

Circular 通告

Exhibitions 展覽會

1: 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。

2 : 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，上述活動涉及的產品，必須與展覽會攤位確認信所述的產品類別展區相符。

3. Receiving buyers with courtesy 有禮接待買家

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

3 : 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。

4 : 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 指出基於錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對您可能會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/>。

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

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

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Optical Fair. Should you have any questions, please contact (852) 2240 4043.

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 4043查詢。

6 : 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。

7: 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墮下，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。**

8: 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.

懇請所有參展商表誠合作。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。

9 : 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 2025.

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 2025 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 (4 November), Move-out (7 November)
進館日(11月4日)、撤館日(11月7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 (5-7 November)
展覽會進行期間(11月5至7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 **within two hours before the signal comes into effect**. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible
當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛,主辦機構將立刻作出廣播,宣布展覽會將於**信號生效前兩小時內**,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 & EXTREME CONDITIONS
黑色暴雨警告信號或「極端情況」下之特別安排

I. During Move-in (4 November), Move-out (7 November)
進館日(11月4日)、撤館日(11月7日)

1. If a Black Rainstorm Warning Signal or "Extreme Conditions" is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如黑色暴雨警告信號或「極端情況」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 or “Extreme Conditions” is **issued before 8:30am**, the fair will remain **closed**.
如黑色暴雨警告信號或「極端情況」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 or “Extreme Conditions” is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如黑色暴雨警告信號或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號或「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號或「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 Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled after 2pm**.
若黑色暴雨警告信號或「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

III. During Opening Hours (5-7 Novembe) **展覽會進行期間 (11 月 5 至 7 日)**

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

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

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

C. Insurance 保險

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

就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。

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, social media and send the announcement to the mass media, as appropriate. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements
主辦機構會透過展覽會網頁及社交媒體公布以上特別安排，並視乎情況向大眾媒體發送公告。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。

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

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the 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：

	<u>For Exhibitors 參展商</u>	<u>For Visitors 參觀人士</u>
5 – 7 / 11 / 2025 (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。

Booth Construction 攤位搭建

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	<u>Information submission / 提交資料</u> 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。 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。												
4.2.2	<u>Site work deposit / 施工按金</u> 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(US\$667) and HK\$75,000 (US\$10,000) 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 (667 美元) 及 75,000 港元 (10,000 美元)。												
4.2.3	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. 3-8 November 2025. 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 2025 年 11 月 3-8 日)。												
4.2.4	Hall rental charges for over-time move-in and move-out. 進場及離場超時租場收費。												
4.2.5	Maximum stand height. 攤位高度限制。												
4.2.6	<u>Structural Safety Certificate and/or Structural Calculations Submission</u> 提交「結構安全證明書」及/或「數據證明」 <table><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 (攤位高度限制, 請參考 4.2.5)</td><td>≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)</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>Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈</td><td>≤2.5m ≤2.5 米</td><td>>2.5m >2.5 米</td></tr></table>	Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)	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	Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈	≤2.5m ≤2.5 米	>2.5m >2.5 米
Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)											
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											
Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈	≤2.5m ≤2.5 米	>2.5m >2.5 米											

	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 24 Sep 2025 於 2025 年 9 月 24 日 或之前提交 圖則予主辦機構	By email 以電郵方式	
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 4 Nov 2025 於 2025 年 11 月 4 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	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〕 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〕	
	Submit to Official Electrical Contractor by 1500 hrs on 4 Nov 2025 於 2025 年 11 月 4 日 下午 3 時或之前交予 大會電力承建商	Certificate of installation, inspection & testing * (Form WR1) (please refer to section 4.2.7) 電力裝置完工證明書*〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕	
	* 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。 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。 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		
4.2.7	<u>Electricity / 電力裝置</u> 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. 4 November 2025. 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 2025 年 11 月 4 日下午 3 時前 交予大會電力承建商，以茲證明。		

4.2.8	<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、煙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。 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。 Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment. For all construction with two-storey construction or booth structure with TV wall, at least one functional extinguisher MUST be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too. 不論是否經過防火處理，展館營運者一概禁止使用禾稈草。為安全起見，凡搭建雙層結構攤位或電視牆結構的攤位，承建商必須於施工及展覽期間 在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。 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 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 4 Nov 2025). 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 2025 年 11 月 4 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。 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. 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。 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. 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。
4.2.9	<u>Reflective Vest/Belt / 反光背心/帶</u> 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. 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。

4.2.12	<u>Waste Reduction and Recovery Measures / 減少廢物及回收措施</u> 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. 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。
4.2.13	<u>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</u> 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. 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。 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. 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。
4.2.14	<u>Rules to be complied by the Exhibitors and his/her appointed Contractors.</u> 參展商及其承建商須注意及遵守事項。
4.2.15	<u>Deduction of site work deposit.</u> 施工按金罰則。

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：

Mr Chris Yip 葉志成先生	Tel 電話：2240 5336 Email 電郵: chris.cs.yip@hktcd.org
Mr Andrew Cheung 張銘暉先生	Tel 電話：2240 5460 Email 電郵: Andrew.mf.cheung@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。