remove the Advertisement in dispute, or adducing evidence to the TDC to show to the satisfaction of the TDC and the Legal Advisors that it has the right place, display or publish the Advertisement complained of;

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 and/or the Advertiser signs the undertaking to acknowledge the TDC's right to remove the Advertisement in dispute, 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 and/or Advertiser's right of participation and/or advertisement for the rest of the Fair period without refund of any participation and/or advertisement fee already paid by the Exhibitor and/or Advertiser;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor and/or Advertiser confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor and/or Advertiser has cooperated with TDC during the Fairs, amongst others, 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 TDC and 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. within any one year period there are two or more valid complaints filed against the same Advertiser and which have been accepted by the TDC and the Legal Advisors;

OR

- g. the Exhibitor and/or Advertiser 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) dated within one (1) year of the date of the complaint - for reference purposes, a template affidavit is available for download at: 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 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); and
2. An up-to-date printout of the Trade Mark Records as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the trade mark and printed within one (1) week of the date of the complaint.

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); and
2. An up-to-date printout of the Register of Designs as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the registered design and printed within one (1) week of the date of the complaint.

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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
 - a) Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
 - b) Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
 - c) Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from the following individual(s) stating 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:
 - a) A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
 - b) Hong Kong qualified lawyer experienced in the patents field.

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

Documents Required as Evidence of the Advertiser's Right to Place, Display or Publish the Advertisement Complained of

1. Documents required as evidence of subsistence and Advertiser's ownership of the relevant intellectual property rights (see the requirements for each type of intellectual property rights in A, B, C and/or D above (as applicable)); or
2. Original or certified copy of valid agreement(s) or license(s) from the intellectual property rights owner authorizing or granting the Advertiser the right to use, publish, display and/or otherwise deal in or with the relevant works, marks, designs, and/or patents featured in the Advertisement(s) complained of.

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

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

In the event of any differences between the English and Chinese versions of this document, the English version shall prevail.

香港貿易發展局展覽會保護知識產權措施-參展商及廣告商須知

香港貿易發展局(以下簡稱為「**本局**」或「**主辦機構**」)是專責促進香港對外貿易的法定機構，致力推動原創設計及保護知識產權。

本局訂有一套在展覽會（「**展覽**」或「**本局展覽**」）現場內，即場處理任何針對參展商及/或廣告商、有關本局展覽或與之有關聯的侵權投訴的程序，而該等投訴須針對：

- (i) 參展商在展覽中發布、展示及/或放置被指稱侵犯他人知識產權的產品、物品或物料；或
- (ii) 本局為參展商或廣告商，或以他們的名義，發布、展示及/或放置，而被指稱侵犯他人知識產權的廣告，包括但不限於在（a）在本局的刊物（不論任何媒體、媒介、形式及格式，亦不論線上或線下）（「**刊物**」）的廣告、（b）在本局的網站、應用程式、平台及/或社交媒體帳戶（包括但不限於 www.hktdc.com，以及本局可能不時營運、管理及使用的任何及所有其他網站、應用程式、平台及/或社交媒體帳戶）（「**網站**」）的廣告、（c）在本局的展示物（包括但不限於（i）印刷品及/或數碼檔案、（ii）LED廣告，例如但不限於燈箱、電視幕牆、參展商位置系統，以及在升降機內或於扶手電梯上的廣告，（iii）橫幅及海報，及/或（iv）不論線上或線下、現存或將來、以任何其他方法或方式進行的廣告宣傳）（「**展示物**」）內的廣告、及/或（d）為了於任何上述刊物、網站及/或展示物內（視情況而定），被列為精選推廣或宣傳的任何產品、服務或物料，或與之有關的廣告（為便於參考，以上類別（a）-（d）所述的每項物品將於本須知中稱為「**廣告**」）。

此免費的投訴程序並不是投訴人唯一的投訴方法。投訴人亦可以向香港海關及/或香港法院提出投訴。

此投訴程序由本局的駐場法律顧問（「**法律顧問**」）處理，務求幫助確立被投訴人是否須就有關投訴作出答辯，繼而決定有關投訴應否被繼續跟進，還是被從速解決。

本局訂定這套程序的目的是為了協助有關參展商及廣告商從速清理毫無根據的投訴，致力保障他們的權利，因為履行尊重他人的知識產權的義務，是參展商及廣告商的責任。

茲促請所有參展商必須遵守《貿易發展局展覽會參展規則》中的第 43 條。該條列明參展商於本局展覽中的權利與責任；為便於參考，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。」

所有廣告商須注意《香港貿易發展局廣告訂購合約》內條款及條件中的第 2 及 3 條。根據這些條款，廣告商所提供的各項保證及承諾包括其保證及承諾任何廣告的發布不會侵犯任何第三方的知識產權，以及它已經取得該廣告所需的所有同意及許可。廣告

商亦承諾及同意保證本局及其合夥人、代理、聯屬成員、董事、代表、承辦商、人員、僱員及用戶免受因任何違反或被指稱違反廣告商所作出的陳述、保證或承諾、任何侵犯或被指稱侵犯知識產權（包括但不限於因出版任何廣告而引致的專利、註冊外觀設計、版權或商標的侵犯）所引致，及/或因廣告商出版任何廣告（包括但不限於有關其貨物及/或服務的廣告）所引起、衍生、或直接或間接地導致的第三方申索，或與之有關聯的任何指稱、申索、損害、罰款、損失、成本、費用（包括法律費用）及不論如何招致的開支所損害，並承諾及同意對上述各方就上述損害作出完全及無條件的彌償。

每位參展商及/或廣告商同意，他們須遵守當時生效的《香港貿易發展局展覽會保護知識產權措施：參展商及廣告商須知》（「**本須知**」）（而主辦機構可能會不時發出新的須知及更新現行須知），包括但不限於遵守於本須知內列明的任何投訴程序及侵權罰則，不論該參展商或廣告商是作為知識產權被侵犯的投訴人，或是作為被投訴人。假如參展商或廣告商未能或拒絕遵守本須知內的任何條款及條件，主辦機構有唯一及絕對的酌情權：

- (a) 以禁止參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加參加本局以後所舉辦的任何或所有展覽，及/或進一步禁止該參展商的任何代表進入參展商當時正在參展的展覽會場；及/或
- (b) 以拒絕發布、暫停展示、修改/修訂或移除任何廣告，及/或禁止有關參展商或廣告商於本局展覽內或與之有關的任何刊物、網站及/或展示品上，放置、展示或發布廣告。

假如投訴人（「**投訴人**」）按照本須知向主辦機構提出投訴，並要求主辦機構對參展商或廣告商採取行動，投訴人必須同意保證主辦機構、其代理、代表、承包商及僱員（包括但不限於他們的法律顧問）免受任何損害，並對上述各方每位因依據或基於投訴人所提出的投訴、或投訴人根據該投訴所作出的任何其他要求、指示或指令而採取行動，進而導致、與之有關聯及/或不不論如何引起的任何性質的任何及所有責任、損失、費用（包括但不限於法律費用）、開支及損害賠償。

每位參展商、廣告商及投訴人同意，不會向主辦機構及其代理、代表、承包商或僱員（包括但不限於他們的法律顧問）採取任何與有關投訴及任何實際或被指稱侵犯知識產權的事件相關、或由之引致的法律行動，或提出任何索償或要求。

處理投訴程序

A. 參展商於本局展覽內展示或展覽的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下在攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。

4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被參展商在展覽內所展示的涉事產品或物料所侵犯，本局展覽負責人員會前往涉事攤位視察。
5. 本局及法律顧問亦會瀏覽本局的網站，檢查受爭議的產品或任何物品有否於上述網站上展示。如有發現，本局擁有唯一及絕對的酌情權，根據本局之《網上推廣條款及條件》，在不作另行通知的情況下，停用該網址，或將受爭議的產品或物品從主辦機構的網站下架/移除。
6. 作為展覽的主辦機構，本局有權即時為受爭議的產品或任何物品拍攝最少三張照片。
7. 除非有關參展商能向本局及法律顧問提出證據，以顯示他/她有權就有關產品或物料進行交易，並使他們信納，否則該參展商會被要求立即將正在展示中的受爭議產品或物品移除，並禁止在餘下展期展示有關該產品/物料。參展商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及參展商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的參展商的懷疑侵犯版權及/或商標案件，本局將要求該參展商立即移除正接受調查的產品或物品，並不得在餘下展期內展示它們。
9. 假如有關參展商未能按上述第 6、7 及/或 8 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。
10. 本局職員會定期前往被投訴（而有關投訴被本局及法律顧問所接納）的攤位視察，以再次確保有關參展商不再展示或就受爭議的產品或物品進行交易。假如參展商被發現違反承諾（即於餘下展期內不再展示或處理受爭議的產品及物料），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的參展權，並毋須退還已收取的參展費，並禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。

B. 於任何爲了本局展覽，或與之有關或有關聯，而在本局展覽、刊物、網站及/或展品內展示或發布的廣告中出現的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下同時是參展商，並在閣下的攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。
4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被受爭議的廣告所侵犯，廣告商會收到通知。
5. 作為展覽的主辦機構，本局有權即時為受爭議的任何物品拍攝最少三張照片。
6. 廣告商在收到上述通知起的 24 小時內，享有向本局及法律顧問提出證據的機會，以顯示它有權放置、展示或發布被投訴的廣告，並使其信納。假如廣告商未能在時限內提出證據，及/或本局及法律顧問並不信納廣告商有權放置、展示或發

布該廣告，本局擁有唯一及絕對的酌情權去決定合適的行動，包括但不限於即時移除、下架、暫停展示及/或修改被投訴的廣告（例如將該廣告內被指稱侵權的物品遮蓋）。

7. 廣告商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及廣告商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的廣告商的懷疑侵犯版權及/或商標案件，本局將要求該廣告商立即移除該廣告及任何其他正接受調查的相關物品，並不得在餘下展期內展示它們。
9. 假如有關廣告商未能按上述第 6 及/或 7 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司，於本局網站，以及本局以後所舉辦的任何或所有展覽內展示或發布的任何刊物，放置、展示或發布廣告，及/或進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。
10. 假如廣告商被發現在餘下展期內違反其承諾（即不再展示、發布及/或以其他方式處理受爭議的廣告宣傳物），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的廣告宣傳權，並毋須退還已收取的廣告費，並禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司在本局以後所舉辦的任何或所有展覽中進行廣告宣傳，及/或參加該些展覽，及進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。

侵權處罰

本局能按照其唯一及絕對酌情權，在下列任何一種情況下，禁止參展商及/或廣告商，及/或其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽（包括但不限於廣告宣傳的權利）：

- a. 在本局收到及接納針對參展商或廣告商的侵權投訴後，該參展商或廣告商未能或拒絕：
 - 立即容許本局職員為受爭議的產品、物料或廣告拍攝三張照片；或
 - 應本局要求立即簽署本局提供的承諾書：
 1. 註明它決定移除或決定繼續展示受爭議的產品或物料；或
 2. 如果該投訴涉及廣告，承認本局移除該受爭議廣告的權利，或向本局提出證據，以顯示它有權放置、展示或發布被投訴的廣告，並使本局及法律顧問信納該些證據；

或

- b. 該參展商雖然已應本局要求簽署承諾書，以及讓本局職員在展覽期間為受爭議的產品或物品拍照，但它拒絕移除正在展示中的受爭議產品或物料，而當該參展商因展示該受爭議產品或物料而被控告時，香港法庭裁定申索成功；

或

- c. 參展商雖然立即移除正在展示中的受爭議產品或物料，並已簽署本局提供的承諾書，承諾在餘下展期不再展示或處理該物品，及/或廣告商已簽署承諾書承認本局移除該受爭議廣告的權利，但該參展商或廣告商其後被發現違反承諾。在此情況下，本局更有權即時終止該參展商及/或廣告商在餘下展期內參加展覽及/

或進行廣告宣傳的權利，並毋須退還已從該參展商及/或廣告商收取的參展費及/或廣告費；

或

- d. 參展商及/或廣告商雖然在展覽舉行期間與本局合作，包括但不限於移除正在展示中的受爭議產品或物料，但該參展商及/或廣告商在連續兩屆展期中，遭香港法庭最少兩度裁定侵犯了任何投訴人的知識產權；

或

- e. 同一名參展商在連續兩屆展覽期中，最少四度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投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- f. 同一名參展商在任何一年內，最少兩度被投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- g. 參展商及/或廣告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的刑事罪行。

有關知識產權的刑事罪行之刑罰

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，或被處罰款港幣五十萬元及監禁八年，視乎有關侵權行為的性質而定。

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：

1. 將虛假商品說明應用於任何貨品或任何向消費者提供或要約提供的服務；
2. 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
3. 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，或將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、或構成餌誘式廣告宣傳、先誘後轉銷售行為或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：

- | |
|---|
| <ol style="list-style-type: none">1. 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2. 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證據

A. 版權

途徑 1: 版權作品的版權擁有人在被投訴前的一年內，根據版權條例（香港法例第 528 章）的第 121 條所作出，並證明有關版權的存在及其擁有權之誓章。誓章的範本可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf 下載，以供參考

或

途徑 2: 若投訴人擁有並能提交下列第 4-6 項的所有證據正本作舉證，以及提交下列所有資料及證據：

1. 版權作品的首次創作或首次發表的日期和地點；
2. 版權作品的作者名稱；
3. 版權作品的擁有人名稱；
4. 版權作品的原作正本（例如設計圖樣、草圖等）- **註：**任何副本，包括影印本或電腦副本，均不會被接受；
5. 證明版權作品之擁有權的證據正本 – 例如若版權作品的作者是投訴人的僱員，則須提供僱傭合約；或倘若版權作品的作者並非投訴人或其僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. (1)可證明首次出售有關版權作品的產品/物品之日期的證據正本（如發票、貨運文件等），或(2)可證明首次發布有關版權作品之日期的證據正本，而該證據必須清楚指明該產品/物品。

就途徑 2 作出之投訴而言，投訴人亦須在文件證據清單（可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf 下載，或於投訴人呈交投訴時，由本局提供）上填寫、提供及確認上述所有資料及證據。假如任何所需資料及/或證據有所缺失或不完整、或倘若本局認為任何所提交的資料及/或證據是在任何方面不可信、相互矛盾、虛假或不準確，有關投訴將不被處理或被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。
2. 香港知識產權署網上檢索系統上最新的商標記錄列印本，而該列印本須顯示該商標的註冊詳情，及於投訴日前的一（1）星期內打印。

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，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。

2. 香港知識產權署網上檢索系統上最新的外觀設計註冊記錄列印本，而該列印本須顯示該外觀設計的註冊詳情，及於投訴日前的一（1）星期內打印。

D. 專利

1. 有效的**香港**專利證書正本或核證副本，包括續期證書或續期證明（註：任何非香港的註冊均不會被接受）；
2. 假如投訴人的投訴所依據的專利是短期專利，下列任何一項有關該專利的證據：
 - a) 於香港進行的實質審查證明書正本或核證副本；
 - b) 向香港專利註冊處處長提交、有關對該專利進行實質審查的請求，連同一份書面確認，指該請求尚未被終結、拒絕或終止；或
 - c) 由法院批給的證明書正本或核證副本，核證法院裁斷投訴人所依據的專利申索是有效的。
3. 由下列人士所發出的書面意見書，指投訴人於香港的專利為有效，而且因參展商透過展示受爭議的產品或物品，而被侵犯；而該意見書清楚及明確地指明被指稱侵權的產品或物品之詳情：
 - a) 已於香港以外的管轄區核證或註冊，並在香港提供專利代理服務的核證或註冊專利代理人；及/或
 - b) 於專利方面有經驗的香港合資格律師。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

證明廣告商放置、展示或發布被投訴的廣告的所需文件證據

1. 證明有關知識產權的存在及廣告商的擁有權的所需文件證據（見上述 A，B，C，D 部中每類知識產權的要求（如適用））；或
2. 有效合約或許可正本或核證副本，以證明知識產權擁有人已授權，或授予該廣告商使用、發布、展示，及/或以其他方式交易或處理在被投訴的廣告中展示的相關作品、商標、外觀設計，及/或專利的權利。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

*本局保留在不作另行通知的情況下，不時修改本須知內的任何內容（包括但不限於提交侵權投訴時所需的文件）。

若本須知的英文版本與中文版本有任何抵觸之處，則以本須知的英文版本為準。

香港贸易发展局展览会保护知识产权措施-参展商和广告商须知

香港贸易发展局(以下简称为「**本局**」或「**主办机构**」)是专责促进香港对外贸易的法定机构,致力推动原创设计和保护知识产权。

本局订有一套在展览会(「**展览**」或「**本局展览**」)现场内,即场处理任何针对参展商和/或广告商、有关本局展览或与之有关联的侵权投诉的程序,而该等投诉须针对:

- (i) 参展商在展览中发布、展示和/或放置被指称侵犯他人知识产权的产品、物品或物料;或
- (ii) 本局为参展商或广告商,或以他们的名义,发布、展示和/或放置,而被指称侵犯他人知识产权的广告,包括但不限于在(a)在本局的刊物(不论任何媒体、媒介、形式和格式,亦不论在线或线下)(「**刊物**」)的广告、(b)在本局的网站、应用程序、平台和/或社交媒体帐户(包括但不限于 www.hktdc.com,以及本局可能不时营运、管理和使用的任何和所有其他网站、应用程序、平台和/或社交媒体帐户)(「**网站**」)的广告、(c)在本局的展示物(包括但不限于(i)印刷品和/或数码档案、(ii)LED广告,例如但不限于灯箱、电视幕墙、参展商位置系统,以及在升降机内或于扶手电梯上的广告,(iii)横幅和海报,和/或(iv)不论在线或线下、现存或将来、以任何其他方法或方式进行的广告宣传)(「**展示物**」)内的广告、和/或(d)为了于任何上述刊物、网站和/或展示物内(视情况而定),被列为精选推广或宣传的任何产品、服务或物料,或与之有关的广告)(为便于参考,以上类别(a)-(d)所述的每项物品将于本须知中称为「**广告**」)。

此免费的投诉程序并不是投诉人唯一的投诉方法。投诉人亦可以向香港海关和/或香港法院提出投诉。

此投诉程序由本局的驻场法律顾问(「**法律顾问**」)处理,务求帮助确立被投诉人是否须就有关投诉作出答辩,继而决定有关投诉应否被继续跟进,还是被从速解决。

本局订定这套程序的目的是为了协助有关参展商和广告商从速清理毫无根据的投诉,致力保障他们的权利,因为履行尊重他人的知识产权的义务,是参展商和广告商的责任。

兹促请所有参展商必须遵守《贸易发展局展览会参展规则》中的第43条。该条列明参展商于本局展览中的权利与责任;为便于参考,条款内容如下:

「参展商保证展品和产品包装,以及宣传品或摊位的任何展示部分,在任何各方面均没有违反或侵犯任何第三者的权利,包括所有知识产权,其中包括但不限于已注册或未注册的商标、版权、外观设计、名称和专利;并同意悉数赔偿主办机构以及其代理、代表、承包商和雇员因第三者指控参展商和/或主办机构和/或后者的代理、代表、承包商和雇员侵权而招致的费用、开支和索偿。」

所有广告商须注意《香港贸易发展局广告订购合约》内条款和条件中的第2和3条。根据这些条款,广告商所提供的各项保证及承诺包括其保证及承诺任何广告的发布不

会侵犯任何第三方的知识产权，以及它已经取得该广告所需的所有同意和许可。广告商亦承诺和同意保证本局和其合伙人、代理、联属成员、董事、代表、承办商、人员、雇员和用户免受因任何违反或被指称违反广告商所作出的陈述、保证或承诺、任何侵犯或被指称侵犯知识产权（包括但不限于因出版任何广告而引致的专利、注册外观设计、著作权或商标的侵犯）所引致，和/或因广告商出版任何广告（包括但不限于有关其货物和/或服务的广告）所引起、衍生、或直接或间接地导致的第三方申索，或与之有关联的任何指称、申索、损害、罚款、损失、成本、费用（包括法律费用）和不论如何招致的开支所损害，并承诺和同意对上述各方就上述损害作出完全和无条件的弥偿。

每位参展商和/或广告商同意，他们须遵守当时生效的《香港贸易发展局展览会保护知识产权措施：参展商和广告商须知》（「**本须知**」）（而主办机构可能会不时发出新的须知和更新现行须知），包括但不限于遵守于本须知内列明的任何投诉程序和侵权罚则，不论该参展商或广告商是作为知识产权被侵犯的投诉人，或是作为被投诉人。假如参展商或广告商未能或拒绝遵守本须知内的任何条款和条件，主办机构有唯一和绝对的酌情权：

- (a) 以禁止参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加参加本局以后所举办的任何或所有展览，和/或进一步禁止该参展商的任何代表进入参展商当时正在参展的展览会场；和/或
- (b) 以拒绝发布、暂停展示、修改/修订或删除任何广告，和/或禁止有关参展商或广告商于本局展览内或与之有关的任何刊物、网站和/或展示品上，放置、展示或发布广告。

假如投诉人（「**投诉人**」）按照本须知向主办机构提出投诉，并要求主办机构对参展商或广告商采取行动，投诉人必须同意保证主办机构、其代理、代表、承包商和雇员（包括但不限于他们的法律顾问）免受任何损害，并对上述各方每位因依据或基于投诉人所提出的投诉、或投诉人根据该投诉所作出的任何其他要求、指示或指令而采取行动，进而导致、与之有关联和/或不论如何引起的任何性质的任何和所有责任、损失、费用（包括但不限于法律费用）、开支和损害赔偿。

每位参展商、广告商和投诉人同意，不会向主办机构和其代理、代表、承包商或雇员（包括但不限于他们的法律顾问）采取任何与有关投诉和任何实际或被指称侵犯知识产权的事件相关、或由之引致的法律行动，或提出任何索偿或要求。

处理投诉程序

A. 参展商于本局展览内展示或展览的物品

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下在摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。

4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被参展商在展览内所展示的涉事产品或物料所侵犯，本局展览负责人员会前往涉事摊位视察。
5. 本局和法律顾问亦会浏览本局的网站，检查受争议的产品或任何物品有否于上述网站上展示。如有发现，本局拥有唯一和绝对的酌情权，根据本局之《*网上推广条款和条件*》，在不作另行通知的情况下，停用该网址，或 将受争议的产品或物品从主办机构的网站下架/移除。
6. 作为展览的主办机构，本局有权实时为受争议的产品或任何物品拍摄最少三张照片。
7. 除非有关参展商能向本局和法律顾问提出证据，以显示他/她有权就有关产品或物料进行交易，并使他们信纳，否则该参展商会被要求立即将正在展示中的受争议产品或物品移除，并禁止在余下展期展示有关该产品/物料。参展商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和参展商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的参展商的怀疑侵犯著作权和/或商标案件，本局将要求该参展商立即移除正接受调查的产品或物品，并不得在余下展期内展示它们。
9. 假如有关参展商未能按上述第 6、7 和/或 8 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。
10. 本局职员会定期前往被投诉（而有关投诉被本局和法律顾问所接纳）的摊位视察，以再次确保有关参展商不再展示或就受争议的产品或物品进行交易。假如参展商被发现违反承诺（即于余下展期内不再展示或处理受争议的产品和物料），本局有权利和权力，按其唯一和绝对的酌情权，实时取消该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司是次展览的参展权，并毋须退还已收取的参展费，并禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。

B. 于任何为了本局展览，或与之有关或有关联，而在本局展览、刊物、网站和/或展示品内展示或发布的广告中出现的物品

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下同时是参展商，并在阁下的摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。
4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被受争议的广告所侵犯，广告商会收到通知。
5. 作为展览的主办机构，本局有权实时为受争议的任何物品拍摄最少三张照片。
6. 广告商在收到上述通知起的 24 小时内，享有向本局和法律顾问提出证据的机会，以显示它有权放置、展示或发布被投诉的广告，并使其信纳。假如广告商未能在时限内提出证据，和/或本局和法律顾问并不信纳广告商有权放置、展示或发布该广告，本局拥有唯一和绝对的酌情权去决定合适的行动，包括但不限于实

时移除、下架、暂停展示和/或修改被投诉的广告（例如将该广告内被指称侵权的物品遮盖）。

7. 广告商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和广告商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的广告商的怀疑侵犯著作权和/或商标案件，本局将要求该广告商立即移除该广告和任何其他正接受调查的相关物品，并不得在余下展期内展示它们。
9. 假如有关广告商未能按上述第 6 和/或 7 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该广告商和其任何代表、母公司、相联公司、联属公司和/或附属公司，于本局网站，以及本局以后所举办的任何或所有展览内展示或发布的任何刊物，放置、展示或发布广告，和/或进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。
10. 假如广告商被发现参在余下展商期内违反其承诺（即不再展示、发布和/或以其他方式处理受争议的广告宣传物），本局有权利及和权力，按其唯一及和绝对的酌情权，即实时取消该等参展广告商及其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司是次展览的参展资格广告宣传权，并毋须退还已收取的参展广告费，并禁止其及该广告商和其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司参加在本局以后所举办的任何或所有展览会中进行广告宣传，和/或参加这些展览，和进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。

侵权处罚

本局能按照其唯一和绝对酌情权，在下列任何一种情况下，禁止参展商和/或广告商，和/或其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览（包括但不限于广告宣传的权利）：

- a. 在本局收到和接纳针对参展商或广告商的侵权投诉后，该参展商或广告商未能或拒绝：
 - 立即容许本局职员为受争议的产品、物料或广告拍摄三张照片；或
 - 应本局要求立即签署本局提供的承诺书：
 1. 注明它决定移除或决定继续展示受争议的产品或物料；或
 2. 如果该投诉涉和广告，承认本局移除该受争议广告的权利，或向本局提出证据，以显示它有权放置、展示或发布被投诉的广告，并使本局和法律顾问信纳该些证据；或
- b. 该参展商虽然已应本局要求签署承诺书，以及让本局职员在展览期间为受争议的产品或物品拍照，但它拒绝移除正在展示中的受争议产品或物料，而当该参展商因展示该受争议产品或物料而被控告时，香港法庭裁定申索成功；或
- c. 参展商虽然立即移除正在展示中的受争议产品或物料，并已签署本局提供的承诺书，承诺在余下展期不再展示或处理该物品，和/或广告商已签署承诺书承认

本局移除该受争议广告的权利，但该参展商或广告商其后被发现违反承诺。在此情况下，本局更有权实时终止该参展商和/或广告商在余下展期内参加展览和/或进行广告宣传的权利，并毋须退还已从该参展商和/或广告商收取的参展费和/或广告费；

或

- d. 参展商和/或广告商虽然在展览举行期间与本局合作，包括但不限于移除正在展示中的受争议产品或物料，但该参展商和/或广告商在连续两届展期中，遭香港法庭最少两度裁定侵犯了任何投诉人的知识产权；

或

- e. 同一名参展商在连续两届展览期中，最少四度被超过一名投诉人就不同的知识产权或被同一名投诉人就不同产品或物品投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- f. 同一名参展商在任何一年内，最少两度被投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- g. 参展商和/或广告商被控或被判触犯任何有关侵犯知识产权或违反知识产权有关法律或法规的刑事罪行。

有关知识产权的刑事罪行之刑罚

版权条例 (香港法例第 528 章)

任何人制造或处理侵犯著作权之物品，即属犯罪。版权条例已详细列明可构成该等刑事罪行之各类行为。任何干犯有关罪行之人士可就每份侵犯著作权复制品被处罚款港币五万元和监禁四年，或被处罚款港币五十万元和监禁八年，视乎有关侵权行为的性质而定。

商品说明条例 (香港法例第 362 章)

根据商品说明条例，任何人士：

将虚假商品说明应用于任何货品或任何向消费者提供或要约提供的服务；
供应或要约供应已应用虚假商品说明的货品、或向消费者提供或要约提供已应用虚假商品说明的服务；或
管有任何已应用虚假商品说明的货品作售卖或任何商业或制造用途，
即属犯罪。

再者，任何人如伪造任何注册商标或将任何商标，或将任何与某一商标极为相似而相当可能会使人受欺骗的商标，以虚假方式应用于任何货品，亦属犯罪。

另外，任何商户如就任何消费者作出任何不良营商手法 (包括但不限于任何属误导性遗漏的营业行为、具威吓性的营业行为、或构成饵诱式广告宣传、先诱后转销售行为或不当地就产品接受付款的营业行为)，即属犯罪。

任何干犯商品说明条例中有关罪行之人士可被：

一经循公诉程序定罪，可被处罚款港币五十万元和监禁五年；和
一经循简易程序定罪，可被处罚款港币十万元和监禁两年。

证明知识产权的存在和拥有权的所需文件证据

A. 著作权

途径 1： 著作权作品的著作权拥有人在被投诉前的一年内，根据版权条例（香港法例第 528 章）的第 121 条所作出，并证明有关著作权的存在和其拥有权之誓章。誓章的范本可于 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdfCopyright/2.pdf 下载，以供参考

或

途径 2： 若投诉人拥有并能提交下列第 4-6 项的所有证据正本作举证，以及提交下列所有资料和证据：

1. 著作权作品的首次创作或首次发表的日期和地点；
2. 著作权作品的作者名称；
3. 著作权作品的拥有人名称；
4. 著作权作品的原作正本（例如设计图样、草图等）- **注：**任何副本，包括影印本或计算机副本，均不会被接受；
5. 证明著作权作品之拥有权的证据正本 – 例如若著作权作品的作者是投诉人的雇员，则须提供雇佣合约；或倘若著作权作品的作者并非投诉人或其雇员，则须提供证明作者向投诉人转让著作权的著作权转让书；和
6. (1)可证明首次出售有关著作权作品的产品/物品之日期的证据正本（如发票、货运文件等），或 (2)可证明首次发布有关著作权作品之日期的证据正本，而该证据必须清楚指明该产品/物品。

就途径 2 作出之投诉而言，投诉人亦须在文件证据清单（可于 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf 下载，或于投诉人呈交投诉时，由本局提供）上填写、提供和确认上述所有数据和证据。假如任何所需数据和/或证据有所缺失或不完整、或倘若本局认为任何所提交的资料和/或证据是在任何方面不可信、相互矛盾、虚假或不准确，有关投诉将不被处理或被拒绝。

B. 商标

1. 有效的香港商标注册证书正本或核证副本，包括续期证书或续期证明（**注：**任何非香港的注册均不会被接受）。

2. 香港知识产权署网上检索系统上最新的商标记录打印本，而该打印本须显示该商标的注册详情，和于投诉日前的一（1）星期内打印。

C. 外观设计

1. 有效的香港外观设计注册证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）。
2. 香港知识产权署网上检索系统上最新的外观设计注册记录打印本，而该打印本须显示该外观设计的注册详情，和于投诉日前的一（1）星期内打印。

D. 专利

1. 有效的香港专利证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）；
2. 假如投诉人的投诉所依据的专利是短期专利，下列任何一项有关该专利的证据：
 - a) 于香港进行的实质审查证明书正本或核证副本；
 - b) 向香港专利注册处处长提交、有关对该专利进行实质审查的请求，连同一份书面确认，指该请求尚未被终结、拒绝或终止；或
 - c) 由法院批给的证明书正本或核证副本，核证法院裁断投诉人所依据的专利申索是有效的。
3. 由下列人士所发出的书面意见书，指投诉人于香港的专利为有效，而且因参展商透过展示受争议的产品或物品，而被侵犯；而该意见书清楚和明确地指明被指称侵权的产品或物品之详情：
 - a) 已于香港以外的管辖区核证或注册，并在香港提供专利代理服务的核证或注册专利代理人；和/或
 - b) 于专利方面有经验的香港合资格律师。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

证明广告商放置、展示或发布被投诉的广告的所需文件证据

1. 证明有关知识产权的存在和广告商的拥有权的所需文件证据（见上述 A，B，C，D 部中每类知识产权的要求（如适用））；或
2. 有效合约或许可正本或核证副本，以证明知识产权拥有人已授权，或授予该广告商使用、发布、展示，和/或以其他方式交易或处理在被投诉的广告中展示的相关作品、商标、外观设计，和/或专利的权利。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

*本局保留在不作另行通知的情况下，不时修改本须知内的任何内容（包括但不限于提交侵权投诉时所需的文件）。

若本须知的英文版本与中文版本有任何抵触之处，则以本须知的英文版本为准。



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.


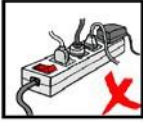
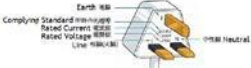

特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

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





Attention to All Exhibitors (onsite) 參展商現場注意事項

Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by Organisers (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. 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> The Organisers reserve the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現主辦機構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. Please do not exceed the power supply limit.</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“攤位設施服務台”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負擔所有責任，切勿超過負荷。</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. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth. 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。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。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 only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly 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。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 Organisers 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、損失或任何後果負擔所有責任。

Smart Vehicular Management System – Vehicle Loading & Unloading Permit

(Apply to Exhibition only)

V1

Smart Vehicular Management System (SVMS)

- License Plate Recognition
- E-Vehicle Pass
 - Vehicle Loading & Unloading Permit



License Plate Recognition



QR code scanner

Permit Sample

Vehicle Loading & Unloading Permit 裝卸貨車輛許可證



W05409051

AsiaWorld-Expo
亞洲國際博覽館

NO PARKING
不允許停車

Event 活動名稱

SEASONS | Spring Fashion Jewellery & Accessories Fair
2024

Class Type 類別
Official 官方

Sub Type 子類別
Contractor 承辦商

Allow In-out Time 允許進出時間

2024-02-14, 08:00 - 2024-02-14, 23:00

= Expo Marshalling Area required 必須進入博覽館調度區

Access Location 停車區域
Hall 3

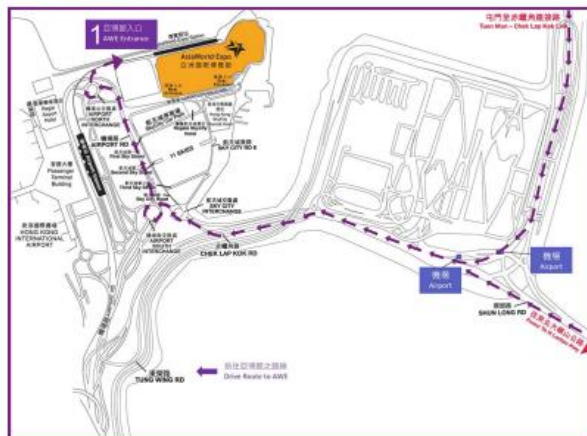
Re-entry 允許再次進入
No

Remarks 備註

Loading & unloading only - No parking allowed. Drivers must first proceed to Expo Marshalling Area for registration before heading to AWE.

僅限裝卸—不允許停車。司機必須前往亞博調度登記，方可前往亞洲國際博覽館。

Driving Map 行車路線圖



Suggested Driving Routes 建議駕駛路線

Go to AsiaWorld-Expo
前往亞洲國際博覽館



Terms & conditions 條款及細則

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Pass is not transferable.
4. AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reason.
5. All drivers must stay inside their vehicles at all times.
6. For articulated vehicles, only those containers and trailers are 40 feet or below will be allowed to enter AWE.
7. Trucks are allowed certain free dwell time depending on the vehicle type.

Overtime charges may apply as follows:

- | Vehicle Type | Grace Period |
|-----------------------------------|--------------|
| - Private Car (7 seaters only) | 30 minutes |
| - Goods Vehicle (8 Tons or below) | 45 minutes |
| - Goods Vehicle (over 8 Tons) | 90 minutes |
- Overtime Charges (per hour or part thereof)
- 1st Hour or part thereof: HK\$300
 - 2nd Hour and thereafter: HK\$500

Loading & Unloading Flow

BE
IN
ASIA
WORLD-
EXPO! ✨

Vehicle Loading & Unloading Permit

Drivers who need to go to the AWE for loading and unloading must possess a e-vehicle permit issued by the organizer.

T&C

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter “AWE”)
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Vehicle Type	Grace Period	Overtime Charges
• Private Car (7 seaters only)	30 minutes	1st Hour or part thereof: HK\$300
• Good Vehicle (8 Tons or below)	45 minutes	2nd Hour and thereafter: HK\$500
• Good Vehicle (over 8 Tons)	90 minutes	per hour or part thereof

AWE Goods Vehicle Entrance (CP1)

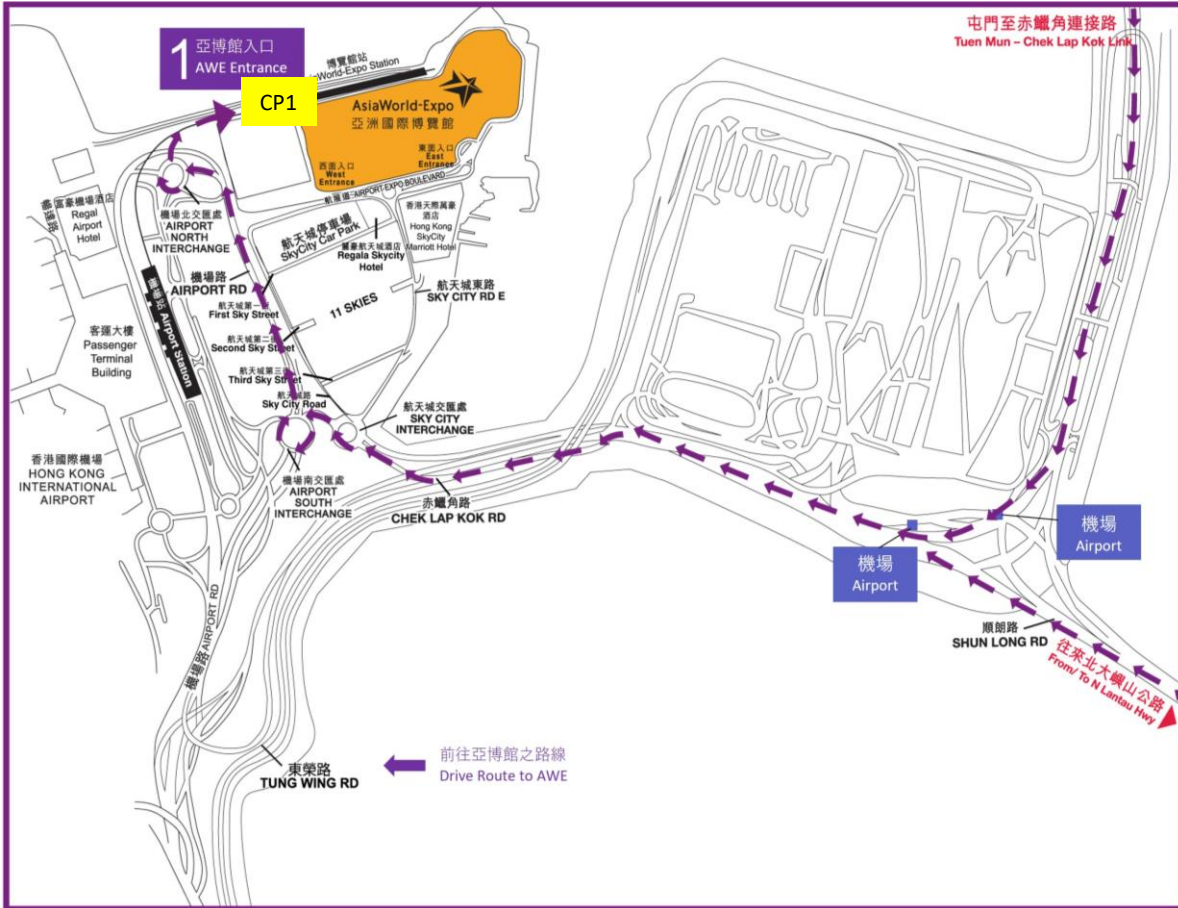


Expo Marshalling Area
(HK Boundary Crossing Facilities)

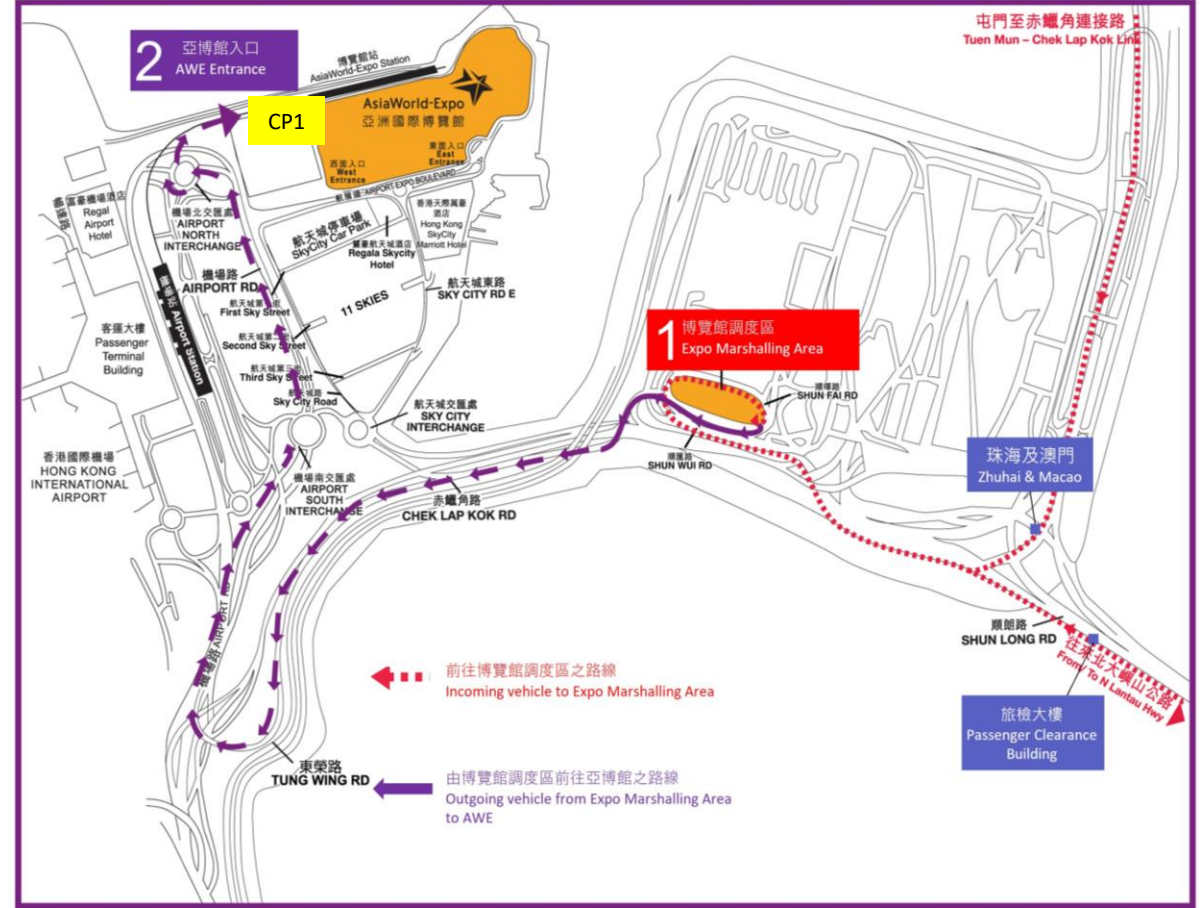


Driving Map

Route 1 – To AWE directly



Route 2 – To Expo Marshalling Area & AWE



E-permit system

BE
IN
ASIA
WORLD-
EXPO! ✨

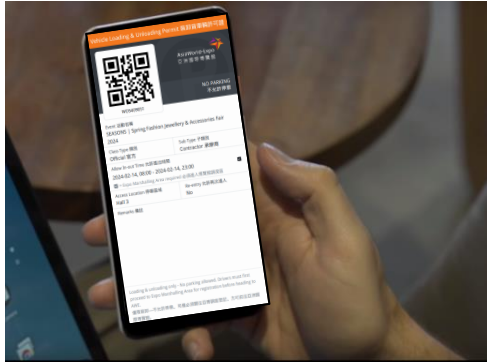
Vehicle Loading & Unloading Permit

(Under Exhibition & Vehicle must first proceed to Expo Marshalling Area)

Registration

- Car plate no.
- Contact no.
- Drivers & workers information

Driver with e-permit



To Expo Marshalling Area



queuing



Goods Vehicle Entrance
(Authorized Vehicle Entrance)



CP1

Vehicle Loading & Unloading Permit

(Under Exhibition & Vehicle must first proceed to Expo Marshalling Area)

CP2 - queuing



To North Service Road via CP4
(Hall 1, 2, 5, 7, 9, 11)

To South Service Road via CP7
Hall 3, 6, 8, 10

(upon entering CP4/CP7, the
loading & unloading time will be
start recorded)

Loading & Unloading



Leave

North Service Road via CP5
South Service Road via CP7

Over
time

CP5/7

- The gate barrier will not be raised.
- The vehicle's parking duration and fines will be displayed on the computer
- Security will collect overtime fines from the driver and issue a receipt to the driver (via Octopus card or cash)

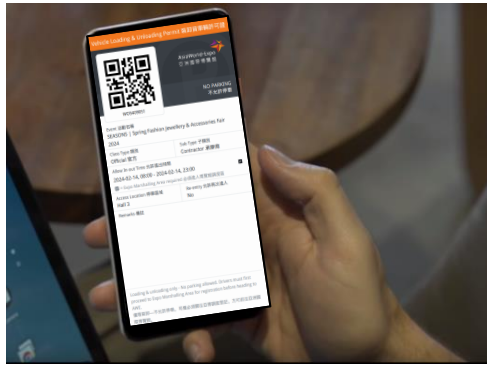
Vehicle Loading & Unloading Permit

(Under Exhibition & Vehicle to AWE directly)

Registration

- Car plate no.
- Contact no.
- Drivers & workers information

Driver with e-permit



Goods Vehicle Entrance
(Authorized Vehicle Entrance)



CP1



Leave

North Service Road via CP5
South Service Road via CP7

Loading & Unloading



Overtime

CP5/7

- The gate barrier will not be raised.
- The vehicle's parking duration and fines will be displayed on the computer
- Security will collect overtime fines from the driver and issue a receipt to the driver (via Octopus card or cash)

To North Service Road via CP4
(Hall 1, 2, 5, 7, 9, 11)

To South Service Road via CP7
Hall 3, 6, 8, 10

(upon entering CP4/CP7, the loading & unloading time will be start recorded)

博覽館電子車輛管理系統

21 Feb 2024



電子車輛管理系統

- 自動辨認車牌系統
- 電子車証系統
 - 卸貨車輛許可證



自動辨認車牌系統



電子車証掃描器及對講機

裝卸貨車輛許可證樣板

Vehicle Loading & Unloading Permit 裝卸貨車輛許可證



W05409051



AsiaWorld-Expo
亞洲國際博覽館

NO PARKING
不允許停車

Event 活動名稱 SEASONS Spring Fashion Jewellery & Accessories Fair 2024	
Class Type 類別 Official 官方	Sub Type 子類別 Contractor 承辦商
Allow In-out Time 允許進出時間 2024-02-14, 08:00 - 2024-02-14, 23:00	
<input checked="" type="checkbox"/> = Expo Marshalling Area required 必須進入博覽館調度區	
Access Location 停車區域 Hall 3	Re-entry 允許再次進入 No
Remarks 備註	

Loading & unloading only - No parking allowed. Drivers must first proceed to Expo Marshalling Area for registration before heading to AWE.
 僅限裝卸—不允許停車。司機必須前往亞博調度登記，方可前往亞洲國際博覽館。

QR Code

活動名稱

類別

允許進出時間

停車區域

備註

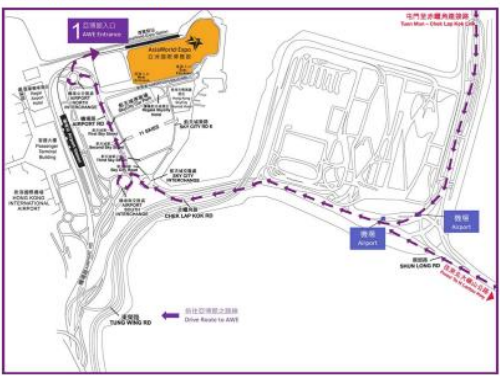
子類別

如格子有內✓，該日子必須前往調度區登記及排隊

允許再次進入

行車路線圖

Driving Map 行車路線圖



📍 Suggested Driving Routes 建議駕駛路線

Go to AsiaWorld-Expo
前往亞洲國際博覽館

Terms & conditions 條款及細則

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Pass is not transferable.
4. AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reason.
5. All drivers must stay inside their vehicles at all times.
6. For articulated vehicles, only those containers and trailers are 40 feet or below will be allowed to enter AWE.
7. Trucks are allowed certain free dwell time depending on the vehicle type.
Overtime charges may apply as follows:

Vehicle Type	Grace Period
- Private Car (7 seaters only)	30 minutes
- Goods Vehicle (8 Tons or below)	45 minutes
- Goods Vehicle (over 8 Tons)	90 minutes
Overtime Charges (per hour or part thereof)	
- 1st Hour or part thereof: HK\$300	
- 2nd Hour and thereafter: HK\$500	

Google map
建議駕駛路線

條款及細則

貨車裝卸貨流程

裝卸貨車輛許可證

- 司機如需前往博覽館裝卸貨，必須持有由大會派發之裝卸貨車輛許可證。

場館條款及細則

1. 未能出示有效貨車許可證之車輛一概不准進入亞洲國際博覽館(“亞博館”)範圍
2. 在亞博館範圍內，司機必須時刻遵從在場職員指示。
3. 車輛許可證不得轉讓他人。
4. 亞博館或其授權人士有權在沒有通知或給予理由的情況下，拒絕持有此證之車輛進入。
5. 任何時候司機必須留在車上。
6. 掛接式車輛(貨櫃車)只限40英尺或以下貨櫃及拖架進入亞博館範圍。
7. 貨車限時上落貨時間根據車輛類型而定，類型及超時收費如下：

車輛類型	限時上落貨時間	超時收費
私家車	30分鐘	首小時或不足一小時為：港幣 300元整 其後每小時為：港幣500元整(不 足一小時亦當作一小時計算)
貨車(8噸或以下)	45分鐘	
貨車(8噸以上)	90分鐘	

博覽館貨車入口 (CP1)

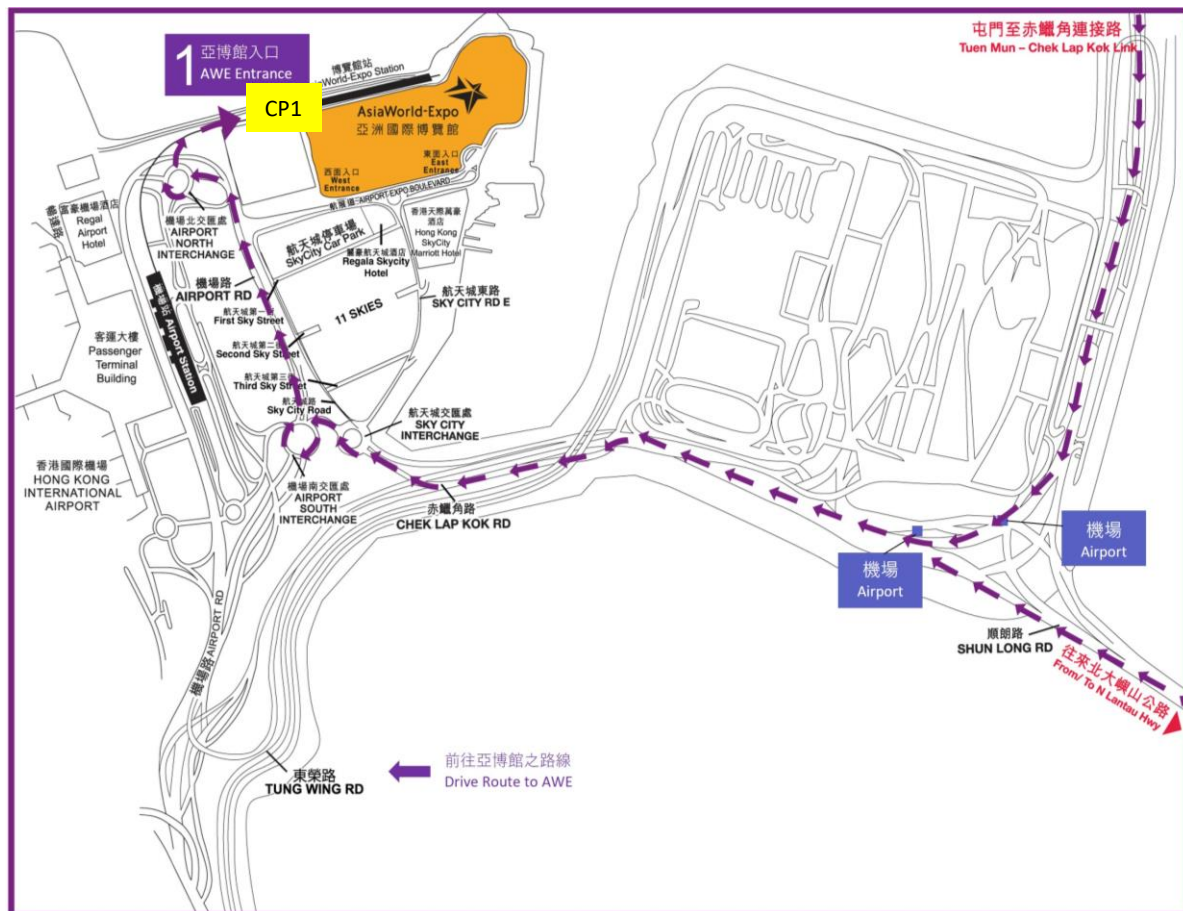


博覽館調度區(港珠澳人工島)

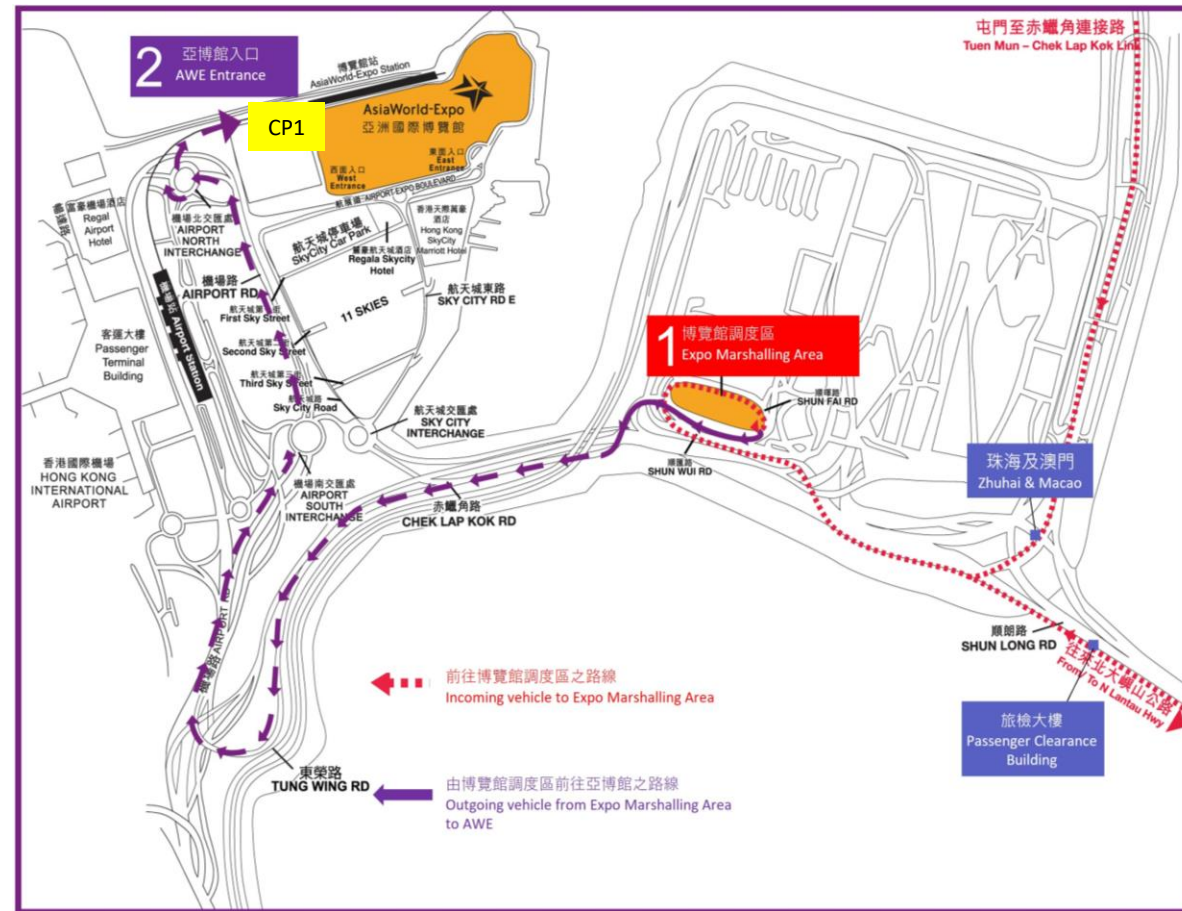


行車路線圖

路線一 - 直達博覽館



路線二 - 先前往調度區再往博覽館



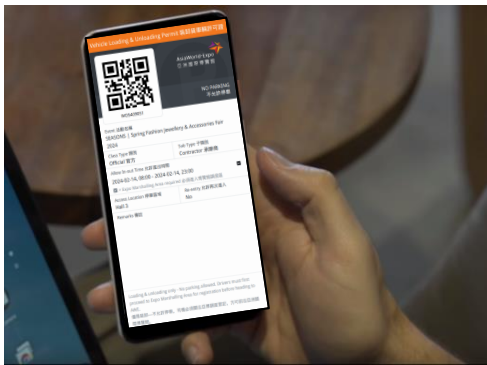
電子車証系統

BE
IN
ASIA
WORLD-
EXPO!

裝卸貨車輛許可證

【展覽及車輛**必須**前往博覽館調度區】

司機持電子車証



博覽館調度區(港珠澳人工島)



掃描電子車証及登記

- 車牌
- 司機電話
- 司機及工人資料



排隊等候入場



博覽館貨車入口
(授權車輛入口)



經CP1閘進入場館
(系統辨認車牌)

裝卸貨車輛許可證

【展覽及車輛必須前往博覽館調度區】

在CP2 排隊，等待入場



經CP4 – 前往北環路
Hall 1, 2, 5, 7, 9, 11

經CP7 – 前往南環路
Hall 3, 6, 8, 10

(司機請跟從場館職員指示)
(系統辨認車牌)
(進入閘口開始計上落貨時間)

卸貨區上落貨



北環路車輛會經CP5離場

南環路車輛會經CP7離場
(系統辨認車牌)

超時

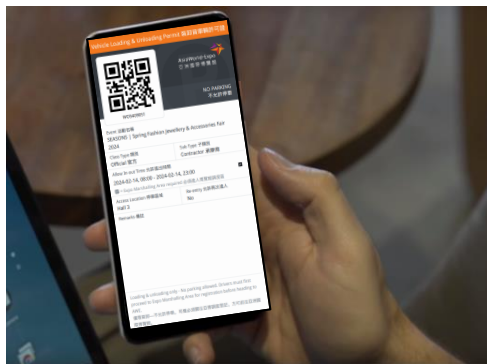
CP5/7

- 閘巴不會升起
- 車輛之停留時間及罰款會顯示於保安之電腦上
- 保安會向該車輛司機收取超時罰款，派發收據給司機 (八達通或現金)

裝卸貨車輛許可證

【展覽及車輛不須前往博覽館調度區】

司機持電子車証



博覽館貨車入口
(授權車輛入口)



經CP1閘進入館
(職員核實身份後，
會手動升起閘巴)



CP2 - 掃描電子車証
及登記

- 車牌
- 司機電話
- 司機及工人資料



卸貨區上落貨



北環路車輛會經CP5離場
南環路車輛會經CP7離場
(系統辨認車牌)



超時

CP5/7

- 閘巴不會升起
- 車輛之停留時間及罰款會顯示於保安之電腦上
- 保安會向該車輛司機收取超時罰款，派發收據給司機 (八達通或現金)

經CP4 - 前往北環路
Hall 1, 2, 5, 7, 9, 11

經CP7 - 前往南環路
Hall 3, 6, 8, 10

(司機請跟從場館職員指示)
(系統辨認車牌)
(進入閘口開始計上落貨時間)



中小企業市場推廣基金
SME Export Marketing Fund

SME Export Marketing Fund (EMF)

Eligibility



Non-listed enterprises* registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

Funding Ceilings



- Each enterprise: **Cumulative** amount of **HK\$1,000,000**
- Each application: 50% of the total approved expenditures incurred or **HK\$100,000**, whichever is the less

Funding Scope



Trade exhibition held in/outside HK (physical/online)*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

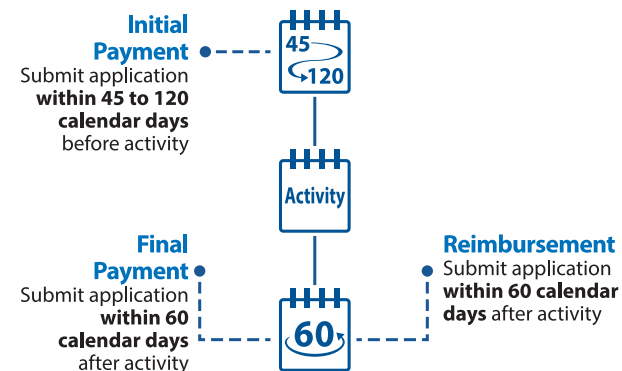


Corporate website/mobile apps

* Effective from 30 April 2021 until 30 June 2026, the funding scope of EMF is expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria is relaxed to cover non-SMEs.

Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<http://emf.tid.gov.hk/en>)

For enquiries, please contact:

SME Export Marketing Fund Branch Trade and Industry Department

Room 1301, 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
Website : <https://emf.tid.gov.hk/en>



Trade and Industry Department
Hong Kong Special Administrative Region Government
November 2022

Seize the Chances Expand Markets

SME Export Marketing Fund



工業貿易署
Trade and Industry Department

把握良機 開拓市場

中小企業 市場推廣基金

中小企業市場推廣基金

申請資格



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**非上市企業***。

資助金額



- 每家企業：累計**100萬港元**
- 每宗申請：核准開支總費用的50%或**10萬港元**（以較低者為準）

資助範圍



境外/本地展覽會（實體/網上）*



商貿考察團（實體/網上）



貿易刊物廣告



電子平台/媒介的出口推廣

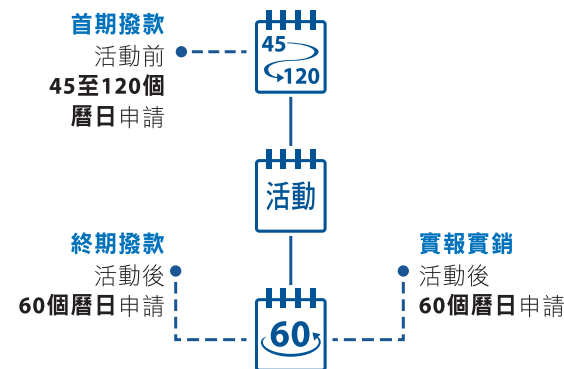


公司網站/流動應用程式

*由2021年4月30日起至2026年6月30日，基金擴大資助範圍至涵蓋以「本地市場」為目標及具規模的展覽會和網上展覽會，並放寬只限中小企申請的要求。

申請方法

申請企業可選擇首期撥款暨終期撥款或實報實銷。



提交申請

- 網上電子表格
- 郵遞/投遞/親身送遞



有關申請方式及手續的詳情，請參閱**申請指引**。申請表格及申請指引可從基金網頁(<https://emf.tid.gov.hk/tc>)下載。

如有查詢，歡迎聯絡：

工業貿易署
中小企業市場推廣基金科
香港九龍城協調道3號
工業貿易大樓13樓1301室

電話：2398 5127
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網站：<https://emf.tid.gov.hk/tc>

