

Exhibitor Package for HKTDC Hong Kong Toys & Games Fair 2025 香港貿發局香港玩具展 2025 (參展商須知)

Thank you for your participation at the HKTDC Hong Kong Toys & Games Fair 2025. If you have any questions, please feel free to contact our colleagues below.

感謝 貴公司參加香港貿發局香港玩具展 2025。如有任何疑問，請與以下同事聯絡。

Name 姓名	Tel 電話	Email 電郵	Fax 傳真
Mr. John Lam 林賢耀先生	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5713
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Ms. Jessica Cheng 鄭家恩小姐	(852) 2240 4738	jessica.ky.cheng@hktdc.org	
Ms. Queena Lo 盧敏華小姐	(852) 2240 4613	queena.mw.lo@hktdc.org	

* 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
6-8 January (Mon - Wed) 1月6至8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
9 January (Thu) 1月9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: 請注意:

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



Item 資料項目		Index 索引
1	Checklist of Important Dates 重要日期清單	Special Circular (1) 特別通告(1)
2	Display of Remote Moving and Flying Exhibits Outside the Booth Area Is Prohibited 嚴禁於展位以外地方示範及展示遙控或其他飛行玩具	Special Circular (2) 特別通告(2)
3	e-Badge for exhibitors and buyers 參展商及買家電子入場證	Special Circular (3) 特別通告 (3)
4	Height Restriction of Custom-built Booths 特裝展位高度限制	Special Circular (4) 特別通告 (4)
5	Exhibitors' Manual and Order Forms Electronic Version (Submission deadline for additional facilities: 25 November 2024) 參展商手冊、額外設施及服務申請表格電子版本 (額外設施申請之截止日期：2024年11月25日)	Circular 1 通告 1
6	Move-in & Move-out 進館及撤館時間表	Circular 2 通告 2
7	Move-out Regulations 撤館規則	Circular 3 通告 3
8	Buyers Nomination Form for Hotel Sponsorship (Deadline: 17 November 2024) 酒店贊助買家推薦表格 (截止日期：2024年11月17日)	Circular 4 通告 4
9	Measures on Custom-built Participation 特裝參展措施	Circular 5 通告 5
10	Alteration of Basic / Standard / Premium Booth Structures (Deadline: 25 November 2024) 自行更改基本/標準/特級展台設施 (截止日期：2024年11月25日)	Circular 6 通告 6
11	Tropical Cyclone & Black Rainstorm Warning Signals Typhoon Attack and Black Rainstorm Warning Signal 熱帶氣旋及黑色暴雨警告信號及「極端情況」下之特別安排	Circular 7 通告 7
12	Fair Notices 展會通告	Circular 8 通告 8
13	Invitation to "HKTDC United Cares" – Donation of Exhibits at HKTDC Hong Kong Toys & Games Fair 2025 (6-9 January)(Deadline: 6 December 2024) 誠邀參與香港貿發局香港玩具展 2025 (1月6至9日)「香港貿發局延展關懷 行動」(截止日期：2024年12月6日)	Circular 9 通告 9
14	Guideline of Marshalling App – “Go HKCEC” 會展快運易簡介	Appendix 附件
15	Special Measures on Intellectual Property Protection 有關保護知識產權問題的措施	
16	Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子	
17	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項-現場使用電力指引	

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	End of November 2024 2024 年 11 月下旬
hktdc.com Sourcing Subscription 貿發網採購平台	6 December 2024 – 5 February 2025 2024 年 12 月 6 日至 2025 年 2 月 5 日
Advertising and Promotion Opportunities Deadline 廣告及宣傳截止申請日期	25 November 2024 2024 年 11 月 25 日
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	25 November 2024 2024 年 11 月 25 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 2024 2024 年 12 月中旬
Exhibitor Electronic Admission Badge (e- Badge) Application Link 電子參展商工作證	Mid-December 2024 2024 年 12 月中旬
Visitor Pre-Registration Deadline 參觀人士預先登記截止日期	The exhibition is for trade visitors aged 18 or above only. Online registration will close on 5 January 2025 at 5:00pm (GMT+8). 展覽會只供年滿 18 歲或以上的業內人士參觀。 網上登記將於 2025 年 1 月 5 日下午 5 時正 (標準時間+8)關閉。
Click2Match Online Meetings 商對易線上會議	30 December 2024 - 16 January 2025 2024 年 12 月 30 日– 2025 年 1 月 16 日

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。

Special Circular (2) - Display of Remote Moving and Flying Exhibits Outside the Booth Area Is Prohibited

In the previous edition of the Fair, some exhibitors were found demonstrating remote moving and flying exhibits outside the booth area. This circular serves to remind all exhibitors that the demonstration of exhibits should be made **INSIDE** the booth area. In addition, the exhibitor should make sure that the demonstration should not cause any damage, loss and hurt to other exhibitors, visitors or any other person in the fairground.

Clauses 34 and 69 of the rules and regulations of the Fair are extracted below for your reference:

- 34.** The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must be subject to the Organiser's prior written approval.
- 69.** The Exhibitor undertakes to fully indemnify and at all times hereafter to keep indemnified in full the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of or in relation to the negligence, wilful default or fraud of the Exhibitor in the performance of any agreement hereunder or any breach by the Exhibitor of these Conditions.

Remark: The hall gangway and the area above the height above the booth are regarded as public area, no exhibit demonstration or display is allowed.

Thank you for your kind understanding and co-operation.

特別通告 (2) – 嚴禁於展位以外地方示範及展示遙控或其他飛行玩具

在去屆展會中，主辦單位發現有些參展商於展位以外地方示範及展示展品，尤其是遙控或其他飛行玩具。特此提醒各參展商只可以在展位範圍以內的地方展示及示範展品。同時，參展商必須注意其示範行為不會傷害及對其他參展商、參觀者及其他在場人士造成任何損失。

以下為展覽會規則第 34 及 69 條的條款以供參考：

- 34.** 參展商須全權負責採取預防措施以保護公眾人士免受任何移動或運作中的展品所傷，例如安排保安人員或其他保障方法。此類展品只可由參展商授權的合資格人士操作或進行示範及不得在無該等人看管的情況下運作。參展商如欲展示此類展品，必須事先獲得主辦機構書面許可。
- 69.** 參展商保證按主辦機構、其代理、代表、承包商及僱員的要求悉數賠償他們因參展商在履行本規則項下任何協議時疏忽、故意失責或進行欺詐，或因參展商違反本細則而蒙受或招致的一切損失、責任、法律行動、訴訟、索償、賠償、費用（包括但不限於法律費用）及開支，並承諾於所有時間使主辦機構獲得悉數賠償。

注意：展覽館內的通道及展位高度限制以下的地方均屬於公眾範圍，參展商不可以在公眾範圍進行產品示範及陳列展品。

多謝合作！

Special Circular (3) – e-Badge for exhibitors and buyers
特別通告 (3) -參展商及買家電子入場證

With rapid development of mobile technology, electronic admission badge (e-Badge) will be launched in Hong Kong Toys & Games Fair 2025 to upgrade exhibitor's and buyer's experience at the fair and support environmental protection.

Exhibitors and buyers who downloaded the “**HKTDC Marketplace**” mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access.

To provide seamless fairground experience, more functions will be introduced in the app later based on the needs of exhibitors and buyers, such as display of customized information, enhanced ability to connect with exhibitors and buyers.

More details: http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html

現今流動技術日益普及，大會亦與時並進，將於 2025 年香港玩具展推出參展商及買家電子入場證 (e-Badge)，期望提升參展商及買家的展會體驗，同時響應環保。

參展商及買家只需下載香港貿發局商貿平台 (**HKTDC Marketplace**) 流動應用程式，完成登記後，便可索取 e-Badge。進入會場時，參展商及買家須向工作人員展示 e-Badge。

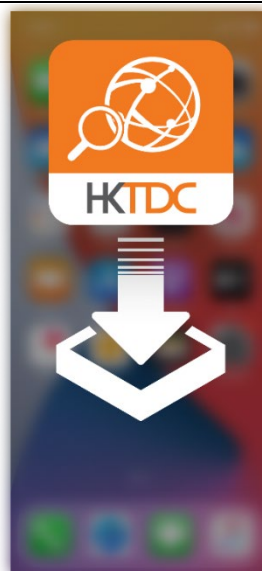
大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

如要了解更多資訊，請瀏覽：http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html

Please find the details about Exhibitor e-badge:
有關參展商電子入場證的詳情可參考:

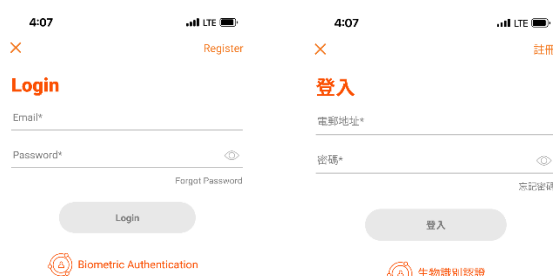
**1. Download and install
'HKTDC Marketplace' Apps.**

下載並安裝“HKTDC Marketplace”
應用程式。



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

使用您的註冊郵箱登錄參展商帳號。
如果您忘記密碼，請使用“忘記密碼”按鈕。



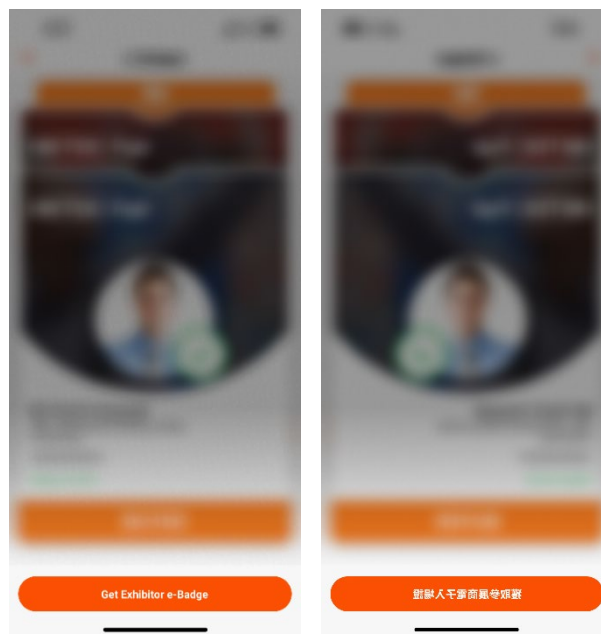
3. Tap 'e-Badge' button.

在主頁點擊橙色“電子入場證”按鈕。



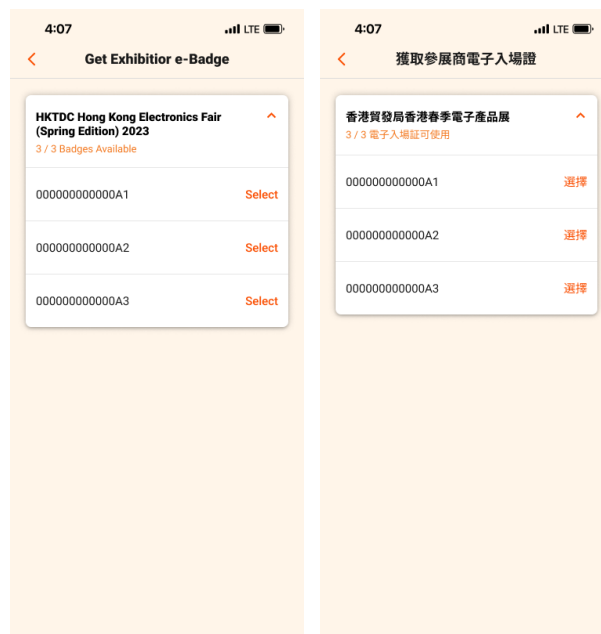
4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.

選擇“獲取參展商電子入場證”
以兌換您的電子工作證。



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

兌換工作證。請注意，每台電子設備 (如手機)
只能兌換一個工作證。

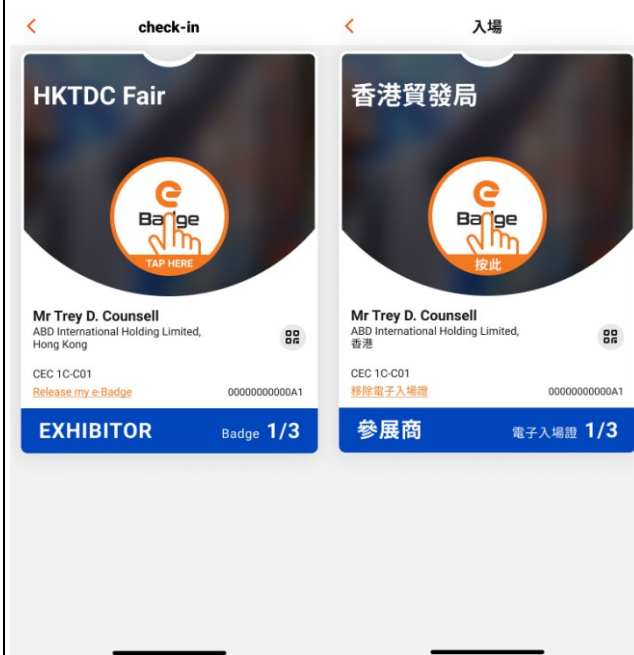


6. Input your name.

輸入您的名字。

The image shows two side-by-side screenshots of a mobile application interface. The left screenshot is titled "Get Exhibitor e-Badge" and the right is titled "獲取參展商電子入場證". Both screens show a "Badge Selected" section with the ID "000000000000A1". Below this, there are input fields for "Mr" (with a dropdown arrow), "Trey D.", and "Counsell". At the bottom of each screen is an orange button labeled "Next" (left) and "下一步" (right).

7. The Exhibitor e-Badge is now ready to use! 參展商電子入場證現在可以使用了！



Special Circular (4) – Height Restriction of Custom-built Booths

RSC 001/22

21 April 2022

To All Contractors

Height Restriction of Custom-built Booths

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

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

If you have any queries or request further clarification, please contact:

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

Thank you for your kind understanding and cooperation.

Exhibition Services Department

特別通告 (4) – 特裝展位高度限制

RSC 001/22

致各承建商

特裝展位高度限制

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

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

如有任何疑問或需了解更多細節，請聯絡：

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

感謝您理解與合作，謝謝。

展覽服務部

2022 年 4 月 21 日

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

Please note that the electronic version of Exhibitor Manual and Facilities Order Forms have been uploaded on the fair website for your review and downloading. The web link is as below:

(Remarks: No hardcopy will be distributed)

Exhibitor Manual:

<https://www.hktdc.com/event/hktoyfair/en/exhibitors-manual>

Order Forms:

<https://www.hktdc.com/event/hktoyfair/en/additional-facilities-services-order-form>

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 observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

The submission deadline for **Additional Facilities and Services** order forms: **25 November 2024**.

The submission deadline for **Advertising & Promotion** order forms: **25 November 2024**.

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

Contact Persons:

Name	Tel	Email	Fax 傳真
Mr. John Lam	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5713
Mr. Sam Li	(852) 2240 4610	sam.kl.li@hktdc.org	
Ms. Jess Hui	(852) 2240 4801	jess.lh.hui@hktdc.org	
Ms. Sylvia Li	(852) 2240 4355	sylvia.wy.li@hktdc.org	
Ms. Jessica Cheng	(852) 2240 4738	jessica.ky.cheng@hktdc.org	
Ms. Queena Lo	(852) 2240 4613	queena.mw.lo@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

參展商手冊及設施申請表已上載至展會網站上供各參展商細閱及下載。網址如下:

(備註: 將不會派發印刷本)

參展商手冊:

<https://www.hktdc.com/event/hktoyfair/tc/exhibitors-manual>

額外設施及服務申請表格:

<https://www.hktdc.com/event/hktoyfair/tc/additional-facilities-services-order-form>

參展商手冊詳細刊載了今屆展覽會的有關資料, 對貴公司籌備參展甚有幫助。

請詳閱手冊內所列各項規則, 並留意額外設施及服務申請表格上所列明的截止呈交日期。

額外設施及服務申請表截止日期: 2024 年 11 月 25 日

廣告及推廣項目申請表截止日期: 2024 年 11 月 25 日

如有任何查詢或需要協助, 歡迎與本局聯絡。

聯絡人:

姓名	電話	電郵	傳真
林賢耀先生	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5713
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許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktdc.org	
李穎兒小姐	(852) 2240 4355	sylvia.wy.li@hktdc.org	
鄭家恩小姐	(852) 2240 4738	jessica.ky.cheng@hktdc.org	
盧敏華小姐	(852) 2240 4613	queena.mw.lo@hktdc.org	

Circular (2) – Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	<u>Hall 1, 3, 5</u> 4 Jan 9:00 am – 10:00 pm 5 Jan 9:00 am – 1:00 pm <u>Concourse of each Hall</u> 4 Jan 2:00 pm – 10:00 pm 5 Jan 9:00 am – 1:00 pm	N/A
Booth Decoration	5 Jan 10:30 am – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move In Exhibits	5 Jan (Please refer to schedule showed on the e-Vehicle Pass)	
Move Out Exhibits	9 Jan (Please refer to schedule showed on the e-Vehicle Pass)	
Termination of Booth Electricity	6 - 8 Jan 7:30 pm 9 Jan 6:30 pm	
Booth Dismantling including Additional Lighting	9 Jan 8:00 pm – 12:00 midnight	N/A

1.1 Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 9:00 am (except for the first day of the exhibition which would be opened at 8:30 am). **All**

exhibitors are reminded to use e-badge when entering the exhibition hall. No exhibitors under 18 will be admitted.

1.2. Over time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 4, 5 and 9 January 2025, they shall pay to the Organiser the over time penalty claimed by HKCEC against the Organiser. The rate of the over time penalty for individual hall is listed on section 4.2.4.

For details, please do not hesitate to contact the Organiser.

Contact Persons:

Name	Tel	Email	Fax 傳真
Mr. John Lam	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5713
Mr. Sam Li	(852) 2240 4610	sam.kl.li@hktdc.org	
Ms. Jess Hui	(852) 2240 4801	jess.lh.hui@hktdc.org	
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Ms. Queena Lo	(852) 2240 4613	queena.mw.lo@hktdc.org	

通告(2) - 進館及撤館時間表

	特裝參展用戶	標準攤位用戶
攤位建築	<p><u>展覽廳 1、3、5</u></p> <p>1月4日 上午9時至晚上10時</p> <p>1月5日 上午9時至下午1時</p> <p><u>各展覽廳大堂</u></p> <p>1月4日 下午2時至晚上10時</p> <p>1月5日 上午9時至下午1時</p>	不適用
攤位佈置	<p>1月5日 上午10時30分至下午8時</p> <p>所有攤位佈置必須於下午8時前完成</p>	
展品進場	<p>1月5日 (請依照電子車輛通行證上的時間)</p>	
展品離場	<p>1月9日 (請依照電子車輛通行證上的時間)</p>	
終止攤位電源	<p>1月6至8日 下午7時30分</p>	

	1月9日	下午6時30分	
攤位拆卸 包括照明裝置	1月9日	晚上8時至午夜12時	不適用

1.1. 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午9時開放（除展覽會首天將於上午8時30分開放外）。

參展商於進入展覽場館時必須出示工作證，參展商如未滿十八歲均不准進場。

1.2. 香港會議展覽中心徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於2025年1月4、5及9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超時罰款。各展覽廳的超時罰款額列載於第四節4.2.4條。

如有任何查詢或需要協助，歡迎與本局聯絡。

聯絡人：

姓名	電話	電郵	傳真
林賢耀先生	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5713
李嘉龍先生	(852) 2240 4610	sam.kl.li@hktdc.org	
許麗虹小姐	(852) 2240 4801	jess.lh.hui@hktdc.org	
李穎兒小姐	(852) 2240 4355	sylvia.wy.li@hktdc.org	
鄭家恩小姐	(852) 2240 4738	jessica.ky.cheng@hktdc.org	
盧敏華小姐	(852) 2240 4613	queena.mw.lo@hktdc.org	

Circular (3) – 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 9 January 2025.**

According to clause 46 in the exhibition rules & regulations 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 9 January 2025. Those exhibitors who violated such rule will be served a warning letter.

Performance Bond

If an exhibitor violates the rules in Hong Kong Toys & Games Fair 2025 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for Hong Kong Toys & Games Fair 2026. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2025 and Performance Bond Amount

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

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions and Digital Business Department.

Further details shall be found in the invitation letter for Hong Kong Toys & Games Fair 2026.

The application of Hong Kong Toys & Games Fair 2026 will not be accepted if the exhibitor fails to pay the performance bond on or before the deadline.

If an exhibitor violates the rule again during Toys Fair 2026, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

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

Thank you for your cooperation and kind understanding.

通告(3)–撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於 1 月 9 日下午 5 時前把展品搬離會場**。參展申請表內的展覽會規則第 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於 1 月 9 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。

違規罰款按金

如參展商於 2025 年香港玩具展違反展覽會規則 46 條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「香港玩具展 2026」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2025 年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式呈交香港貿發局展覽及數碼業務部，有關詳情，將列於香港玩具展 2026 的參展邀請函。如參展商未能於指定日期或以前繳付違規罰款按金，主辦機構將不會接納參展商就「香港玩具展 2026」的申請。

如參展商於 2026 年再度違規，違規罰款按金將會被沒收。如參展商於 2026 年展覽期間並無任何違規事宜，則按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款後參展商可排除責任，故參展商若繼續違規，不予改善，會被視為嚴重違規行為，主辦機構將保留權利押後日後香港玩具展之選擇攤位次序或取消該公司保留位置的權利，甚至取消日後參加香港玩具展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

Circular 4 - Nomination of Buyers for Hotel Sponsorship

Thank you very much for your keen support to the HKTDC Hong Kong Toys & Games Fair 2025! 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 toys publications and international newspapers
- Promotional counters at major international toys 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 that, however, we shall have the final discretion in selecting the buyers for extending the offer.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of 17 November 2024.

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. Kristy Chiu at tel: (852) 2240 4099 or via e-mail: hktoys.visitor@hktdc.org.

通告(4) - 酒店贊助買家推薦

感謝 貴司對香港貿發局香港玩具展 2025 的支持。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玩具雜誌
於世界著名玩具展設置宣傳攤位

為進一步吸引更多高質素國際玩具買家到來採購，本局將提供香港酒店贊助予被挑選的海外買家。因此，我們誠邀閣下提名合適的買家。被揀選邀請的海外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 2024 年 11 月 17 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 4099 或 電郵 hktoys.visitor@hktdc.org 與趙惠儀小姐洽。

祝 各參展商展出成功。

To 致 : Ms. Kristy Chiu, Hong Kong Trade Development Council (HKTDC)
香港貿易發展局: 趙惠儀小姐

Email 電郵 : hktoys.visitor@hktdc.org

From 由: (Exhibitor's Name 參展商姓名) : _____
(Contact Person 聯絡人) : _____
(Telephone 聯絡電話) : _____

HKTDC Hong Kong Toys & Games Fair 2025
香港貿發局香港玩具展 2025
6 – 9 / 1 / 2025

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

截止日期 Submission Deadline – 17 / 11 / 2024

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.)

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 _____

Copies of the Privacy Policy Statement are available any time on request from our Customer Service Hotline at (852) 1830668 or by visiting our website at: <http://www.hktdc.com/mis/pps/en>

如欲索取私隱政策聲明, 可致電客戶服務部 (852) 1830668 或瀏覽網頁 <http://www.hktdc.com/mis/pps/tc>

Circular (5) – Measures on Custom-built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built participation have been implemented since July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the section 4 of the Exhibitors' Manual for details.

Section	Items																								
4.2	<p><u>Information submission</u> Please note the deadline for submission of custom-built participation contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy by 25 Nov 2024. Otherwise, a late charge of HKD 3,000 (USD 400) will be charged to the Exhibitor/Contractor.</p>																								
4.2.1	<p><u>Plans & Design Proposals</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Stands & temporary structures</td> <td style="text-align: center;">>2.5m & <4.5mH (Regarding Booth Height Limitation, Pls refer 4.2.5)</td> <td style="text-align: center;">≥ 4.5mH or two-storey construction (Regarding Booth Height Limitation, Pls refer 4.2.5)</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">>1.1m & <1.5mH</td> <td style="text-align: center;">≥ 1.5mH</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> <tr> <td style="text-align: center;">Self-standing speakers and/or lighting towers</td> <td style="text-align: center;">≤2.5m</td> <td style="text-align: center;">>2.5m</td> </tr> <tr> <td style="text-align: center;">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td> <td style="text-align: center;">Verify stability of design drawings</td> <td style="text-align: center;">Verify stability of design drawings & endorse structural calculations</td> </tr> <tr> <td style="text-align: center;">Submit design drawings to Organiser by <u>25 November 2024</u></td> <td colspan="2" style="text-align: center;">By email</td> </tr> <tr> <td style="text-align: center;">Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>5 January 2025</u></td> <td colspan="2" style="text-align: center;">1. Structural safety certificate (refer to section 4.2.6) 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)</td> </tr> <tr> <td style="text-align: center;">Submit to Official Electrical Contractor by 1500 hrs on <u>5 January 2025</u></td> <td colspan="2" style="text-align: center;">Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)</td> </tr> </tbody> </table>	Stands & temporary structures	>2.5m & <4.5mH (Regarding Booth Height Limitation, Pls refer 4.2.5)	≥ 4.5mH or two-storey construction (Regarding Booth Height Limitation, Pls refer 4.2.5)	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations	Submit design drawings to Organiser by <u>25 November 2024</u>	By email		Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>5 January 2025</u>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)		Submit to Official Electrical Contractor by 1500 hrs on <u>5 January 2025</u>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)	
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4.2.2	<p>Site work deposit</p> <p>Exhibitors/Contractors of Custom-built participation and of standard/premium booth requesting for early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on HKD300 / USD40 per sqm. For two-storey construction stand, the site work deposit is doubled. However, the minimum and maximum deposit amounts are HKD5,000 (USD 667) and HKD75,000 (USD 10,000).</p>																																				
4.2.3	<p>Insurance</p> <p>Contractors are required to carry out and maintain public liability insurance in respect of the contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than HKD 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. 4 - 10 January 2025. The said insurance copy should be provided to the Organisers by 25 November 2024.</p> <p>Labour inspectors are authorised to check the contractors working for exhibitors/organisers in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.</p>																																				
4.2.4	<p>Hall rental charges for over-time move-in and move-out</p> <p>Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organisers during move-in and move-out period, they should bear the over-time charges claimed by the Venue Operator against the Organisers as follows:</p> <p>Over-time Move-in, i.e. working after 2400hrs (midnight) during move-in period. Charges will be calculated on multiple of hours and according to the stand area assigned.</p> <table border="1" data-bbox="399 1182 1093 1395"> <thead> <tr> <th>Stand Area</th> <th>Charges per stand per hour</th> </tr> </thead> <tbody> <tr> <td>Up to 20 sqm</td> <td>HK\$ 2,990</td> </tr> <tr> <td>21~50 sqm</td> <td>HK\$ 4,310</td> </tr> <tr> <td>51~100 sqm</td> <td>HK\$ 5,860</td> </tr> <tr> <td>101~500 sqm</td> <td>HK\$ 7,200</td> </tr> </tbody> </table> <p>Over-time Move-out, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its stand location.</p> <table border="1" data-bbox="255 1473 1321 1968"> <thead> <tr> <th rowspan="2">Location</th> <th colspan="2">Charges per stand per hour for the day following last show day</th> </tr> <tr> <th>Stand dismantling From 0001 hrs</th> <th>Stand dismantling / Waste clearing From 0301 hrs</th> </tr> </thead> <tbody> <tr> <td>Hall 1A, 1B, 1C, 1E, 3C, 3E</td> <td>HK\$ 30,150</td> <td>HK\$ 60,300</td> </tr> <tr> <td>Hall 1D, 3D</td> <td>HK\$ 21,800</td> <td>HK\$ 43,600</td> </tr> <tr> <td>Hall 3B</td> <td>HK\$ 25,100</td> <td>HK\$ 50,200</td> </tr> <tr> <td>Hall 3F, 3G, 5F, 5G</td> <td>HK\$ 31,900</td> <td>HK\$ 63,800</td> </tr> <tr> <td>Hall 5B+C</td> <td>HK\$ 54,350</td> <td>HK\$ 108,700</td> </tr> <tr> <td>Hall 5D</td> <td>HK\$ 8,500</td> <td>HK\$ 17,000</td> </tr> <tr> <td>Hall 5E</td> <td>HK\$ 32,700</td> <td>HK\$ 65,400</td> </tr> </tbody> </table>	Stand Area	Charges per stand per hour	Up to 20 sqm	HK\$ 2,990	21~50 sqm	HK\$ 4,310	51~100 sqm	HK\$ 5,860	101~500 sqm	HK\$ 7,200	Location	Charges per stand per hour for the day following last show day		Stand dismantling From 0001 hrs	Stand dismantling / Waste clearing From 0301 hrs	Hall 1A, 1B, 1C, 1E, 3C, 3E	HK\$ 30,150	HK\$ 60,300	Hall 1D, 3D	HK\$ 21,800	HK\$ 43,600	Hall 3B	HK\$ 25,100	HK\$ 50,200	Hall 3F, 3G, 5F, 5G	HK\$ 31,900	HK\$ 63,800	Hall 5B+C	HK\$ 54,350	HK\$ 108,700	Hall 5D	HK\$ 8,500	HK\$ 17,000	Hall 5E	HK\$ 32,700	HK\$ 65,400
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Grand Hall	HK\$ 31,950	HK\$ 63,900
Grand Foyer	HK\$ 17,250	HK\$ 34,500
Convention Hall A, C	HK\$ 4,350	HK\$ 8,700
Convention Hall B	HK\$ 6,300	HK\$ 12,600
Convention Foyer	HK\$ 14,350	HK\$ 28,700
Theatre Foyer	HK\$ 3,800	HK\$ 7,600

- 1) Charges for reference only. Subject to the final rate charged by CEC.
- 2) Over-time work less than an hour will be rounded up to one hour.

4.2.5 Height Limit

Location	Maximum Stand Height	
	* Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall	Single-Storey Construction
Two-Storey Construction		5m
Convention Foyer, Grand Foyer	4m	
Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4m	
Meeting Rooms	3.5m	
Hall 3E~G Concourse, Hall 3E South Concourse Hall 5E South Concourse, Hall 5FG Concourse	3m	
Hall 5BC Concourse, Mezzanine 2, Mezzanine 4	2.5m	
* Applicable for two-storey construction		

Smoke Curtain

For any stand situated within $\pm 0.5m$ of the smoke curtain, the maximum allowable stand height is 2.5m or 3m. Please refer to the hall plan or check with Organiser, if required.

Location of Smoke Curtain	Maximum Stand Height
Hall 1A~E, 3B~E, 5B~E	3m
Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG	2.5m

<p>4.2.6</p>	<p><u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all Custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organisers and/or the Venue Operator. All stand constructions must be conducted under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE) and he/she should verify the stability of the stand by completing structural safety certificate.</p> <p>The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organisers at Technical Services Counter by 1500 hrs on the last move-in day, i.e. 7 January 2025. The Organisers will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organisers and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations (Chapter 59).</p> <p>Exhibitors are advised to maintain stability of the stand by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.</p>
<p>4.2.7</p>	<p><u>Electricity</u> The Official Contractor appointed by the Organisers shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organisers for review together with aforementioned stand design proposals by 25 November 2024. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.</p> <p>In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on the last move-in day, i.e. 5 January 2025. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.</p>
<p>4.2.8</p>	<p><u>Fire Precaution / Fire Service Certificate</u> All visitors and persons 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. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.</p> <p>A documentary proof of compliance for all Custom-built stands with the use of combustible materials shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser upon request.</p> <p>Fire services certificate should be certified by Registered Fire Services Installation Contractors. For the List of Registered Fire Services Installation Contractors, please visit https://www.hkfsd.gov.hk/chi/source/FSIC_list_chi.pdf.</p> <p>Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.</p> <p>For all construction with two-storey construction, at least one functional extinguisher MUST be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.</p>

	<p>Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is 8 January 2025).</p> <p>Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
<p>4.2.9</p>	<p><u>Reflective Vest</u></p> <p>All visitors and persons 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. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.</p>
<p>4.2.10</p>	<p><u>Scaffold & Ladders</u></p> <p>Using ladders of height exceeding 2 meters at the public circulation areas (i.e. Concourses of Hall 1, 3, 5; Convention Foyer, Grand Foyer etc) is strictly prohibited in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately. All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at https://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.</p> <p>If this rule is still not observed, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.</p> <p>According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf for the Selection of Ladders and Safety Standards.</p>
<p>4.2.12</p>	<p><u>Waste Reduction and Recovery Measures</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>

4.2.13	<p>Construction Industry Safety Training Certificates Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.</p> <p>With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as “Green Card”). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.</p> <p>All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator’s security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Points should 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 even 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.

For queries, please feel free to contact Mr. Abel Kwan at abel.kwan@hktdc.org or (852) 2240 5466.

Thank you for your kind understanding and cooperation in advance.

Hong Kong Trade Development Council

通告 (5) – 特裝參展措施

為提升展覽的整體安全及效率，主辦機構於2009年7月開始，實施特裝展台新措施。簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容																												
4.2	<p>提交資料 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及有效的公眾責任保險保單副本的遞交日期為 2024 年 11 月 25 日。主辦機構會向參展商 / 承建商收取港幣 3,000 元(美金 400 元)的逾期行政費。</p>																												
4.2.1	<p>設計圖則</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 33%;">攤位及臨時搭建物</td> <td style="width: 33%;">>2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)</td> <td style="width: 33%;">≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)</td> </tr> <tr> <td>舞台或平台</td> <td>>1.1 米 而 <1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td><100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td>獨立揚聲器和/或照明燈架連燈</td> <td>≤2.5 米</td> <td>>2.5 米</td> </tr> <tr> <td rowspan="3">認可人士/註冊結構工程師應</td> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性及簽發數據證明</td> </tr> <tr> <td colspan="2" style="text-align: center;">監督搭建工程</td> </tr> <tr> <td colspan="2" style="text-align: center;">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 2024 年 11 月 25 日 或之前提交圖則予主辦機構</td> <td colspan="2" style="text-align: center;">以電郵方式</td> </tr> <tr> <td>於 2025 年 1 月 5 日 下午 3 時或之前投放到 「攤位設施」之收集箱</td> <td colspan="2"> 1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕 </td> </tr> <tr> <td>於 2025 年 1 月 5 日 下午 3 時或之前 交予大會電力承建商</td> <td colspan="2"> 電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕 </td> </tr> </tbody> </table>	攤位及臨時搭建物	>2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)	≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)	舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米	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簽發數據證明	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 2024 年 11 月 25 日 或之前提交圖則予主辦機構	以電郵方式		於 2025 年 1 月 5 日 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕		於 2025 年 1 月 5 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〕 〔詳情請參閱第 4.2.7 章〕	
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4.2.2	<p>施工按金 所有特裝攤位及申請提早佈置標準/特級展台的參展商/承建商必須繳交施工按金，按金以每平方米 300 港元〔40 美元〕計算。搭建雙層結構攤位須繳交雙倍施工按金。最低及最高的金額分別為 5,000 港元〔667 美元〕及 75,000 港元〔10,000 美元〕。</p>																												

4.2.3

保險

承建商必須購買有效之公眾責任險。每次事故賠償限額不少於港幣 1000 萬，而保險期內累積賠償額則須無限。

保險有效期須包括進場、展覽期間及離場〔即2025年1月4至10日〕。承建商須於2024年11月25日或之前將其公眾責任保險單副本交予主辦機構。

按《僱傭條例》第72(1)條、《僱員補償條例》第45(1)條及《入境條例》第17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。

4.2.4

進場及離場超時租場收費

假若參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須承擔由香港會議展覽中心向主辦機構徵收的超時場租如下：

進場超時租場－即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費
20 平方米或以下	2,990 港元
21~50 平方米	4,310 港元
51~100 平方米	5,860 港元
101~500 平方米	7,200 港元

離場超時租場 - 即離場日午夜 12 時後進行工作，收費將按攤位面積計算。

位置	於展覽會完結日翌日 每攤位每小時收費	
	拆卸攤位 由 0001 起	拆卸攤位 / 清理搭建物料 由 0301 起
展覽廳 1A、1B、1C、1E、3C、3E	30,150 港元	60,300 港元
展覽廳 1D 或 3D	21,800 港元	43,600 港元
展覽廳 3B	25,100 港元	50,200 港元
展覽廳 3F、3G、5F 或 5G	31,900 港元	63,800 港元
展覽廳 5B+C	54,350 港元	108,700 港元
展覽廳 5D	8,500 港元	17,000 港元
展覽廳 5E	32,700 港元	65,400 港元
大會堂	31,950 港元	63,900 港元
大會堂前廳	17,250 港元	34,500 港元
會議廳 A 或 C	4,350 港元	8,700 港元
會議廳 B	6,300 港元	12,600 港元
會議廳前廳	14,350 港元	28,700 港元
演講廳前廳	3,800 港元	7,600 港元

- 1) 收費只供參考，以會展中心最終收費為準。
- 2) 超時工作不足一小時亦作一小時計。

4.2.5 攤位高度限制

位置	攤位高度限制	
* 展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂	單層結構	4 米
	雙層結構	5 米
會議廳前廳、大會堂前廳	4 米	
展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳	4 米	
會議室	3.5 米	
展覽廳 3E~G 大堂、3E 南面大堂、5E 南面大堂 5FG 大堂	3 米	
展覽廳 5BC 大堂、大堂中樓 2 及 4	2.5 米	
*可搭建雙層結構		

防煙閘

在防煙閘下± 0.5 米的範圍內，攤位高度不得超過 2.5 米或 3 米。請參閱展覽廳平面圖或與主辦機構查詢。

防煙閘位置	攤位高度限制
展覽廳 1A~E、3B~E、5B~E	3 米
展覽廳 1、3 及 5 大堂、展覽廳 3FG 及 5FG	2.5 米

4.2.6 結構安全證明書

所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或按主辦機構及/或展館□運者要求，必須提交展覽攤位結構安全證明書。註冊結構工程師須監督攤位的搭建，並須驗證其結構安全及簽發結構安全證明書。

所有結構安全證明書《連同攤位穩定性的數據證明〔按照第 4.2.1 章規定〕》須於最後進場日〔即 2024 年 1 月 5 日〕下午 3 時或之前投放到「攤位設施」之收集箱。主辦機構將轉交展館營運者。如未能於當晚 10 時前交妥，主辦機構或展館營運者有權在整個展期禁止所有人士進入有關攤位。

參展商須完全負責攤位結構的安全及遵守《建築地盤〔安全〕條例》第 59 章。

參展商亦須平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工

程師商討。

4.2.7 電力裝置

所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。電力裝置設計草圖及圖則須連同上述攤位設計圖，於 **2024年11月25日前** 呈交主辦機構審閱。會場供應電力為 220 伏特〔± 6%〕、單相、50 赫或 380 伏特〔± 6%〕、三相、50 赫。

按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 **2025年1月5日下午3時前** 交予大會電力承建商，以茲證明。如未能於當晚 10 時前交妥，展期內將不獲電力供應。

4.2.8 防火措施 / 消防證明書

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及符合防火和建築規定。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。

所有用作裝飾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間提交一份證書〔消防表格251〕，以證明符合規定。在主辦機構要求下，須提交相關證書。

有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：

https://www.hkfsd.gov.hk/chi/source/FSIC_list_chi.pdf。

不論是否經過防火處理，展館營運者一概禁止使用禾稈草。

為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。

按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於**2025年1月5日下午3時前**直接提交消防裝置及設備證書(FS251)予展館營運者。

展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位

	<p>承建商在展館範圍內進行搭建工作。</p> <p>如有任何查詢，可透過電郵hkcepc@hkcec.com或致電〔852〕2582 8888與展館營運者之項目策劃及統籌部聯絡。</p>
<p>4.2.9</p>	<p>反光背心</p> <p>任何訪客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。若有不遵守者，展館營運者有權禁止該人士進入展廳。</p>
<p>4.2.10</p>	<p>金屬棚架及梯具</p> <p>香港會議展覽中心已全面禁止使用 2 米或以上的梯具。若有不遵守者，將被立即要求離開會展中心。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、梯台等高空工作設備。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。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。同時，工人在離地2米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址： http://www.labour.gov.hk/tc/public/content2_8b.htm。</p> <p>若再有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。</p> <p>香港會議展覽中心已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址： http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf</p>
<p>4.2.12</p>	<p>減少廢物及回收措施</p> <p>根據《廢物處置〔化學廢物〕〔一般〕規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收箱供棄置之用。</p>

4.2.13	<p>建築業安全訓練證明書</p> <p>勞工處、香港展覽會議業協會、展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施〔即「平安咭」〕，並已生效。凡進入展館裝拆攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的的基本安全訓練。</p> <p>凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，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	<p>參展商及其承建商必須注意及遵守事項。</p>
4.2.15	<p>施工按金扣款制。</p>

主辦機構深信 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，主辦機構將拒絕違規者參加主辦機構日後舉辦的展覽會，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」廣泛地涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商能仔細的參閱。

如有查詢，請透過電郵或致電 < abel.kwan@hktcd.org 或(852) 2240 5466 >與關志文先生聯絡。

多謝合作！

香港貿易發展局 謹啟

Circular (6) – Alteration of Standard / Deluxe / 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. Standard / Deluxe / Premium Booth

All 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.

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 6** (Additional/Modification of standard facilities) downloadable at the fair website (<https://www.hktdc.com/event/hktoyfair/en/additional-facilities-services-order-form>) to the Organiser no later than **25 November 2024**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **25 November 2024**.

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

- (1) No additional booth fitting or display may 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.
- (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 confirm 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 Regulations of Hong Kong Electricity Ordinance 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 Toys & Games Fair should

we found any violations of the above rules and regulations.

通告 (6) - 自行更改標準/高級 / 特級展台設施

本局嚴禁各標準/高級/特級展台參展商在其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 標準/高級/特級展台

所有標準/高級/特級展台的設計、搭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作準。

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**表格三及六** (<https://www.hktdc.com/event/hktoyfair/tc/additional-facilities-services-order-form>)，並於**2024年11月25日**前交回本局。

如有需要刪除任何標準設施，請於**2024年11月25日**前通知本局，可免收費用。

租用標準展台的參展商及其委託之承建商必須遵守下列各項規定：

- (1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台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、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- (2) 參展商須負責就因沒有遵從第 1 段而引致的任何損失或損害，向主辦機構支付款項，包括但不限於遵從有關規定重新整理及重新搭建標準展台的費用。
- (3) 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。所有張貼於標準展台的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- (4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、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) 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。
- (6) 不得拆除公司名牌及其固定構件。
- (7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或拆解裝置而毋須事先通知。有關費用一概由參展商負責。

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



Hong Kong Toys & Games Fair
香港玩具展

E PLUS



Ref: 1st Package/Toys2025

參加香港貿發局香港玩具展的權利。



Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號

Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@hktdc.org

www.hktdc.com

Circular (7) Tropical Cyclone & Black Rainstorm Warning Signals Typhoon Attack and Black Rainstorm Warning Signal

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal or “Extreme Conditions” during the HKTDC Hong Kong Toys & Games 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 within two hours before the signal comes into effect. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.

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 & EXTREME CONDITIONS

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **issued before 8:30am**, the fair will remain **closed**.

2. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 2:00pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.

3. The fair, however, will remain closed if Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled after 2:00pm**.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the fair’s opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

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

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 “**Rules & Regulations**”

D. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website, social media and send the announcement to the mass media, as appropriate. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.

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(7) 熱帶氣旋及黑色暴雨警告信號及「極端情況」下之特別安排

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或「極端情況」下，主辦機構對香港貿發局香港玩具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，宣布展覽會將於信號生效前兩小時內關閉，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、黑色暴雨警告信號或「極端情況」下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號或「極端情況」於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如黑色暴雨警告信號或「極端情況」於上午 8 時 30 分前發出，展覽會將暫時關閉。

2. 如黑色暴雨警告信號或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號或「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告

信號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或「極端情況」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或「極端情況」於展覽會進行期間發出，展覽會將繼續舉行，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號或「極端情況」取消為止，以策安全。

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

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。

丁、其他注意事項

1. 主辦機構會透過展覽會網頁及社交媒體公布以上特別安排，並視乎情況向大眾媒體發送公告。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 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 (8) – Fair Notices 通告 (8) – 展會通告

Table of Contents 目錄	
1	Booth decoration and exhibits should be ready before the opening 準時開放攤位予買家參觀
2	Fast Action Scheme 快速行動計劃
3	Construction Waste and Exhibit Samples Disposal 棄置建築廢料及展品
4	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
5	Important Exhibition Regulations 展覽會重要規則
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 Toys & Games 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 : 1/F, CMA Building, 64 Connaught Road Central, Hong Kong
Tel : (852) 2543 1255
Fax : (852) 2544 2406
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. Queena Lo, Exhibitions Project Manager [Tel: (852) 2240 4613/ Email: queena.mw.lo@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：香港中環干諾道中 64 號廠商會大廈 1 樓
電話：(852) 2543 1255
傳真：(852) 2544 2406
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盧敏華小姐聯絡〔電話：(852) 2240 4613/ 電郵：queena.mw.lo@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 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.

Should you have any questions, please feel free to contact us.

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。

如有任何疑問,請聯絡本局查詢。

香港貿易發展局謹啟

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于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。


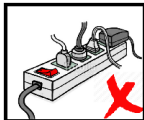
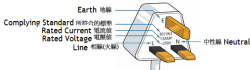

由於Fair Guide及Expo Guide的信件及訂單內容及語句幾乎完全相同, Construct Data, Commercial Online Manuals, Event Fair, AVRON與International Fairs Directory可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

本局并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)，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。

Dear Exhibitors,

Invitation to
“HKTDC United Cares” – Donation of Exhibits at
HKTDC Hong Kong Toys & Games Fair 2025 (6-9 January)

The Hong Kong Trade Development Council (HKTDC) is pleased to organise once again the “**HKTDC United Cares**” – **Donation of Exhibits** at the HKTDC Hong Kong Toys & Games Fair 2025 to promote the awareness of corporate social responsibility among the business community.

Through the “HKTDC United Cares”, exhibits are collected from exhibitors and donated to less privileged groups through the Hong Kong Council of Social Service (HKCSS). HKCSS is a non-profit organisation comprising over 400 agency members, providing 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 an aim of being responsive to the needs of the community.

More than 500 exhibitors have taken part in this meaningful activity and over 200 social service agencies have benefited from the campaign since it was launched in 2006. We hope you will support the campaign and together uphold corporate social responsibility.

As your donation will be sent directly to the less privileged groups or for other charity activities, we welcome items which:

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

To participate, please fill out the attached reply form and return it to Ms Stella Huang via e-mail to stella.xy.huang@hktdc.org **on or before 6 December 2024 (Friday)**. Our staff will collect the donated exhibits from your booth on 9 January 2025 (Thursday), the last day of the fair between 4pm and 6pm.

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

We look forward to receiving your support and favourable reply soon. Wish your exhibition a great success!

Thank you.

致：參展商

誠邀參與
香港貿發局香港玩具展 2025 (1月6至9日)
「香港貿發局延展關懷行動」

香港貿發局一向對於推動企業社會責任不遺餘力。現誠邀參展商參與本局於香港玩具展 2025 期間舉辦的「香港貿發局延展關懷行動」，捐贈展品以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)，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，致力為香港推行及提供逾九成的社會服務，照顧弱勢社群。

自 2006 年起，已有超過 500 個參展商積極參與「香港貿發局延展關懷行動」，令超過 200 家社會服務機構受惠。各參展商今年繼續踴躍支持，一同履行企業社會責任。

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 貴公司捐出：

1. 無須另加配件而可以直接使用的物品
2. 非易碎物品
3. 非嬰兒用品
4. 完整而沒有破損的物品
5. 請妥善包裝捐贈物品以方便運輸

如有意捐贈展品，請填妥回條並於 **2024 年 12 月 6 日(星期五)**或之前電郵至黃小姐 stella.xy.huang@hktdc.org。本局工作人員將於 2025 年 1 月 9 日(星期四) 約下午 4 時至 6 時，即展覽會的最後一天到 貴公司的攤位收集捐贈的展品。

為答謝參展商支持，我們將特別表揚參與捐贈行動達四次或以上的參展商，並將其公司名字於展覽場地的鳴謝板上公佈。

我們期待 貴公司的參與。

謹祝展出成功，生意興隆！

謝謝。

Reply Form 回條

Please email the reply form on or before 6 December 2024 (Friday) to stella.xy.huang@hktdc.org. For enquiry, please call 2584 4378.

請於 2024 年 12 月 6 日(星期五)或之前電郵至 stella.xy.huang@hktdc.org。
如有查詢，請致電 2584 4378。

**“HKTDC United Cares” – Donation of Exhibits at
HKTDC Hong Kong Toys & Games Fair 2025
香港貿發局香港玩具展 2025
「香港貿發局延展關懷行動」**

- 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 carton box 以紙皮箱計)

- Please indicate the no. of carton 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。

Circular (10) – GO HKCEC 會展快運易

HKCEC has launched a new truck application for vehicles entering HKCEC. All vehicle drivers are required to download an application called "Exhibition Express" before entering the CEC to obtain tickets (i.e. collect tickets). The previous Tsing Yi waiting area has been cancelled. Please read the instructions in the link carefully.

香港會議展覽中心（會展）為進入會展的車輛推出新的卡車應用程式。所有車輛司機在進入會展前均需下載名為「會展快運易」的應用程式以獲取門票（即取籌），以往的青衣等候區已經取消。請仔細閱讀鏈結中的教學。

Please contact HKCEC hotline (852) 2582 7130 during 5-11 Jan for enquiries about the GO HKCEC App.
請於 1 月 4 至 10 日期間致電會熱線 (852) 2582 7130 查詢有關會展快運易應用程式的事宜。

User Guide 教學指南

EN:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_EN.pdf

中文:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_TC.pdf

FAQ 問與答

EN:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_EN.pdf

TC:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_TC.pdf

Youtube Video 視頻教學

English: <https://www.youtube.com/watch?v=4p00qv9hQgs&t=109s>

Chinese: <https://www.youtube.com/watch?v=pgphCJWVvsQ>

The 26th Organiser & Contractor Co-ordination Meeting

Date: 15 Sep 2023 (Fri)
Venue: S426-7, HKCEC



1.

Event Logistics Updates

Burns Chow



Marshalling App – “Go HKCEC”

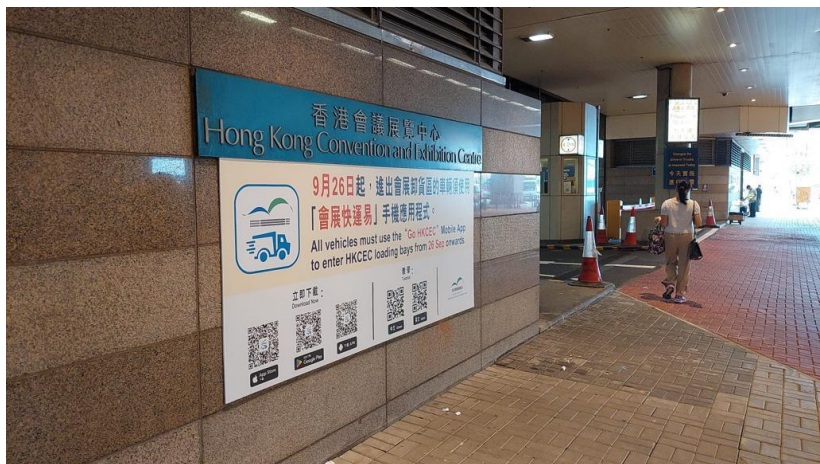
Promotion – Video

- ▷ Chinese: <https://youtu.be/zkU3qEP7isA>
- ▷ English: <https://youtu.be/brVUg74pakI>



Marshalling App – “Go HKCEC”

Promotion – Signage





Marshalling App – “Go HKCEC”

Chinese Name: 會展快運易

1) App Background

- ▷ To safeguard smooth traffic around HKCEC
- ▷ To minimise the waiting time of truck
- ▷ To avoid problems after termination of Marshalling Area in Tsing Yi



Marshalling App – “Go HKCEC”

2) App Download (Already Available)

- ▷ Apple Store
- ▷ Google Play
- ▷ Apk (QR Code)



Apk.



Marshalling App – “Go HKCEC”

3) App Setting Requirement

- ▷ In-App Notification to receive calling
- ▷ GPS to check-in
- ▷ Camera to scan Vehicle Pass QR Code



Marshalling App – “Go HKCEC”

4) App Support





Marshalling App – “Go HKCEC”

▷ FAQ (CHI/ENG)

常見問題

使用「會展快運易」手機應用程式

- 1. 誰人需要使用「會展快運易」手機應用程式？**
所有需要進入會展中心一期或二期卸貨區的活動的相關車輛，包括主辦機構、承建商、參展商、客運貨車等。
- 2. 為什麼要使用「會展快運易」？**
只有在「會展快運易」手機應用程式上完成登記、領取籌號並完成所需程序，才可取得有效入場二維碼，以進入會展中心卸貨區。
- 3. 我已領有送貨車輛許可證，可以直接按證上顯示的時間內進入會展中心嗎？**
不可以。送貨車輛許可證只用作登記用途。所有活動車輛必須透過「會展快運易」手機應用程式領取入場二維碼，才可進入會展中心。

啟動帳戶

- 4. 如何下載「會展快運易」手機應用程式？**
「會展快運易」手機應用程式可於 Apple Store 或 Google Play Store 免費下載。
- 5. 如何申請及啟動「會展快運易」帳戶？**
申請人必須持有有效送貨車輛許可證，並按以下程序啟動帳戶：
 - 開啟「會展快運易」手機應用程式
 - 掃描許可證上的二維碼
 - 填寫電話號碼以接收電話短訊
 - 進行認證後就能成功申請及啟動帳戶
- 6. 我早前已成功啟動「會展快運易」帳戶，是否需要再次登記或進行認證嗎？**
不需要。只須在手機應用程式內掃描送貨車輛進入許可證上的二維碼，即可登入。
- 7. 使用「會展快運易」手機應用程式時有什麼需要留意？**
使用「會展快運易」手機應用程式時，請開啟及允許手機設定中的「接收提示功能」、「定位功能」和「相機功能」。

登記車輛進入許可證

- 8. 如何取得送貨車輛許可證？**
送貨車輛許可證經由活動主辦機構或參展商於活動開始日期前分發。



Marshalling App – “Go HKCEC”

▷ User Guide (CHI/ENG)



手機應用程式使用手冊 - 展覽活動

目錄

	內容	頁數
1.	用戶登記/登入	P.3
2.	登記送貨車輛許可證	P.6
3.	領取籌號	P.11
4.	青衣模式	P.17
5.	禁區打卡模式	P.22
6.	非打卡模式	P.29
7.	取消登記和籌號	P.34



Marshalling App – “Go HKCEC”

- ▷ Youtube Video with subtitle (CHI/ENG)





Marshalling App – “Go HKCEC”

 **FOR REGISTRATION ONLY**
 香港會議展覽中心
 Hong Kong Convention and Exhibition Centre
此證只作登記用途 不可進場

DELIVERY VEHICLE PASS

送貨車輛許可證

No.: <Serial No>

HKCEC Loading Dock (Phase 2)
會展中心卸貨區 (2期)



Permission to Phase 1 Container Lift ?
是否允許使用一期貨車升降機 ?

Event 活動名稱 :

Venue 場地 :

Time of Entry & Remarks 進場時間及備註 :

Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼

1) 下載手機應用程式 Download Mobile App



於 Apple、Google Play 商店或以 APK 檔案下載
「會展快運易」手機應用程式

Download "Go HKCEC" mobile app from the
App Store, Google Play, or via APK file



2) 了解入場模式及安排 Entry Mode and Arrangement

FOR REGISTRATION ONLY
此證只作登記用途 不可進場

DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP209402

Event: 2023 Management Conference

Venue 場地: (L1) H1ABC

Time of Entry 進場時間及備註:
 (TY) 22 August 2023 0800-2359hrs;
 (GF) 22 August 2023 0800-2359hrs;
 (FF) 23 August 2023 0800-2359hrs

留意許可證上「進場時段」的標示：

Look for remarks under "Time of Entry" on vehicle pass :

(TY) = 需在 App 上取籌 > 籌號被叫後前往青衣報到區 > 再前往會展

Get queue ticket from the App > Drive and report to Tsing Yi marshalling area upon ticket is called > Drive to the HKCEC.

(GF) = 需在 App 上取籌 > 籌號被叫後於禁區外打卡 > 再前往會展

Get queue ticket from the App > Check-in outside of the restricted area upon ticket is called > Drive to the HKCEC.

(FF) = 需在 App 上取籌 > 無需等待叫號，於指定時段內直接前往會展

Get queue ticket from the App > No need to wait for ticket to be called, drive to the HKCEC at the designated time period.

3) 手機應用程式教學 User guide for Mobile APP

中文



English



4) 會展卸貨區地圖及使用規則 HKCEC loading bay map and T&C

詳情 Details





Marshalling App – “Go HKCEC”

- ▷ Hotline (Tel No: TBC)
- ▷ Monday to Friday Office Hour
- ▷ Support on weekends (MI & MO)



Marshalling App – “Go HKCEC”

5) App Registration


- ▷ HK Mobile Number Only
- ▷ To receive SMS
- ▷ To contact under emergency situation





Marshalling App – “Go HKCEC”

Submission of Vehicle Pass Request Form


 Event Name: _____
 Event ID: _____

EXHIBITION DELIVERY VEHICLE ELECTRONIC ENTRY PASS REQUEST FORM

Licence	Date / Venue	Move In / Move-Out Schedule	Date	Time
Move In		Official Contractor Move In		
Event Open Period		Outside Contractor Move In		
Move Out		Exhibitor / Forwarder Move In		
Venue		Exhibitor / Contractor Move Out		

i) For "Type of Entry Pass", Red for Official Contractor, Blue for Outside Contractor, Green for Exhibitor / Forwarder or Early Move-In Contractor
 ii) For "Time of Entry (Zoning)", maximum 3 zonings for each day, each zoning must be at least 2.5 hours or longer.
 iii) Each vehicle pass is for single entry only, separate pass is required for move-in, move-out and show days (if needed) respectively.

#	Type of Entry Pass	Time of Entry (Zoning)	Total Requested Quantity (Phase 1 Container Lift Usage Quantity)			Destination	Extended Stay Charges (Office use only)
			S1	S2	S3		
Ka	RED	1 Jan 2019 (0800 – 2400hrs)	10	0		H1A-E	Yes
A total of 10 vehicle passes will be prepared, 6 with container lift access; extended stay charges applied.							
Move-in & Show day							
1							
2							
3							
4							
5							
6							
7							
8							
Move-out							
9							
10							
11							
12							
Remarks:							

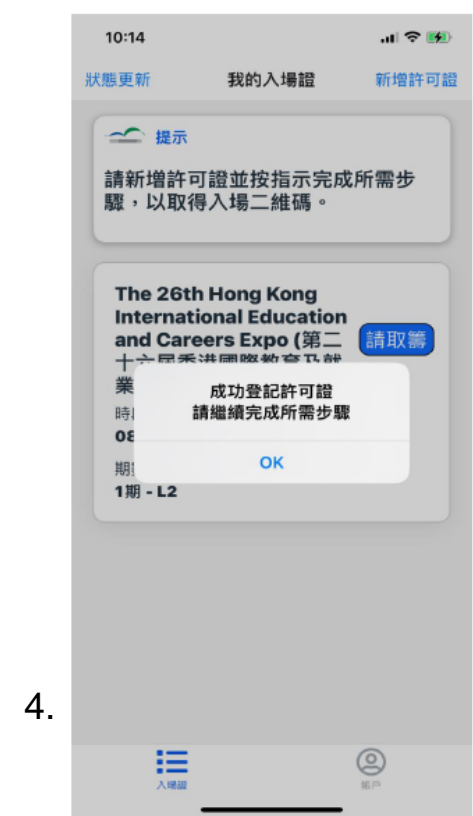
PREVIOUS EVENT RECORD		REQUESTED BY	
Total Vehicle Pass Issued		Company Name:	
Total Vehicle Pass Collected		Name (in caps):	
Vehicle Pass Usage Percentage		Tel No.:	Fax No.:
Total Vehicle Pass Charge		Signature:	

▷ Nothing is changed at this stage



Marshalling App – “Go HKCEC”

6) Vehicle Pass Registration





Marshalling App – “Go HKCEC”

7) Types of Entry Mode

- ▷ Free Flow Mode (FF)
- ▷ Geofence Mode (GF)
- ▷ Offsite Mode (TY)



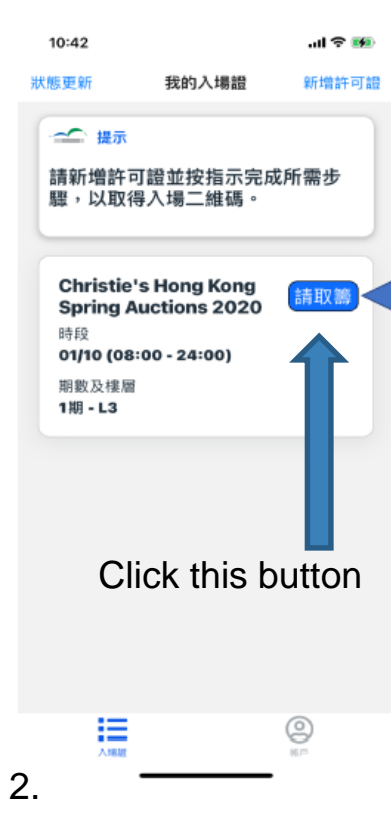
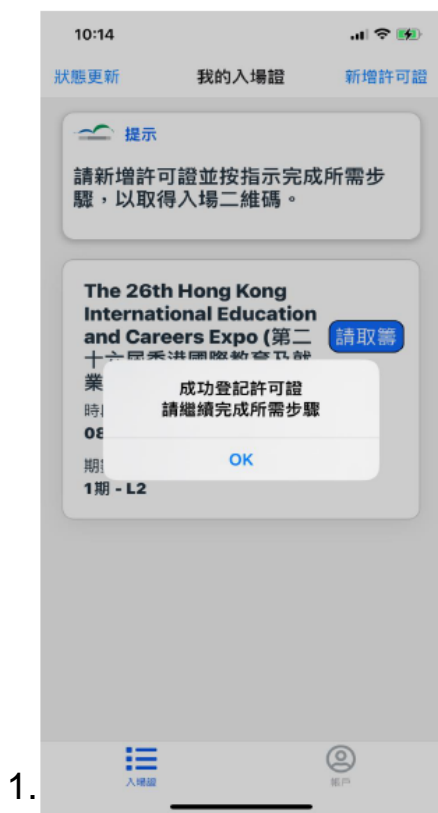
 <small>香港貿易發展局 Hong Kong Commerce and Economic Development Corporation</small>		FOR REGISTRATION ONLY 此證只作登記用途 不可進場
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會議中心卸貨區 (1期)	
Permission to Phase 1 Container Lift? 是否允許使用一期貨車升降機?		
Event 活動名稱: (54010) Hang Lung Properties Limited Management Conference		
Venue 場地: (L1) H1ABC		
Time of Entry & Remarks 進場時間及備註: (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼



Marshalling App – “Go HKCEC”

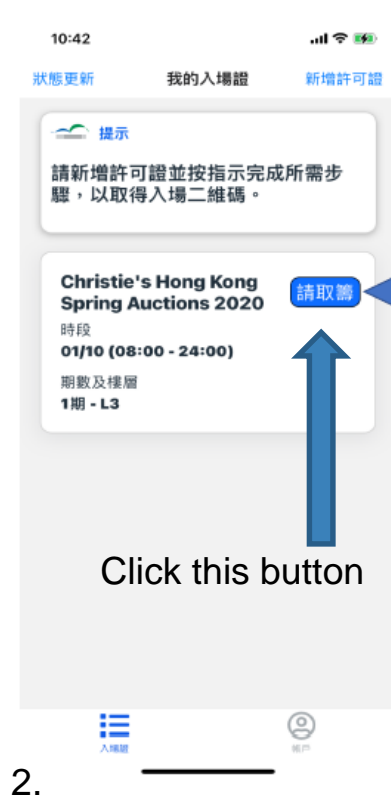
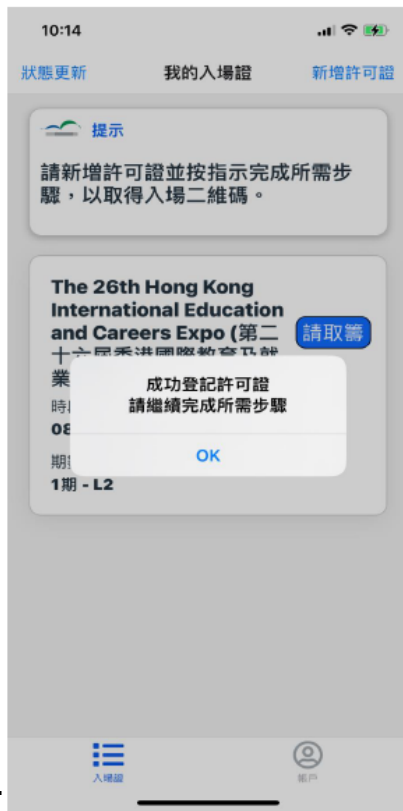
Free Flow Mode (FF)





Marshalling App – “Go HKCEC”

Offsite Mode (TY)

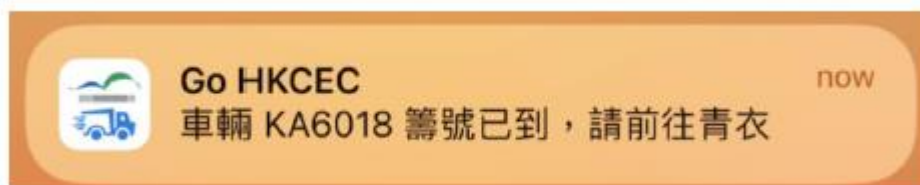




Marshalling App – “Go HKCEC”

Offsite Mode (TY) – Con’t

5.



On the event day, driver will receive an in-app Notification when his loading is ready for the truck

6.





Marshalling App – “Go HKCEC”

Offsite Mode (TY) – Con’t

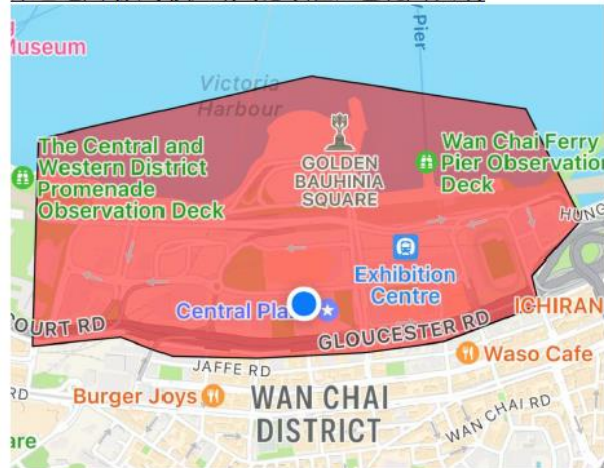




Marshalling App – “Go HKCEC”

Geofence Mode (GF)

禁區地圖 (於等候入場時必須在紅色範圍以外)



禁區邊界

東至灣仔臨時海濱公園

西至添馬公園

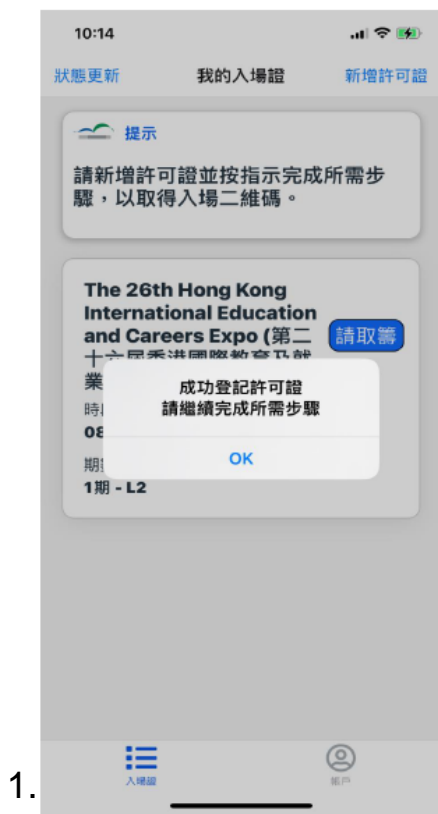
南至告士打道

- ▷ Setup of geofence aims at avoiding trucks waiting too early around HKCEC and cause traffic congestion.
- ▷ The implementation of this mode is according to scale of fair/number of vehicle pass/ raw space/ past traffic record and etc.



Marshalling App – “Go HKCEC”

Geofence Mode (GF)- Con't





Marshalling App – “Go HKCEC”

Geofence Mode (GF) – Con’t



On the event day, driver will receive an in-app Notification when his loading is ready for the truck





Marshalling App – “Go HKCEC”

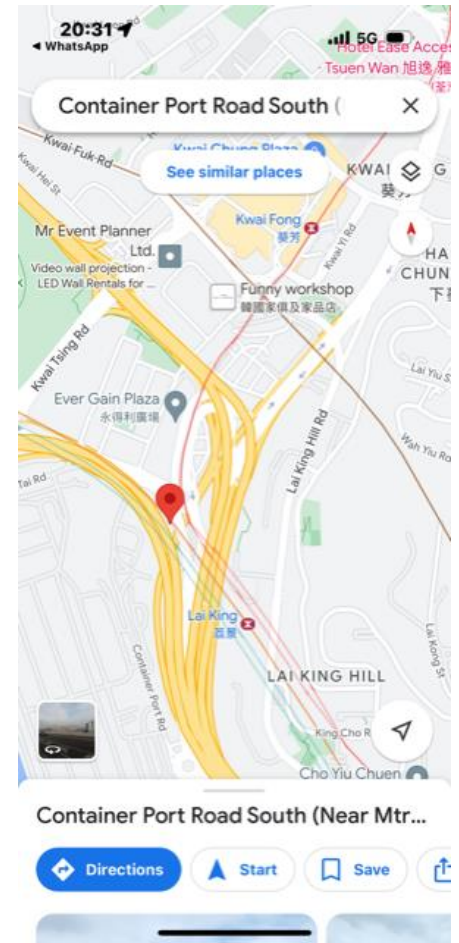
Geofence Mode (GF) – Con’t



New Offsite Truck Control Area

New Site: Container Port Road South, Kwai Chung

貨櫃碼頭南路駕駛考試中心



- ▷ On Co-use basis with Govt. Departments
- ▷ Not Marshalling Area with NO space for parking inside and outside of this area
- ▷ Relocation starts on 1 November 2023.

Traffic Control Challenge



- ▷ Cutting the line
- ▷ Argue with staff
- ▷ Self Arrange van
- ▷ Holding special pass
- ▷ Truck with Order

Offsite Mode

- 30pcs of Purple Pass per day with offsite arrangement
- **Purple Pass holder still have to queue instead of entering with first priority!**

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 legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

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

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

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the 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 TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the 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.

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、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。

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com)上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，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/或任何其他代表、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]

或

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

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

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明（**註：**任何非香港的註冊均不接受）。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明（**註：**任何非香港的註冊均不接受）。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明（**註：**任何非香港的註冊均不接受）；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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

SME Export Marketing Fund (EMF)

Eligibility



Non-listed enterprises* registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

Funding Ceilings



- Each enterprise: **Cumulative** amount of **\$800,000**
- Each application: 50% of the total approved expenditure incurred or **\$100,000**, whichever is the less

Funding Scope



Trade exhibition held in/outside HK (physical/online)*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

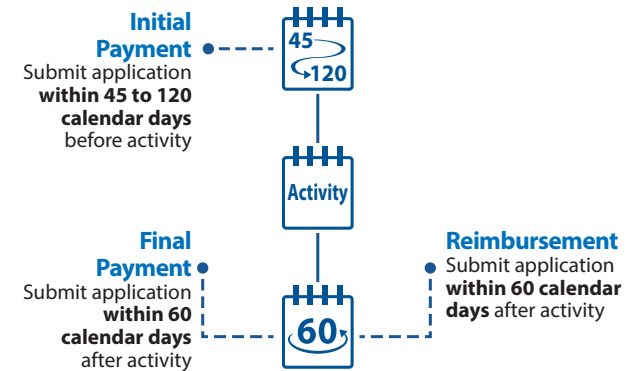


Corporate website/mobile apps

* Effective from 30 April 2021, the funding scope of EMF has been expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria has been relaxed to cover non-SMEs, for a period of two years.

Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<https://emf.tid.gov.hk/en>).

For enquiries, please contact:

SME Export Marketing Fund Branch
Trade and Industry Department

Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City,
Hong Kong

Tel. : 2398 5127
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : <https://emf.tid.gov.hk/en>



Seize the Chances
Expand Markets

SME Export
Marketing Fund

中小企業市場推廣基金

申請資格



在香港按照商業登記條例(第310章)登記並在本港有實質業務運作的**非上市企業***。

資助金額



- 每家企業：累計**80萬元**
- 每宗申請：核准開支總費用的50%或**10萬元**(以較低者為準)

資助範圍



境外/本地展覽會(實體/網上)*



商貿考察團(實體/網上)



貿易刊物廣告



電子平台/媒介的出口推廣

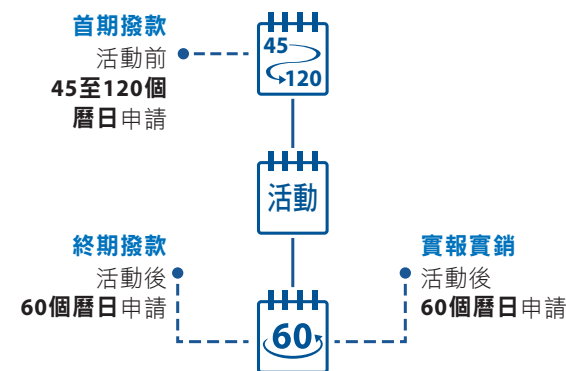


公司網站/流動應用程式

*由2021年4月30日起，資助範圍擴大至涵蓋以本地市場為目標及具規模的展覽會和網上展覽會；以及放寬只限中小企業申請的要求，為期兩年。

申請方法

申請企業可選擇首期撥款暨終期撥款**或**實報實銷。



提交申請

- 網上電子表格
- 郵遞 / 投遞 / 親身送遞



有關申請方式及手續的詳情，請參閱申請指引。申請表格及申請指引可從基金網頁(<https://emf.tid.gov.hk/tc>)下載。

如有查詢，歡迎聯絡：

工業貿易署
中小企業市場推廣基金科
香港九龍城協調道3號
工業貿易大樓13樓1301室

電話：2398 5127
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網站：<https://emf.tid.gov.hk/tc>



把握良機
開拓市場

中小企業
市場推廣基金



特裝參展商注意事項 - 現場使用電力指引

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

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

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

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

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

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

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

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

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

香港貿易發展局 展覽服務部上
Exhibition Services, HKTDC

