

April 2025

Exhibitor Package for Hong Kong International Printing & Packaging Fair 2025/ DeLuxe PrintPack Hong Kong 2025

Thank you for your participation in Hong Kong International Printing and Packaging Fair 2025/DeLuxe PrintPack Hong Kong 2025. 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) Circular 1 : Move-in & Move-out Schedule
- 3) Circular 2 : Use of Badge and Vehicle Permits
- 4) Circular 3 : Safety Regulation on the Use of Trolleys
- 5) Circular 4 : Free Shuttle Bus Schedule
- 6) Circular 5 : Fair Notices
 - 1 Booth decoration and exhibits should be ready before the opening
 - 2 Construction Waste and Exhibit Samples Disposal
 - 3 Caution on Rental of Credit Card Payment Terminals
 - 4 Important Exhibition Regulations
 - 5 Immigration Regulations to be Observed and Followed by Exhibitors (if applicable)
 - 6 Caution on Third Party Promotional Offers Move-out Regulation
 - 7 Trolley Rental Service NOT Available
 - 8 Internet Access at the Fair
 - 9 Move-out Regulation
 - 10 Security Measures Against Thefts and Losses at the Fair
 - 11 Receiving Buyers at the Fair
 - 12 Tropical Cyclones, Black Rainstorm Warning & Extreme Weather Conditions Arrangement
- 7) Special Circular (1) – e-Badge for exhibitors
- 8) Special Circular (2) – Green Tips to Exhibitors
- 9) Protection of Intellectual Property Rights (IPR) [Appendix 1]
- 10) Notice on Electricity Supply and Fair System & Furniture [Appendix 2]
- 11) Circular to Custom built Exhibitor for onsite use of electricity [Appendix 3]
- 12) Smart Vehicular Management System Introduction

*Remarks: The number of e-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 2025) and the fair period (27-30 April 2025). 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.

Hong Kong Trade Development Council

Hong Kong International Printing & Packaging Fair
DeLuxe PrintPack Hong Kong

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Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktcdc.org	(852) 2169 9707
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CIEC Exhibition Company (HK) Ltd

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* Exhibition Halls: AsiaWorld-Expo, Hall 3 & 6

* Fair Dates & Opening Hours

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

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香港國際印刷及包裝展 2025/香港奢侈品包裝展 2025（參展商須知）

歡迎 貴公司參加香港國際印刷及包裝展 2025/香港奢侈品包裝展 2025，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) 通告 1：進場及離場時間表
- 3) 通告 2：工作證及車輛許可證之使用
- 4) 通告 3：使用手推車安全細則
- 5) 通告 4：免費穿梭巴士時間表
- 6) 通告 5：展會通告：
 - 1 準時開放攤位予買家參觀
 - 2 棄置建築廢料及展品
 - 3 提防有關信用卡終端機租賃服務
 - 4 展覽會重要規則
 - 5 參展商須遵守的入境規例
 - 6 請小心處理由第三者提供之推廣優惠
 - 7 展覽會不設租用手推車服務
 - 8 展覽會連線上網安排
 - 9 撤館守則
 - 10 有關防止展品遺失及盜竊的保安措施
 - 11 參展商接待買家須知
 - 12 熱帶氣旋、黑色暴雨警告訊號或極端天氣情況下的安排
- 7) 特別通告 (1) – 參展商電子入場證
- 8) 特別通告 (2) – 參展商綠色小貼士
- 9) 香港貿易發展局展覽會保護知識產權措施 [附件 1]
- 10) 參展商現場注意事項（電力供應、攤位結構及傢俱）[附件 2]
- 11) 參展商現場電力指引[附件 3]
- 12) 電子車輛管理系統簡介

*備注：參展商電子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 2025 年 4 月 26 日）及展覽期間（即 2025 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。

香港貿易發展局

香港國際印刷及包裝展

香港奢侈品包裝展

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華港國際展覽有限公司

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地點：亞洲國際博覽館，展覽廳 3 及 6

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 (星期日)	上午 10 時 30 分至下午 5 時 30 分	上午 10 時至下午 5 時
4 月 28 至 29 日 (星期一至二)	上午 9 時 30 分至下午 5 時 30 分	上午 9 時至下午 5 時
4 月 30 日 (星期三)	上午 9 時 30 分至下午 3 時 30 分	上午 9 時至下午 3 時

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Special Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the Hong Kong International Printing & Packaging Fair 2025/DeLuxe PrintPack Hong Kong 2025 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 e-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 2025. NO early admission to the fairground 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 2025), to collect the **booth curtain and important on-site circulars**.

參展商進場登記之特別安排

香港國際印刷及包裝展 2025/香港奢侈品包裝展 2025 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) 參展商電子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 2025 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。

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Exhibitor Check-In Form 參展商進場登記表

Welcome to Hong Kong International Printing & Packaging Fair 2025/DeLuxe PrintPack Hong Kong 2025. 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 2025 (move-in day)
Time : 11:00am to 8:00pm
Location : East Lobby Entrance, AsiaWorld-Expo

We wish you every success at the fair.

歡迎參加香港國際印刷及包裝展 2025/香港奢侈品包裝展 2025。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： 2025 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

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 / DELUXE BOOTH
Booth Construction	25 April	2pm – 10pm	N/A
	26 April	9am – 1pm	
Booth Decoration	26 April	1pm – 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	6:30pm	
	30 April	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 have exhibitors' badges when entering the exhibition hall. No exhibitors under age 18 will be allowed to enter the hall.**

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

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 25, 26 and 30 April, 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

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

Contact Persons:

Hong Kong Trade Development Council

Hong Kong International Printing & Packaging Fair

DeLuxe PrintPack Hong Kong

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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 / 豪華 攤位用戶
攤位搭建	4 月 25 日 4 月 26 日	下午 2 時至晚上 10 時 上午 9 時至下午 1 時	不適用
攤位布置	4 月 26 日	下午 1 時至晚上 8 時 所有攤位布置必須於晚上 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 分開放外)。參展商於進入展覽場館時必須有工作證，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 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第 4.2.4 條。

如有任何疑問，請與我們聯繫：

香港貿易發展局

香港國際印刷及包裝展

香港奢侈品包裝展

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電郵: xiang@ciec.com.hk
電郵: cicifang@ciec.com.hk
電郵: xieweihang@ciec.com.hk

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, contractors and transportation workers must carry proper badges to enter the fairground during the move-in and move-out periods.

(B) Use of E-Vehicle Pass

E-Vehicle Pass will be issued to each exhibitor for entering the loading/unloading area of AsiaWorld-Expo on the move-in day and move-out day (i.e. 26 and 30 April). 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). The E-Vehicle Pass will be announced via email separately.

All vehicles without this Vehicle Pass will be denied admittance into AsiaWorld-Expo. Before proceeding to Asia World Expo, all vehicles must first proceed to the Expo Marshalling according to the time specified on this vehicle pass. Upon arrival at the Expo Marshalling Area, the driver must present this Vehicle Pass, queue up and wait for further instructions from the security. An Entry Pass will be issued by the security, and the driver must then proceed to the AsiaWorld-Expo within 30 minutes with this Vehicle Pass and the Entry Pass.

(C) Conditions

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	Overtime Charges
• Private Car (7 seaters only)	30 minutes	1 st hour or part thereof: HK\$300
• Good Vehicle (8 Tons or below)	45 minutes	2 nd hour or part thereafter: HK\$500
• Good Vehicle (over 8 Tons)	90 minutes	per hour or part thereof

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

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

通告 (2) – 工作證及電子車輛許可證之使用

(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。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均需攜帶有關工作證，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

每間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。此證只適用於指定之日期及時間。上落貨時限為 45 分鐘(詳情請留意下列收費計劃)。電子車輛許可證稍後會以電郵通知參展商。

沒有此許可證之貨車一概不准進入亞洲國際博覽館。在進入亞洲國際博覽館前，所有車輛必須在車證上之指定時間到達博覽館調度區報到。當車輛到達博覽館調度區後，必須出示由大會發出適用於該時段之車輛許可證，並於博覽館調度區排隊等候在場保安人員指示。保安人員會根據會場之交通情況向輪候之司機發出一張往來證明書。司機必須攜同車輛許可證及往來證明書於 30 分鐘內前往亞洲國際博覽館進場。

(三) 車輛許可證之使用守則

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：港幣 300 元整
• 貨車牌(8 噸或以下)	45 分鐘	其後每小時為港幣 500 元整(不足一小時：
• 貨車牌(8 噸以上)	90 分鐘	亦當作一小時計算)

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 2025

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。)

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Circular (4) - Free Shuttle Bus Schedule of Hong Kong International Printing & Packaging Fair & DeLuxe PrintPack Hong Kong (27-30/4/2025)

As of 11 Mar 2025

To AsiaWorld-Expo			
Date	Pick-up Locations		Time
27 – 30 Apr (Fair Period)	A	1 st stop: Hung Hom - MTR Station Exit C2 (Layby under the footbridge connecting Fortune Metropolis) & 2 nd stop: Tsim Sha Tsui – 10 Middle Road (Near Post Office)	27-29 Apr: 8:30am – 3pm (every 30 mins)
	B	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	30 Apr: 8:30am – 2pm (every 30 mins)

From AsiaWorld-Expo			
Date	Drop-off Locations		Time
27 – 30 Apr (Fair Period)	C	1 st stop: Tsim Sha Tsui – 10 Middle Road (Near Post Office) & 2 nd stop: Hung Hom - MTR Station Exit C2 (Layby under the footbridge connecting Fortune Metropolis)	27-29 Apr: 12pm – 6:30pm (every 30 mins)
	D	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	30 Apr: 12pm – 5:30pm (every 30 mins)

- The timetable will be subject to change according to the traffic condition. The Organisers reserve the final right to change the schedule without prior notice.
- The actual parking position will be slightly adjusted depending on the road conditions.
- Shuttle Bus Service is for the use of **registered exhibitors and trade buyers** to the Fairs only. Other visitors and any person under age 18 are not allowed to use the service.
- 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 Organisers have sole discretion to deny access to the bus service.
- Please take care and safeguard your own personal belongings. The Organisers will not be responsible for any loss or damage to personal belongings.
- Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

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香港國際印刷及包裝展及香港奢侈品包裝展
免費穿梭巴士時間表 (27-30/4/2025)

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前往亞洲國際博覽館		
日期	上車地點	時間
4月27日 – 4月30日 (展覽時段)	A 第一站: 紅磡地鐵站 C2 出口 (連接置富都會的行人天橋下的避車處) 及 第二站: 尖沙咀中間道 10 號 (近郵政局)	4月27日 – 4月29日 上午 8 時半至下午 3 時 (每 30 分鐘一班)
	B 香港會議展覽中心 - 博覽道中入口 (中小企服務中心出面)	4月30日 上午 8 時半至下午 2 時 (每 30 分鐘一班)

由亞洲國際博覽館前往市區		
日期	下車地點	時間
4月27日 – 4月30日 (展覽時段)	C 第一站: 尖沙咀中間道 10 號 (近郵政局) 及 第二站: 紅磡地鐵站 C2 出口 (連接置富都會的行人天橋下的避車處)	4月27日 – 4月29日 中午 12 時至下午 6 時半 (每 30 分鐘一班)
	D 香港會議展覽中心 - 博覽道中入口 (中小企服務中心出面)	4月30日 中午 12 時至下午 5 時半 (每 30 分鐘一班)

- 巴士時間表會因應路面交通情況調整，主辦機構將保留更改有關服務的最終決定權，恕不另行通知。
- 實際上車位置將視乎路面情況微調，敬請留意。
- 免費巴士僅供展覽會的登記參展商及業內買家使用，恕不招待其他訪客及十八歲以下人士。
- 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。
- 請自行保管個人財物。如有任何損壞或損失，主辦機構概不負責。
- 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。

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

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3	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
4	Important Exhibition Regulations 展覽會重要規則
5	Immigration Regulations to be Observed and Followed by Exhibitors (if applicable) 參展商須遵守的入境規例
6	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠
7	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
8	Internet Access at the Fair 展覽會連線上網安排
9	Move-out Regulation 撤館守則
10	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
11	Receiving Buyers at the Fair 參展商接待買家須知

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

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong International Printing and Packaging Fair and Deluxe PrintPack Hong Kong, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will open for visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

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

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

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

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

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

如發現棄置在上述範圍的物料，請致電聯絡主辦機構辦事處。多謝合作。

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

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

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The Organisers would also like to remind exhibitors that no retail sales should be conducted at the Hong Kong International Printing and Packaging Fair and Deluxe PrintPack Hong Kong. Should you have any questions, please contact Ms Stephanie Tang, Project Manager at Tel: (852) 2240 4622; or via email address: stephanie.sp.tang@hktcdc.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，請與主辦機構項目經理鄧淑佩小姐聯絡，電話：(852) 2240 4622 或 電郵：stephanie.sp.tang@hktcdc.org。

4. Important Exhibition Regulations 展覽會重要規則

Sub-letting

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

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

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

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

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

Display relevant exhibits

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

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

分租

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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(ii) 容許其僱員招攬生意。

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

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

展品類別

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

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

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

1) Exhibitors from outside Hong Kong

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

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

2) Exhibitors from 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

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

3) 香港參展商

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

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

6. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory **請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/International Fairs Directory) 提供之推廣優惠**

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 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/>

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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、FAIR-Guide、AVRON 和 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 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 指出基於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您可能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與International Fairs Directory 採取之行動，請瀏覽此網頁
<http://www.ufi.org/industry-resources/warning-construct-data/>

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

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

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

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

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

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

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

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

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

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

9. 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 2025 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 2025 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。

10. 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。

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

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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。

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

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal or “Extreme Conditions^” during the Hong Kong International Printing & Packaging Fair and Deluxe PrintPack Hong Kong.

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 within two hours before the signal comes into effect. 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.

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B. Special Arrangements for Black Rainstorm Warning Signal & “Extreme Conditions” Signal

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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 or “Extreme Conditions” is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Black Rainstorm Warning Signal or “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 Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled after 2:00pm.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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.

^Under “extreme conditions” caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

C. 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”

D. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website, social media and send the announcement to the mass media, as appropriate. 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、黑色暴雨警告信號及極端情況下的安排

敬請各參展商留意，以下是熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號或「極端情況」下，主辦機構對香港國際印刷及包裝展以及香港奢侈品包裝展所作出的特別安排。

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，進館及撤館程序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，宣布展覽會將於信號生效前兩小時內關閉，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、黑色暴雨警告信號或「極端情況[^]」下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號或「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. 如黑色暴雨警告信號或「極端情況」於上午 8 時 30 分前公布，展覽會將暫時關閉。
2. 如黑色暴雨警告信號或「極端情況」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或「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. 如黑色暴雨警告信號或「極端情況」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或「極端情況」取消為止，以策安全。

[^]如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況(包括公共運輸及其他範疇)，決定是否需要發出「極端情況」公布。

丙、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。

丁、其他注意事項

1. 主辦機構會透過展覽會網頁、社交媒體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。

Special Circular (1): e-Badge for exhibitors 特別通告 (1): 參展商電子入場證

**** Redeem the exhibitor badge. Please note that each device (e.g. mobile phone) can only redeem one badge. Each exhibitor is required to redeem their own badge with their own mobile phone.**

**** 兌換工作證。請注意，每台電子設備 (如手機) 只能兌換一個參展商工作證。每位參展商需要用自己的手機兌換自己的工作證。**

Thank you for your participation in the Hong Kong International Printing & Packaging Fair 2025/DeLuxe PrintPack Hong Kong 2025. Please note the special circular on e-Badge below for your attention.

e-Badge aims to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection. NO Paper Badge would be provided.

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

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

感謝 貴司參與香港國際印刷及包裝展 2025/香港奢侈品包裝展 2025。請留意以下有關電子入場證的特別通告。

大會推出參展商及買家電子入場證 (e-Badge) 旨在提升展會體驗，同時響應環保。大會將不會提供紙本入場證。

參展商電子入場證已經可以於本局的 "HKTD C Marketplace" 應用程式兌換。
到達會場後，您可以展示 e-Badge 直接進入展覽場地。

More details: <https://eplussupport.hktdc.com/hc/en-us/sections/40146722862745-Exhibitor-e-Badge>

更多資訊：<https://eplussupport.hktdc.com/hc/en-us/sections/40146722862745-Exhibitor-e-Badge>

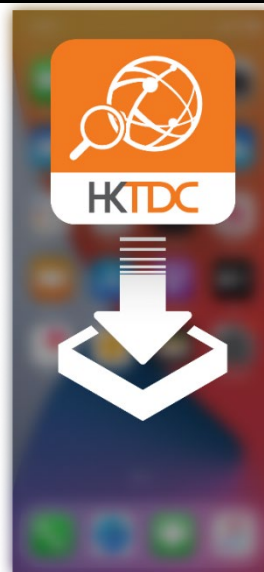
And you may send an e-Badge to your staff as below 發送參展商電子入場證可參考下列：—

<https://eplussupport.hktdc.com/hc/en-us/articles/40170968524057-I-have-an-exhibitor-account-How-to-send-an-e-Badge-to-other-staff>

1. Download and install

‘HKTDC Marketplace’ Apps.

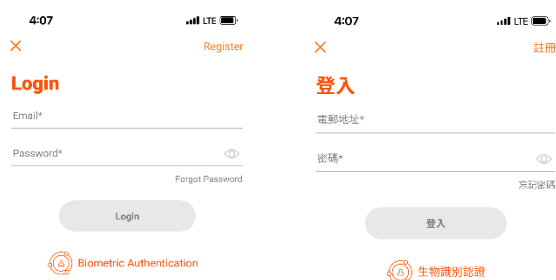
下載並安裝 “HKTDC Marketplace”
應用程式。



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。



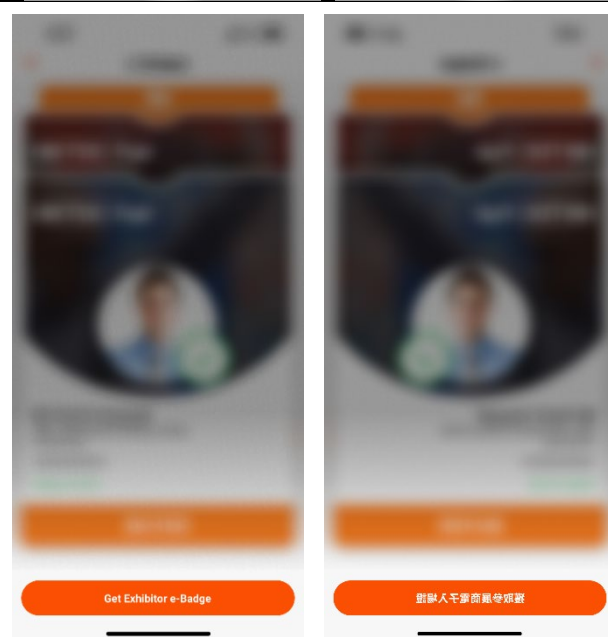
3. Tap 'e-Badge' button.

在主頁點擊橙色“電子入場證”按鈕。



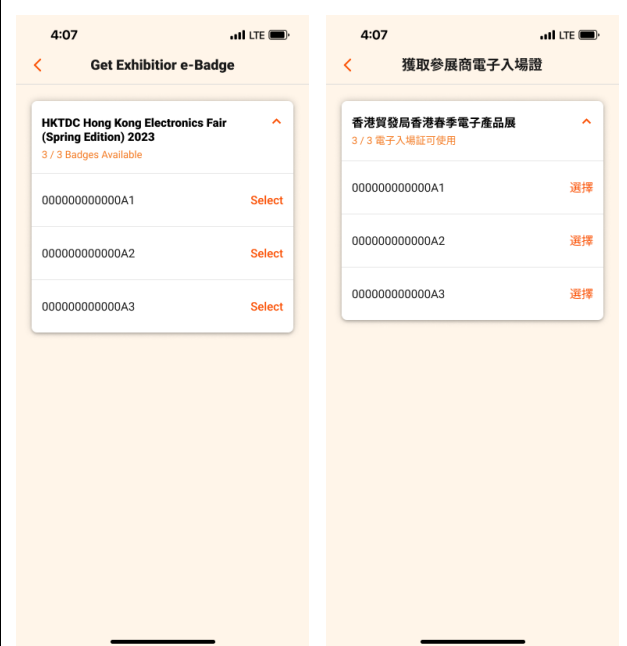
4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.

選擇“獲取參展商電子入場證”以兌換您的電子工作證。



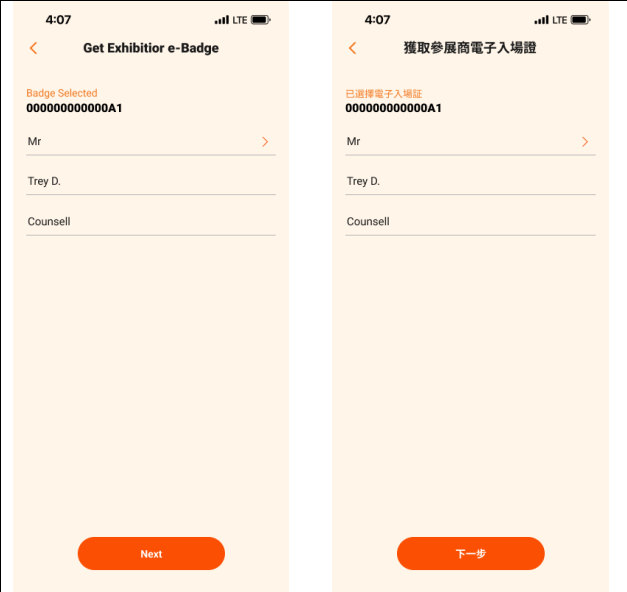
5. **Redeem** the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.

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。



6. **Input** your name.

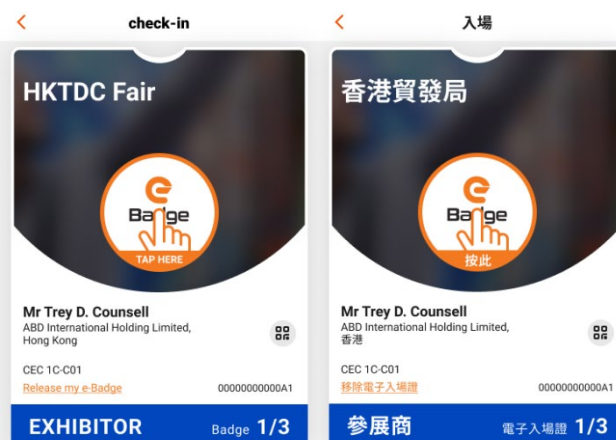
輸入您的名字。



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！



Please refer to the **step-by-step video links** for Exhibitors e-Badge as below.有關如何兌換參展商電子入場證可瀏覽以下視頻:

YouTube

EN: https://youtu.be/ML6g_3ZcjIE

廣東話: https://youtube.com/shorts/XtO3UnATG_w

普通話: <https://youtu.be/nug1tNwaeOs>

小鵝通 Xiaoeknow

普通話: https://app8tmvakrp5453.h5.xiaoeknow.com/p/course/video/v_6601175ee4b0694cc050dbba

27 – 30 Apr 2025

Special Circular (2) – Green Tips to Exhibitors

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

Booth construction and set up

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

Booth Operation

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

Post-event Management

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

Hong Kong International Printing & Packaging Fair
DeLuxe PrintPack Hong Kong

27 – 30 Apr 2025

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/香港奢侈品包裝展成為綠色展覽，在參與展覽同時，請參考下列綠色小貼士。

展位建築及佈置

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

展覽運作

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

展後安排

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

香港國際印刷及包裝展
香港奢侈品包裝展

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

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

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

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

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

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

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

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

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

Procedures

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

Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

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

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

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

A. Copyright

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

OR

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

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

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

B. Trade Mark

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

C. Registered Design

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

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will **not** be accepted);
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 following individual(s) 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 Legal Advisor may require depending on the specific facts of the case.

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

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

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

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

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問（「**法律顧問**」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com)上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

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

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

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

證明知識產權的存在及擁有權的所需文件

A. 版權

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

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

或

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

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明（註：任何非香港的註冊均不accept）；
2. 如投訴人所依賴的專利的是短期專利，則需提供下列任何一項與該專利有關的文件：
 - 甲) 香港實質審查證明書的正本或核證副本；
 - 乙) 向香港專利註冊處處長提出進行實質審查的請求證明的正本或核證副本，連同一份證明該請求並沒有被終結、拒絕或終止的書面確認函；或
 - 丙) 由香港法院批給的證明書正本或核證副本，以核證投訴人所依賴的專利的權利要求屬有效。
3. 由下列人士發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權：
 - 甲) 一名在香港以外的司法管轄區獲得認可或註冊，及在香港提供專利代理服務的認可或註冊專利代理人或專利師；及/或
 - 乙) 在專利領域擁有經驗的合資格香港律師。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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



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。


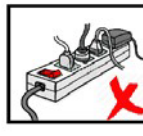


香港貿易發展局 展覽服務部上
Exhibition Services, HKTDC





27 – 30 Apr 2025

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 organizer (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> HKTDC reserves 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，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. 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 organizer from any claims caused by their decoration / construction works done to the shell scheme.

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

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

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

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



WO5409051

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

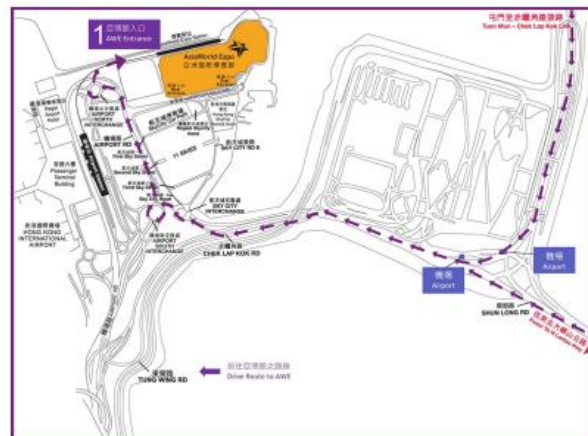
No

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

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”)
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	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)

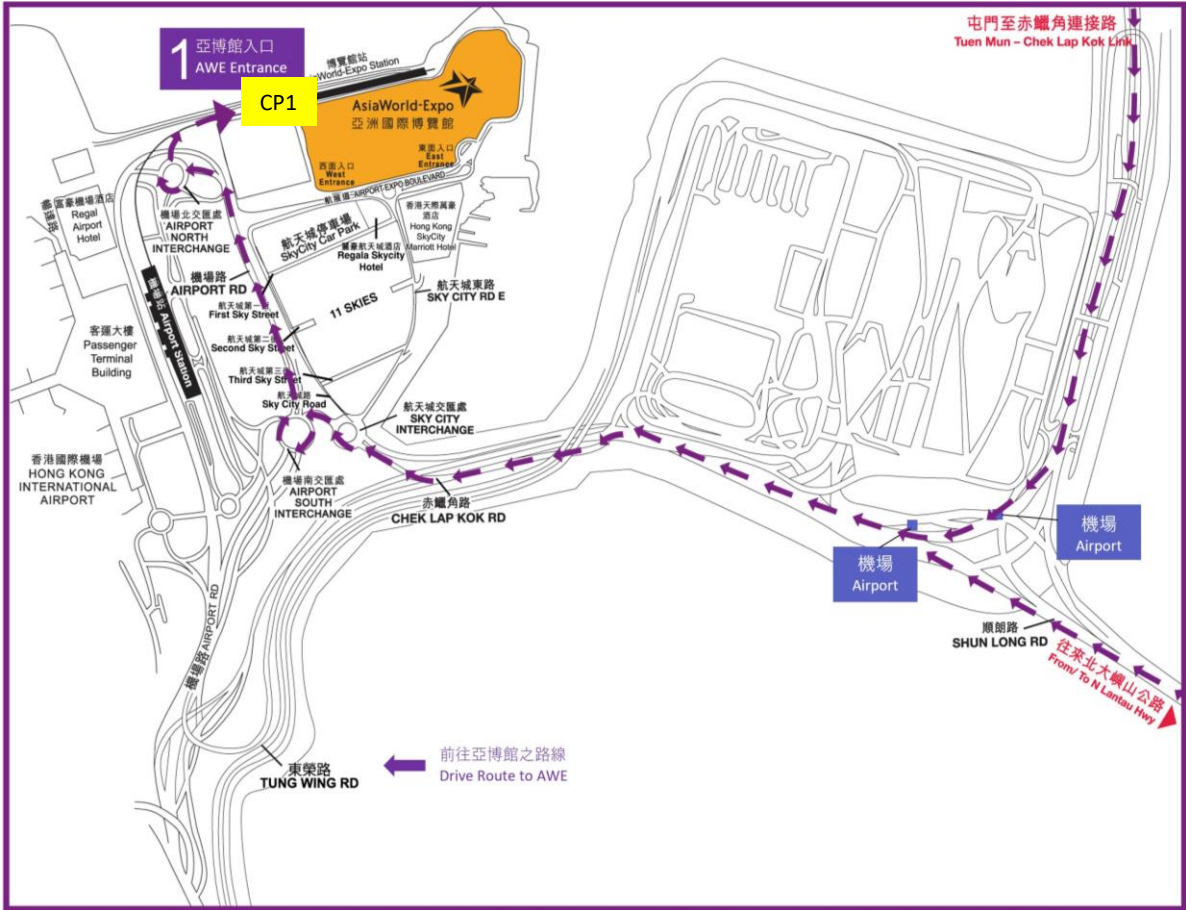


Expo Marshalling Area
(HK Boundary Crossing Facilities)

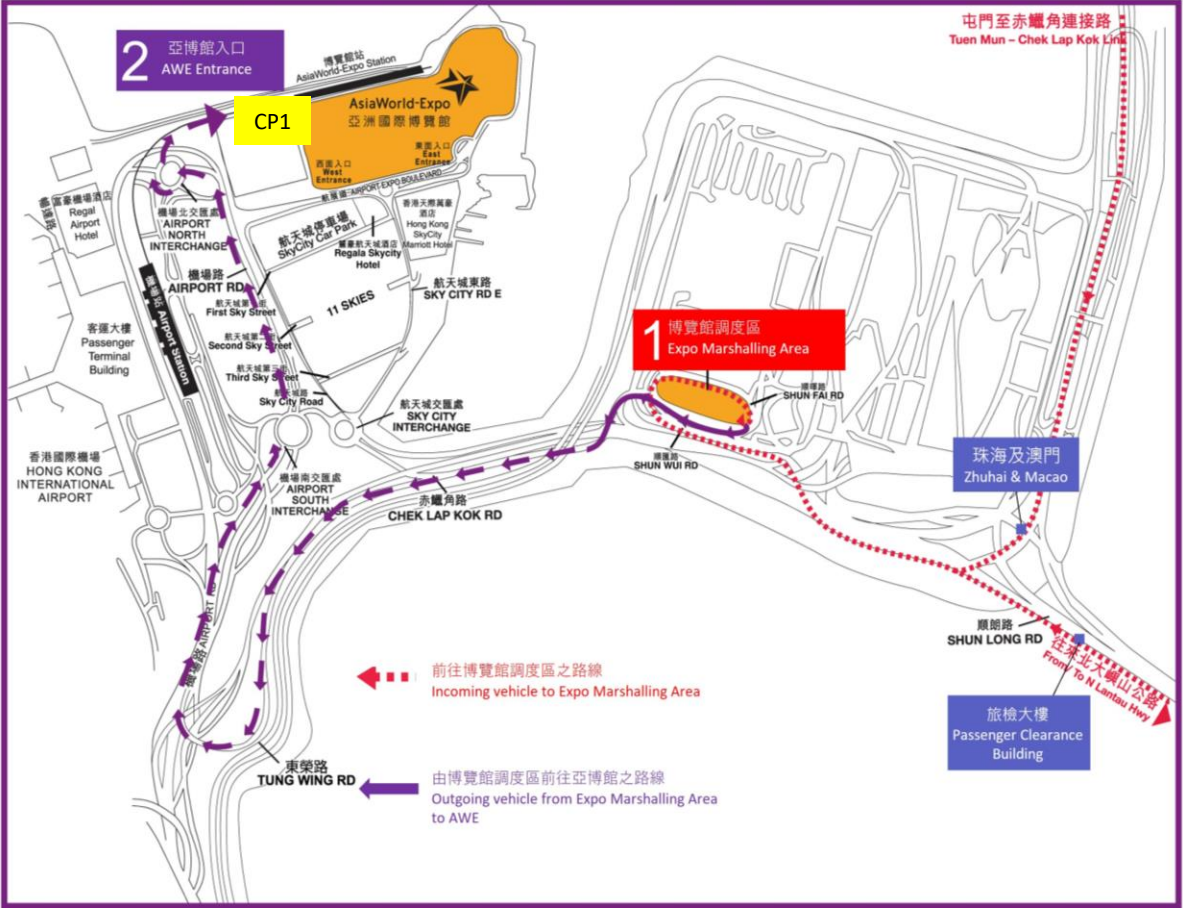


Driving Map

Route 1 – To AWE directly



Route 2 – To Expo Marshalling Area & AWE

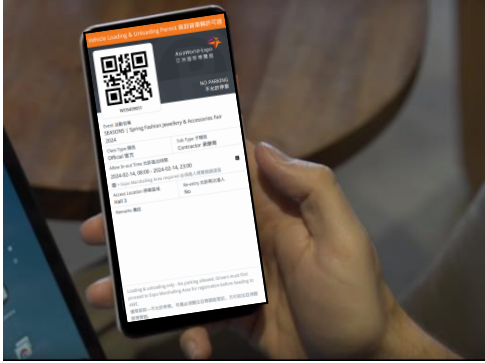


E-permit system

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

Driver with e-permit



To Expo Marshalling Area



Registration

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



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

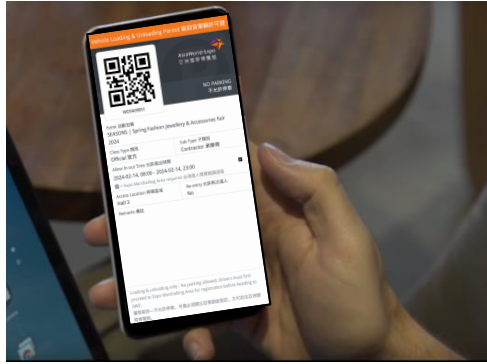
CP5/7

- 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)

Driver with e-permit



Goods Vehicle Entrance
(Authorized Vehicle Entrance)



CP1



Registration

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



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)

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	
QR Code	 WO5409051
AsiaWorld-Expo 亞洲國際博覽館 NO PARKING 不允許停車	
活動名稱	Event 活動名稱 SEASONS Spring Fashion Jewellery & Accessories Fair 2024
類別	Class Type 類別 Official 官方
子類別	Sub Type 子類別 Contractor 承辦商
允許進出時間	Allow In-out Time 允許進出時間 2024-02-14, 08:00 - 2024-02-14, 23:00
停車區域	<input checked="" type="checkbox"/> = Expo Marshalling Area required 必須進入博覽館調度區
備註	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。	

如格仔有內✓，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

Google map
建議駕駛路線

條款及細則

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.
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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

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)

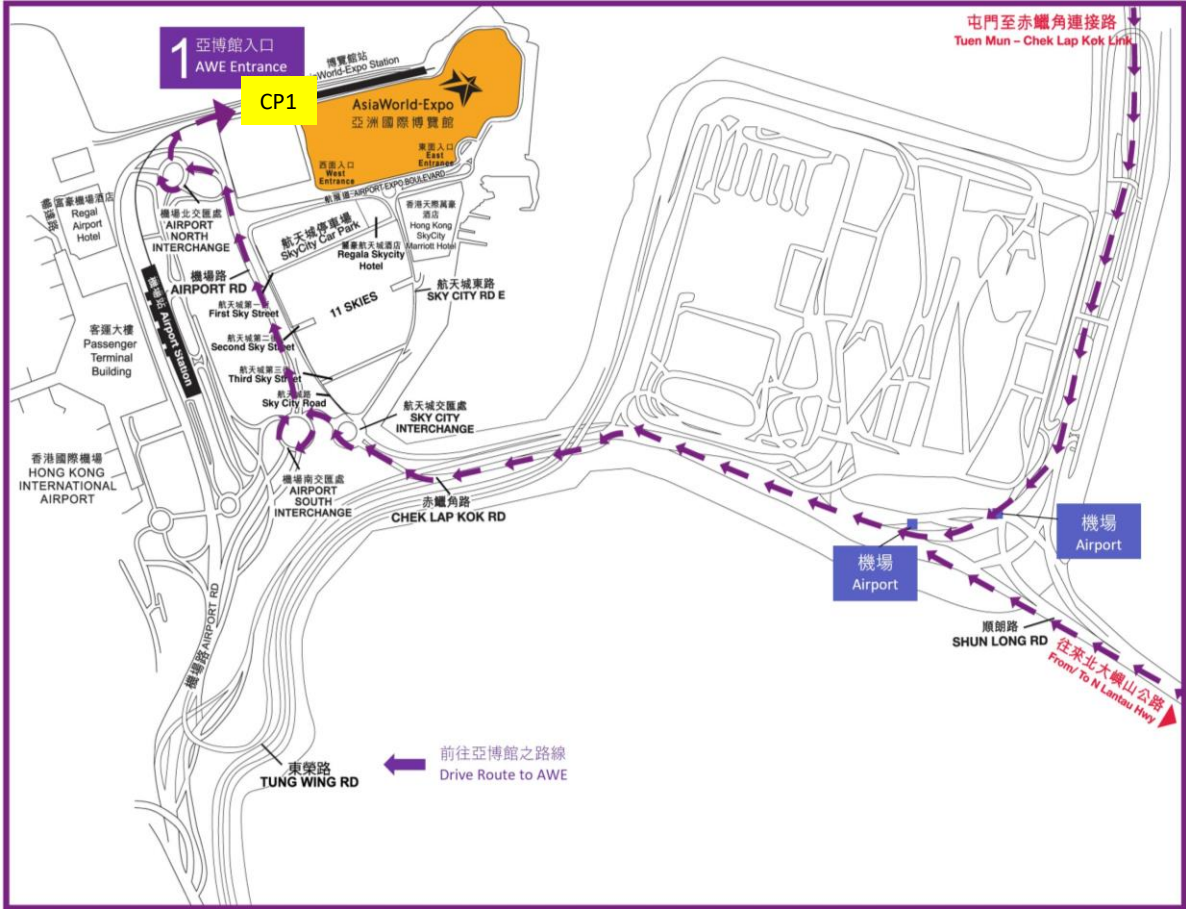


博覽館調度區(港珠澳人工島)

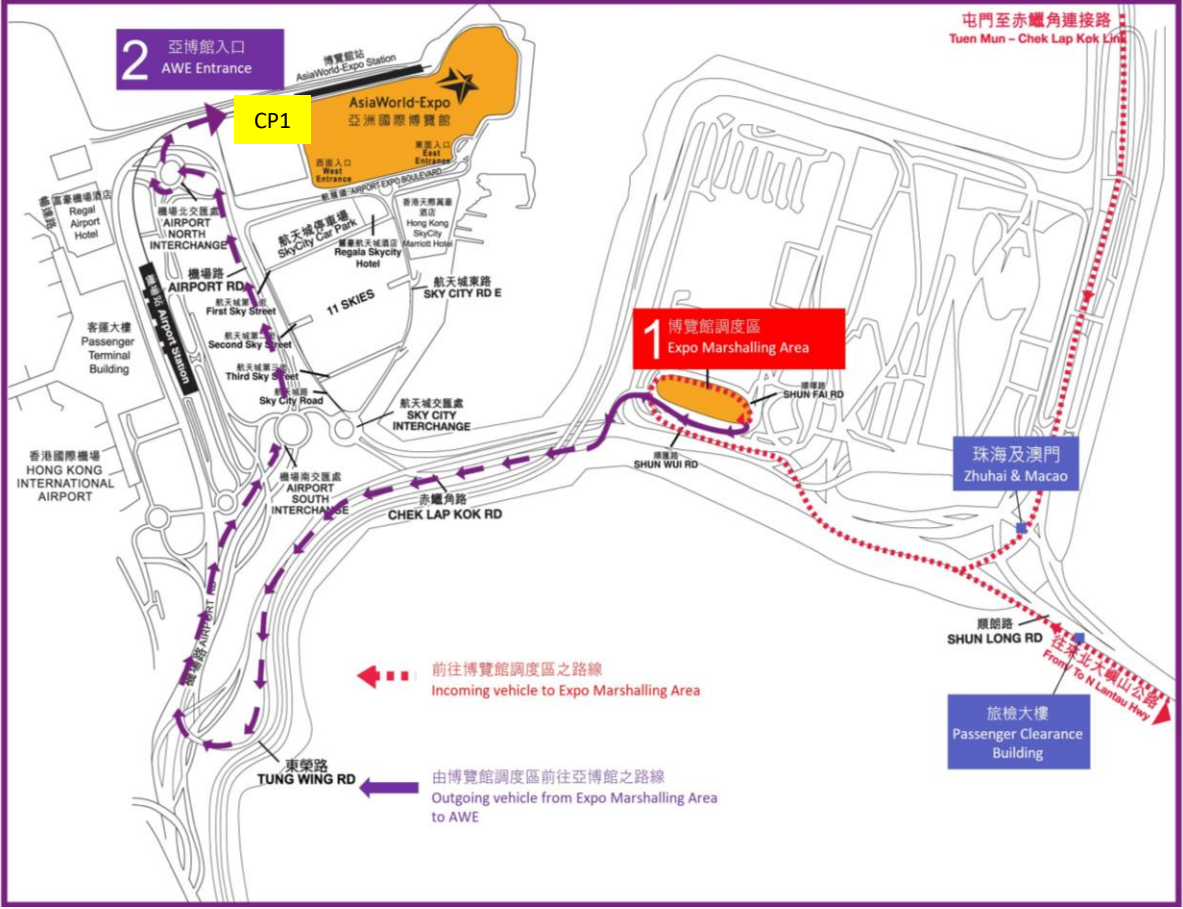


行車路線圖

路線一 – 直達博覽館



路線二 – 先前往調度區再往博覽館



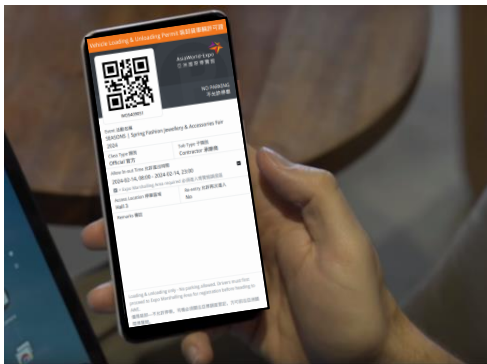
電子車証系統

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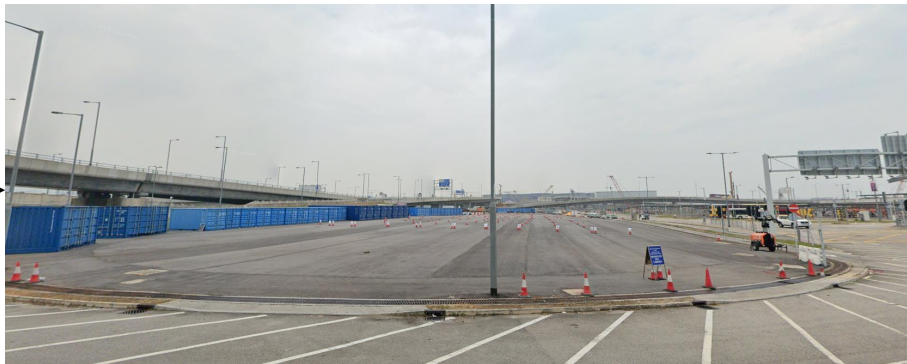
裝卸貨車輛許可證

【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

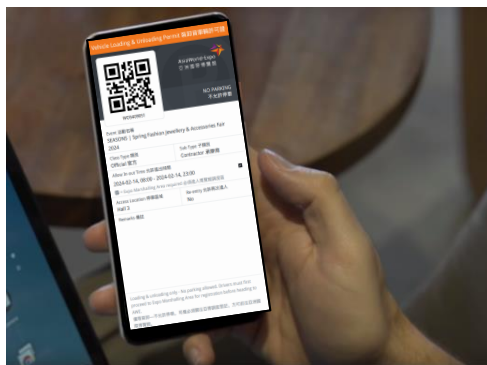
CP5/7

- 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)