



Welcome Kit

Dear Exhibitor

Welcome to the HKTDC Hong Kong International Optical Fair 2023. Please find the welcome kit, which contains various essential information for your perusal. Grateful if you could spend a few minutes to read through all the important circulars. Thank you and wish you every success in the event.

- 1) Booth Curtain with Hooks*
- 2) Important Information – Services to Exhibitors (**Appendix 1**)
- 3) Move-in / out arrangement (**Appendix 2**)
- 4) Move-out Regulations (**Appendix 3**)
- 5) e-Badge for Exhibitors and Buyers (**Appendix 4**)
- 6) Maximise Your Exhibition Effectiveness with hktdc.com Sourcing, Click2Match & Scan2Match Platform (**Appendix 5**)
- 7) Overnight Storage for Valuable Exhibits (**Appendix 6**)
- 8) Exhibitor’s Brief on Protection of Intellectual Property Rights (IPR) (**Appendix 7**)
- 9) Guide to Zones and Group Pavilions (with Booth Legend) (**Appendix 8**)
- 10) Guidance to Custom Built exhibitors for on-site usage of electricity (**Appendix 9**)
- 11) Exhibitor Alerts during on-site (**Appendix 10**)
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* Booth curtain with hooks are for standard booth and premium booth exhibitors only



致各參展商，

歡迎貴公司參加香港貿發局香港國際眼鏡展 2023，現附上以下幾項重要資料，煩請檢查已領取的資料是否齊全。另外，希望閣下可花幾分鐘寶貴時間，詳細閱讀有關的各項注意事宜。在此多謝大家對我們的一貫支持，並祝展出成功！

- 1) 攤位掛簾連掛鈎*
- 2) 重要資料 - 主辦機構為參展商安排的服務 (附件 1)
- 3) 進館及撤館安排 (附件 2)
- 4) 撤館規則 (附件 3)
- 5) 參展商及買家電子入場證 (附件 4)
- 6) 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益 (附件 5)
- 7) 貴重展品通宵貯存服務 (附件 6)
- 8) 有關保護知識產權措施及參展商須知 (附件 7)
- 9) 展區及展館指南〔附展位位置圖例〕 (附件 8)
- 10) 特裝參展商注意事項 -現場使用電力指引 (附件 9)
- 11) 參展商現場注意事項 (附件 10)
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攤位搭建	特裝參展注意事項	11
	展覽活動施工場地安全守則	12
	棄置建築廢料及展品	13

*攤位掛簾連掛鈎只適用於標準及特級攤位之參展商

Appendix 1: Important Information / 重要資料

To All Exhibitors / 致各參展商:

Thank you for your participation in the **HKTDC Hong Kong International Optical Fair 2023**. In order to provide more convenience to all participating companies, we would like to remind you of the followings:
歡迎參加香港貿發局香港國際眼鏡展 2023。為了給各參展公司提供更多方便，大會將會有以下安排：

1. Cluster of Servicing Facilities / 綜合服務設施

Fair Management Office, Sales Office, Technical Service Counter, Business Centre, Media Centre and IPR Office, please see **Appendix 1.1** for more details.

主辦機構辦事處、攤位預訂處、攤位設施服務台、商務中心、新聞中心及知識產權辦事處，詳情請參閱**附件 1.1**。

2. Fair Management Office / 主辦機構辦事處

Fair Management Offices will be set up at Room G202 at Mezzanine 2, Phase II, HKCEC. Please proceed to the Fair Management Office if you require any assistance from the Organiser.

主辦機構辦事處設於會展第 2 期大堂中樓 2 之 G202 室。如有任何查詢請往主辦機構辦事處尋求協助。

3. Technical Service Counter / 展台設施服務櫃檯

The Technical Service Counters will start operating on 7 November from 08:30am at Hall 1A & Grand Hall. If you have any inquiry concerning the booth facilities, please proceed to the Technical Service Counter for assistance.

展台設施服務櫃檯將設於 11 月 7 日上午 8 時 30 分開始於展覽廳 1A 及大會堂為參展商服務。有關一切展台設施事宜，請直接與展台設施服務櫃檯聯絡。

4. Fair Catalogue 展覽會場刊

Fair Catalogue could be downloaded from [fair website](#). Please check your company and product information very carefully. In case there is any error or omission, please report to us immediately at Fair Management Office no later than 8:00 pm on 7 November 2023.

展覽會場刊可於[展覽會網站](#)下載。請各參展商仔細核實貴公司及產品之有關資料，如發現任何錯漏之處，請即與主辦機構辦事處聯絡，一切更正將於 2023 年 11 月 7 日下午 8 時停止受理。

**5. Deposit-free Cabinet Keys / 免按金地櫃鎖匙**

Deposit-free keys are set in the cabinets provided by us. Please leave the keys in place when you move out on 10 November 2023.

大會提供之地櫃均已配備免按金鎖匙。請各參展商於 2023 年 11 月 10 日離開會場時把鎖匙放回原位。

6. Transportation Worker 運送工人

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter the exhibition venues via other entry points on the same day. Workers without a valid hand band will be requested to leave the venue at once.

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發一手帶以作識別。工人取得手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

6. Protection of Intellectual Property Rights / 保護知識產權

All exhibitors must observe Intellectual Property Rights. All infringement complaints must be reported to and handled at the IPR Office located at Room G204 at Mezzanine 2, HKCEC (if you are approached by any complainant at your booth, you should refer the complainant or their representative to the IPR Office); our IPR (intellectual Property Rights) Task Force will be there to help you in accordance with our standard procedures. To substantiate your case, please bring along relevant documents such as patent, trademark, design certificate or original design drawings. If deemed necessary, we will arrange for our lawyer to offer legal advice on the case. (Please refer to the Exhibitor Brief for details.)

An IPR inspection team will be appointed by the Organiser to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

各參展商必須保護知識產權。如有任何侵權投訴，請往設於會展第 2 期大堂中樓 2 之 G204 室之知識產權辦事處辦理。屆時本局將有保護知識產權之專責小組按既定程序為閣下理有關投訴(若有任何人士在閣下攤位提出侵權投訴，請轉告有關人等前往保護知識產權辦事處辦理有關手續)。惟投訴人需備有足夠證明文件如註冊商標、專利權、設計證書或有關設計原稿，主辦機構方可受理有關個案。如有需要，本局會安排大會律師就個案提供法律意見。(詳情請參閱附件之參展商須知。)

由主辦機構成立的知識產權巡查小組，將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品，展商必須遵從大會規定，立刻把展品收回。

7. Prayer Room / 祈禱室

Prayer room is located at Hall 1A Concourse.
祈禱室將設於展覽廳 1A 大堂。

8. Health & Comfort Come First at Smoke-Free HKCEC / 無煙環境 健康舒適 香港會議展覽中心

From 1 January 2006, the Hong Kong Convention and Exhibition Centre will become a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue management's commitment to providing a comfortable, health-conscious environment at the world-class facility.

由 2006 年 1 月 1 日起於香港會議展覽中心範圍內禁止吸煙。此舉旨在與國際慣例看齊，並順應參觀人士及參展業者的訴求，同時亦顯示會展中心管理公司致力為這個世界一流的展覽設施提供一個健康舒適無煙環境的決心。

9. Protect the Environment, Reduce Wastage / 保護環境，減少廢物

To protect the environment and encourage collection of recyclable materials, you are advised to minimise publicity materials printed and use recycled papers. In addition, the Organiser will set up waste separation bins to collect recyclable materials.

為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也於場內設置分類回收箱，加強回收物料，循環再造。

10. Fire Emergency Procedures / 火警發生應變措施**If you detect fire or smoke / 當發現火警或煙霧**

- Activate the nearest fire alarm station if possible and safe to do so.
在安全情況下，按動最就近之火警鐘
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
立即由最就近出口(綠色緊急出口指示牌)離開火警現場；切勿使用升降機
- Close doors behind you.
緊閉身後防煙門
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.
由最就近出口(綠色緊急出口指示牌)離開大樓；切勿使用升降機

In case of fire alarm / 當火警鐘響起

- 1) If you hear a fire alarm / 當聽到火警鐘聲
 - Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
 - Continue as normal should fire alarm be discontinued.
火警鐘聲停止後一切活動回復正常

- 2) If you hear a fire alarm evacuation announcement or instruction / 當聽到火警疏散廣播指示
 - Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
立即由最就近出口(綠色緊急出口指示牌)離開火警現場；切勿使用升降機
 - If you encounter smoke in the stairway, use alternate exits where available.
如在梯間遇到濃煙，改用其他出口
 - Do not attempt to remove vehicles from parking garage or loading docks.
切勿試圖把車輛駛離停車場或貨物起卸區
 - Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
 - Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.
離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

11. Your Valuable Suggestions Are Welcome / 歡迎提供寶貴意見

Your suggestions are valuable to us for the fair's improvement. Please complete the Questionnaire to be distributed to all exhibitors in the morning of 8 November. Our staff will collect the completed Questionnaire in the afternoon; or you can return it to HKTDC by mail or by fax after the Fair.

閣下提供之寶貴意見，將對我們日後展覽之改善工作有莫大幫助。請抽少許時間，填妥於 11 月 10 日早上送往攤位之問卷。當日下午將有工作人員到閣下攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到香港貿易發展局收。

12. Move-in & Move-out of the Exhibits / 展品進場及撤場安排

For security reason, exhibitors are required to pay special attention to their own exhibits during the move-in and move-out period. Exhibitors are strongly advised to station at the booth until their exhibits have been moved out by their freight forwarders. **Please do not leave any exhibits unattended.**

為保安理由，在進館及撤館期間，請特別小心看管參展商的展品。撤館期間，請參展商於展品撤離場之後才離開，切勿將展品留於展台內。

13. Food & Beverages 食品及飲料

According to the regulations of the Hong Kong Convention & Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition Halls or at the restaurants. In order to maintain a clean and tidy exhibition environment, consumption of food is not recommended in the booth.

根據香港會議展覽中心規例，參展商不得攜帶外來食物及飲料進入會場。如需進食，可到會場內的飲食部或餐廳。為確保展覽會場的衛生及整潔，參展商應盡量避免在其攤位內飲食。

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

謹祝 貴公司展出成功。

Hong Kong Trade Development Council
香港貿易發展局

Attachment 1.1 (附件 1.1)**HKTDC Hong Kong International Optical Fair 2023 - Cluster Of Servicing Facilities**
香港貿發局香港國際眼鏡展 2023 - 綜合服務設施

FAIR MANAGEMENT OFFICE 主辦機構辦事處		
<u>Location 地點</u> Rm G202, 2/F, Mezzanine 2 大堂中樓 2 - G202 室	<u>Tel 電話</u> 2582 1900	<u>Fax 傳真</u> 2582 8961
Enquiries / assistance pertaining to your participation 處理參展商查詢及提供協助		
TECHNICAL SERVICE COUNTER 展台設施服務櫃檯		
<u>Location 地點</u> Inside Hall 1A (near booth 1A-A24) 展覽館 1A 內 (近 1A-A24) Grand Hall (near GH-A36) 大會堂內 (近 GH-A36)	<u>Tel 電話</u> 2582 8412 2582 1472	Enquiries concerning booth facilities / electricity 攤位設施及電力查詢
BUSINESS CENTRE 商務中心		
Hall 1C Concourse 展覽廳 1C 大堂	Tel 電話: 2582 1823 Fax No 傳真: 2582 1824	Provide outgoing fax & photocopy service only 只提供外發傳真及影印服務 Please ask sender to state clearly the recipient's company name, booth no. and whether delivery service is required 請要求發傳真者註明收傳真者之公司名稱、攤位號碼及是否需要專人速遞。
CUSTOMER SERVICE CENTRE 客務中心		
Official Air Express - by S.F. Express (Hong Kong) Limited	速遞 – 由順豐速運(香港)有限公司提供	Tel 電話: 2929 2929 Hall 1C Concourse 展覽廳 1C 大堂
Freight Forwarder - Provided by Hansen Exhibition Forwarding Ltd.	貨運代理 – 由韓生展覽貨運有限公司提供	Tel 電話: 2367 2303 Rm G104, 1/F, Near Hall 1B Entrance 1 樓近展覽廳 1B 入口 - G104 室
OTHER SERVICE 其他服務		
Exhibitor Locator System (Next to Information Counters) 參展商資料索引 (設於詢問處旁)		Hall 1D Concourse 展覽廳 1D 大堂
Self-Help Battery Charging Service 自助充電服務		G/F: Near Harbour Road Café 地下: 港灣道 Café 旁
Hong Kong Tourism Board Service Counter 香港旅遊發展局諮詢服務櫃檯		Hall 1D Concourse 展覽廳 1D 大堂
Wireless LAN Service Support 無線上網服務支援		HKCEC Information Counter (Expo Drive Entrance) 香港會議展覽中心服務台(博覽道入口大堂) Tel 電話: 2582-1846 / 2582-1849
SALES OFFICE 攤位預訂處		
Room G202, Mezzanine 2 大堂中樓 2 - G202 室	Tel 電話: 2582 1900	Booth reservation and general sales enquiries 預訂來屆攤位及查詢參展事宜
Grand Foyer 大會堂前廳	Tel 電話: 2582 1709	
IPR OFFICE 知識產權辦事處		
Room G204, Mezzanine 2 大堂中樓 2 - G204 室	Tel 電話: 2582 8970 Fax 傳真: 2582 8972	Handle the IPR cases & enquiries 處理有關知識產權事宜
MEDIA CENTRE 新聞中心		
Expo Drive Entrance 博覽道入口	Tel 電話: 2240 5671/72 Fax 傳真: 3521 1705	Exhibitors are welcome to place company press kits here 歡迎各參展商擺放公司新聞稿件

Appendix 2 Move in/out Arrangement & Use of Vehicle Permit

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (7 November) and move-out day (10 November) of the HKTDC Hong Kong International Optical Fair 2023. 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 7 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

e-Vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day (7 November) and throughout the exhibition period (8-10 November). The permit is **only valid for use at the specified dates and times** indicated on the permit.

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named “Go HKCEC” before entering HKCEC loading area**. Drivers have to download the newly launched “Go HKCEC” App to their mobile phones before accessing the loading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a ‘ticket’ and Entry QR code to enter loading area of HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.

- **HKCEC Marshaling App “Go HKCEC” <NEW>**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called “Go HKCEC”. Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)

Apple Store	Google Play	APK File (Huawei / Xiaomi / VIVO)



Move-in /out Arrangement <IMPORTANT>

1. Move-in Day 7-Nov: GF Mode
2. Move-Out Day 10-Nov: GF Mode

* They are **NOT** required to queue up at Tsing Yi vehicle marshalling area.

Types of Entry Mode

Please look for remarks under “Time of Entry” on vehicle pass

Geofence Mode (GF)

- Vehicle is required to get queue ticket from the App by scanning the e-Vehicle permit
- Check-in outside of the restricted area
- Drive to HKCEC with the Entry QR Code shown on the App



Download "Go HKCEC" mobile app for entry QR code
下載「香港快運展」手機應用程式以獲取入場二維碼
e-Vehicle Permit Sample (For Ref only)

• “Go HKCEC” User Guide Video

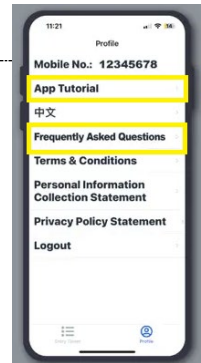
- <https://www.youtube.com/watch?v=brVUg74pakI>



“Go HKCEC” Hotline: 2582 7130

• Browse App tutorial and other useful information on the App

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”



The e-Vehicle permit are for loading and unloading only. No Parking is allowed. Maximum time limit is **45 minutes**. Private vehicles are not permitted to enter the loading area. 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 7 and 10 November. The charges are as follows:

The charges are as follows:

	Every 30 mins (or part thereof)
First 45-mins (after clock in)	Free
First 2 hours after 45 mins	HK\$100
After 2 hours & 45 mins	HK\$150
Each 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.

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 enquiries. Thank you for your understanding and cooperation.



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 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發局香港國際眼鏡展2023，本局將於上述展覽會之進館日（即11月7日）及撤館日（即11月10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電子車證，方便於展品進場日(即 11 月 7 日)及展覽期間(11 月 8 日至 10 日)進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

- 「會展快運易」手機應用程式 <新>

展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

- 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)

進場/撤館程序 <重要>

1. 進館日 11月7日: 禁區打卡模式 (GF Mode)

2. 撤館日 11月10日: 禁區打卡模式 (GF Mode)

* 貨車/輕型客貨車無需預先到青衣車輛等候處輪候。

入場模式

請留意許可證上「進場時段」的標示

禁區打卡模式 (GF Mode)

- 需要在手機應用程式上掃描電子版車輛通行證並取籌
- 籌號被叫後於禁區外打卡
- 前往會展並使用手機應用程式上之進場二維碼入場



• 「會展快運易」教學影片

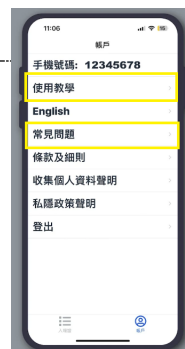
- <https://www.youtube.com/watch?v=zkuU3qEP7isA>



「會展快運易」熱線: 2582 7130

• 於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用，時限為 **45 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。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7及10日** 實施進場車輛使用時間收費計劃。有關收費如下：

每半小時收費(或不足半小時)

車輛進場後首四十五分鐘	免費
其後兩小時內	港幣 100 元
超過兩小時及四十五分鐘	港幣 150 元
遺失進場計時卡(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

於進館及撤館其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。

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

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 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 HKTDC Hong Kong International Optical Fair (“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 10 November 2023**. According to clause 46 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 **10 November 2023**, those exhibitors who violated such rule will be served a warning letter.

Performance Bond

If an exhibitor violates the rules in HKTDC Hong Kong Optical Fair 2023 and receives a warning letter issued by HKTDC, the exhibitor must place a deposit (performance bond) when they apply for the Fair 2024. The amount of the performance bond is based on exhibitor’s booth size as follows:

Booth Area in 2024	Performance Bond Amount
6-35 sq.m.	HK\$5,000 / US\$650
36-89 sq.m.	HK\$10,000 / US\$1,300
90-161 sq.m.	HK\$20,000 / US\$2,600
162 sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for HKTDC Hong Kong International Optical Fair 2024.

The application of the Fair 2024 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during the Fair 2024, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor’s turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council

附件 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 11 月 10 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 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 11 月 10 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。

違規罰款按金

如參展商於 2024 年香港國際眼鏡展(“展會”)違反展覽會規則 46 條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與 2024 年展會時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2024 年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於 2024 年展會參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於展會 2024 的申請。

如參展商於 2024 年再度違規，違規罰款按金將會被沒收。如參展商於 2024 年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來展會的選擇攤位次序或取消該公司保留位置的權利，甚至取消未來香港眼鏡展的參展資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

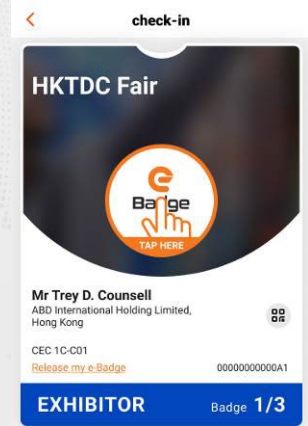
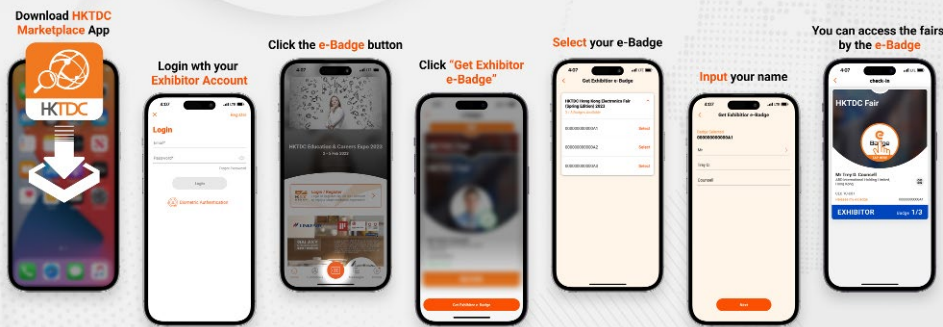
香港貿易發展局

Appendix 4 – e-Badge for Exhibitors and Buyers

HKTDC Marketplace App

Your Smart Sourcing Companion

HOW TO GET YOUR EXHIBITOR E-BADGE



With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, the [HKTDC Marketplace App](#) has been enhanced to upgrade buyer and exhibitor experience..

As part of this enhancement, we have launched the exhibitor e-Badge function within the App for a seamless fairground experience while being environmental friendly. You are highly recommended to make use of this new feature. You and your colleagues are required to **use your own personal device to redeem your own badge through logging in the App with your company Exhibitor Account.**



Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (7 November 2023).

Exhibitors are reminded that the Check-in counters are expected to be very busy on the move-in date, so you and your colleagues are **STRONGLY** recommended to redeem your Exhibitor e-Badge in advance so that you can **DIRECTLY** enter the fairground by showing your e-Badge upon arrival.

For more information, please visit <https://eplussupport.hktdc.com/hc/en-us/sections/16520626832665-e-Badge>.



Feel free to contact us at **+852-1830668**, e-mail exhibitions@hktdc.org or contact the HK International Optical Fair team for further assistance.

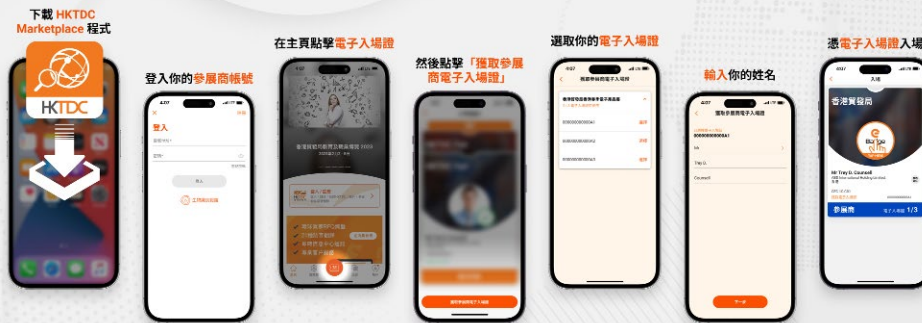
附件 4 – 參展商及買家電子入場證

香港貿發局商貿平台

您的智能流動應用程式



如何取得 參展商電子入場證



隨著流動技術的快速發展，同時為了提供中小企必要的工具以增加商貿配對機會，[HKTDC Marketplace App](#)（貿發局商貿平台應用程式）已新增功能，提升買家及參展商的展會體驗。

為了令企業能夠在數碼時代把握商機，參展商現可在到達會場前透過使用 HKTDC Marketplace App 登入貴司的參展商帳號，預先換領參展商電子入場證（Exhibitor e-Badge）。各參展商需透過個人電子設備（手提電話、平板電腦等）以貴司的參展商帳號登入 HKTDC Marketplace App 以換領其參展商電子入場證。煩請於進館日前（11月7日）安排換領您及貴司同事的參展商電子入場證。



由於我們預計「參展商登記進場櫃位」於進館日將會非常繁忙，因此**強烈建議**您在進場前預先換領有關的參展商電子入場證，以便您可以在抵達時展示 e-Badge 直接進入展覽場地。

更多資訊，可瀏覽：<https://eplussupport.hktdc.com/hc/zh-hk/sections/16520626832665-%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89-e-Badge->

如有任何查詢，可致電+852-1830668、電郵 exhibitions@hktdc.org 或與香港國際眼鏡展項目團隊聯絡。



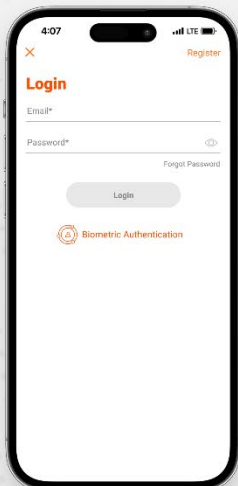
How to Get Your Exhibitor E-Badge

HOW TO GET YOUR EXHIBITOR E-BADGE

Download **HKTDC Marketplace App**



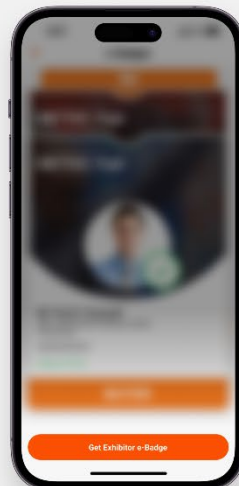
Login with your Exhibitor Account



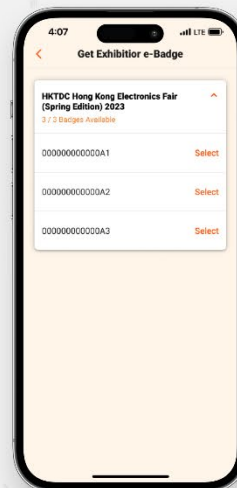
Click the **e-Badge** button



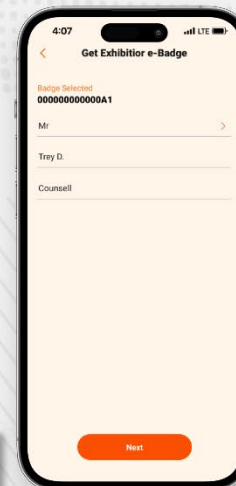
Click "Get Exhibitor e-Badge"



Select your e-Badge



Input your name



You can access the fairs by the e-Badge



**Login your Exhibitor Account with your registered email.
If you forgot your password, please use 'forgot password' button.*

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

For more information, please visit <https://eplussupport.hktdc.com/hc/en-us/sections/16520626832665-e-Badge>

如何取得參展商電子入場證

如何取得 參展商電子入場證

下載 HKTDC
Marketplace 程式



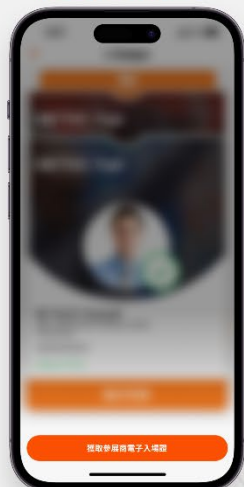
登入你的參展商帳號



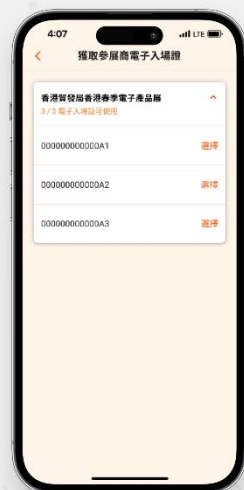
在主頁點擊電子入場證



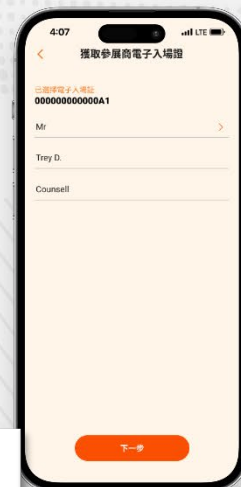
然後點擊「獲取參展商電子入場證」



選取你的電子入場證



輸入你的姓名



憑電子入場證入場



* 使用您的註冊郵箱登錄參展商帳號。

如果您忘記密碼，

請使用“忘記密碼”按鈕。

* 請注意，每台電子設備（如手機）只能兌換一個工作證。

更多資訊，可瀏覽：

<https://eplussupport.hktdc.com/hc/zh-hk/sections/16520626832665-%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89-e-Badge->

Appendix 5: Maximise Your Exhibition Effectiveness with hktdc.com Sourcing, Click2Match & Scan2Match Platform

A Brand-new Hybrid Model



Dear Exhibitor,

A. hktdc.com Sourcing

As your subscription to **hktdc.com Sourcing** has already begun on 8 October 2023, with the commencement of the HKTDC Hong Kong International Optical Fair in November, please be reminded to upload your products to the hktdc.com Sourcing portal so that you can grasp more opportunities to draw the buyers' attention. We are pleased to share to you the following tutorial video(s) on how to upload your product photos / videos. Your product information will be shown on the fair website from 8 October 2023 onwards which will last for 2 months until 7 Dec 2023.

The tutorial videos are available in 3 languages:

English: <https://sourcing.support.hktdc.com/hc/en-us/articles/15031116670361>

Cantonese: <https://sourcing.support.hktdc.com/hc/zh-hk/articles/15031116670361>

Mandarin: <https://sourcing.support.hktdc.com/hc/zh-cn/articles/15031116670361>

B. Click2Match

Please also be informed that starting from 1 November 2023, exhibitors can login the **Click2Match** platform to view the buyers' information and schedule appointments with them for meeting onsite or through video-conferencing (online meetings are available during 8-17 November 2023). You can also find the tutorial videos below for the Click2Match platform below.

English: <https://eplussupport.hktdc.com/hc/en-us/articles/15620327016089>

Cantonese: <https://eplussupport.hktdc.com/hc/zh-hk/articles/15620327016089>

Mandarin: <https://eplussupport.hktdc.com/hc/zh-cn/articles/15620327016089>



C. Scan2Match <Brand-new function>



Continue generating sales leads during and even after the physical fair with **Scan2Match!** Have buyers scan your exhibitor QR code on your booth to obtain a list of potential buyers via Click2Match and continue to connect with them online to explore more business opportunities.

Scan2Match is a new feature of EXHIBITION+ model that enables offline-to-online connection for buyers and exhibitors. Using the HKTDC Marketplace App, buyers can scan the QR codes of exhibitors' booths and product showcases, allowing them to view product / service detail, schedule meetings, add them to favourites list, view the e-floorplan, and even chat with exhibitors and send enquiries during or after the fair to continue the sourcing journey.

A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 7 November (move-in day).

Exhibitors can **access the dashboard via the fair website or hktdc.com Sourcing**, which provides a summary of the buyers' profile including the buyer's name, company, country/region and scan date. Using the Message Centre, exhibitors can initiate a chat with the buyer to start a conversation and build business connections even after physical fair ends.

For more information, please visit: <https://eplussupport.hktdc.com/hc/en-us/articles/20414911990041-Scan2Match-Introduction-Who-has-scanned-my-QR-Code-English-5-min-32-sec>

Sample illustrations and recommended placement of the QR Code could be found at the Appendix to this Circular.

附件 5: 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益

全新融合展覽模式



各參展商:

甲、 「貿發網採購」 (hktdc.com Sourcing)

為期兩個月的「貿發網採購」網上平台推廣服務已經於 2023 年 10 月 8 日開始，請參展商勿忘把產品照片或視頻上載於「貿發網採購」，以吸引更多買家的眼球，爭取更多生意機會。本局特為各參展商準備了以下的教學視頻，以方便參展商可隨時了解如何上載資料。參展商的產品資料將會於 2023 年 10 月 8 日至 12 月 7 日期間於網上展示，為期兩個月。

以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://sourcing.support.hktdc.com/hc/en-us/articles/15031116670361>

廣東話: <https://sourcing.support.hktdc.com/hc/zh-hk/articles/15031116670361>

普通話: <https://sourcing.support.hktdc.com/hc/zh-cn/articles/15031116670361>

乙、 「商對易」 (Click2Match)

此外，由 2023 年 11 月 1 日開始，參展商可以登入「商對易」平台，查看已登記的買家資料，並可以透過「商對易」系統約見買家，於展會的現場進行會議，或透過系統於 11 月 8 至 17 日期間進行視像會議。以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://eplussupport.hktdc.com/hc/en-us/articles/15620327016089>

廣東話: <https://eplussupport.hktdc.com/hc/zh-hk/articles/15620327016089>

普通話: <https://eplussupport.hktdc.com/hc/zh-cn/articles/15620327016089>

丙、

「掃碼易」 (Scan2Match) <全新功能>



使用「掃碼易」 (Scan2Match) 讓展商在展覽期間及之後與買家延續聯繫。買家在展覽期間掃描展商攤位內之專屬二維碼，展商便能透過「商對易」輕鬆收集買家名單並進行線上洽商，尋找更多商機。

「掃碼易」 (Scan2Match) 是「展覽+」模式的新功能，為買家和參展商提供線下到線上的無縫聯繫。買家可以使用 HKTDC Marketplace (香港貿發局商貿平台) 應用程式，在展位和產品陳列櫃中掃描 Scan2Match 二維碼，與展商建立商貿聯繫。方便買家與展商聯絡、發送訊息、預約會議、瀏覽產品 / 服務詳細信息、將其添加入我的最愛以及查看電子平面圖。

在 11 月 7 日 (進館日) 或之前，大會將於當日派發或預先在展商攤位安裝一個實體二維碼展示板。

展商可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 獲取買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。另外，使用訊息中心，展商可以主動聯繫買家，在展會結束後，仍可繼續與已掃描二維碼的買家保持聯繫。

更多資訊，可瀏覽：

<https://eplusupport.hktdc.com/hc/zh-hk/articles/20414911990041-%E6%8E%83%E7%A2%BC%E6%98%93%E7%B0%A1%E4%BB%8B-%E8%AA%B0%E6%8E%83%E6%8F%8F%E4%BA%86%E6%88%91%E7%9A%84%E4%BA%8C%E7%B6%AD%E7%A2%BC-%E5%BB%A3%E6%9D%B1%E8%A9%B1-6%E5%88%86-42%E7%A7%92->

二維碼展示板的樣本和建議擺放方法可參考附件。

Scan2Match FAQ


掃碼易常見問題

Q1	Is there any recommended placement? 有建議的黏貼位置嗎？				
Ans1	<p>Yes. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas. The recommended placement is illustrated for respective booth formats in the Appendix for your reference.</p> <p>有。建議將貴公司專屬的掃碼易二維碼貼於展台面向主通道、離地 1850 毫米高的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。有關不同展台形式的建議位置，請參閱附件。</p>				
Q2	Is the format of QR Code boards standardized? 二維碼展示版是統一的？				
Ans2	<p>Yes. All QR Code are standardised in 210mmHx210mmW size, made of 5mm foamboard.</p> <p>是。大會統一現場所有二維碼展示版之尺寸為 210 毫米高 x 210 毫米寬的 5 毫米厚四方形泡沫板，背有雙面膠紙以便參展商自行黏貼。</p>				
Q3	What should I do if the QR Code broken / missing? 二維碼板損毀 / 遺失怎麼辦？				
Ans3	<p>Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO.</p> <p>如需重印，請提供攤位號碼、聯絡方法予相關的營業代表以便我們為你安排重印及領取。領取地點為主辦機構辦事處。</p>				
Q4	How long does a reprint take? 重印需時多少天？				
Ans4	<p>Please expect the reprint of QR Code would be ready on or before noon the next day.</p> <p>最快於當天或翌日的中午前。</p>				
Q5	What is Scan2Match? 掃碼易是甚麼？				
Ans5	<p>The Scan2Match QR Code is provided for buyers to scan and access your Company's (Exhibitor's) own profile page via the Marketplace APP. For more information, please visit the Scan2Match webpage https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match.</p> <p>掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄並開啟 貴公司的專有頁面。了解更多，請瀏覽掃碼易網頁 https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match (繁) 或 https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match (簡)。</p>				
EN		繁		簡	

Scan2Match QR Code Illustration / Recommended Placement

「掃碼易」(Scan2Match) 二維碼展示板安裝範例

Scan2Match QR Code Sample 「掃碼易」(Scan2Match) 二維碼展示板樣本

<p>Standard Booth / Brand Name Gallery / Premium Booth</p> <p>Material:</p> <ul style="list-style-type: none"> Type A: 210mmH x 210mmW 5mm thick Foamboard, attached with a double-sided clip of 8mm width <p>OR</p> <ul style="list-style-type: none"> Type B: 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side <p>Recommended Placement:</p> <ul style="list-style-type: none"> 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s) 	<p>標準展台 / 品牌廊 / 特級展臺</p> <p>材質:</p> <ul style="list-style-type: none"> A 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 附上 8 毫米寬雙面開合透明夾子 <p>或</p> <ul style="list-style-type: none"> B 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼 <p>建議展示位置:</p> <ul style="list-style-type: none"> 張貼於展台面向主通道、離地 1850 毫米高的可行範圍內
<p>Custom-built Participation (Raw Space)</p> <p>Material:</p> <ul style="list-style-type: none"> Type B: 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side <p>Recommended Placement:</p> <ul style="list-style-type: none"> 1850mmH eye-level, facing the main aisle(s), and/or at the main entrance, reception table 	<p>特裝參展(淨地)</p> <p>材質:</p> <ul style="list-style-type: none"> B 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼 <p>建議展示位置:</p> <p>張貼於展台面向主通道、接待處、離地 1850 毫米高的可行範圍內</p>
<p>Type A:</p> <p>A 款:</p> 	<p>Type B:</p> <p>B 款:</p> <p>Front:</p> <p>前:</p>  <p>Back:</p> <p>後:</p> 

Scan2Match QR Code Recommended Placement

「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

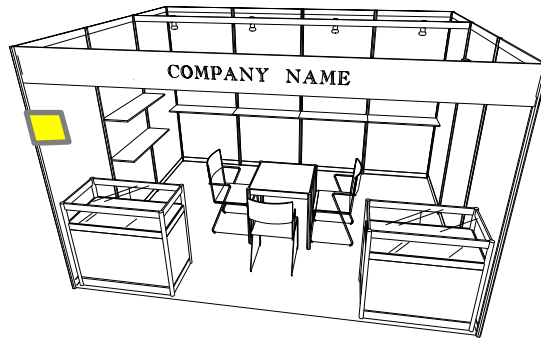
Please install the QR code at 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s).
請張貼於展台面向主通道之左面、離地 1850 毫米高之可行範圍內。



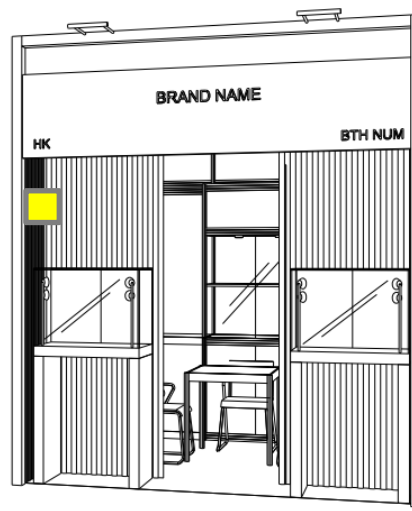
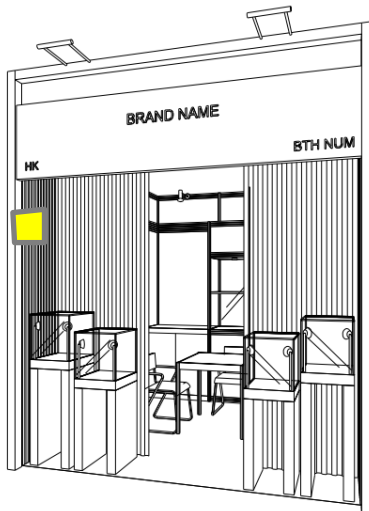
Scan2Match QR Code Foamboard recommended placement

「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

Standard Booth 標準展台

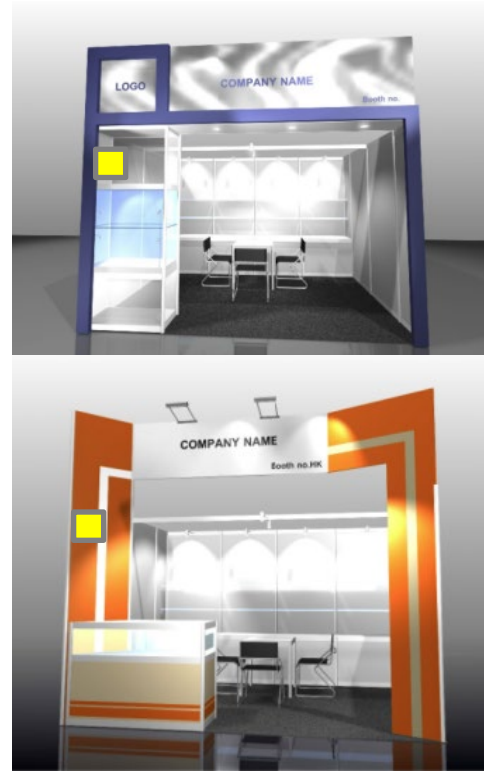


Brand Name Gallery 品牌廊





Premium Booth 特級展臺



Custom-built Participation (Raw Space) 特裝參展(淨地)



**Appendix 5 Overnight Storage for Valuable Exhibits**

To facilitate storage of precious exhibits at night from **7-9 November 2023**, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement.

Format

A strong room will be arranged at **Room G106 at Hall 1C 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.

To Apply

https://hkopticalfair.hktdc.com/pdf/2023/Order_Forms/10.pdf

Deposit & Withdrawal Procedure

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

Operating Hours

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

* The strong room will be closed during day time and exhibitors **must remove all their valuable exhibits from the strong room before 9:30am.**

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 5 貴重展品通宵貯存服務

為方便參展商於 **2023 年 11 月 7-9 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 1C 門外之 G106 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。

申請辦法

https://hkopticalfair.hktdc.com/pdf/2023/Order_Forms/10.pdf

存取時間

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

*保險庫於日間不予開放。參展商必須於上午 9 時 30 分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，一概須自行負責。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



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

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organiser**", "**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 legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors 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 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 TDC 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 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 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.

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 TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' 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 Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organiser's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organiser, 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 -

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

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

A. Copyright

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

OR

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

- 1. date and place that the copyright work was first made or first published;
- 2. name of the author of the copyright work;
- 3. name of the owner of the copyright work;
- 4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;

Appendix 7

5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

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

B. Trade Mark

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

C. Registered Design

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

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

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

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

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，並聘有駐場法律顧問 (「**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 (「**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》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品及其有關物品，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：

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：

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

證明知識產權的存在及擁有權的所需文件

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

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] 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接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

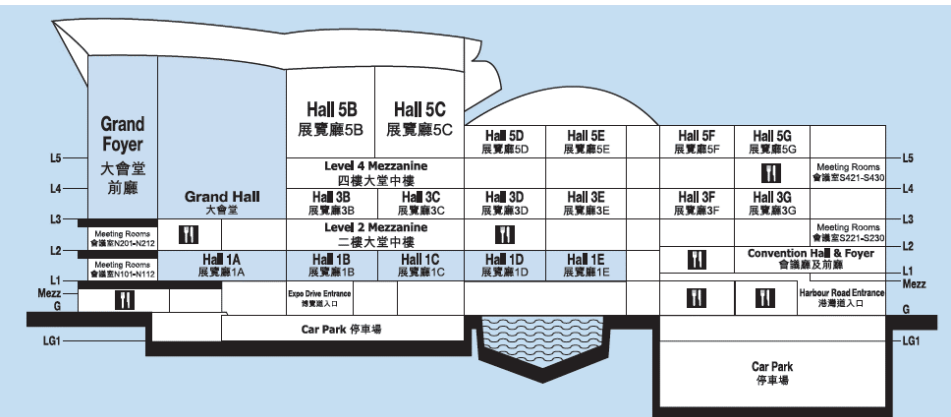
* 本局保留隨時更改參展商須知內的任何內容 (包括但不限於提出投訴的所需文件) 的權利，並無需另行通知。

Guide to Zones and Group Pavilions 展區及展館指南

Appendix 8 附件八

Zone	Hall Location/Site	展區	展覽廳位置/場地
Brand Name Gallery	Grand Hall	品牌廊	大會堂
Contact Lenses & Accessories	Hall 1C	隱形眼鏡及配件	展覽廳1C
Designer Cafe	Grand Hall	設計師雅座	大會堂
Diagnostic Instruments	Hall 1D Concourse	驗眼儀器	展覽廳1D大堂
Eyewear Accessories	Hall 1D	眼鏡配件	展覽廳1D
Frames, Lenses & Parts	Hall 1C-E, Concourse	眼鏡框、鏡片及部件	展覽廳1C-E及大堂
Kids Eyewear & Reading Glasses	Hall 1C	兒童眼鏡及閱讀用眼鏡	展覽廳1C
Optometric Instruments, Equipment & Machinery	Hall 1A	光學儀器、設備及機械	展覽廳1A
Shop Fittings & Equipment	Hall 1D	商店裝置及設備	展覽廳1D
Smart Eyewear	Hall 1C Concourse	智能眼鏡	展覽廳1C大堂
Sporting & Professional Eyewear	Hall 1C	運動及專業眼鏡	展覽廳1C
Trade Services	Hall 1A, C, E, Concourse, Grand Hall	商貿服務	展覽廳1A, C, E及大堂, 大會堂

Group Pavilion	Hall Location/Site	展館	展覽廳位置/場地
Hong Kong Optical Manufacturers Association Pavilion	Hall 1E	香港中華眼鏡製造廠商會展團	展覽廳1E
Italy Pavilion @ Visionaries of Style	Grand Hall	意大利館 @ 視尚廊	大會堂
Japan Pavilion	Grand Hall	日本館	大會堂
Korea Pavilion	Hall 1C	韓國館	展覽廳1C
Mainland China Pavilion	Hall 1A-B, Concourse	中國內地館	展覽廳1A-B及大堂
Mainland China Pavilion-Chongqing	Hall 1C	中國內地館-重慶	展覽廳1C
Mainland China Pavilion-Danyang, Jiangsu	Hall 1C	中國內地館-江蘇丹陽	展覽廳1C
Mainland China Pavilion-Guangdong, Shenzhen	Hall 1C	中國內地館-廣東深圳	展覽廳1C
Mainland China Pavilion-Yintang, Jiangxi	Hall 1C	中國內地館-江西鷹潭	展覽廳1C
Taiwan Pavilion	Hall 1C	台灣館	展覽廳1C
Visionaries of Style	Grand Hall	視尚廊	大會堂





Appendix 9 Guidance to Custom Built exhibitors for on-site usage of electricity

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

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

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

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

Exhibition Services, HKTDC

附件 9 特裝參展商注意事項 -現場使用電力指引

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

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

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

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

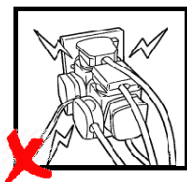
香港貿易發展局 展覽服務部上



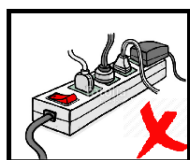
Appendix 10 Exhibitor Alerts during on-site

附件 10 參展商現場注意事項

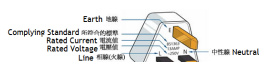
Electricity Supply 電力供應



Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect **one** electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. **HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket.** HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.



參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。**參展商切勿於插座上安裝萬能插頭或拖板**，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。



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).

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)。



For those exhibitors who ordered lighting connections only, please contact the “Technical Services Counter” for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.

參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任，切勿超過負荷。



Fair System & Furniture 攤位結構及傢俱



No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. **No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels or fascia of the booth.** Please request for booth modifications at our Technical Services Counter **ONLY**. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.

攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。



Each square metre of wooden shelf and cabinet top can **only support weight under 3kg**. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.

每米木層板及地櫃櫃面只能負重**不超過三公斤**之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。

基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。

The exhibitor undertakes to indemnify the Organiser 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。

ES Onsite Circular – V4.1



Appendix 11 – Restriction on Custom-built Stand Height

In response to rising environmental and safety concerns, Hong Kong Trade Development Council will lower the maximum height of single-deck custom-built booths in all its fairs with details below:

1. Until **30 April 2023**, based on our Exhibitors’ Manual in Para 4.2.5 Height Limit, the maximum height of single-deck custom-built booths is **4.5m** (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts).
2. Since **1 May 2023**, all new designs of single-deck custom-built booths shall not exceed the height of 4 metres (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts).
3. Based on last circular RSC001/21 on 1 April 2021, re-used single-deck booths at **“4.5m < booth height ≤ 5m”** can be reset up until **30 April 2023**.
4. Starting from **1 May 2023**, re-used single-deck booths at **“4m < booth height ≤ 4.5m”** can be reset up until **30 April 2025**. The booth design must remain unchanged as it was previously submitted to HKTDC for the same show without modification. Any amendments to original design will be treated as new design and subject to height restriction of 4 metres.

We believe that you will support this new initiative in creating a better working environment. If you have any queries, please contact:

Name	Tel. No.	Email
Mr Abel Kwan	(852) 2240 5466	abel.kwan@hktdc.org
Mr Aston Fong	(852) 2240 5459	aston.wh.fong@hktdc.org

Thank you for your kind understanding and cooperation in advance.

Operation Team
Exhibition Services Department





附件 11 – 特裝展位高度限制

香港貿易發展局為促進環保及安全施工，將在其展覽會下調單層特裝展位最高可建高度，詳情安排如下：

1. 於 **2023 年 4 月 30 日** 或之前，單層特裝展位最高可建高度是 4.5 米 (註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。
2. 自 **2023 年 5 月 1 日** 起，所有新設計的單層展位高度不得超越 4 米 (註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。
3. 根據 2021 年 4 月 1 日所發出的通告 RSC001/21，單層重用展位在 **"4.5 米 < 高度 ≤ 5 米"** 將於 **2023 年 4 月 30 日** 後不可再使用。
4. 由 **2023 年 5 月 1 日** 起，單層重用展位在 **"4 米 < 高度 ≤ 4.5 米"** 可重用並延期保留至 **2025 年 4 月 30 日**。重用展位設計必須跟上一屆提交給貿發局同場展覽的圖則相同，並不可作出任何結構性改動。如有任何改動，本局將以新設計論，並將會把展位可建高度下調至 4 米。

本局希望調整限高能締造更好的工作環境，如有任何疑問，請聯絡：

姓名	電話	電郵
關志文先生	(852) 2240 5466	abel.kwan@hktdc.org
方詠鴻先生	(852) 2240 5459	aston.wh.fong@hktdc.org

感謝您理解與合作，謝謝。

展覽服務部 行動組



Security 保安

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

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and procedures:

香港貿易發展局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

1. Opening Hours / 進場時間

Daily morning set-up time is 1 hour before the official opening time of the fair except on the first exhibition day. The opening hours for exhibitors to enter the fairground will be as follows:

除展覽會開幕第一天外，各參展商每日之進館時間為展覽會開放前 1 小時方可進入展館，參展商進館時間將為：

	For Exhibitors 參展商	For Visitors 參觀人士
8 – 10 / 11 / 2023 (Wed - Fri 星期三至五)	08:30	09:30

2. Reinforce Security Patrol / 加強保安巡邏

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

3. Exhibitors' Badge / 參展商工作證

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作證上的攤位號碼，以方便分辨各參展商的身份。

4. Signage / 保安標示

Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.

增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。

5. Booth Curtains / 展台布簾

Booth curtains for exhibition stands will be provided upon exhibitors' check-in for retaining privacy of your exhibits during non-opening hours.

本局於參展商辦理進場登記手續時將提供展台布簾給各參展商，以保障各展台於非開放時間的私隱。

6. Overnight Storage Service / 通宵貯存服務

To facilitate exhibitors to store valuable exhibits after the fair closes each day, the Organiser provides the free of charge Overnight Storage of Valuables service at Room G106 at Hall 1C Entrance (Please refer to **Appendix 5: Overnight Storage for Valuable Exhibits** for details).

為方便參展商於展覽期間晚上貯存貴重展品，主辦機構在展覽廳 1C 門外 G106 室提供免費通宵貯存服務。(詳情請參閱**附件 5: 貴重展品通宵貯存服務**)

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the Organiser. All property and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無須為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。

Exhibitions 展覽會

2: Use of Badge 工作證之使用

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

Persons under 18 will not be admitted.

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商及承建商均需出示有效電子入場證或配帶有關工作證，方可於展會期間、展品進場及離場時間進入會場。

參展商如未滿 18 歲均不准進場。

3 : 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, at its Space or Stand.
容許其僱員招攬生意。

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产品類別展區相符。

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 : 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。

5: Caution on Third Party Promotional Offers from Fair Guide / Expo Guide / Event Fair / FAIR-Guide 請小心處理由第三者(例如 Fair Guide / Expo Guide / Event Fair / FAIR-Guide 等)提供之推廣優惠

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Expo, Fair Guide (owned by Construct Data) for listings in its guide, digital media promotions, etc., at the exhibitors' expense. They even put fair logos on its invitation letters to create confusion to the exhibitors. It has also come to HKTDC's attention that another two companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair and AVRON have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing / digital media promotion. The HKTDC would like to stress that the Fair Expo, Fair Guide, the Expo Guide, the Event Fair and the AVRON has NO CONNECTION with the HKTDC or any of our fairs.

香港貿易發展局獲悉參展商曾接獲 Fair Expo / Fair Guide (由 Construct Data 所擁有)的邀請·在其指南中刊登名錄或參加其任何形式的電子宣傳·這些公司甚至把展會的標誌放在其邀請信中發給參展商以作混淆·費用由參展商負責·香港貿發局最近發現另外多家公司·包括 Fair Expo, Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)·Event Fair 及 AVRON 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及參加其任何形式的電子宣傳·香港貿發局特此澄清及重申: Fair Expo, Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 概與香港貿發局或本局的任何展覽完全無關。

UFI, an international organisation which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair & AVRON. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia.

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 Expo、Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON。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。

It should be noted that the contents and wording of Fair Expo, Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair and AVRON 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 Expo, 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 與 AVRON 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 any of the above mentioned parties including Fair Guide, Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, you should notify Fair Guide, Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON 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.

本局不建議閣下簽署任何從 Fair Guide、Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair

及/或 AVRON 收到之文件。如閣下在錯誤情況下與 Fair Guide、Construct Data 及/或 Commercial Online Manual/Event Fair 及/或 AVRON 訂立合約，閣下應以書面通知 Fair Guide、Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 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。

For more information about UFI's action against Fair Expo, Fair Guide, Expo Guide, Construct Data and AVRON, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>.

欲瞭解更多信息關於 UFI 對 Fair Expo, Fair Guide, Expo Guide, Construct Data 與 Commercial Online Manuals 採取之行動，請瀏覽此網頁 <http://www.ufi.org/industry-resources/warning-construct-data/>。

6: 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 (852) 2240 4800.

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，請致電 (852) 2240 4800查詢。

7: 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 5.2** 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 5.2)。

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 or call the Wireless LAN Service Hotline at (852) 2582 8888 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，請前往服務台或致電熱線 (852) 2582 8888。

8: Safety Regulation on the Use of Trolley / 使用手推車安全細則

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue. All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m.

為免貨物於運送期從手推車上墜下，傷及他人，參展商不得運送體積超過 1 米 x 1 米 x 1 米之貨物。

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

*** Please note that there will be NO trolley rental service at the fairground.**

*** 請留意展覽會現場不設手推車租借服務。**

9: Receiving Buyers at HKTDC Fair / 參展商接待買家須知

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

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

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

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

1. All exhibitors should welcome visitors that are qualified and admitted by the Organiser.
對所有獲本局接納進場參觀的人士表示歡迎。
2. Exhibitors should treat all visitors courteously.
有禮接待所有參觀人士。
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
不可因為參觀者的種族或所屬地區而作出歧視行為。
4. Exhibitors should not display any discriminatory messages at their booths.
不應在攤位內展示任何帶有歧視性的標語。

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

懇請所有參展商衷誠合作。假若本局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。

10 : Special Arrangements for Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions 熱帶氣旋、黑色暴雨警告訊號或極端情況下之特別安排

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”) Black Rainstorm Warning Signal and Extreme Condition during HKTDC Hong Kong International Optical Fair 2023.

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）黑色暴雨警告信號或極端情況下，主辦機構於香港貿發局香港國際眼鏡展 2023 所作出之特別安排。

A. Special Arrangements for Tropical Cyclone Warning Signal 熱帶氣旋警告信號下之特別安排

I. During Move-in (7 November), Move-out (10 November) 進館日(11月7日)、撤館日(11月10日)

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.
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。

II. Prior to Opening Hours 展覽會開放前

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.
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. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, 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.
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. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.
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。

III. During Opening Hours (8-10 November) 展覽會進行期間 (11月8至10日)

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. **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.
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。

B. Special Arrangements for Black Rainstorm Warning Signal

黑色暴雨警告信號下之特別安排

I. During Move-in (7 November), Move-out (10 November)

進館日 (11月8日)、撤館日 (11月10日)

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

展覽會開放前

1. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
如黑色暴雨警告信號於上午 8 時 30 分前發出，展覽會將暫時關閉。
2. If a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如黑色暴雨警告信號於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2pm**.
若黑色暴雨警告信號於下午 2 時後取消，展覽會將繼續關閉。

III. During Opening Hours (8-10 November)

展覽會進行期間 (11月8至10日)

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.
如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

C. Special Arrangements for Extreme Conditions

極端情況下之特別安排

I. During Move-in (7 November), Move-out (10 November)

進館日 (11月8日)、撤館日 (11月10日)

1. If "Extreme Conditions" is announced during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如「極端情況」於進館日及/或撤館日公布，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

展覽會開放前

1. If "Extreme Conditions" is **announced before 8:30am**, the fair will remain **closed**.
如「極端情況」於上午 8 時 30 分前公布，展覽會將暫時關閉。
2. If "Extreme Conditions" is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the "Extreme Conditions" is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the "Extreme Conditions" is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如「極端情況」於下午 2 時或之前取消，展覽會將會在「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在「極端情況」取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. The fair, however, will remain closed if "Extreme Conditions" is **cancelled after 2pm**.
若「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

III. During Opening Hours (8-10 November)
展覽會進行期間 (11月8至10日)

1. Once the Hong Kong Government issues a “Pre-Extreme Conditions” Announcement, giving advance notice to the public that “Extreme Conditions” will be announced during the fair’s opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
當香港政府發出「極端情況」預警提醒公眾「極端情況」將於展覽會進行期間公布，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. In the situation when “Extreme Conditions” is announced without a “Pre-Extreme Conditions” Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.
如「極端情況」在未有發出預警下公布，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

D. Other Issues
其他注意事項

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 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.
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。
3. Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal, Tropical Cyclone Warning Signal or Extreme Condition is hosted.
參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號、熱帶氣旋警告信號及極端情況下購買保險。

11 : Points to Note on Custom-Built Participation 特裝參展注意事項

In order to enhance the overall safety and efficiency of the fair, new measures have been implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the [Exhibitors' Manual](#).

為提升展覽的整體安全及效率，相關的新措施亦已實施。其簡要如下，詳情請參閱[參展商手冊](#)第四部份。

Section 部份	Items 內容																		
4.2	<p>Information submission / 提交資料 Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任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)的逾期行政費。</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required. 亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																		
4.2.2	<p>Site work deposit / 施工按金 Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$75,000 respectively. 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元及 75,000 港元。</p>																		
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any 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. 6-11 November 2023. 承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1,000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2023 年 11 月 6-11 日)。</p>																		
4.2.4	<p>Hall rental charges for over-time move-in and move-out. 進場及離場超時租場收費。</p>																		
4.2.5	<p>Maximum stand height. 攤位高度限制。</p>																		
4.2.6	<p>Structural Safety Certificate and/or Structural Calculations Submission 提交「結構安全證明書」及/或「數據證明」</p> <table border="1"> <tbody> <tr> <td>Stands & temporary structures 攤位及臨時搭建物</td> <td>>2.5m & <4.5mH >2.5 米 而 <4.5 米高</td> <td>≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>Stages or platforms 舞台或平台</td> <td>>1.1m & <1.5mH >1.1 米而<1.5 米高</td> <td>≥ 1.5mH ≥ 1.5 米高</td> </tr> <tr> <td>Suspended lighting truss & equipment 懸空照明支架及設備</td> <td><100 kg <100 公斤</td> <td>≥ 100 kg ≥ 100 公斤</td> </tr> <tr> <td>Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 認可人士/註冊結構工程師應</td> <td>Verify stability of design drawings 證明其設計圖則穩定性</td> <td>Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明</td> </tr> <tr> <td></td> <td colspan="2">Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>Submit design drawings to Organiser by 27 Sep 2023 於 2023 年 9 月 27 日或之前 提交圖則予主辦機構</td> <td></td> <td>By email 以電郵方式</td> </tr> </tbody> </table>	Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米 而 <4.5 米高	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構	Stages or platforms 舞台或平台	>1.1m & <1.5mH >1.1 米而<1.5 米高	≥ 1.5mH ≥ 1.5 米高	Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥ 100 kg ≥ 100 公斤	Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 認可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明		Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書		Submit design drawings to Organiser by 27 Sep 2023 於 2023 年 9 月 27 日 或之前 提交圖則予主辦機構		By email 以電郵方式
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	<p>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 7 Nov 2023 於 2023 年 11 月 7 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱</p>	<p>1. Structural safety certificate (refer to section 4.2.6 of the Exhibitors' Manual) 1. 結構安全證明書 〔詳情請參閱參展商手冊第 4.2.6 章〕</p> <p>2. Fire Services certificate (submit upon request) (refer to section 4.2.8 of the Exhibitors' Manual) 2. 消防證明書 〔按要求下提交〕〔詳情請參閱參展商手冊第 4.2.8 章〕</p>
	<p>Submit to Official Electrical Contractor by 1500 hrs on 7 Nov 2023 於 2023 年 11 月 7 日 下午 3 時或之前交予 大會電力承建商</p>	<p>Certificate of installation, inspection & testing* (Form WR1) (please refer to section 4.2.7)</p> <p>電力裝置完工證明書*〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕</p>
<p>* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period. *如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 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> <p>An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html. 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁：http://www.bd.gov.hk/chineseT/inform/c_rse_1.html</p> <p><u>Documentary Proof of Fire Services Compliance / 符合相關消防規定證明書</u> In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including, but not limit to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorised personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request. 按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf. 或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p> <p>Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The</p>		

	<p>submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is 7 Nov 2023).</p> <p>按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於 2023 年 11 月 7 日下午 3 時前直接提交消防裝置及設備證書(FS251)予展館營運者。</p> <p>Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.</p> <p>展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p> <p>如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 [852] 2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.7	<p><u>Electricity / 電力裝置</u></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 & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on the last move-in day, i.e. 7 November 2023.</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 及須於 2023 年 11 月 7 日下午 3 時前交予大會電力承建商，以茲證明。</p>
4.2.9	<p><u>Reflective Vest/Belt / 反光背心/帶</u></p> <p>All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest/Belt.</p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心/帶。</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures / 減少廢物及回收措施</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p> <p>根據《廢物處置(化學廢物)(一般)規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</u></p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("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.</p> <p>凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施(即「平安咭」)，並須清楚地展示出來。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>Please feel free to contact the Event Planning & Co-ordination Team of HKCEC at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p> <p>如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 (852) 2582 8888 與香港會議展覽中心之項目策劃及統籌部聯絡。</p>
4.2.14	<p><u>Rules to be complied by the Exhibitors and his/her appointed Contractors.</u></p> <p>參展商及其承建商須注意及遵守事項。</p>
4.2.15	<p><u>Deduction of site work deposit.</u></p> <p>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，共同營造更安全的工作環境。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 如有查詢，請聯絡：

Ms Helen Yang 楊晨小姐	Tel 電話：2240 5519 Email 電郵：helen.c.yang@hktcd.org
Mr Abel Kwan 關志文先生	Tel 電話：2240 5466 Email 電郵：abel.kwan@hktcd.org

12 :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) From 1 Oct 2016, the use of ladders exceeding 2 meters or above in height is strictly prohibited at the public circulation areas (i.e. Concourse area of Hall 1, 3, 5; Harbour Road Entrance; Expo Drive Entrance; Convention Foyer; Grand Foyer) in HKCEC. All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). 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.
由2016年10月1日起，香港會議展覽中心將禁止在公共通道〔即展覽廳1、3、5大堂，港灣道入口，博覽道入口，會議廳前廳，大會堂前廳〕使用2米以上的梯具。該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。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 / Belt**.
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/帶。
- 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 Organiser 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, 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，參展商亦可上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/tc/public/content2_8b.htm。

13: 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 Hong Kong Trade Development Council's 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.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿易發展局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。

註：通告內容若有差異，應以英文版本為準。