

Exhibitor Package for HKTDC Hong Kong Baby Products Fair 2018
香港貿發局香港嬰兒用品展 2018(參展商須知)

September 2017

Dear Exhibitors,

Thank you for your participation at the HKTDC Hong Kong Baby Products Fair 2018. Please note the items listed at the back of this page and the circulars provide useful information for your participation. If you have any questions, please feel free to contact our colleagues below.

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

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加香港貿發局香港嬰兒用品展 2018，請留意背頁的資料項目及本份通告提供有關展覽的重要資訊。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局

2017 年 9 月

Name 姓名	Tel 電話	Email 電郵	Fax 傳真
Ms. Kerry Lui 呂嘉琪小姐	(852) 2240 4625	kerry.kk.lui@hktdc.org	(852) 3521 3252
Ms. Kristie Sun 孫翠敏小姐	(852) 2240 4613	kristie.cm.sun@hktdc.org	(852) 3521 3235

* Exhibition Halls: Hall 3F, 3G, Hall 3 Concourse, Level 2 Mezzanine, Expo Drive Hall & Convention Hall & Foyer
展覽館：展覽廳 3F、3G、展覽廳 3 大堂、二樓大堂中樓、博覽道展覽廳及會議廳與會議廳前廳

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

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
8-10 January (Mon - Wed) 1 月 8 至 10 日 (星期一至三)	9:30am-6:30pm 上午 9 時 30 分至下午 6 時 30 分	9:00am-6:00pm 上午 9 時正至下午 6 時正
11 January (Thu) 1 月 11 日 (星期四)	9:30am-5:00pm 上午 9 時 30 分至下午 5 時正	9:00am-3:30pm 上午 9 時正至下午 3 時 30 分

Note:

- Exhibitor badges, vehicle permit for move-in and move-out will be sent separately later.**
請注意：參展商工作證、進館及撤館車輛許可證會稍後寄給各參展商
- For trade only. Persons under 18 will not be admitted.**
只供十八歲或以上業內人士進場

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Special Circular (1) – Checklist of Important Dates
特別通告 (1) – 重要日期清單

Confirmation of Company Information 參展商資料最後確認日期	Early November 2017 二零一七年十一月上旬
Advertising and Promotion Opportunities Deadline 廣告及宣傳截止申請日期	8 December 2017 二零一七年十二月八日
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	27 November 2017 二零一七年十一月二十七日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Mid December 2017 二零一七年十二月中旬
Delivery of Exhibitor Badge 參展商工作證	Mid December 2017 二零一七年十二月中旬
Visitor Pre-Registration Deadline 參觀人士預先登記截止日期	<p><u>Receive Free Admission Badge by Mail:</u> For Buyers from HK: Please pre-register before 29 December 2017 For Buyers from outside HK: Please pre-register before 27 November 2017 (Buyers who submitted their pre- registration after the above deadline can collect a free admission badge on-site during the fair period.)</p> <p><u>郵寄免費入場證:</u> 香港買家: 請於二零一七年十二月二十九日前登記 香港以外地區買家: 請於二零一七年十一月二十七日前登記 (在以上截止日期後登記之買家, 可在展覽期間於買家登記處索取免費入場証)</p>

Note 注意:

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

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

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

Exhibitor Manual: <http://hkbabyfair.hktdc.com/manual/manual.htm>

Order Forms: <http://hkbabyfair.hktdc.com/manual/order.htm>

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

Please note the submission deadline of some Order Forms as below:

For Custom-Built Participation Exhibitors:

The submission deadline for Order Form 1 is: **27 November, 2017.**

The submission deadline for Order Form 2 is: **27 November, 2017.**

The submission deadlines for Advertising & Promotion order forms : **8 December, 2017**

For Premium / Deluxe / Standard / Shell Scheme Booth Exhibitors:

The submission deadlines for Order Forms S1, S2, 3 - 6 is: **27 November, 2017**

The submission deadlines for Advertising & Promotion order forms : **8 December, 2017**

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

Contact Persons:

Ms Kerry Lui : Tel: (852) 2240 4625

Email: kerry.kk.lui@hktdc.org

Ms Kristie Sun : Tel: (852) 2240 4613

Email: kristie.cm.sun@hktdc.org

通告 (1) - 參展商手冊、額外設施及服務申請表格電子版本

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

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

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

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

請注意部份表格的截止日期如下：

特裝參展商:

表格 1 的截止日期: 2017 年 11 月 27 日

表格 2 的截止日期: 2017 年 11 月 27 日

廣告及宣傳服務訂購表格(表格 8)截止日期: 2017 年 12 月 8 日

基本/標準及特級展商:

表格 S1, S2, 3-6 的截止日期: 2017 年 11 月 27 日

廣告及宣傳服務訂購表格(表格 8)截止日期: 2017 年 12 月 8 日

如有任何疑問，請與我們聯繫：

呂嘉琪小姐 電話: (852) 2240 4625 電郵: kerry.kk.lui@hktdc.org

孫翠敏小姐 電話: (852) 2240 4613 電郵: kristie.cm.sun@hktdc.org

Circular (2) – Alteration of Basic / Standard / Premium Booth Structures

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

4.1. Basic / Standard / Deluxe / Premium Booth

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

Fascia Board with company name will be provided for free. Exact wording of company name (in English) provided in your application form will be used for its fascia board. An Exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels (subject to approval from Organiser) before the specified deadline. Any corner/peninsula/island location surcharge applicable will not be waived under such circumstances.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request using the **Forms 3 and 5** (Additional/Modification of standard facilities) downloadable at the fair website (<http://hkbabyfair.hktdc.com/manual/manual.htm>) to the Organiser no later than **27 November 2017**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **27 November 2017**.

Basic / Standard / Deluxe / Premium Booth exhibitors must adhere to the following:

- (1) No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached to the furnished booth structure.
- (2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- (3) No items may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, company names, advertising material logos, inflatable brought along by the Exhibitor. (2.17 meters for Expo Drive Hall exhibitors)
- (4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organiser.
- (5) If any booth which differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the right to alter or remove without prior notice at the Exhibitor's / Contractor's own expense.
- (6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E) stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- (7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organiser reserves the right to terminate your future participation in the HKTDC Hong Kong Baby Products Fair should we found any violations of the above rules and regulations.

通告(2) - 自行更改基本 / 標準 / 特級展台設施

本局嚴禁各基本/標準/特級展台參展商在展台內自行加建設施，現特請各參展商注意以下事項(參展商手冊第4.1條)：

4.1 基本/標準/特級展台

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

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將採用申請表格所提供之名稱。角位/三邊/四邊開放展台的參展商可於指定限期前，在大會批准的情況下選擇以圍板封閉原先開放的一邊或多邊。在這情況下，任何適用於角位/三邊/四邊開放展台的附加費將不獲豁免。

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外/改動設施服務申請表」內之**表格三及五**(<http://hkbabyfair.hktdc.com/chi/manual/order.htm>)，並於**2017年11月27日**前交回本局。

如有需要刪除任何標準設施，請於**2017年11月27日**前通知本局，可免收費用。

租用基本/標準/特級展台的參展商必須注意及遵守下列各項規定：

- (1) 非大會供應的設施均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等於標準展台鋁架或結構或圍板上。
- (2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。展台及展場內裝置如有任何損壞，概由參展商負責賠償。
- (3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。(博覽道展廳為2.17米)
- (4) 展覽會完結時，所有展品、展台物料必須在主辦機構規定的指定時間內立刻清理。任何展品或展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- (5) 如展台不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- (6) 參展商裝設的電器設備(包括照明裝置)必須符合香港政府《電力條例》之《電力(線路)規例》(第406E章)。嚴禁參展商在攤位內安裝不符合安全標準的電力裝置或電線。
- (7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

如發現有參展商違反上列規定，本局有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加香港貿發局香港嬰兒用品展的權利。

Circular (3) – Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items															
4.2	<p>Information submission 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.</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.</p>															
4.2.2	<p>Site work deposit 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.</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. 6-12 Jan 2018.</p>															
4.2.4	Hall rental charges for over-time move-in and move-out															
4.2.5	Maximum stand height															
4.2.6	<p>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Stands & temporary structures</td> <td style="text-align: center;">>2500mm & <4500mmH</td> <td style="text-align: center;">≥ 4500mmH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">>1100mm & <1500mmH</td> <td style="text-align: center;">≥ 1500mmH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss & equipment</td> <td style="text-align: center;"><100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> </table> <p>Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Verify stability of design drawings</td> <td style="width: 33%; text-align: center;">Verify stability of design drawings & prepare structural calculations</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Supervise construction works at site; Verify stability after completion by issuing structural safety certificate</td> </tr> </table> <p>Submit design drawings to Organiser by 27 Nov 2017</p> <p style="text-align: center;">By email</p> <p>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 7 Jan 2018</p> <p style="text-align: center;">Structural Safety Certificate* (refer to section 4.2.6)</p> <p>Submit to Official Electrical Contractor by 1500 hrs on 7 Jan 2018</p> <p style="text-align: center;">Certificate of installation, inspection & testing (Form WR1)*</p> <p>Upon Venue Operator's / Government Authority's request</p> <p style="text-align: center;">Documentary Proof of Fire Services Compliance</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.</p>	Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg		Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations		Supervise construction works at site; Verify stability after completion by issuing structural safety certificate	
Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction														
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	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations														
	Supervise construction works at site; Verify stability after completion by issuing structural safety certificate															

	<p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized 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 Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=RSE._</p> <p>Documentary Proof of Fire Services Compliance 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 authorized 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.</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.</p>
4.2.7	<p>Electricity 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 January 2018.</p>
4.2.9	<p>Reflective Vest/Belt 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>
4.2.10	<p>Scaffold From 1 Oct 2016, the use of ladders exceeding 2 meters 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.</p>
4.2.12	<p>Waste Reduction and Recovery Measures 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>
4.2.13	<p>Construction Industry Safety Training Certificate 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>

	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.
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

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

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry Eng.pdf](#).

For queries, please feel free to contact:

Mr Aston Fong <email (aston.wh.fong@hktdc.org) or phone (852 2240 5459)>

Thank you for your kind understanding and co-operation!

通告(3) - 特裝參展新措施及注意事項

為提升展覽的整體安全及效率，有關特裝攤位的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容	
4.2	提交資料 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。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	施工按金 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。而最低及最高的金額分別為 5,000 港元及 75,000 港元。	
4.2.3	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 1000 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 2018 年 1 月 6-12 日)。	
4.2.4	進場及離場超時租場收費	
4.2.5	攤位高度限制	
4.2.6	提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書	
	攤位及臨時搭建物	>2.5 米 而 <4.5 米高
	平台或舞台	>1.1 米 而 <1.5 米高
	懸空照明支架及設備	<100 公斤
		≥ 4.5 米高或雙層結構
		≥ 1.5 米高
		≥ 100 公斤
	認可人士/註冊結構工程師應	證明其設計圖則穩定性
		證明其設計圖則穩定性及數據證明
		監督搭建工程; 在完成搭建後驗證並簽發結構安全證明書
	於 2017 年 11 月 27 日 或之前提交圖則予主辦機構	以電郵方式
	於 2018 年 1 月 7 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	結構安全證明書*
	於 2018 年 1 月 7 日 下午 3 時或之前交予 大會電力承建商	電力裝置完工證明書〔表格 WR1〕*
	應展館營運者、 政府部門要求才需提供	符合相關消防規定證明書
	*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。	
	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。	
	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： https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=AP%28E%29&langCode=2	

	<p>符合相關消防規定證明書 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>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<u>註冊消防裝置承辦商</u>的名冊，請瀏覽消防處網頁： http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p>電力裝置 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 2018 年 1 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>反光背心/帶 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>
4.2.10	<p>金屬棚架 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。</p>
4.2.12	<p>減少廢物及回收措施 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>建築業安全訓練證明書 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>如有任何查詢，可透過電郵 hkcecepc@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>
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

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。

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：

[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry_chi.pdf](#)

如有查詢，請聯絡：

方詠鴻先生 <電郵 aston.wh.fong@hktcd.org; 電話 852-2240 5459>

多謝合作！

Circular (4) – Special Issues at Expo Drive Hall (for exhibitors at Expo Drive Hall only)

Due to different design of the exhibition hall, we would like to draw your attention to the following issues if you are located at the Expo Drive Hall:

1. Maximum stand height is 2.17m. Decoration materials/exhibits/items placed exceeding 2.17m is prohibited.
2. All exhibitors have to use the special standard booth design (please refer to the Exhibitors' Manual for the booth layout of Expo Drive Hall). Custom-built stands or premium booth options will not be allowed.
3. In order to avoid activating the sprinklers, any hanging exhibits, stand materials or booth structures are strictly prohibited.
4. Ceiling grid, ceiling beam and height extension for booths are inapplicable for exhibitors at Expo Drive Hall.
5. If self-made structures or stand materials will be prepared, please make sure the materials are adhere to the followings:
 - All exhibits or stand materials directly facing the corridors should not exceed 1.6m; and
 - All exhibits or stand materials putting on the sides should not exceed 1.75m; and
 - All exhibits or stand materials will be placed inside booth area; and
 - All stand materials must be fire resistant.

Should you have any queries, please contact Ms. Kerry Lui on 2240 4625 or Ms. Kristie Sun on 2240 4613.

通告(4) – 博覽道展廳注意事項(博覽道展廳參展商適用)

由於博覽道展廳結構特殊，故請有關之參展商特別注意以下事項：

1. 攤位最高為 2.17 米。禁止任何展品或物品放置高於 2.17 米。
2. 參展商必須使用指定的標準攤位設計(攤位設計圖請參閱參展商手冊)，不能選用特裝及特級攤位等類別。
3. 為免啟動自動灑水系統，參展商不得於攤位天花懸掛任何展品或物品。
4. 天花格、天花橫樑及攤位加高不適用於此類攤位。
5. 參展商若自行攜帶攤位裝飾品，必須確保所有物品符合以下規定：
 - 放於面向通道的物品不得高於 1.6 米；及
 - 放於展位兩旁的物品不得高於 1.75 米；及
 - 物品必須放置於攤位內；及
 - 物品必須用防火物料製造。

如有查詢，請致電呂嘉琪小姐 [電話：2240 4625] 或 孫翠敏小姐 [電話：2240 4613] 聯絡。

Circular (5) – Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge for Move-in & Move out

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong Baby Products Fair 2018:

Move-in / Move-out	Date / Time
Booth Construction (For Custom-Built Participation Exhibitors only)	Jan 6 10:00am – 10:00pm Jan 7 9:00am – 1:00pm
Booth Decoration	Jan 7 10:30am – 8:00pm
Booth Dismantling (including Additional Lighting)	Jan 11 8:00pm – 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 6 & 7 January 2018) and move-out day (i.e. 11 January 2018), they shall pay to the HKTDC the overtime penalty claimed by HKCEC against the HKTDC as follows:

- I) **Charges for Overtime Move-in**, i.e. work after 12:00 midnight on 6 and 7 January 2018, will be calculated in accordance with the booth area assigned, regardless of its location:

Booth Area	Overtime Charge (per hour)
20sqm or Below	HKD\$2750
Exceeding 20sqm to 50sqm	HKD\$3970
Exceeding 50sqm to 100sqm	HKD\$5390
Exceeding 100sqm to 500sqm	HKD\$6610

** The charge for overtime move-out is subject to HKCEC's final decision.*

- II) **Charges for Overtime Move-out***, i.e. work after 12:00 midnight on 11 January 2018, will be calculated according to its exact booth location :

Location	Overtime Charge between 0:00 – 3:00am (per hour)	Overtime Charge beyond 3:00am (per hour)
Hall 3F , 3G	HKD26,350 / hr	HKD52,700 / hr

** The charge for overtime move-out is subject to HKCEC's final decision.*

Please complete your jobs on time so as to avoid unnecessary charges.

Thank you for your cooperation.

通告(5) - 有關進館及撤館時間及進場/離場超租場收費

敬請留意以下「香港貿發局香港嬰兒用品展 2018」之進場及離場時間：

進館及撤館	日期 / 時間
攤位搭建 (只適用於特裝參展商)	1月6日 上午10時至晚上10時 1月7日 上午9時至下午1時
攤位佈置	1月7日 上午10時30分至下午8時
攤位拆卸(包括照明裝置)	1月11日 晚上8時至午夜12時

假若 貴公司或其委託之承建商於進館日(即2018年1月6及7日)及撤館日(即2018年1月11日)午夜12時後進行工作, 必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的租場收費:

- I) **進館超時租場收費**(即於2018年1月6及7日午夜12時後進行工作), 將按攤位面積計算, 與其位置無關:

攤位面積	超時租場費用(按每小時計算)
20平方米或以下	每小時 2750 港元
超越 20 平方米 - 50 平方米	每小時 3970 港元
超越 50 平方米 - 100 平方米	每小時 5390 港元
超越 100 平方米 - 500 平方米	每小時 6610 港元

*香港會議展覽中心有最終決定權計算離場超時罰款額之收費

- II) **撤館超時租場收費***(即於2018年1月11日午夜12時後進行工作), 將按攤位所在的展館位置計算:

攤位所在的展覽館	凌晨12時至3時工作超時租場收費(按每小時計算)	凌晨3時後工作超時租場收費(按每小時計算)
展覽廳 3F, 3G	每小時 26,350 港元	每小時 52,700 港元

*香港會議展覽中心有最終決定權計算離場超時罰款額之收費。

敬請各參展商準時完工, 以免除不必要的費用。

多謝合作!

Circular (6) – Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 11 January 2018.** According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 11 January 2018, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the HKTDC reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

通告(6) – 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2018年1月11日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第45項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於2018年1月11日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，主辦機構保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

Circular (7) – Nomination of Buyers for Hotel Sponsorship

Thank you very much for your keen support to the HKTDC Hong Kong Baby Products Fair 2018, which is expected to be patronised by more than 540 exhibitors from 26 different countries and regions. In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign over the past year, which includes:

- Global advertising campaign and special editorial coverage in major baby products publications and international newspapers
- Promotional counters at major international baby products fairs

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer, and that priority will always be given to those who have not visited our fair before.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of 1 December, 2017.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show.

For queries, please contact Ms. Celia Leung at tel: (852) 2240 4027 by fax: (852) 3746 6161 or via e-mail: hkbaby.visitor@hktdc.org.

通告(7) – 酒店贊助買家推薦

感謝 貴司對香港貿發局香港嬰兒用品展 2018 的支持。今屆舉行的香港嬰兒用品展，預計有來自 26 個國家及地區約 540 家的參展商參與是次盛會。為了吸引更多海外買家到場與 貴司洽談業務，本局在過去一年積極實行了全球買家推廣計劃，其中包括：

- 全球媒體廣告計劃，遍及世界各地著名的嬰兒用品雜誌
- 於世界著名嬰兒用品展設置宣傳攤位

為進一步吸引更多高質素國際嬰兒用品進口商及連鎖店買家到來採購，本局將提供香港酒店贊助予被挑選的主要海外買家。因此，我們誠邀 閣下提名合適的買家。被揀選邀請的買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。本局將保留最終選擇權利。

為了給予本局充足的時間安排，請 閣下填妥買家推薦表格，並於 **2017 年 12 月 1 日前回覆**。

本局將繼續以 貴公司的利益為依歸，務求透過展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。

詳情請電 (852) 2240 4027 或 傳真 (852) 3746 6161 或 電郵 hkbaby.visitor@hktdc.org 與梁可瑩小姐洽。

祝 各參展商展出成功。

To 致 : Ms. Celia Leung, Hong Kong Trade Development Council (HKTDC)
香港貿易發展局, 梁可瑩小姐

Fax 傳真 : (852) 3746 6161

From 由: (Exhibitor's Name 參展商姓名) : _____

(Contact Person 聯絡人) : _____

(Telephone 聯絡電話) : _____

HKTDC Hong Kong Baby Products Fair 2018
香港貿易發展局香港嬰兒用品展 2018
8 – 11 / 1 / 2018

Overseas Buyers Nomination Form for Hotel Sponsorship 酒店贊助海外買家推薦

截止日期 Submission Deadline – 1 / 12 / 2017

買家資料 Information of Nominated Buyer

**必須填寫 Mandatory data*

*公司名稱 Name of Company: _____

*買家姓名 (先生/小姐) Name of Person: Mr. / Ms. _____

職位 Position: _____

公司地址 Address: _____

*國家 Country: _____ 郵編 Postal Code: _____

電話 Tel: _____ *傳真 Fax: _____

*電子郵件 E-mail: _____

網址 Web-site: _____

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

買家是否首次參觀香港嬰兒用品展? Is it the Buyer's first time to visit the fair?

是 Yes 否 No

I agree that the above information may be used by the Hong Kong Trade Development Council for incorporation in all or any of its database for business matching (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement. I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein. 本人同意香港貿易發展局可將上述資料編入其全部或任何資料庫內作為商貿配對 (因而可能成為可供本地及/或海外公眾人士使用), 以及用於本局在私隱政策聲明中所述之其他用途。本人確認已獲得此表格上所述人士同意, 將其個人資料提供予本局。

Please tick here if you do not wish to receive any promotional and other materials from the HKTDC via email, fax, postage and any other appropriate means. 若閣下不欲繼續收取香港貿易發展局以電郵、傳真、郵遞或其他途徑發送的任何宣傳及其它資料, 請於方格內加上✓號。

Name 姓名 _____ Signature/Co. Chop 簽署/公司印鑑 _____ Date 日期 _____

請複印此表格作更多買家提名。本局保留最終選擇權利。如有查詢, 請致電(852) 2240 4027 與梁可瑩小姐聯絡。
Please copy this nomination form for nominating more than one buyer. Granting of hotel sponsorship is subject to sole discretion of the HKTDC. For further queries, please contact Ms. Celia Leung at tel: (852) 2240 4027.

Maximise Your Exhibition Effectiveness with *hktdc.com*



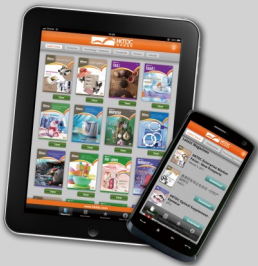
All eligible exhibitors of the **HKTDC Hong Kong Baby Products Fair 2018** are entitled to a one-year online promotion at www.hktdc.com from (November 2017 to October 2018), introducing your company together with photos and information of 10 products/ services.

With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

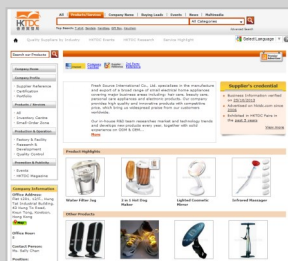


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

EXHIBITORS



Update your profile on hktdc.com with the latest company and product/service photos and information before the fair



Receive a name card drop box with your Exhibitor QR code during move-in



Place the box prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

2 Instant Referrals Draw Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on hktdc.com, the higher the chance you will be referred to buyers.



3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on hktdc.com, the higher the chance you will be referred to VIP buyers.



*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **24 December 2017** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

Enquiries: Tel: (852) 1830 668 or email: hkbpf2018@hktdc.org



hktcdc.com

助你提升展覽效益

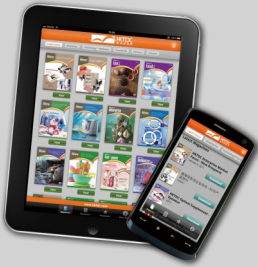


是次 **香港嬰兒用品展 2018** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 (www.hktcdc.com) 享有一年的基本推廣服務(2017年11月至2018年10月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktcdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktcdc.com/supplier>。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKDTC Marketplace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啓動程序。

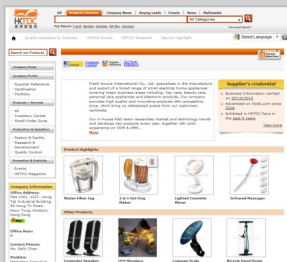


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發附有二維碼(QR Code)的名片盒。



請將名片盒放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

2 即時配對，吸引買家到訪您的攤位

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

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前上載有關資料!



3 與 VIP 買家會面

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

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大!



參展商必須在 2017 年 12 月 24 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktcdc.com/diy>)。

查詢可致電: 客戶服務專線 (852) 1830 668 或電郵 hkbpf2018@hktcdc.org

Circular (9) – Tropical Cyclones & Black Rainstorm Warning Arrangement

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8 and Black Rainstorm Warning Signal is hoisted during the Fair.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Pre-No. 8 Special Announcement is issued before 8:30am, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a Pre-No. 8 Special Announcement, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close 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.
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.

B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

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.

Prior to Opening Hours

1. If a Black Rainstorm Warning Signal is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, 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.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

III. During Opening Hours

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.

C. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to point 70 and 72 under "Rules & Regulations".

D. Other Issues

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.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

通告 (9) – 熱帶氣旋或黑色暴雨警告訊號下的安排

敬請各參展商留意，以下是熱帶氣旋襲港或黑色暴雨警告信號發出後，主辦機構對香港貿發局香港嬰兒用品展之開放時間所作出的特別安排。

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如八號預警於上午8時30分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時30分前懸掛，展覽會同樣暫時關閉。
2. 如八號熱帶氣旋警告信號於下午2時或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告信號於下午2時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 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。

(二) 展覽會開放前

1. 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. 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. 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。

(三) 展覽會進行期間

1. 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。

丙、 保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會規則第70及72條。

丁、 其他注意事項

1. 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. 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。

Circular (10) – Fair Notices 通告 (10) – 展會通告

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6	Immigration Regulations to be Observed and Followed by Exhibitors (if applicable)參展商須遵守的入境規例
7	Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/International Fairs Directory)提供之推廣優惠
8	Electricity Supply and Fair System & Furniture 電力供應與攤位結構及傢俱
9	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
10	Free Wireless LAN Service (for general Internet access only) 免費無線上網服務

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

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong Baby Products Fair, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

主辦機構一向致力確保所主辦的展覽會成功舉行，同時亦重視展覽場地的安全，務求為參展商、工作人員、參觀者、買家及所有參與活動的人士營造一個安全的環境。

2. Fast Action Scheme 快速行動計劃

Starting from October 2006, the Customs and Excise Department (the "Customs") will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct a trial run of the "Fast Action Scheme" ("the Scheme") during local fairs. HKBPA represents 53 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 53 participating trade associations to join the Scheme.

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

The Scheme will be operated independently by the Customs and HKBPA, and it is not a substitute for the existing on-site intellectual property rights ("IPR") complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC's on-site IPR office for assistance in the same manner as at previous fairs.

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

Address : 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Tel : (852) 2788 5391
Fax : (852) 2788 5388
Website : www.hkbpa.org
Email : info@hkbpa.org

Exhibitors are also strongly advised to carefully scrutinize your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

If you have further questions regarding HKTDC's on-site IPR complaints procedure, please feel free to contact Ms. Kristie Sun, Exhibitions Project Manager [Tel: (852) 2240 4613/ Email: kristie.cm.sun@hktdc.org].

由 2006 年 10 月開始，香港海關〈海關〉將與「香港工商品牌保護陣綫」〈「陣綫」〉合作於展覽會試行「快速行動計劃」〈「計劃」〉。代表 53 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

「計劃」將由海關及「陣綫」獨立運作，並不取代香港貿易發展局(香港貿發局)現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨香港貿發局於場內之知識產權辦事處尋求協助。

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

地址：香港九龍達之路 78 號生產力大樓 3 樓
電話：(852) 2788 5391
傳真：(852) 2788 5388
網址：www.hkbpa.org
電郵：info@hkbpa.org

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

如 貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局展覽項目經理孫翠敏小姐聯絡〔電話：(852) 2240 4613/ 電郵：kristie.cm.sun@hktdc.org〕。

3. 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.

If you wish to report the dumping of any materials in such areas, please contact the Fair Management Office. Thank you for your co-operation.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在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。

如發現棄置在上述範圍的物料，請致電聯絡主辦機構辦事處。多謝合作。

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

The HKTDC is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal 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.

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong Baby Products Fair. Should you have any questions, please contact Ms. Kristie Sun, Exhibitions Project Manager at Tel: (852) 2240 4613; or via email address: kristie.cm.sun@hktdc.org of the Hong Kong Trade Development Council.

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。

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動。如有任何問題，請與本局展覽項目經理孫翠敏小姐聯絡，電話：(852) 2240 4613 或 電郵：kristie.cm.sun@hktdc.org 。

5. Important Exhibition Regulations 展覽會重要規則

Sub-letting

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

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

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

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

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

Display relevant exhibits

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

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

分租

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

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

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

展品類別

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

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

1) Exhibitors from outside Hong Kong

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

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

2) Exhibitors from Chinese Mainland

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

3) Hong Kong Exhibitors

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

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

1) 來自香港以外的參展商

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

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

2) 中國內地參展商

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

3) 香港參展商

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

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

7. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/International Fairs Directory)提供之推廣優惠

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON and International Fairs Directory have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

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

UFI, 一個代表全球展覽業利益的國際組織, 已經警告展覽業要小心警惕Fair guide、Expo Guide、Construct Data、Commercial Online Manuals和其他類似的指南和組織如Event Fair、AVRON和 International Fairs Directory。UFI還報告說, 收債公司和這些指南和組織有夥伴的關係, 從而恐嚇參展商付款。Construct Data之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示, Construct Data、Event Fair及AVRON已從奧地利轉移其運作到墨西哥和/或斯洛伐克。


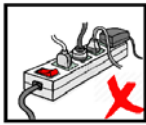


由於Fair Guide及Expo Guide的信件及訂單內容及語句幾乎完全相同, Construct Data, Commercial Online Manuals, Event Fair, AVRON與International Fairs Directory可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

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



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

8. Electricity Supply and Fair System & Furniture 電力供應與攤位結構及傢俱

Electricity Supply 電力供應

 	<p>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. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>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。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務台”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。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the 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.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。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。</p>
	<p>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.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

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

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

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

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

9. Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will NOT be available for exhibitors at the fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the fair.

參展商請特別留意，展覽會將不設租用手推車服務。參展商如需要使用手推車，請自行安排。

10. Free Wireless LAN service 免費無線上網服務

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 Hong Kong Convention and Exhibition Centre (HKCEC) (Please refer to FORM 5 in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and causal 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.

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等等)，主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴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)。

各參展商亦必須注意香港會議展覽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頁超過 10 分鐘，無線上網服務亦會自行中止。

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

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

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

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

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

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

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

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

Procedures

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

Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

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

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

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

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

A. Copyright

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局（以下簡稱為「**本局**」、「**主辦機構**」）是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

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

茲促請所有參展商（「**參展商**」），必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構及其代理、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候命的法律顧問（「法律顧問」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，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以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其任何代表、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：

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

證明知識產權的存在及擁有權的所需文件

A. 版權

途徑 1：版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 – 誓章之樣本可於以下網頁下載，以供參考：

[\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

途徑 2：若投訴人為版權擁有人並能提供下列第 4-6 項證據的**正本**作舉證，投訴人需提交下列**所有**的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的**原作正本**，例如設計圖樣及草圖等 – **註：**任何副本，包括影印本或電腦印列本，均**不**接受；
5. 作品擁有權證明的**正本**。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. 發票、貨運文件或其他文件的**正本**，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或(2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] 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。