

**27 – 30 Apr 2026**

January 2026

**Exhibitor Package for Hong Kong International Printing & Packaging Fair  
2026/ DeLuxe PrintPack Hong Kong 2026  
香港國際印刷及包裝展 2026/香港奢侈品包裝展 2026 (參展商須知)**

Dear Exhibitors,

Thank you for your participation in the **Hong Kong International Printing & Packaging Fair 2026/ DeLuxe PrintPack Hong Kong 2026**. Please note the items listed at the back of this page and the circulars provide useful information for your participation. If you have any questions, please feel free to contact our colleagues below.

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

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

各位參展商：

感謝 貴公司參加**香港國際印刷及包裝展 2026/香港奢侈品包裝展 2026**，請留意背頁的資料項目及本份通告提供有關展覽的重要資訊。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局及華港國際展覽有限公司 謹啟

**Hong Kong Trade Development Council 香港貿易發展局**

Hong Kong International Printing & Packaging Fair 香港國際印刷及包裝展	Name	Tel	Email
	Mr Oliver Lai 黎樂然先生	(852) 2240 4516	oliver.ly.lai@hktcdc.org
	Ms Jess Hui 許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktcdc.org
	Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktcdc.org
	Ms Stephanie Tang 鄧淑佩小姐	(852) 2240 4930	stephanie.sp.tang@hktcdc.org

DeLuxe PrintPack Hong Kong 香港奢侈品包裝展	Name	Tel	Email
	Mr Oliver Lai 黎樂然先生	(852) 2240 4516	oliver.ly.lai@hktcdc.org
	Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktcdc.org
	Ms Emily Lee 李珮珊小姐	(852) 2240 4622	emily.ps.lee@hktcdc.org

**CIEC Exhibition Company (HK) Ltd 華港國際展覽有限公司**

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Ms Daisy You 游冬才小姐	(86 755) 8826 1036	youdongcai@ciec.com.hk	(86 755) 8831 2108
Mr Kevin Yang 楊宇源先生	(86 755) 8826 1079	yang@ciec.com.hk	(86 755) 8831 2108
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Mr Melon Xie 謝威航先生	(86 755) 8831 2355	xieweihang@ciec.com.hk	(86 755) 8831 2108

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

**27 – 30 Apr 2026**

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

Fair Dates 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
27 April (Mon) 4 月 27 日 (星期一)	10:30am-5:30pm 上午 10 時 30 分至下午 5 時 30 分	10am-5pm 上午 10 時至下午 5 時
28 - 29 April (Tue-Wed) 4 月 28 至 29 日 (星期二至三)	9:30am-5:30pm 上午 9 時 30 分至下午 5 時 30 分	9am-5pm 上午 9 時至下午 5 時
30 April (Thur) 4 月 30 日 (星期四)	9:30am-3:30pm 上午 9 時 30 分至下午 3 時 30 分	9am-3pm 上午 9 時至下午 3 時

*Note: Vehicle permit for move-in and move-out will be sent separately in mid April 2026.*

請注意：進館及撤館車輛許可證將於 4 月中旬電郵至參展商

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January 2026

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

To help exhibitors prepare for the HK International Printing & Packaging Fair 2026 / DeLuxe PrintPack Hong Kong 2026 and enhance exhibitors' understanding of the arrangements during the Fair, the following briefing will be arranged:

為協助參展商籌備參加香港國際印刷及包裝展 2026 / 香港奢侈品包裝展 2026 及對展覽會期間各項安排加深了解，主辦機構將舉辦以下簡介會，詳情如下：

Briefing Session 簡介會	Date 日期	Time 時間
Exhibitor Briefing on the Fair move-in/out procedures & Briefing on Intellectual Property Infringement (please refer to Appendix 2 for details) 參展商簡介會及保護知識產權簡介會 (詳情請參閱附件二)	10 March 2026 (Tuesday) 2026 年 3 月 10 日 (星期二)	3:00pm 下午 3 時 00 分

**Zoom Registration Link**  
(to be provided later)  
登記連結將稍後提供

Notes: The briefing will be conducted in **Cantonese via Zoom**

請注意：簡介會將透過 **Zoom** 以廣東話進行

All exhibitors are highly recommended to attend the above briefing session. Please kindly register via the Zoom registration link above.

我們鼓勵所有參展商出席上述簡介會。請透過以上 Zoom 連結預先登記。

**27 – 30 Apr 2026**

**Special Circular (2) – Checklist of Important Dates**  
**特別通告 (2) – 重要日期清單**

Exhibitor's Briefing and IPR Briefing 參展商簡報會及知識產權簡報會	10 March 2026 2026 年 3 月 10 日
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日期	16 March 2026 2026 年 3 月 16 日
Exhibitors Forum Application Deadline 參展商論壇截止申請日期	16 March 2026 2026 年 3 月 16 日
Confirmation of Company Information 參展商資料最後確認日期	Mid March 2026 2026 年 3 月中旬
Order Additional Exhibitor Badges and Invitation Cards Deadline 額外參展商工作證及邀請卡截止申請日期	16 March 2026 2026 年 3 月 16 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Mid April 2026 2026 年 4 月中旬

**Note 注意:**

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

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

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

### Hong Kong International Printing & Packaging Fair 2026

Exhibitor Manual: <https://www.hktdc.com/event/hkprintpackfair/en/exhibitors-manual>

Order Forms: <https://www.hktdc.com/event/hkprintpackfair/en/additional-facilities-services-order-form>

### DeLuxe PrintPack Hong Kong 2026

Exhibitor Manual: <https://www.hktdc.com/event/deluxeprintpackhk/en/exhibitors-manual>

Order Forms: <https://www.hktdc.com/event/deluxeprintpackhk/en/additional-facilities-services-order-form>

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

The below forms will due soon

**For Custom-built Participation Exhibitors:**

The submission deadline for **Order Form 1, 2 : 16 March 2026**

**For Deluxe Booth, Premium Booth, Standard Booth and Basic Booth Exhibitors:**

The submission deadline for **Order Forms 3, 4, 5 : 16 March 2026**

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

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

### Hong Kong Trade Development Council 香港貿易發展局

Hong Kong International Printing & Packaging Fair 香港國際印刷及包裝展	Name	Tel	Email
	Mr Oliver Lai 黎樂然先生	(852) 2240 4516	oliver.ly.lai@hktdc.org
	Ms Jess Hui 許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktdc.org
	Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktdc.org
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## 通告 (1) - 參展商手冊及服務申請表格電子版本

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

### 香港國際印刷及包裝展 2026

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

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

### 香港奢侈品包裝展 2026

參展商手冊: <https://www.hktdc.com/event/deluxeprintpackhk/en/exhibitors-manual>

展會服務申請表格:

<https://www.hktdc.com/event/deluxeprintpackhk/en/additional-facilities-services-order-form>

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

以下表格即將到期

特裝參展商:

表格 1, 2 的截止日期: 2026 年 3 月 16 日

豪華/基本/標準及特級展台參展商:

表格 3, 4, 5 的截止日期: 2026 年 3 月 16 日

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

如有任何疑問，請與我們聯繫:

### Hong Kong Trade Development Council 香港貿易發展局

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DeLuxe PrintPack Hong Kong 香港奢侈品包裝展	Name	Tel	Email
	Mr Oliver Lai 黎樂然先生	(852) 2240 4516	oliver.ly.lai@hktdc.org
	Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktdc.org
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香港貿易發展局  
華港國際展覽有限公司

## Circular (2) – 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	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	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**

Mr Oliver Lai	:	Tel: (852) 2240 4516	Email: oliver.ly.lai@hktdc.org
Ms Lolita Chan	:	Tel: (852) 2240 4614	Email: lolita.wy.chan@hktdc.org
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Ms Cici Fang	:	Tel: (86 755) 8831 2316	Email: cicifang@ciec.com.hk
Mr Melon Xie	:	Tel: (86 755) 8831 2355	Email: xieweihang@ciec.com.hk

## 通告(2) -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	上午11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

黎樂然先生	電話: 852-2240 4516	電郵: oliver.ly.lai@hktcdc.org
陳穎欣小姐	電話: 852-2240 4614	電郵: lolita.wy.chan@hktcdc.org
許麗虹小姐	電話: 852-2240 4801	電郵: jess.lh.hui@hktcdc.org
鄧淑佩小姐	電話: 852-2240 4930	電郵: stephanie.sp.tang@hktcdc.org

#### 香港奢侈品包裝展

黎樂然先生	電話: 852-2240 4516	電郵: oliver.ly.lai@hktcdc.org
陳穎欣小姐	電話: 852-2240 4614	電郵: lolita.wy.chan@hktcdc.org
李珮珊小姐	電話: 852-2240 4622	電郵: emily.ps.lee@hktcdc.org

### 華港國際展覽有限公司

游冬才小姐	電話: 86-755-8826 1036	電郵: youdongcai@ciec.com.hk
楊宇源先生	電話: 86-755-8826 1079	電郵: yang@ciec.com.hk
段小娟小姐	電話: 86-755-8831 5090	電郵: jenny@ciec.com.hk
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方芳小姐	電話: 86-755-8831 2316	電郵: cicifang@ciec.com.hk
謝威航先生	電話: 86-755-8831 2355	電郵: xieweihang@ciec.com.hk

## **Circular (3) – Move-out Regulations**

Please note we have received several complaints about exhibitors who had removed all the exhibits before the official closing time in the past editions of the Fairs. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 3:30 p.m. on 30 April**. According to clause 46 in the exhibition rules and regulations – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 30 April, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organisers reserve the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

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

## **通告(3) - 撤館規則**

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於 4 月 30 日下午 3 時 30 分前把展品搬離會場**。展覽會規則第 46 項已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於 4 月 30 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，主辦機構保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

香港貿易發展局  
華港國際展覽有限公司

## Circular 4 Nomination of Buyers for Hotel Sponsorship

To encourage the participation of more buyers from around the world, we are offering hotel sponsorship program for selective overseas buyers to visit the fair.

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

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by **6 March 2026**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show. If you have any questions, please do not hesitate to contact Mr. Wayne Lau at Tel: (852) 2240 4585 or [hkprintpack.visitor@hktdc.org](mailto:hkprintpack.visitor@hktdc.org)

Hong Kong Trade Development Council

### 通告 4 酒店贊助推薦買家計劃

為了吸引更多海外買家到場與 貴公司洽談業務，本局將提供香港的酒店贊助予被挑選的買家。

因此，本局誠邀閣下提名合適的買家。被揀選邀請的買家，將會收到列出提名公司名稱的邀請函，同時，本局亦會通知 貴公司提名的結果。請注意本局保留最終選擇權利。

為了給予本局充足的時間安排，請閣下填妥買家推薦表格，並於 **2026年3月6日前** 電郵至本局。

本局將繼續以 貴公司的利益為依歸，務求利用展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。有關詳情請致電 (852) 2240 4585 或電郵: [hkprintpack.visitor@hktdc.org](mailto:hkprintpack.visitor@hktdc.org) 與劉先生聯絡。

香港貿易發展局



Organiser:



華港國際展覽有限公司  
CIEC Exhibition Co (HK) Ltd.

27-30 / 4 / 2026 • AsiaWord-Expo 亞洲國際博覽館

To : Hong Kong Trade Development Council

Attn : Mr. Wayne Lau

Email : [hkprintpack.visitor@hktdc.org](mailto:hkprintpack.visitor@hktdc.org)

From (exhibitor Name): \_\_\_\_\_

Booth No.: \_\_\_\_\_

截止日期 **Submission Deadline**  
**6/3/2026**

**Hong Kong International Printing & Packaging Fair / DeLuxe PrintPack**  
**Hong Kong 香港國際印刷及包裝展/香港奢侈品包裝展**  
**27 - 30 / 4 / 2026**

**Buyers Nomination Form for Hotel Sponsorship 酒店贊助買家推薦表格**

請複印此表格作更多買家提名。本局保留最終選擇權利，從未參觀過香港國際印刷及包裝展/香港奢侈品包裝展的買家將獲優先

**買家資料 Information of Nominated Buyer**

公司名稱

Name of Company: \_\_\_\_\_

買家姓名 (先生/小姐)

Name of Person: Mr. / Ms. \_\_\_\_\_

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_

國家 Country: \_\_\_\_\_ 郵編 Postal Code: \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_ 網址 Web-site: \_\_\_\_\_

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

如有查詢，請致電(852) 2240 4585 與劉先生聯絡。

**Please copy this nomination form for nominating more than 1 buyer. For further queries, please contact Mr. Wayne Lau by Tel: (852) 2240 4585.**

**27 – 30 Apr 2026**

**Circular (5) – Complimentary Invitation to your Buyers**

Dear Exhibitors,

**Invitation to your Buyers**

In order to assist you in inviting your buyers to the Hong Kong International Printing and Packaging Fair 2026/DeLuxe PrintPack Hong Kong 2026, we are pleased to send you e-invitation card. Your buyers can hence present the e-invitation at the registration counter for free badges.

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

Contact Persons:

Hong Kong International Printing and Packaging Fair

Mr Oliver Lai	:	Tel: (852) 2240 4516	Email: oliver.ly.lai@hktdc.org
Ms Jess Hui	:	Tel: (822) 2240 4801	Email: jess.lh.hui@hktdc.org
Ms Lolita Chan	:	Tel: (852) 2240 4614	Email: lolita.wy.chan@hktdc.org
Ms Stephanie Tang	:	Tel: (852) 2240 4930	Email: stephanie.sp.tang@hktdc.org

DeLuxe PrintPack Hong Kong

Mr Oliver Lai	:	Tel: (852) 2240 4516	Email: oliver.ly.lai@hktdc.org
Ms Lolita Chan	:	Tel: (852) 2240 4614	Email: lolita.wy.chan@hktdc.org
Ms Emily Lee	:	Tel: (852) 2240 4622	Email: emily.ps.lee@hktdc.org

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

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

**27 – 30 Apr 2026**

## 通告(5) – 買家請柬

致各參展商：

### 買家請柬

為了協助 貴公司邀請買家參觀香港國際印刷及包裝展 2026/香港奢侈品包裝展 2026，主辦機構已預備了電子買家請柬。貴公司可以自行寄送電子請柬予買家，讓獲邀買家憑請柬**免費**登記進場參觀。

如有任何疑問，請與我們聯繫：

#### 香港國際印刷及包裝展

黎樂然先生 電話: 852-2240 4516  
許麗虹小姐 電話: 852-2240 4801  
陳穎欣小姐 電話: 852-2240 4614  
鄧淑佩小姐 電話: 852-2240 4930

電郵: oliver.ly.lai@hktdc.org  
電郵: jess.lh.hui@hktdc.org  
電郵: lolita.wy.chan@hktdc.org  
電郵: stephanie.sp.tang@hktdc.org

#### 香港奢侈品包裝展

黎樂然先生 電話: 852-2240 4516  
陳穎欣小姐 電話: 852-2240 4614  
李珮珊小姐 電話: 852-2240 4622

電郵: oliver.ly.lai@hktdc.org  
電郵: lolita.wy.chan@hktdc.org  
電郵: emily.ps.lee@hktdc.org

謹祝 貴司展出成功！

香港貿易發展局  
華港國際展覽有限公司

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

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

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

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

Fascia Board with company name will be provided free of charge. Exact wording of the company name (in English) as supplied in your application form will be used.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths at their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request by submitting the Forms 3 to 5 downloadable at the fair website (<https://www.hktdc.com/event/hkprintpackfair/en/additional-facilities-services-order-form>) / (<https://www.hktdc.com/event/deluxeprintpackhk/en/additional-facilities-services-order-form>) to the Organisers no later than 16 March 2026.

Deletions of standard items are free of charge only if the Organisers are notified before the deadline of 16 March 2026.

### **Standard booths exhibitors must adhere to the following:**

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, 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 Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including without limitation the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organisers.
- 5) If any booth which differs from the approved specifications or does not confirm to the Organisers' rules and regulations, the Organisers reserve the right to alter or remove without prior notice at the Exhibitor's/Contractor's own expense.
- 6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Hong Kong Electricity Ordinance stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- 7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.

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- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
  - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
  - b) any loss or damage arising from Exhibitor's decoration of the interior, exterior of or space above their booth areas (whether or not in adherence to the requirements) ;
  - c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organiser's agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
  - d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his failure to comply with the rules and regulations of the Organiser;
  - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence. The Exhibitor shall fully indemnify the Organiser in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alternation/ modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties

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

## 通告(6) – 自行更改基本/標準/特級/豪華攤位

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

### 4.1 標準展台 (基本/標準/特級/豪華)

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

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

一般而言，參展商不得改動攤位結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外/改動設施服務申請表」內之表格 3 至 5 (<http://hkprintpackfair.hktdc.com/chi/manual/order.htm/>) / (<https://www.hktdc.com/event/deluxeprintpackhk/en/additional-facilities-services-order-form>) 並於2026年3月16日前交回主辦機構。

如有需要刪除任何標準設施，請於2026年3月16日前通知主辦機構，可免收費用。

租用標準展台的參展商及其委托之承建商必須注意及遵守下列各項規定：

- 1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台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、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 參展商須負責就因沒有遵從第1段而引致的任何損失或損害，向主辦機構支付款項，包括但不限於遵從有關規定重新整理及重新搭建標準展台的費用。
- 3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 4) 展覽會完結時，所有展品、攤位物料必須在主辦機構規定的指定時間內立刻清理。任何展品、攤位物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 如攤位不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- 6) 參展商裝設的電器設備(包括照明裝置)必須符合香港政府電力條例之電力規定。嚴禁參展商在攤位內安裝不符合安全標準的電力裝置或電線。
- 7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第406E章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。

- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。
- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
  - a) 參展商未能遵從上文所列有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
  - b) 參展商對其展台範圍的內部、外部及上空裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
  - c) 可歸因於參展商使用或裝飾其展台而引致第三方，包括但不限於參展商、參展商代理人、代表、承建商、僱員、主辦機構代理人或僱員、參觀人士的任 何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
  - d) 因參展商、參展商代理人、代表、承建商、僱員或第三方的緣故，或者因未能遵從主辦機構的規則及規例而造成的任何損失或損害〔包括但不限於死亡 或身體受傷〕；
  - e) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還展台而進行的工程而引致〔不論是如何引致的〕，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。
- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害〔包括對參展商的裝置及/或個人財產造成的損失或損害〕所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。就參展商、參展商代理人、代表、承建商、僱員或第三方因經未批准於展台進行修改或改造所引致任何人士的個人或財物損失，參展商必須向主辦機構作出全數彌償。

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

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## Circular (7) – Measures on Custom-built Participation

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

Section	Items
4.2	<p><u>Information submission</u> Please note the deadline for submission of Custom-built Stand contractors' information (Form 1), construction drawings, lighting distribution plan, site work deposit and a copy of valid public liability insurance. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p>
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000 respectively.</p>
4.2.3	<p><u>Insurance</u> Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million for a single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. <b>25 April to 01 May 2026</b>. The said insurance copy should be provided to the Organisers by 16 March 2026.</p>
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum booth height
4.2.6	<p><u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an <b>Authorized Person/Registered Structural Engineer (AP/RSE)</b> and he/she should verify the stability of the stand by completing structural safety certificate.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations (Chapter 59).</p> <p>The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1300 hrs on the last move-in day, i.e. <b>26 April 2026</b>. The Organiser will forward the original to the Venue Operator. If this rule is not observed, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand.</p> <p>Exhibitors are advised to maintain stability of the booth by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.</p>
4.2.7	<p><u>Electricity</u> The Official Contractor appointed by the Organiser shall only carry out any electrical works at Exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified</p>

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	<p>electrician with a valid “Certificate of registration of electrical worker”. Design plans or proposals for electrical installation must be submitted to reach the Organiser for review together with aforementioned stand design proposals before <b>16 March 2026</b>. Electricity can be supplied in 220 volt (<math>\pm 6\%</math>), single phase, 50 Hz or 380 volt (<math>\pm 6\%</math>), three phases, 50 Hz.</p> <p>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 &amp; testing” (Form WR1) should be submitted to the <b>Official Electrical Contractor by 1300 hrs</b> on the last move-in day, i.e. <b>26 Apr 2026</b>. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.</p>
4.2.13	<p><b>Construction Industry Safety Training Certificates</b> Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.</p> <p>With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as “Green Card”). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.</p> <p>All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator’s security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at (852) 3606 8888 should you need further assistance.</p>
4.2.14	Points should be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15	Deduction of site work deposit.

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

A Guide on “Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via <https://www.exhibitions.org.hk/en/>

For queries, please feel free to contact Ms Manvy Chan at [manvy.wm.chan@hktcd.org](mailto:manvy.wm.chan@hktcd.org). or (852) 2240 5471.

Thank you for your kind understanding and cooperation in advance.

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## 通告 (7) – 特裝參展措施

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

部份	內容
4.2	<p><b>提交資料</b> 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的遲交罰款。</p>
4.2.2	<p><b>施工按金</b> 按金以每平方米 300 港元/40 美元計算。蓋建雙層展覽攤位必須繳交雙倍施工按金。而最低及最高的金額分別為 5,000 港元/667 美元計算及 75,000 港元/10,000 美元計算。</p>
4.2.3	<p><b>保險</b> 承建商必須購買有效及每次事故賠償限額不少於港幣 1000 萬保額之公眾責任險保險有效期須包括進場、展覽期間及離場(即 2026 年 4 月 25 日至 5 月 1 日)。承建商須於 2026 年 3 月 16 日或之前將其保險單副本交予主辦機構</p>
4.2.4	<p><b>進場及離場超時租場收費。</b></p>
4.2.5	<p><b>攤位高度限制。</b></p>
4.2.6	<p><b>展覽攤位結構安全證明書</b> 所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或主辦機構及/或展館營運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由註冊結構工程師監督下搭建。該註冊結構工程師須驗證其結構安全並簽發結構安全證明書。參展商須完全負責攤位結構的安全及遵守《建築地盤(安全)條例》第 59 章。</p> <p>所有結構安全證明書須《連同攤位穩定性的數據證明(按照第 4.2.1 章規定)》於最後進場日(即 2026 年 4 月 26 日)下午 1 時或之前投放到「攤位設施」展位之收集箱。主辦機構將轉交展館營運者。如不遵守此規定，主辦機構或展館營運者有權禁止所有人士進入有關攤位。</p> <p>參展商亦須注意平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工程師商討。</p>
4.2.7	<p><b>電力裝置</b> 所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」電力裝置設計草圖及圖則須連同上述展台設計圖，於 2026 年 3 月 16 日前呈交主辦機構審閱。會場供應電力為 220 伏特 (( 6% )、單相、50 赫或 380 伏特 (( 6% )、三相、50 赫。</p> <p>按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 <b>2026 年 4 月 26 日下午 1 時前交予大會電力承建商</b>，以茲證明。如未能於該晚 10 時前交妥，展期內將不獲電力供應。</p>
4.2.13	<p><b>建築業安全訓練證明書</b> 勞工處、香港展覽會議業協會、展館營運者已達成共識，同意在展館推行建築業安全訓練證明</p>

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	<p>書措施〔即「平安咭」〕，並已生效。凡進入展館裝拆攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的�基本安全訓練。</p> <p>凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過致電〔852〕3606 8888與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金罰則。

主辦機構深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，主辦機構將拒絕違規者參加本局日後舉行的展覽會，並全數沒收其繳交的施工按金，以作處分。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」廣泛地涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商能仔細的參閱。

(詳情請瀏覽香港展覽會議協會的網站: [https://www.exhibitions.org.hk/tc\\_chi/](https://www.exhibitions.org.hk/tc_chi/))

如有查詢，請透過電郵或致電< manvy.wm.chan@hktdc.org或(852) 2240 5471>與陳惠美小姐聯絡。

多謝合作！

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## **Circular (8) 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<sup>^</sup>” 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 “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 (8) 熱帶氣旋、黑色暴雨警告訊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<sup>^</sup>」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。

<sup>^</sup>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。

## 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。

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## Circular (9) – Fair Notices 通告 (9) – 展會通告

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

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong International Printing and Packaging Fair 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, Business Development Manager at Tel: (852) 2240 4930 / Ms Emily Lee, Project Manager at Tel: (852) 2240 4622; or via email address: [stephanie.sp.tang@hktdc.org](mailto:stephanie.sp.tang@hktdc.org) / [emily.ps.lee@hktdc.org](mailto:emily.ps.lee@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鄧淑佩小姐 / 項目經理李珮珊小姐聯絡，電話：(852) 2240 4930 / (852) 2240 4622 或 電郵：[stephanie.sp.tang@hktdc.org](mailto:stephanie.sp.tang@hktdc.org) / [emily.ps.lee@hktdc.org](mailto:emily.ps.lee@hktdc.org)。

#### **4. Important Exhibition Regulations 展覽會重要規則**

##### Sub-letting

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

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

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

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

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

##### Display relevant exhibits

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

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

##### **分租**

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

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主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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

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

### **展品類別**

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

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

### **1) Exhibitors from outside Hong Kong**

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

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

### **2) Exhibitors from Chinese Mainland**

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

### **3) Hong Kong Exhibitors**

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

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

### **1) 來自香港以外的參展商**

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

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

## 2) 中國內地參展商

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

## 3) 香港參展商

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

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

## 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](http://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.

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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](http://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

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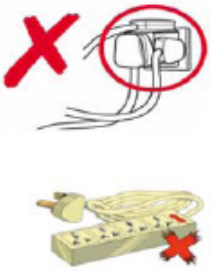


如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器), 主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用, 避免依賴亞洲國際博覽館提供之無線上網服務 (申請程序請見「申請表格」內的表格 5)。

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

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

## 9. Attention to All Exhibitors 參展商請注意 (Electricity Supply and Fair System & Furniture 電力供應及攤位結構與傢俱)

### Electricity Supply 電力供應

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

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**Fair System & Furniture 攤位結構及傢俱**

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

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

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

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

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

## 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: Funding support is provided based on the ratio 1 (government) : 3 (applicant enterprise) on 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

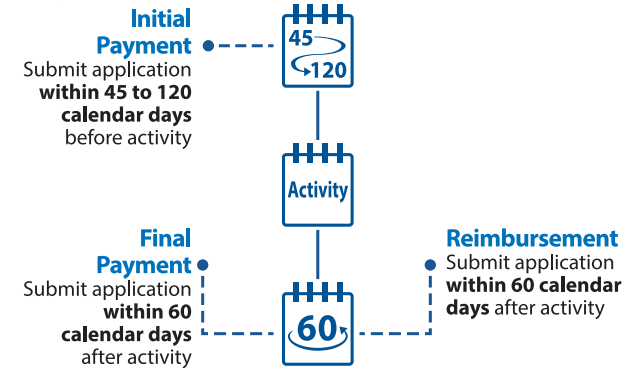


Corporate website/mobile apps

\* 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.  
Only accepts applications completed on or before 30 June 2026.



### 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](mailto:emf_enquiry@tid.gov.hk)  
Website : <https://emf.tid.gov.hk/en>



Seize the Chances  
Expand Markets

SME Export  
Marketing Fund

# 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：以1（政府）：3（申請企業）的比例就核准開支總費用提供資助或**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

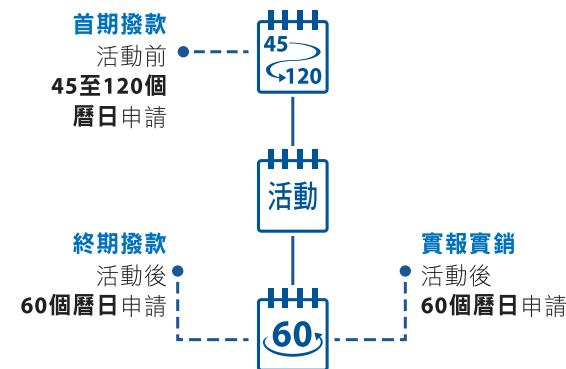


公司網站/流動應用程式

\*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。  
只接受於2026年6月30日或之前完結之合資格推廣活動的資助申請。



#### 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](mailto:emf_enquiry@tid.gov.hk)  
網站：<https://emf.tid.gov.hk/tc>



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

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

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

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

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

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

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

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

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

### Procedures

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

## Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

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

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

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

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

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

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

### A. Copyright

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktcdc.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 [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktcdc.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，而且被有關參展商的展品或物品侵權，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) 或於呈交投拆時向本局索取。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。