

Sept 2011

Exhibitor Package for HKTDC Hong Kong Optical Fair 2011
香港貿發局香港眼鏡展2011 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong Optical Fair 2011**. Please note that the items as shown on the next page are included in your exhibitor package. Should you have any queries, 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

各位參展商:

感謝 貴公司參加**香港貿發局香港眼鏡展2011**, 煩請檢查已領取的資料是否齊全。如有任何疑問, 請與以下同事聯絡。

預祝 展出成功!

香港貿易發展局 謹啟

2011年9月

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Download Exhibitors' Manual and Order Form from the Fair Website 於大會網頁下載參展商手冊及申請表格

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:

參展商手冊及額外設施及服務申請表格現已上載到展會網站, 供各參展商細閱及下載。網址如下:

Exhibitors' Manual 參展商手冊:
<http://hkopticalfair.hktdc.com/manual/manual.htm>

Order Forms* 額外設施及服務申請表格*:
<http://hkopticalfair.hktdc.com/manual/order.htm>

**(Remarks: Hardcopy will NOT be distributed
備註: 本年度將不會派發印刷本)**

Order Form Submission Deadline 申請表截止日期

**Additional Facilities & Services
額外設施及服務**

22 / 9 / 2011

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

* **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。

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 observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

參展商手冊詳細刊載了今屆展覽會的有關資料, 對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則, 並留意額外設施及服務申請表格上所列明的截止呈交日期。

Item 資料項目	Circular No 通告
1. Complimentary Invitation Leaflets for Buyers 買家邀請卡	Appendix 附件 1
2. Special Move-in and Move-out Arrangement 特別進館及撤館交通安排	Appendix 附件 2
3. hktdc.com Online Promotion Maximises Your Exhibition Effectiveness 「貿發網」hktdc.com 推廣 助您加強展覽成效	Appendix 附件 3
4. Overnight Storage for Valuable Exhibits 貴重展品通宵貯存服務	Appendix 附件 4
5. Nomination of Buyers for Hotel Sponsorship 酒店贊助推薦買家計劃	Appendix 附件 5
6. Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 附件 6
7. Combined Fair Catalogue with the Fair's Official Magazine - <i>HKTDC Optical Offers</i> Exhibitors Greater Benefits 展覽會場刊與大會指定產品雜誌 - 《香港貿發局眼鏡》結合為參展商締造更多商機	Appendix 附件 7
8. Move-out Regulations 撤館規則	Appendix 附件 8
9. Important Exhibition Regulations 展覽會重要規則	1
10. Internet Access at the Fair 展覽會連接上網安排	2
11. New Measures on Raw Space Stand 展覽淨地攤位新措施	3
12. Safety Measures on On-site Construction/Dismantling Work 展覽活動施工場地安全守則	4
13. Immigration Regulations to be Observed / Followed by Exhibitors 參展商遵守的入境規例	5
14. Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠	6
15. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務	7

Note: The Exhibitor Badges, Transportation Worker Badges and Vehicle Permit will be sent separately later.
注意: 有關參展商工作證、運輸工人證及車輛入場許可證將會稍後寄給各參展商。

Special Airfares by Cathay Pacific

Cathay Pacific Airways, our official carrier of the **HKTDC Hong Kong Optical Fair 2011**, is offering you and your travel companions exclusive airfares in all classes. To take advantage of this offer, please click <http://events.cathaypacific.com> and input the event access code **MICE412** to avail of special fares for you.

優惠機票

國泰航空為「香港貿發局香港眼鏡展 2011」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 (**MICE412**) 查詢票價及訂票。



Hong Kong Optical Fair
香港眼鏡展



(Optical/Pre-Fair I/OS)

Appendix 1 : Complimentary Invitation Leaflets for Buyers

In order to assist you in inviting your buyers to the [HKTDC Hong Kong Optical Fair](#), we are pleased to enclose herewith the Invitation Leaflets for you to send to your buyers. Your buyers can hence fill in the invitation leaflets and bring them to the registration counter for **FREE** admission.

We hope that these measures will assist you in building up a good relationship with your contacts. If you have further queries, please feel free to contact us on tel: (852) 2240 [4116 / 4470](#).

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

Hong Kong Trade Development Council

附件 1: 買家邀請卡

為了協助 貴公司邀請買家參觀[香港貿發局香港眼鏡展](#)，隨函附上買家請柬。 貴公司可以自行寄送請柬予買家，買家只須填妥請柬上之表格便可憑請柬**免費**登記進場參觀。

若有任何疑問，請致電 (852) 2240 [4116/4470](#) 與我局聯絡。

香港貿易發展局



Appendix 2

**Move in/out Arrangement & Use of Vehicle Permit for the
HKTDC Hong Kong Optical Fair 2011**

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (2 November) and move-out day (5 November) of the HKTDC Hong Kong Optical Fair 2011. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for move-in from 9:00 a.m. on 2 November. The same will apply on the move-out day afternoon, depending on the traffic situation. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (2 November) and throughout the exhibition period (3-4 November). The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit.

**Please pay attention to the details of the new arrangement in the Exhibitors' Circular 2
which will be distributed in mid-Oct.**

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 45-minutes.

The HKCEC will impose charges on vehicles with extended stay on 2 and 5 November. The charges are as follows:

1 st 45-mins(Grace Period):	Free
1 st hour after Grace Period:	HK\$100/hour or part thereof
2 nd hour after Grace Period:	HK\$200/hour or part thereof
Lost Ticket:	HK\$500

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars. The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

(C) Other Transportation

Free shuttle bus service from HKCEC to Tsim Sha Tsui, Central and Causeway Bay will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

The above measure has been implemented in a number of exhibitions, and was proven to be effective in alleviating the traffic congestion. Please contact the Organiser for any further inquiries. Thank you for your understanding and cooperation.

For inquiries, please contact us.

Hong Kong Trade Development Council

Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.

附件 2

香港貿易發展局香港眼鏡展 2011
進館、撤館之交通安排及車輛許可證之使用須知

多謝各位參加香港貿易發展局香港眼鏡展2011，本局將於上述展覽會之進館日（即11月2日）及撤館日（即11月5日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

香港會議展覽中心的所有道路將於進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

(一) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一張車輛許可證，方便於展品進場日（即11月2日）及展覽期間（11月3日至4日）進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

有關安排詳情，請留意 10 月中派發的參展商通告 2

當車輛進入會展貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為 45 分鐘。香港會議展覽中心將於11月2及5日實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘 (寬限期):	免費
寬限期後首一小時(或不足一小時):	港幣 100 元
寬限期後第二小時(或不足一小時):	港幣 200 元
遺失進場計時咭(每張/每日):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

(三) 其它交通安排

大會亦於撤館期間安排免費穿梭巴士來往尖沙咀、中環及銅鑼灣。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶參展商工作證以資識別。巴士座位有限，額滿即止。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

如有查詢，請與香港貿易發展局聯絡。

香港貿易發展局

註：於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。



Appendix 3 : hktcdc.com Online Promotion Maximises Your Exhibition Effectiveness

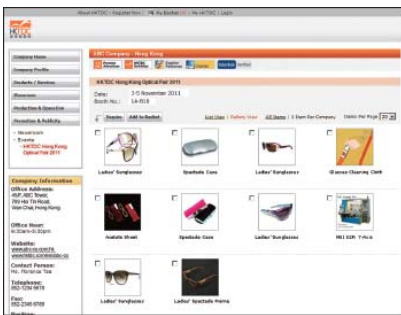
All HKTDC Hong Kong Optical Fair 2011 Hong Kong exhibitors can now **enjoy a one-year online promotion at HKTDC's Online Marketplace (www.hktcdc.com)** from September 2011 to August 2012 that will enable them to display company information and 10 product photos, plus **subsequent onsite value-added services to boost buyer enquiries**. Please note that you can only enjoy the benefits of the value-added services if you submit product information and photos to HKTDC before the fair.



Value-added Service One: Exhibitor Code Scanning Service

The HKTDC will launch the Exhibitor Code Scanning Service at the Hong Kong Optical Fair. When buyers pass through or visit your booth, they can **download your company information and product catalogue** via their smartphones or tablet devices. Exhibitors can enjoy this innovative service **for free this year**.

1. Upload your latest company information, product photos and catalogues to www.hktcdc.com before the fair
2. HKTDC passes a name card drop-box with dedicated QR Code printed on it to you at exhibitor check-in counter. Please place in a prominent position
3. HKTDC will assist visiting buyers to download the HKTDC Product Magazines App which incorporates the scanner



Exhibitor codes scanning function

4. When buyers scan the code at your booth, your company information will be displayed on the buyers' smartphones or tablet devices, allowing them to easily:
 - a) browse more information at your webpage
 - b) download your product catalogue
 - c) view your advertisement in the fair catalogue (if applicable)

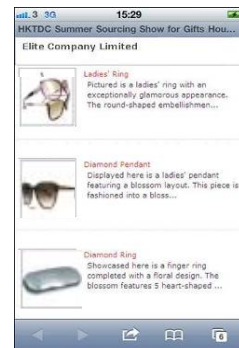


- a) browse more information at your webpage
- b) download your product catalogue

If your product catalogue is not available, we will consolidate three product information items on www.hktcdc.com to the buyers



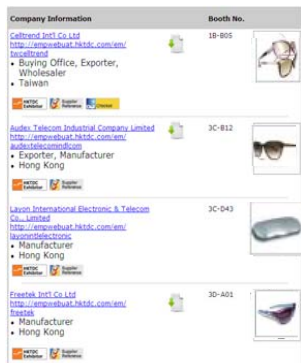
or



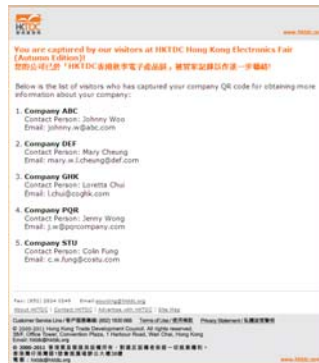
- c) view your advertisement in the fair catalogue (if applicable)



5. A daily report will be emailed to buyers consolidating all the exhibitors' information which they downloaded for their records. We will also **send you a buyer list providing the contact information of the buyers who scanned your QR Code** at the end of each fair day so that you can directly contact these buyers.



Sample supplier list received by buyers



Sample buyer list received by exhibitors

If your company has not submitted product information, photos and catalogues, please **send the materials to hkof2011@hktcd.org** now!

Value-added Service Two: hktcd.com Free Sourcing Service

The HKTDC will provide free lists of relevant exhibitors to buyers by matching their sourcing needs with the exhibitors' product information on www.hktcd.com.

The more product information about your company available on www.hktcd.com, the higher the chance you will be referred to buyers. Many suppliers have received over 100 buyer referrals from a single trade fair.



Value-added Service Three: hktcd.com Buyer Meetings

Buyer sourcing meetings will be organised for VIP buyers during the fair. Based on buyers' sourcing requirements, we will pre-screen exhibitors' product information on www.hktcd.com and refer appropriate suppliers to join the meetings and directly discuss business deals with the buyers.

The more product information you make available on www.hktcd.com, the higher the chance you will be referred to join these buyer meetings.




To ensure you can get more buyer enquiries from the above value-added services, you **must upload the latest product information, high-quality photos and your product catalogue to www.hktcd.com before the fair.**

Don't miss this unique opportunity, please send your outstanding material via email: hkof2011@hktcd.org. For enquiries, please contact our Customer Service Line: **(852) 1830668**.

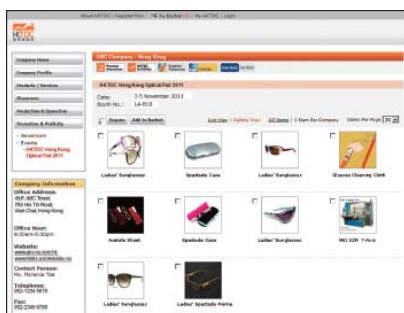
附件 3: 「貿發網」 hktdc.com 推廣 助您加強展覽成效

每間「香港眼鏡展 2011」香港參展公司均可在本局的「貿發網」網上商貿平台(www.hktdc.com) 享有一年的基本推廣服務(2011 年 9 月至 2012 年 8 月), 登載公司資料及產品照片 10 張, 並透過我們在會場提供的一系列增值服務, 獲取更多買家查詢, 促成生意機會。請注意, 貴公司必須在展覽會舉行前向本局提交產品資料及相片, 方可受惠於這些增值服務所帶來的額外推廣機會。

增值服務一) 參展商編碼掃描推廣服務 

本局將會在是次展覽會中首次推行「參展商編碼掃描推廣服務」, 當入場買家經過或參觀貴公司的攤位時, 可透過智能手機或平板電腦即時下載貴公司的資料及產品目錄。此項嶄新的服務將於今年讓各參展商免費試用。

1. 貴公司於展覽會舉行前上載公司資料及最新的產品照片及目錄到「貿發網」。
2. 本局於展覽會進館當日向貴公司派發已貼有貴公司專屬的編碼(QR Code)的名片收集箱, 請放置於攤位當眼位置。
3. 本局將協助入場買家下載香港貿發局產品雜誌應用程式(HKTDC Product Magazines App), 此應用程式配備所需參展商編碼掃描器。



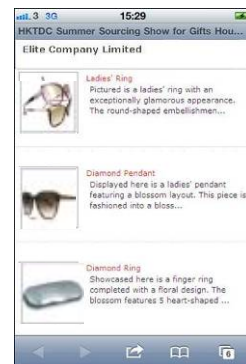
4. 當買家在您的攤位掃描編碼時, 貴公司的資訊隨即顯示於買家的手機或流動裝置中, 買家可即時:

- a) 進入貴公司在「貿發網」的推廣網頁瀏覽更多資訊
- b) 下載貴公司的產品目錄

如貴公司無提供產品目錄, 本局將會輯錄貴公司上載到「貿發網」的三項產品資訊, 傳送予買家



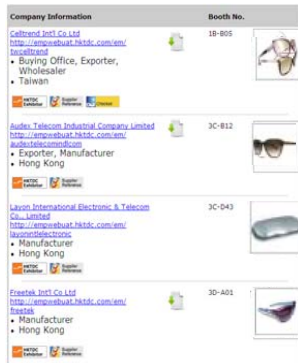
或



- c) 瀏覽貴公司在展會場刊刊登的廣告(如適用)



5. 在每日展覽會完結後，本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。同時，我們亦會將曾下載過貴公司資料的買家名單及聯絡資料電郵給您，方便進一步直接連繫。



買家收取的參展商資料範例



參展商收取的買家名單範例

如貴公司仍未提交產品資料、照片及產品目錄，您可立即將有關資料電郵至：hkof2011@hktcd.org。

增值服務二) hktcd.com 展覽商貿配對

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前提交有關資料！在數天展期內，供應商透過此服務平均獲取 100 個買家查詢。



增值服務三) hktcd.com 展覽買家採購會

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品資料進行配對，並推薦合適的參展商與買家直接會面洽商。

參展商在「貿發網」上載的產品資料及相片愈多，獲推薦參與買家採購會的機會愈大！



要享受上述增值服務為您帶來更多的買家查詢，您必須確保貴公司在展覽舉行前已將最新的產品資料、高質素的照片，以及產品目錄上載到「貿發網」。

勿失良機，請即將未提交的資料電郵至：hkof2011@hktcd.org。如有任何查詢，請致電客戶服務專線 (852) 1830668 查詢。



Appendix 4 : Overnight Storage for Valuable Exhibits

To facilitate storage of precious exhibits at night from **3-5 November 2011**, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement.

Format

A strong room will be arranged at **Room G102 at Hall 1A Entrance**. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the strong room. Each exhibitor will be assigned a designated area in the strong room for putting the container. Exhibitors can only deposit their containers in the designated area.

Cost

Use of the strong room is free. However, the area allocated for each exhibitor will be subject to the availability of space.

Deposit & Withdrawal Procedure

All exhibitors should conduct the deposit and withdrawal themselves under the escort of security guards.

Operating Hours

Date	Withdrawal	Deposit
3 November	---	4:00pm – 7:30pm
4 November	8:30am – 10:00am	6:30pm – 7:30pm
5 November	9:00am – 10:00am	6:30pm – 7:30pm
6 November	9:00am – 10:00am	---

* The strong room will be closed during day time and exhibitors **must remove all their valuable exhibits from the strong room before 10:00am.**

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their merchandise, resulting from storing any of their belongings in the strong room. Exhibitors are advised to take out insurance coverage on their merchandise throughout the exhibition, including the overnight storage period.

Hong Kong Trade Development Council

附件 4: 貴重展品通宵貯存服務

為方便參展商於 **2011 年 11 月 3-5 日** 晚上期間貯存貴重展品起見，主辦機構將提供免費通宵貯存服務。

服務方式

主辦機構將於會展中心**展覽廳 1A 門外之 G102 室**設置保險庫。參展商應先將貴重展品放置貯物箱內鎖好，然後才存放於保險庫。參展商可獲分配指定的貯物空間，貯物箱只可存放於指定位置。

費用

參展商在保險庫中貯存展品毋須繳費，但分配貯物空間則須視乎保險庫是否有足夠空位而作出安排。

存取時間

日期	提取時間	貯存時間
11 月 3 日	---	下午 4 時正 - 7 時 30 分
11 月 4 日	上午 8 時 30 分 - 10 時正	下午 6 時 30 分 - 7 時 30 分
11 月 5 日	上午 9 時正 - 10 時正	下午 6 時 30 分 - 7 時 30 分
11 月 6 日	上午 9 時正 - 10 時正	---

*保險庫於日間不予開放。參展商**必須於上午 10 時前**提取所有存放於保險庫內之貴重展品。

參展商責任

參展商須知，在保險庫中存放貨品，如有任何遺失或損壞，概須自行負責。參展商應為展出品購買保險，以保障展覽以及通宵貯存期間可能造成的任何損失。

香港貿易發展局

Appendix 5 : 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, and that priority will always be given to those who have not visited our fair before.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by [30 September 2011](#).

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. Michael Wan](#) at Tel: (852) [2240 4233](#) or fax (852) [2169 9749](#).

Hong Kong Trade Development Council**附件 5: 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。請注意優先權將給予從未參觀過香港貿發局香港眼鏡展的買家，而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[2011年9月30日前](#)傳真至本局。

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 4233](#) 或傳真至 (852) [2169 9749](#) 與尹謙緯先生聯絡。

香港貿易發展局

截止日期 Submission Deadline
30 / 9 / 2011

To : Hong Kong Trade Development Council

Attn : Mr Michael Wan

Fax : (852) 2169 9749

From (Exhibitor Name) : _____

(Booth No.) : _____

HKTDC Hong Kong Optical Fair 香港貿發局香港眼鏡展**3 - 5 / 11 / 2011****Buyers Nomination Form for Hotel Sponsorship 酒店贊助買家推薦表格****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.?)

買家是否首次參觀香港貿發局香港眼鏡展?

Would the buyer visit this fair for the first time? 是 Yes 否 No

請復印此表格作更多買家提名。本局保留最終選擇權利，從未參觀過香港貿發局香港眼鏡展的買家將獲優先考慮。如有查詢，請致電(852) 2240 4233 與尹謙緯先生聯絡。

Please copy this nomination form for nominating more than 1 buyer. Priority of hotel sponsorship will be given to new visitor of this fair, and is subject to sole discretion of the HKTDC. For further queries, please contact **Mr. Michael Wan** by tel: (852) 2240 4233

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS AT HKTDC EXHIBITIONS

Exhibitors' Brief

The Hong Kong Trade Development Council (HKTDC), the statutory body promoting Hong Kong's international trade, is committed to fostering original design and safeguarding intellectual property rights.

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

These procedures, carried out with our legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors is drawn to Clause 42 of the conditions of participation, setting out rights and obligations of exhibitors at HKTDC exhibitions:

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 whatever 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 Organiser 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 Organiser 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 HKTDC Exhibitions" ("**Exhibitors' Brief**") that the Organiser 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 Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its parent, associate, affiliated and/or subsidiary companies from any or all future HKTDC exhibitions and / or to further ban any representatives of the Exhibitor in question from entering the venue of the current HKTDC Exhibition in which the Exhibitor is participating.

If a complainant/an Exhibitor ("**complainant**") files a complaint with the Organiser in accordance with the Exhibitors' Brief and requests the Organiser to take action against an Exhibitor, the complainant agrees to hold the Organiser, 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 Organiser, 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 Organiser, 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.

通告

香港貿發局展覽會保護知識產權措施

參展商須知

香港貿發局是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。**這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。**

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

茲促請所有參展商，必須遵守香港貿發局展覽會參展規則第 42 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《香港貿發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絕遵守《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母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿發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/參展商（「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。

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 Fair Legal Advisor engaged by HKTDC.
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 Fair Legal Advisor on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Fair Legal Advisor is satisfied, on the basis of the documents provided, that the complaint's intellectual property rights are valid and have been infringed by the display of the Exhibitors' product or material in dispute at the Fair, a HKTDC Fair Official will visit the booth involved.
5. As Fair Organizer, HKTDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
6. 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 exhibition unless he/she can adduce evidence to show to the satisfaction of the Fair Legal Advisor 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 HKTDC for its records.
7. If the HKTDC 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.
8. If the exhibitor fails or refuses to co-operate with HKTDC under paragraphs 5 and/or 6 and/or 7 above, HKTDC shall have the power, in its sole and absolute discretion, to ban the Exhibitor, or any parent, associate, affiliated and / or subsidiary company, from any or all future HKTDC exhibitions.
9. HKTDC staff will visit any booth in respect of which a complaint has been received and accepted by HKTDC'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, HKTDC shall have the power, at its sole and absolute discretion, to immediately terminate the Exhibitors' right of participation in the Fair in question without any refund of the participation fee already paid by the Exhibitor and to ban the Exhibitor or any parent, associate, affiliated and / or subsidiary company from any or all future HKTDC exhibitions.

Penalties

An exhibitor or any parent, associate, affiliated and / or subsidiary company may, in the sole and absolute discretion of the HKTDC, be banned from any or all future participation in HKTDC exhibitions if :

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

OR

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派駐現場的法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及駐場法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若駐場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. 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。
6. 除非有關參展商能提出使駐場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。
7. 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。
8. 假若有關參展商拒絕合作或違反上述第 5 及/或第 6 及/或第 7 項條款，本局有唯一及絕對之酌情權禁止該等參展商或其任何母公司、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。
9. 本局職員會定期到駐場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，本局有唯一及絕對酌情權即時取消該等參展商或其任何母公司、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，並禁止其或其任何母公司、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其中一種情況，決定是否禁止參展商或任何母公司、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。

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 HKTDC and allowed HKTDC 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 HKTDC 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 HKTDC shall, in addition, be entitled to immediately terminate the Exhibitors' 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 the complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with HKTDC 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 Fair Legal Advisor:
- 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;
- (ii) supplies or offers to supply any goods 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.

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.

- (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，
 - a. 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
 - b. 被同一名投訴人投訴最少有四項不同產品或物品侵權；而該等投訴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；
- (ii) 供應或要約供應已應用虛假商品說明的貨品；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。

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。

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

A. Copyright

1. date and place that the work was first made;
2. name of author and name of owner of the work;
3. original work or a certified copy of the original work e.g. design drawings, sketches;
4. proof of ownership of the work. In the event the author of the works is an employee of the complainant, contract of employment;

in the event the author of the works is not the complainant nor an employee of the
5. complainant, copyright assignment evidencing assignment of copyright from author to complainant;

invoice, shipping document or other documents evidencing the date of (i) first sale of
6. the product or article to which the original copyright work relates or (ii) first publication of the relevant copyright work;
7. alternatively, an affidavit of the copyright ownership pursuant to Section 121 of the copyright Ordinance.

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.

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.

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.

A written opinion from the complainant's Hong Kong patent agent or legal advisor that
2. the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair.

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

通告

證明知識產權的存在，擁有權及被侵權的所需文件

A. 版權

1. 作品的創作日期和地點；
2. 作品的作者名稱及擁有者名稱；
3. 原作正本或核證副本，例如設計圖樣及草圖等；
4. 作品擁有權證明。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；
5. 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；
6. 發票、貨運文件或其他文件，而該等文件可證明(1)首次出售有關該版權之產品或物品之日期；或(2)首次發布有關版權作品之日期。
7. 或根據版權條例第一二一條所作之誓章。

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。

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。

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。
2. 由投訴人之專利代理或法律顧問發出之書面意見書，證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由駐場法律顧問因應實際情況要求提供的其他證明文件。

*** 本頁內的資料如有任何改動，恕不另行通知。**

**Appendix 7: Combined Fair Catalogue with the Fair's Official Magazine –
HKTD Optical Offers Exhibitors Greater Benefits****附件 7: 展覽會場刊與大會指定產品雜誌 - 《香港貿發局眼鏡》結合
為參展商締造更多商機**

To better promote exhibitors' products worldwide, the fair catalogue of **HKTDC Hong Kong Optical Fair 2011** will be combined with the fair's official magazine - **HKTDC Optical**.

為更有效地將參展商之產品作全球推廣，「**香港貿發局香港眼鏡展 2011**」展覽會場刊將與大會指定產品雜誌《**香港貿發局眼鏡**》結合。

The revamped issue will include exhibitors' advertisements, fair information, floor plans and exhibitor lists, etc, offering exhibitors greater benefits:
全新版本之雜誌將刊載詳盡的展覽會資訊、展覽廳平面圖及參展商名錄等，為您提供一個有效渠道作全球推廣：

- **Reach more buyers 接觸更多買家**

The revamped magazine has a readership of **62,000**.
該期雜誌讀者人數高達 **62,000**。

- **Multiple channels to reach buyers: the magazine will be circulated to buyers via the following channels
多種渠道接觸買家：該期雜誌將透過以下渠道免費派發**

- distribute FREE at the **HKTDC Hong Kong Optical Fair 2011** and other related fairs;
於「**香港貿發局香港眼鏡展 2011**」及相關展會免費派發；
- directly mailed to buyers selected from the HKTDC's database; and
直接郵寄到香港貿發局資料庫中的合適買家；及
- e-magazine will be sent by email to buyers and will be available at www.hktdc.com.
該雜誌電子版將以電郵方式傳送予買家及於 www.hktdc.com 刊載。

- **Exhibitors' products will be highlighted**

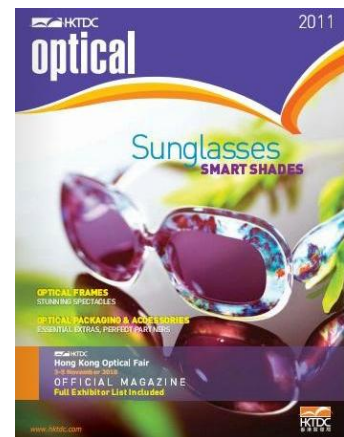
突顯參展商產品：

Exhibitors' full-page advertisements bearing the HKTDC-designed fair label and booth number will be placed at the front of related advertising sections to attract buyer attention.

參展商如在廣告中加入本局提供的「參展標籤」及展台編號，更可免費被安排編印於所屬廣告分類中的較前位置，助您吸引買家的注意。

Please refer to [Official Magazine Advertisement Order Form](#) for advertising details. Thank you for your kind attention.
有關廣告詳情，請參閱**大會指定產品雜誌廣告預訂表格**。謝謝！

Hong Kong Trade Development Council
香港貿易發展局



Appendix 8: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the **3-day** event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 5 November 2011**. According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on **5 November 2011**, 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 Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

附件 8: 撤館規則

本局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 11 月 5 日下午 5 時前把展品搬離會場**。參展申請表內的展覽會規則第 45 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 **11 月 5 日** 下午派員巡察各展館，如發現展商違規，本局將即時發出警告信。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，本局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。

Circular / 通告

1 : Important Exhibition Regulations / 展覽會重要規則

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them.

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

1. **Displaying relevant exhibits 展示合適展品**

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.

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。

2. **Sub-letting is forbidden 禁止分租**

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.

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本局舉辦的所有展覽活動。

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

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) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
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) allow its own employee to solicit business for itself,
容許其僱員招攬生意。

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.

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。

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.

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。

3. **Receiving buyers with courtesy 有禮接待買家**

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. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

根據香港歧視條例，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，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會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。

4. Move-out Regulations 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 (5 November 2011, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

特此通告各參展商需嚴格遵守大會的撤館時間，**不得於展覽指定結束時間（2011年11月5日5時正）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。

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 to move out early, the Organiser reserves the right to reject future applications of the exhibitor.

為進一步提高展覽會質素及避免同類事件發生，本展職員會於2011年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，本局有權取消違規公司的參展資格，敬希留意。

2 : 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 HKCEC (Please refer to **FORM 5** in the "Order Forms").

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)，本局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，避免依賴香港會議展覽中心提供之無線上網服務(申請程序請見「申請表格」內的表格5)。

All exhibitors are kindly reminded that the free **Wireless LAN service operated by HKCEC 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. As a alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated public areas of the Fair for free broadband connection by both exhibitors and buyers.

各參展商亦必須注意會展中心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業超過10分鐘，無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定公眾地點設立免費上網服務，為參展商及買家提供多一個免費寬頻服務的渠道。

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Expo Drive Entrance or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

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，請前往博覽道入口大堂之服務台或致電熱線 (852) 2582 1846 / 2582 1849。

3 : New Measures on Raw Space Stand / 展覽淨地攤新措施

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands on raw space will be implemented from 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.

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，實施展覽淨地自建攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

Section 部份	Items 內容
4.2	Information submission / 提交資料 Please note the deadline for submission of raw space contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor/Contractor. 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1200港元(150美元)的遲交罰款。
4.2.2	Site work deposit / 施工按金 Calculation based on HK\$200/sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively. 按金以每平方米200港元計算。蓋建雙層展覽攤位必須繳交雙倍按金。而最低及最高的金額分別為5,000港元及50,000港元。
4.2.3	Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 1-5 November 2011. 承建商必須購買有效及不少於港幣1000萬保額之公眾責任保險有效期須包括進場、展覽期間及離場(即2011年11月1-5日)。
4.2.4	Hall rental charges for over-time move-in and move-out 進場及離場超時租場收費。
4.2.5	Maximum booth height – Update. 攤位高度限制之更新。
4.2.6	Structural Safety Certificate / 展覽攤位結構安全證明書 A structural safety certificate must be submitted for all custom-built stands on raw space exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of a Registered Structural Engineer (RSE). The RSE shall verify the stability of the stand by completing the structural safety certificate. 所有高度超過2.5米的展覽空地攤位、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，詳情可參照《建築地盤(安全)條例》第59章。

	<p>No stand construction at 4500mm in height or above may be erected unless a RSE has verified the design (with calculations) for stability. 攤位高度達 4.5 米或以上必須由註冊結構工程師<u>以數據證明</u>其設計圖則的穩定性後，方可搭建。</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. For the latest RSE registry information, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html. 有關<u>註冊結構工程師</u>的名單及聯絡電話，請瀏覽屋宇署網頁 http://www.bd.gov.hk/chineseT/inform/c_rse_1.html。</p> <p>The said certificate should be submitted to the Organiser by dropping it into the collection box situated at the nearest Technical Services Counter by 1800 hrs on the last move-in day, i.e. 2 Nov 2011. If this rule is not observed, the Organiser and/or the Venue Operator reserve the right to prohibit all access to the Stand. 所有結構安全證明書須於最後進場日（即 2011 年 11 月 2 日）下午 6 時或之前投放到鄰近之「攤位設施」展位之收集箱。如不遵守此規定，主辦機構/展館營運者有權禁止所有人士進入有關攤位。</p>
4.2.13	<p><u>Green Card Policy / 平安咭</u></p> <p>Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld Expo (AWE) have concurrently agreed to endorse the Contractor Green Card System at HKCEC. With immediate effective, contractors entering the Centre for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the fairground. 勞工處、香港展覽會議業協會、香港會議展覽中心（以下簡稱「會展」）及亞洲國際博覽館已達成共識，同意在會展推行「平安咭」措施並已生效。凡進入會展裝拆攤位的 建商必須持有有效的建築業安全訓練證明書，即「平安咭」。其目的是確保承建商在展館工作前已受到強制的的基本安全訓練。</p> <p>All stand fitting contractors must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. 凡進入會展工作的 建商，必須持有平安咭並須清楚地展示出來。否則，會展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>Please feel free to contact the Event Planning & Co-ordination Team of HKCEC at (852) 2582 8888 should you need further assistance. 如有任何查詢，可致電（852）2582 8888 與會展項目策劃及統籌部聯絡。</p>
4.2.14	<p>Points should be complied with by the Exhibitor and his/her appointed Contractor. 參展商及其承建商須注意及遵守事項。</p>
4.2.15	<p>Deduction of site work deposit. 施工按金罰則。</p>

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 forfeiting totally the site work deposits lodged with us.

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

For queries, please feel free to contact **Ms. Cerise Kwong** at Tel (852) **2240 5519**.
如有查詢，請致電與**鄺殷漫小姐**（電話：(852) **2240 5519**）聯絡。

4 : Safety Measures on On-Site Construction / Dismantling Work / 展覽活動施工場地安全守則

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre, with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labor Department** and **Occupational Safety & Health Council**. Details are as below: -

為確保展覽活動施工場地安全，香港會議展覽中心將根據**勞工處**及**職業安全健康局**的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 meter or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
為確保安全，展覽期間香港會議展覽中心內**禁止任何人士使用高度超過2米梯子**。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告（隨附表格樣本以供參考）。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。

- 2) All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest**.
任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律**必須穿上反光背心**。
- 3) Workers are required to **wear safety belt** while construction activities are carried out at 2 meters or more above the ground.
於距離地面2米或以上高度施工的工人**必須配戴安全帶**。
- 4) If this rule is not observed, HKCEC and the Organisers will have the right to stop the relevant construction activity immediately.
如有違規者，香港會議展覽中心及主辦機構有權立即制止有關搭建工程進行至符合安全標準。

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact **Ms. Cerise Kwong** at Tel (852) 2240 5519. You may also visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety. 請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與**鄭殷漫小姐**（電話：(852) 2240 5519）聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/eng/public/content2_8b.htm。

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 來自香港以外的參展商

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.
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。有意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。

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.

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. Exhibitors from Chinese mainland 中國內地參展商

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.

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. Hong Kong Exhibitors 香港參展商

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.

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。

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 Hong Kong Trade Development Council.

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，歡迎聯絡香港貿易發展局。

6 : Caution on Third Party Promotion Offers from FAIR GUIDE / EXPO-GUIDE

小心處理由第三者 (FAIR GUIDE / EXPO-GUIDE) 提供之推廣優惠

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that another company under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")) has sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that neither the Fair Guide nor the Expo Guide has any connection with the HKTDC or any of our fairs.

香港貿易發展局獲悉參展商曾獲獲Fair Guide（由Construct Data所擁有）的邀請，在其指南中刊登名錄，費用由參展商負責。香港貿易發展局最近發現另一公司Expo Guide（由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有）亦向參展商發出類似信件，邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿易發展局特此澄清及重申：Fair Guide或Expo Guide概與香港貿易發展局或本局的任何展覽完全無關。

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations. 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.

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。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已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

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 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.

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 與Commercial Online Manuals可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals, you should notify Construct Data and/or Commercial Online Manuals 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.

本局並不建議閣下簽署任何從Construct Data及/或Commercial Online Manuals收到之文件。如閣下在錯誤情況下與Construct Data及/或Commercial Online Manual訂立合約, 閣下應以書面通知Construct Data及/或Commercial Online Manuals指出基于錯誤或被誤導之情況下簽署該文件, 有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, please visit

<http://www.ufi.org/pages/thetradefairsector/fairguide.aspx>.

欲瞭解更多信息關於UFI 對Fair Guide, Expo Guide, Construct Data 與Commercial Online Manuals採取之行動, 請瀏覽此網頁<http://www.ufi.org/pages/thetradefairsector/fairguide.aspx>。

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

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider 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 HKTDC would like to clarify that it has NOT appointed any payment solution providers in ALL HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

香港貿易發展局(香港貿發局)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。香港貿發局特此澄清本局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。

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the [HKTDC Hong Kong Optical Fair](#). Should you have any questions, please contact [Ms. Joyz Yuen](#), Exhibitions Project Manager at (852) 2240 4808.

香港貿發局並提醒所有參展商不得在[香港貿發局香港眼鏡展](#)期間進行零售活動。如有任何疑問, 請聯絡展覽項目經理[袁詠欣小姐](#)(電話:(852)2240 4808)查詢。

註: 通告內容若有差異, 應以英文版本為準。

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

表格五
FORM 5

[規例第 38F(1)條]
[reg. 38F(1)]

建築地盤(安全)規例
棚架

每十四日一次或在其他場合執行的檢查結果報告
本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations

SCAFFOLDS
REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

*Form approved by the Commissioner for Labour for the purposes of
regulation 38F(1) of the Construction Sites (Safety) Regulations*

有關棚架的說明或所在地點 Description or location	檢查日期 Date of inspection	檢查結果 註明該座棚架是否處於安全操作狀態 Result of inspection State whether the scaffold is in safe working order	檢查者簽署及職階 Signature and designation of person who made the inspection
(1)	(2)	(3)	(4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

CSSR-F5

A Sample of Form 5

中小企業市場推廣基金

棋先一着

把握推廣良機



東莞

上海

廣州

法蘭克福

杜拜



北京

拉斯維加斯

東京

深圳

杜塞爾多夫



華沙

新加坡

漢諾威

科隆

紐倫堡

中小企業市場推廣基金

目的

透過資助中小企業參與出口推廣活動，從而協助其擴展境外市場。

申請資格

所有在香港按照商業登記條例(第310章)登記的中小企業。

「中小企業」指任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。

資助範圍

- 參與境外商品展銷會、展覽及考察團，及以出口市場為主的本地商品展銷會和展覽。
- 在以出口市場為目標對象的印刷貿易刊物刊登的廣告。
- 在合資格貿易網站上刊登的廣告。

由主辦機構收取的參展費，交通費，酒店住宿開支及貿易刊物/合資格貿易網站的廣告費，可獲基金資助。

資助金額

每家中小企業的最高累積資助上限為15萬元。每次成功申請，最高的資助額為申請企業繳付受資助項目總費用的50%或5萬元，以較低者為準。

申請手續

在出口推廣活動完結日、刊登廣告的貿易刊物出版日或在合資格貿易網站展示廣告開始日起計的六十個曆日內，親身或以郵遞方式連同下列文件遞交申請：

- 填妥的申請表格；
- 申請企業的有效商業登記證副本；
- 簽署申請表格的授權人士的有效香港身份證或護照副本；
- 申報出口推廣活動的小冊子，刊登有關廣告的貿易刊物正本，或顯示有關廣告的網頁列印紀錄並由網站服務提供者加簽證明；
- 申報開支收據正本和副本，以及完成參與活動的證明；
- 參與活動代表為申請企業東主/僱員的證明（如強制性公積金記錄）；及
- 商業登記署的Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

申請表格可於工業貿易署索取，或從中小企業資助計劃網頁 www.smefund.tid.gov.hk 下載。有關申請手續的詳情，請參閱申請指引。

如有查詢，歡迎聯絡：

九龍彌敦道700號工業貿易署大樓四樓工業貿易署
中小企業市場推廣基金組

電話 : 2398 5127 / 2398 5125
傳真 : 2391 2646 / 3525 0329
電郵 : emf_enquiry@tid.gov.hk
網頁 : www.smefund.tid.gov.hk

SME Export Marketing Fund

It's your move



SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) expand markets outside Hong Kong through funding them to participate in export promotion activities.

Eligibility

SMEs that are registered in Hong Kong under the Business Registration Ordinance (Chapter 310).

"SMEs" are any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

Scope

- Participation in trade fairs/exhibitions and business missions outside Hong Kong, as well as local trade fairs/exhibitions which are export-oriented.
- Advertisements on printed trade publications targeting export markets.
- Advertisements on eligible trade websites.

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or eligible trade websites can be funded.

Amount of Grant

The maximum cumulative amount of grant an SME may obtain from the EMF is \$150,000. For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less.

Application Procedures

An SME should submit application for grant within 60 calendar days after the completion date of the concerned activity; the issue date of the trade publication containing the advertisement; or the commencement date when the advertisement is put on the eligible trade website. Application can be submitted either in person or by post with the following supporting documents:

- A completed application form;
- A photocopy of the valid Business Registration (BR) Certificate of the applicant;
- A photocopy of the valid Hong Kong Identity Card or Passport of the authorised person signing the application form for and on behalf of the applicant;
- Brochure of the concerned export promotion activity; original copy of the trade publication containing the concerned advertisement; or printout of website showing the advertisement and certified by the website service provider;
- Original and copy of receipts in relation to the declared expenditures plus evidence to substantiate the applicant's participation in the activity;
- Evidence showing the representatives attending the activity are employers/ employees of the applicant (e.g. Mandatory Provident Fund records); and
- Form 1(a) of the BR Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

Application form is obtainable free of charge at Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at www.smefund.tid.gov.hk. For details, please refer to the Guide to Application.

For enquiries, please contact:

SME Export Marketing Fund Unit
Trade and Industry Department
4/F, Trade and Industry Department Tower
700 Nathan Road, Kowloon
Tel. : 2398 5127 / 2398 5125
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Homepage : www.smefund.tid.gov.hk