

December 2011

Exhibitor Package for HKTDC Hong Kong Baby Products Fair 2012

Attached is the 2nd batch of Exhibitor Information for preparing your participation in the captioned event. Please find below the items included in this package.

- 1) Special Circular 1 : Special Arrangement of Exhibitor Check-In
- 2) Exhibitor Badges*
- 3) Transportation Worker Badges
- 4) Vehicle Permits for Move-in and Move-out
- 5) Special Circular 2 : Special Move-in and Move-out Arrangement & Official Fright Forwarding Services
- 6) Special Circular 3 : Safety Regulation on the Use of Trolleys
- 7) Special Circular 4 : Charges on Vehicles with Extended Stay During Move-in & Move-out days
- 8) "Reach Out Campaign" – Donation of Exhibits
- 9) Protection of Intellectual Property Rights (IPR) [Appendix 1]
- 10) Important Notices
 - 1 Exhibitor Check-in
 - 2 Special Move-in and Move-out Arrangement & Vehicle Permits
 - 3 Transportation Worker Badges
 - 4 Move-out Regulation
 - 5 Booth decoration and exhibits should be ready before the opening of the fair
 - 6 Free Shuttle Bus
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 - 8 Caution on Rental of Credit Card Payment Terminals
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 - 14 Free Wireless LAN Service (for general Internet access only)

*Remarks: Quantity of exhibitor badges is allocated according to your booth size. You are advised to keep the exhibitor badges with care and bring along them during the Exhibitor move-in day (8 January 2012) and the fair period (9-12 January 2012). All on-site orders will be charged at HK\$25 for per badge.

Should you have any queries, please feel free to contact our colleagues below.

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* Fair Dates & Opening Hours :

Fair Dates	Opening Hours	Buyer Registration Hours
8 January (Sun)	Nil	2:00pm-7:00pm
9-11 January (Mon - Wed)	9:30am-6:30pm	9:00am-6:00pm
12 January (Thu)	9:30am-5:00pm	9:00am-4:30pm

香港貿發局香港嬰兒用品展 2012(參展商須知)

歡迎 貴公司參加**香港貿發局香港嬰兒用品展 2012**，現附上以下幾項有關準備進場參加展覽前的參展商重要資料，煩請檢查已領取的資料是否齊全。

- 1) 特別通告 1：有關參展商進場登記之特別安排
- 2) 參展商工作證*
- 3) 運輸工人證
- 4) 進館/撤館車輛許可證各乙張
- 5) 特別通告 2：進館及撤館交通安排及大會運輸服務
- 6) 特別通告 3：使用手推車安全細則
- 7) 特別通告 4：車輛進館及撤館期間延期停留額外費用
- 8) 「延展關懷」展品捐贈行動
- 9) 香港貿易發展局展覽會保護知識產權措施[附件 1]
- 10) 展覽會重要通告：
 - 1 參展商進場登記表
 - 2 進館及撤館交通安排及車輛許可證
 - 3 運輸工人證
 - 4 撤館守則
 - 5 準時開放攤位予買家參觀
 - 6 免費巴士服務
 - 7 有關防止展品遺失及盜竊的保安措施
 - 8 提防有關信用卡終端機租賃服務
 - 9 展覽會重要規則
 - 10 參展商接待買家須知
 - 11 參展商須遵守的入境規例
 - 12 棄置建築廢料及展品
 - 13 請小心處理由第三者(Fair Guide/Expo Guide)提供之推廣優惠
 - 14 免費無線上網服務

*備注：參展商工作證數量的分配將視乎攤位大小。請小心保管參展商工作證，並於參展商進館日（即 2012 年 1 月 8 日）及展覽期間（即 2012 年 1 月 9 至 12 日）攜帶進場。所有現場申請之參展商工作證每張將收取 25 港元。

若 貴公司對以上安排有任何疑問，請與以下同事聯絡。

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*展覽日期及開放時間:

展覽日期	開放時間	買家登記時間
1 月 8 日 (星期日)	不適用	下午 2 時正至下午 7 時正
1 月 9 至 11 日 (星期一至三)	上午 9 時 30 分至下午 6 時 30 分	上午 9 時正至下午 6 時正
1 月 12 日 (星期四)	上午 9 時 30 分至下午 5 時正	上午 9 時正至下午 4 時 30 分

Special Circular 1 – Special Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the HKTDC Hong Kong Baby Products Fair 2012 will be located at the Hall 3D Concourse on Level 3 of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting for picking up exhibitor badges at the same time on the check-in day, the following measures will be implemented:

- 1) **All the exhibitor badges have been sent to you in this exhibitor kit.** Please make sure to bring along these badges for admission to the fairground. If you have lost or have forgotten to bring these exhibitor badges to the fairground, or making onsite replacement requests, a cost of HKD 25 per badge will be charged. Please also note that the exhibitor badge is only valid during 8 - 12 January 2012. NO early admission to the fairground is permitted.
- 2) Exhibitors are required to bring along the enclosed **Exhibitor Check-In Form with business card** and proceed to the Exhibitor Check-In Counter any time during 9:00am - 8:00pm at the **Hall 3D Concourse on Level 3 of the Hong Kong Convention & Exhibition Centre** on the move-in day (8 January 2012) to collect the **fair catalogue, booth curtain, name card box, QR code and important on-site circulars**. Exhibitor badge holders can be picked up at the fair ground.

特別通告 1 – 有關參展商進場登記之特別安排

香港貿發局香港嬰兒用品展 2012 之參展商登記櫃位將設於香港會議展覽中心 3 樓展覽廳 3D 大堂。為免參展商於進場日在同一時間排隊輪候領取參展商工作證，本局將實施以下特別安排：

- 1) **參展商工作證已在此文件包中附上。**請檢查是否收悉妥當，並緊記在進館日一併帶到會場。如因參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個參展商工作證須付港幣 25 元。參展商工作證只限於 2012 年 1 月 8 至 12 日期間使用，不可在 1 月 8 日前提早進場。
- 2) 參展商可以在 1 月 8 日上午 9 時至下午 8 時之任何時間內，憑附上之參展商進場登記表及公司名片前往於 **香港會議展覽中心 3 樓展覽廳 3D 大堂** 設置之「參展商登記櫃位」辦理進館登記手續，並領取大會場刊、展台掛簾、卡片盒、專屬的編碼(QR code)及重要通告等。工作證掛套可於會場內索取。

Exhibitor Check-In Form 參展商進場登記表

Welcome to HKTDC Hong Kong Baby Products Fair 2012. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting *fair catalogue, booth curtain, name card box, QR code and important on-site circulars*. The location and opening hours of the check-in counter are listed as below.

Date : 8 January 2012 (move-in day)
Time : 9:00am to 8:00pm
Location : Hall 3D Concourse, Level 3
Hong Kong Convention & Exhibition Centre

In case you find any error in your information in the fair catalogue, please kindly report it to the Fair Management Office before 8:00pm on 8 January.

We wish you every success at the fair.

歡迎參加香港貿發局香港嬰兒用品展 2012。煩請貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商登記櫃位」辦理進場登記手續，領取大會場刊、展台掛簾、卡片盒、專屬的編碼 (QR code) 及是次展覽之重要通告。「參展商登記櫃位」的開放時間及地點如下：

日期： 2012 年 1 月 8 日 (進館日)
時間： 上午 9 時至下午 8 時
地點： 香港會議展覽中心 3 樓展覽廳 3D 大堂

貴司如發現大會場刊中 貴司的資料有誤 煩請於 1 月 8 日下午 8 時前通知於主辦機構辦事處的同事。

敬祝 貴司參展成功！

Company Name 公司名稱: _____
Booth No. 攤位號碼: _____
Contact Person 聯絡人: _____
Contact no. 聯絡電話: _____
Signature 簽署: _____

Special Circular (2) – Special Move-in and Move-out Arrangement & Freight Forwarder Service

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. **8 January**) and move-out day (i.e. **12 January**) of the **HKTDC Hong Kong Baby Products Fair 2012**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the arrangement as below:

Special Move-in Arrangement (8 January 2012)

A Move-in Vehicle Permit will be sent by Hong Kong Trade Development Council to exhibitors with this circular.

- ◆ Based on the designated time on the Vehicle Permit issued by HKTDC, exhibitors who use large vehicle / lorry / light goods vehicle for move-in are required to queue up at the Vehicle Marshalling Area before they go to Hong Kong Convention and Exhibition Centre (HKCEC). The location of the vehicle marshalling area is in **Tsing Yi** (please find attachment for location).
- ◆ A Trip Ticket will be issued to drivers at the Vehicle Marshalling Area in Tsing Yi.
- ◆ Lorries/vans will only be allowed to enter the HKCEC loading area via Expo Drive or Convention Avenue within 2 hours with a valid Vehicle Permit issued by HKTDC and a Trip Ticket issued at the Vehicle Marshalling Area.
- ◆ Vehicle Permit and Trip Ticket are NOT required for exhibitors who use private cars / taxi for move-in. Exhibitors can unload their goods only at the Expo Drive Entrance/Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

Special Move-out Arrangement (12 January 2012)

For exhibitors who use their own lorries/vans or other forwarders to move out, please note the similar arrangements as follows:

A Vehicle Permit for Move-out is enclosed.

- ◆ Move-out of exhibits can only be proceeded after 8:00pm on 12 January 2012.
- ◆ Drivers are required to queue up at the Vehicle Marshalling Area at Tsing Yi. The Vehicle Marshalling Area will open from 2:00pm until all the move-out activities have finished.
- ◆ Trip Tickets will be issued at the Vehicle Marshalling Area.
- ◆ **After 8:00pm**, the drivers can come to HKCEC loading areas with a valid Vehicle Permit issued by HKTDC and a Trip Ticket issued at Vehicle Marshalling Area.

According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.

特別通告 (2) - 進館及撤館交通安排及大會運輸服務

本局將於上述展覽會之進館日（即1月8日）及撤館日（即1月12日）實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排（2012年1月8日）

香港貿易發展局已隨此通告向各參展商發出 **1月8日** 之進館車輛許可証(車証)。

- 如參展商使用大型車輛、貨車及輕型客貨車，在進入會展中心貨物起卸區前，必須根據由香港貿發局所發出車証上之指定時間到車輛等候處報到及輪候。車輛等候處定於**青衣**（請參考圖示為青高路與青尚路交匯處）。
- 在青衣車輛等候處的工作人員會向輪候之司機發出一張往來證明書。
- 司機需攜同車証及往來證明書於兩小時內經會議道或博覽道前往會展中心貨物起卸區進場。
- 如使用私家車或的士進場的參展商，進入會展中心範圍則不需要持有車輛許可証及往來證明書，但只能於**港灣道或博覽道正門**進行落貨。司機於落貨後必須盡快離開會展中心範圍，不得停留或等候。

撤館交通安排（2012年1月12日）

參展商可選用閣下之貨車或貨運代理自行安排撤館。請留意以下撤館程序(適用於使用貨車及貨運公司的參展商)：

香港貿易發展局已隨此通告向各參展商發出 **1月12日** 之撤館車輛許可証(車証)。

- 自行安排撤館只可於1月12日下午8時後進行
- 貨車及輕型客貨車須根據由本局所發出車証上之指定時間到位於青衣之車輛等候處報到及輪候。車輛等候處將下午2時開放，直至撤館程序完成為止。
- 車輛等候處根據當時之交通情況向輪候之司機發出一張往來證明書。
- 於**下午8時後**，請各司機攜同由香港貿發局發出的車証及車輛等候處發出的往來證明書在兩小時內經博覽道入口或會議道前往會展中心貨物起卸區進場。

**於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，
酌情採取交通管制及改道措施**

Location of the Vehicle Marshalling Area in Tsing Yi
青衣車輛等候處位置圖



**HKTDC Hong Kong Baby
Products Fair 2012**
香港嬰兒用品展2012
9-12/1/2012

Return to :
Hansen Exhibition Forwarding Ltd.
Unit 13, 13/F, New Commerce Centre,
19 On Sum Street,
Siu Lek Yuen, Shatin, N.T.
Tel : 2367-2303
Fax : 2369-0479
Email: info@hansenhk.com
Attn. : Mr. Ken Chan

Official Freight Forwarding Service

Hansen Exhibition Forwarding Limited.

Official Freight Forwarding Service

Hansen Exhibition Forwarding Limited. is the Official Freight Forwarder and Customs Broker for the event and can provide a comprehensive range of services including customs clearance, insurance and transportation. Exhibitors should apply the full information on forwarding procedures direct with the forwarder.

Please do not consign shipments to the office of HK Trade Development Council.

INBOUND TARIFF ~ per exhibitor per consignment

All services starting from arrival at Hong Kong port or airport to delivery and finally unpacked them at your stand including customs clearance, transport, handling, storage of empty cases and on-site supervision by Hansen Exhibition Forwarding Ltd's staff

By sea freight ~ US\$10 / cbm (min. US\$10)
By airfreight ~ US\$0.1 / kg (min. US\$10)

OUTBOUND TARIFF ~ same as INBOUND TARIFF

REMARKS

1. This tariff applies to per shipment / per exhibitor.
2. The volume / weight ratio for airfreight charges will be calculated at 6:1 and charged based on whichever yields the greater.
3. Destination ocean freight FCL/LCL charges and airport terminal fees will be passed on as per outlay. (Approx. US\$320/40', US\$220/20', US\$20/LCL & US\$0.2/kg)
4. Cargos arrive earlier than specified will be subject to storage fees of HK\$30cbm/month, minimum 1cbm; however if cargos arrive later than 5 days prior to opening, a 5% surcharge on basic prices will be incurred.
5. Full container loads will be charged at a minimum of 20cbm/20' and 40cbm/40'.

Note : Exhibitors are not required to use the service of any of the abovementioned services. This information is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the services provided by Hansen Exhibition Forwarding Ltd. Exhibitors are advised to exercise normal business precautions as they would in dealing with Hansen.

Special Circular 3 – Safety Regulation on the Use of Trolleys

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-in (8 January) and move-out period (12 January):

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances during fair period.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-in and move-out period. Trolley travel cases / travel bags that can be hand-carried safely are exempted from this rule. Please refer to the following examples:

Allowed ✓	Not Allowed ✕
	

(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they will carry samples/ exhibits away from the Fair)

3. Exhibitors with oversized exhibits or goods to move out are required to use the **centralised forwarding service** (applicable to Hong Kong exhibitors only) provided by the Organiser (between 5:00pm to 7:30pm) and/or to arrange **freight forwarder by themselves** (after 8:00pm) for move-out. As usual, all goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to collect a trip ticket before they come to HKCEC.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling the traffic of all incoming vehicle. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.
5. A joint traffic operation by the Police and Transport Department between 3:00pm and 8:00pm on the move-out day will be carried out, the HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 to pick-up and drop-off passengers during this period.

特別通告 3 – 使用手推車安全細則

基於安全理由，香港會議展覽中心將在進館(即 1 月 8 日)及撤館日(即 1 月 12 日)執行以下措施，限制參展商手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 於下午 5 時前所有超出 81 厘米(高) x 56 厘米(闊) x 33 厘米(深)的手提物品，包括展品、貨物或行李，一律不可在各展覽廳之正門或使用卸貨區場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商進出之物品大小。
- 2) 參展商不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂進入或離開會場。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：

准許使用 ✓	不准使用 ✕
	

(參展商請注意：如 貴公司的買家需攜帶任何展品/樣本/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)

- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日使用由主辦機構提供之中央撤館服務(只適用於香港參展商)，或自行安排貨運公司(於晚上 8 時後)撤館。所有自行安排撤館之貨車，必需前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。
- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。
- 5) 另外運輸署將聯同警方，於撤館日下午 3 時至 8 時正，禁止所有未經授權之車輛進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

Special Circular 4 – Charges on Vehicles with Extended Stay During Move-in & Move-out days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during all move-in days and move-out day of the HKTDC Hong Kong Baby Products Fair 2012.

According to the HKCEC, this practice is a result of several meetings with the Police and the Transport Department to alleviate the traffic congestion by means of enhancing the loading and unloading efficiency during the move-in and move-out days.

The key points of this measure are summarized as below:

1. Charges will be imposed during the following days

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **7-8 January and 12 January 2012.**

2. The Charges

First 45 mins (Grace Period)	:	Free
One hour after Grace Period	:	HK\$100/hour or part thereof
Two hours or above after Grace Period	:	HK\$200/hour or part thereof
Lost Ticket	:	HK\$500/each /per day

3. Entry and Exit Control

The control point will be located at the Truck Marshalling Area when vehicles are queuing for moving onward. Vehicles allowed to proceed to the Hall Loading Area will be given a ticket with clock-in time. Leaving vehicles will be clocked out at the control booth at the exit.

4. Payment Collection

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with the official receipt.

5. Notice

Temporary prominent signs will be displayed at the Truck Marshalling Area showing the details of the free time allowed for loading/unloading and applicable charges. Same will be printed on the clock-in ticket.

The above measures have been practicing for a few years and it worked well and contributed to the alleviation of traffic congestion. However, your support and understanding is the most important to facilitate an efficient move-in / move-out practice for the HKTDC Hong Kong Baby Products Fair.

Thank you for your cooperation.

特別通告 4 – 車輛進館及撤館期間延期停留額外費用

香港會議展覽中心與警務處及運輸署達成協議，同意在香港貿發局香港嬰兒用品展 2012 的進館及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 2012 年 1 月 7 - 8 日及 12 日，實施進場車輛使用時間收費計劃。

2. 費用

	以每小時收費
車輛進場後首 45 分鐘 (寬限期)	: 免費
寬限期後第一小時	: 港幣\$100/每小時*
寬限期後第二小時或以上	: 港幣\$200/每小時*
遺失進場計時咭 (每張/每日)	: 港幣\$500
*不足一小時者亦作一小時計	

3. 出入口處的控制

車輛將於貨車調車區出入口管制處開始排隊進場，當車輛進入展覽館的貨物起卸區的時候，司機將會收到一張進場計時咭並印上進場時間，在離開會場的時候交予出入口管制處辦理離場手續。

4. 繳費方法

請於貨車調車區出口管制處繳交費用，並同時發還收據。

5. 注意事項

新措施的實施及收費方法將詳列於進館計時咭及臨時指示牌上，並張貼於貨車調車區出入口當眼處。

以上的安排已在早前的數個展覽會實施，並證明能有效地舒緩當日的交通情況，惟最終的成效取決於是否得到參展商的諒解及支持。

敬請各參展商合作，使香港貿發局香港嬰兒用品展的進館及撤館程序能順利進行。

Dear Exhibitors,

**“Reach Out Campaign” – Donation of Exhibits at
HKTDC Hong Kong Baby Products Fair 2012 (9-12 January)**

To promote the importance of Corporate Social Responsibility in the business community, the Hong Kong Trade Development Council is pleased to organise once again the HKTDC Reach Out Campaign for the Hong Kong Baby Products Fair 2012.

Through the “Reach Out Campaign”, exhibits are collected from exhibitors to be donated to vulnerable groups through the matching service from the Hong Kong Council of Social Service (HKCSS). HKCSS is a non-profit organisation comprising more than 400 agency members that provide over 90 per cent of social welfare services in Hong Kong. Together with the agency members, HKCSS promotes the betterment of social welfare services in Hong Kong with the aim of being responsive to the needs of the community, particularly those most vulnerable.

More than 430 exhibitors have taken part in the “Reach Out Campaign” and over 170 social service agencies have benefited from the campaign since it was launched 7 years ago. This is a good opportunity for you to support corporate social responsibility, and we need your support.

As your donation will be sent to vulnerable groups for direct use or for charity activities, we welcome items which:

1. can be used without the need to add any extra parts
2. are not fragile
3. are intact products
4. are simple in packaging for ease of transportation

As a token of thanks, we will acknowledge those exhibitors who have participated in the campaign for three times or more by listing out their company names on the acknowledgement board located at the fairground inside HKCEC.

To participate, please fill out the attached reply form and send it to Ms Cindy Ho via fax to +852 3521 3040 or email to cindy.sy.ho@hktdc.org on or before 21 December 2011 (Wednesday). Our staff will collect the donated exhibits from your booth on 12 January 2012 (Thursday), the last day of the fair between 4pm and 6pm.

We look forward to receiving a favourable reply from you. Thank you.

致：參展商

香港貿發局香港嬰兒用品展 2012 - 「延展關懷」展品捐贈行動

香港貿發局一向致力推廣企業社會責任。本局將於香港嬰兒用品展 2012 繼續舉辦「延展關懷行動」，邀請參展商捐贈展品，惠澤社會上有需要的社群。行動所得的贈品會透過香港社會服務聯會(簡稱社聯)的配對服務，捐贈予社聯的機構會員。社聯共有 400 多間社會服務機構會員，致力推動回應社會需要的社會服務及發展，照顧弱勢社群，為香港提供逾九成的社會服務。

此活動自推行以來的短短六年間，已有超過 430 個參展商參與「延展關懷行動」，令超過 170 家社會服務機構受惠。這是閣下履行企業社會責任之活動，歡迎各參展商踴躍支持。

由於所有捐贈物品將直接轉贈予有需要人士，或作慈善用途，我們歡迎閣下捐出：

1. 無須另加配件，而可以直接使用的物品
2. 非易碎物品
3. 完整沒有破損物品
4. 捐贈物品請妥善包裝，方便運輸

如有意捐贈展品，請填妥回條，於 2011 年 12 月 21 日(星期三)或之前傳真至 +852 3521 3040 何小姐 或電郵至 cindy.sy.ho@hktdc.org。本局工作人員將於 2012 年 1 月 12 日，即展覽會最後一天，約下午 4 時至 6 時到貴公司的攤位收集捐贈的展品。

為答謝參展商的支持，我們將特別表揚三次或以上參與捐贈行動的參展商，並將其公司名字公佈在我們設於展覽場地的鳴謝板上。

您的參與，將惠澤社會上有需要的社群。最後，謹祝展出成功，生意興隆！

Reply Form 回條

Please fax the reply form on or before 21 December 2011 (Wednesday) to +852 3521 3040 or email to cindy.sy.ho@hktdc.org. For enquiry, please call 2584 4192.

請於 2011 年 12 月 21 日(星期三)或之前傳真至 3521 3040 或電郵至 cindy.sy.ho@hktdc.org。

如有查詢，請致電+852 2584 4192。

**“Reach Out Campaign” – Donation of Exhibits at
HKTDC Hong Kong Baby Products Fair 2012
香港貿發局香港嬰兒用品展 2012 - 「延展關懷行動」**

- ☐ Yes, my company will participate 本公司將會參加
- ☐ No, my company will not participate 本公司將不會參加

Company Name/公司名稱：

(same as the booth fascia 與攤位牌面相同)

Booth no./攤位號數：

Contact person/聯絡人：

Address/地址：

Tel no./電話：

Fax no./傳真：

E-mail/電郵：

Types of Donation/贈品類型：

Quantity of Donation/贈品數量：

(no. of cartoon box 以紙皮箱計)

- Please indicate the no. of cartoon box required from HKTDC if necessary:

如需要香港貿發局提供紙皮箱，請註明數量：

- Size of the carton box provided by TDC is

香港貿發局提供之紙皮箱尺寸為

19"(W) x 15"(D) x 13"(H)

NOTES 注意：

1. For safety reason, easily breakable items such as glass, ceramics, porcelain and the like will not be accepted for donation. 為安全起見，大會將不會接受容易破碎的捐贈展品，例如玻璃，陶瓷器等。
2. HKTDC reserves the right to reject any exhibits for donation. 香港貿發局有最後酌情權決定是否接納有關捐贈展品。

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS AT HKTDC EXHIBITIONS

Exhibitors' Brief

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

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

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

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

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

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

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

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

通告

香港貿發局展覽會保護知識產權措施

參展商須知

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

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

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

茲促請所有參展商，必須遵守香港貿發局展覽會參展規則第 42 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿發局展覽會保護知識產權措施：參展商須知》（「參展商須知」），包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒絕遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿發局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人/參展商（「投訴人」）按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員（包括但不限於所述各方的法律顧問）的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用（包括但不限於法律費用）、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員（包括但不限於所述各方的法律顧問）採取任何法律行動、或提出任何索償或要求。

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the Fair Legal Advisor engaged by HKTDC.
2. If you receive a complaint at your booth, you should refer the complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Fair Legal Advisor on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Fair Legal Advisor is satisfied, on the basis of the documents provided, that the complaint's intellectual property rights are valid and have been infringed by the display of the Exhibitors' product or material in dispute at the Fair, a HKTDC Fair Official will visit the booth involved.
5. As Fair Organizer, HKTDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
6. The exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the exhibition unless he/she can adduce evidence to show to the satisfaction of the Fair Legal Advisor that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the HKTDC for its records.
7. If the HKTDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the fair.
8. If the exhibitor fails or refuses to co-operate with HKTDC under paragraphs 5 and/or 6 and/or 7 above, HKTDC shall have the power, in its sole and absolute discretion, to ban the Exhibitor, or any parent, associate, affiliated and / or subsidiary company, from any or all future HKTDC exhibitions.
9. HKTDC staff will visit any booth in respect of which a complaint has been received and accepted by HKTDC's legal advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, HKTDC shall have the power, at its sole and absolute discretion, to immediately terminate the Exhibitors' right of participation in the Fair in question without any refund of the participation fee already paid by the Exhibitor and to ban the Exhibitor or any parent, associate, affiliated and / or subsidiary company from any or all future HKTDC exhibitions.

Penalties

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

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

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及派駐現場的法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及駐場法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若駐場法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
6. 除非有關參展商能提出使駐場法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
7. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
8. 假若有關參展商拒絕合作或違反上述第 5 及/或第 6 及/或第 7 項條款，本局有唯一及絕對之酌情權禁止該等參展商或其任何母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
9. 本局職員會定期到駐場法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有唯一及絕對酌情權即時取消該等參展商或其任何母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其或其任何母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列其中一種情況，決定是否禁止參展商或任何母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。

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

OR

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

OR

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

OR

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

OR

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

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，
 - 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
 - 被同一名投訴人投訴最少有四項不同產品或物品侵權；而該等投訴為駐場法律顧問所接納
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例（香港法例第 528 章）

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

商品說明條例（香港法例第 362 章）

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品；
- (ii) 供應或要約供應已應用虛假商品說明的貨品；或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

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

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

A. Copyright

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

in the event the author of the works is not the complainant nor an employee of the
5. complainant, copyright assignment evidencing assignment of copyright from author to complainant;
6. invoice, shipping document or other documents evidencing the date of (i) first sale of the product or article to which the original copyright work relates or (ii) first publication of the relevant copyright work;
7. alternatively, an affidavit of the copyright ownership pursuant to Section 121 of the copyright Ordinance.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in Hong Kong including any renewal certificates or proof of renewal.

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in Hong Kong including any renewal certificates or proof of renewal.

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in Hong Kong including any renewal certificates or proof of renewal.

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

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

通告

證明知識產權的存在，擁有權及被侵權的所需文件

A. 版權

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

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明。
2. 由投訴人之專利代理或法律顧問發出之書面意見書，證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由駐場法律顧問因應實際情況要求提供的其他證明文件。

* 本網頁內的資料如有任何改動，恕不另行通知。

Fair Notices 展會通告

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12	Construction Waste and Exhibit Samples Disposal 棄置建築廢料及展品
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1. Exhibitor Check-in 參展商進場登記表

Please bring along the enclosed Exhibitor Check-in Form with business card and present it to the Exhibitor Check-in Counter (Hall 3D Concourse) upon your arrival to the venue on the move-in day (8 January) in order to pick up the on-site materials such as fair catalogue, booth curtain, name card drop box, QR code, important on-site circulars etc.

Note: Exhibitor Badges are enclosed with this circular. Please keep the Exhibitor Badges with care and bring them along during the move-in and fair period. All on-site replacement orders will be charged at HKD25 each. The Badge Holder can be picked up on-site at the Exhibition Entrances.

請攜同附上的參展商進場登記表及閣下名片於進館日(即1月8日)到「參展商登記櫃位」(展覽廳3D大堂)辦理進場登記手續。貴公司同時亦可領取大會場刊、展台掛簾、卡片盒、專屬的編碼(QR code)及展覽期間之重要通告。

注意: 參展商工作証已隨函寄上。於進館日及展覽期間, 所有參展商及其職員必須佩帶印有參展商名稱之工作証, 請心保存 貴公司的工作証, 以免遺失。所有在進館日及展覽期間, 申請額外參展商工作証的收費為每張港幣25元。工作証掛套可於展覽入口處索取。

2. Special Move-in and Move-out Arrangement & Vehicle Permits 進館及撤館交通安排及車輛許可証

During the move-in (8 January) and move-out (12 January) days, special traffic arrangements will be implemented. Please refer to the attached Special Circular 2 on Special Move-in and Move-out Arrangement and only goods vehicles displaying valid vehicle permits are allowed to enter the Convention and Exhibition Centre area. Please also pass the enclosed Vehicle Permit(s)* to your vehicle drivers and inform them about the details of the special arrangement (* Move-out Permit: for exhibitors who use their own goods vehicle or freight forwarder to process the move-out arrangement only).

於進館日(1月8日)及撤館日(1月12日)期間, 本局將實施特別交通安排, 詳情請留意附上有關進館及撤館交通安排之特別通告2。另外, 請將隨函附上的「進館/撤館*車輛許可証」交給 貴公司所僱用的搬運公司, 明確知會他們有關的安排及遵守有關規則(*撤館車輛許可証只發給自行撤館之參展商)。

3. Transportation Worker Badges 運輸工人證

Your freight forwarder is required to present the Transportation Worker Badge for moving your exhibits into and out of the exhibition halls during the move-in and move-out days. Transportation Worker Badges will be distributed at the Loading Area and the badges are only valid during the move-in and move-out period, they are not valid during the exhibition period.

於進館及撤館日，各搬運展品進出展館的工人必須佩帶**運輸工人證**。該證件將於卸貨區派發，而該証只適用於展會進館日及撤館日，不適用於展覽期間。

4. Move-out Regulation 撤館守則

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 12 January 2012**.

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 12 January 2012, 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 Organisers reserve the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

本局去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商嚴禁於1月12日下午5時前把展品搬離會場。

參展申請表內的展覽會規則第45項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於1月12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。

5. 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。

6. Free Shuttle Bus 免費巴士服務

In case your exhibits are small and can be packed into a hand-carrying luggage case, you are encouraged to use our free shuttle bus service provided on the move-out day (12 January). Designated shuttle buses with luggage cabin will depart from the Expo Drive entrance to Causeway Bay, Admiralty, Tsim Sha Tsui. You can make use of this service to leave the exhibition venue and connect other means of transport which you find convenient.

如貴公司於撤館日（即1月12日）將會提走的展品屬於較細小及便於放置在手提行李內，主辦機構鼓勵各參展商使用

大會提供的免費巴士服務，乘搭附設行李架之指定免費巴士由香港會議展覽中心入口處駛往銅鑼灣、金鐘、中環及尖沙咀離開展場，及後轉乘其他交通工具抵達目的地。

7. 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 HKTDC will put in place the following measures and revised procedures:

- 1) 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, occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
- 3) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 4) Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
- 5) To facilitate storage of precious exhibits at night from **8-11 January 2012**, the HKTDC will offer exhibitors overnight storage facility arrangement.
- 6) With reference to the recent loss cases reported in the Fairs, the police has advised exhibitors to take measures to prevent laptop computer from being stolen. Some cable locks have been sourced for the laptop computers. These locks will be available for sale at the Business Centre.

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 HKTDC.

香港貿發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，主辦機構特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 香港貿發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。
- 2) **參展商工作証** - 為更有效地識別各參展商的身份及所屬之攤位，香港貿發局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。
- 3) **保安標示** - 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。
- 4) **攤位布簾** - 香港貿發局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。
- 5) **通宵儲存服務** - 為方便參展商於 **2012 年 1 月 8-11 日期間**在晚上儲存貴重展品，香港貿發局將提供通宵儲存服務。
- 6) **電腦鎖** - 為更有效保障各參展商於展覽期間的財物安全，於商務中心設有電腦鎖供參展商購買，電腦鎖可有效防止重要物品，如手提電腦遭盜竊及遺失。

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。

8. 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 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. Flora Liu, Exhibitions Project Manager at Tel: (852) 2240 4613; or via email address: flora.wy.liu@hktdc.org of the Hong Kong Trade Development Council.

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。

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廖詠儀小姐聯絡,電話: (852) 2240 4613 或 電郵: flora.wy.liu@hktdc.org 。

9. 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，上述活動涉及的产品，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。

10. Receiving Buyers at HKTDC Fairs 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.

The HKTDC, as the fair organiser, fully understands that the organisation 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:

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

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.

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。

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. 對所有獲本局接納進場參觀的人士表示歡迎。

2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若本局接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

11. 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 Organisers.

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。

12. 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。

13. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide 請小心處理由第三者(Fair Guide/Expo Guide)提供之推廣優惠

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

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

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals, you should notify Construct Data and/or Commercial Online Manuals in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, please visit http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142,161

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一公司Expo Guide（由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有）亦向參展商發出類似信件，邀請參展商更新或更正他們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。UFI還報告說，收債公司和這些指南和組織有夥伴的關係，從而恐嚇參展商付款。Construct Data之經營手法已被奧地利保障公平競爭協會（Austrian Protective Association）視為不公平及誤導。最近有資料顯示，Construct Data已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

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

主辦機構並不建議閣下簽署任何從Construct Data及/或Commercial Online Manuals收到之文件。如閣下在錯誤情況下與Construct Data及/或Commercial Online Manual訂立合約，閣下應以書面通知Construct Data及/或Commercial Online Manuals指出基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/Public/Default.aspx?Clef_SITESMAPS=142,161。

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

Free wireless LAN service will be provided during fair period. You will be able to connect with the Internet at designated areas with your laptop and a wireless LAN adaptor (supporting **IEEE802.11b standard**). However, as this service is provided to all exhibitors and it may be utilized by a considerable amount of users, the connection may become unstable or unavailable. To ensure smooth Internet connection throughout the fair, exhibitors are strongly recommended to order a Broadband Line for your own booths by submitting the **FORM 5** of the Order Forms booklet

於展覽期內（即1月9-12日），主辦機構將會提供免費無線上網服務，透過此免費無線上網服務，閣下可在展覽期間於展位內以手提電腦及無線上網連接器（必須支援 IEEE802.11b）連接上網。由於所有參展商及買家均可於展覽期間享用上述免費無線上網服務，同一時間內可能會有大量使用者，因此網路可能出現不穩定及緩慢等情況，故此項免費服務只適用於基本的上網用途（如查覆電郵）。如貴公司在展覽期間需要穩定暢通之網絡連線作業（如網頁示範，檔案下載等），則建議閣下訂購一條獨立的寬頻上網線路，參展商如需申請，請填寫額外設施及服務申請表格五