

Appendix 4 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 7 November 2025**. 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 **7 November 2025**, 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 2025 and receives a warning letter issued by HKTDC, the exhibitor must place a deposit (performance bond) when they apply for the Fair 2026. The amount of the performance bond is based on exhibitor’s booth size as follows:

Booth Area in 2026	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 2026.

The application of the Fair 2026 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 2026, 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 4 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 2025 年 11 月 7 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 **2025 年 11 月 7 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 2025 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 2026 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：

2026 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 2026 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 2026 的申請。

如參展商於 2026 年再度違規，違規罰款按金將會被沒收。如參展商於 2025 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