

Exhibitor Package for HKTDC Hong Kong Toys & Games Fair 2025

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

- 1) Vehicle Permits for Move-in and Move-out (to be provided in Dec)
- 2) Circular 1 : Special Arrangement of Exhibitor Check-In
- 3) Circular 2 : Move in/out Arrangement & Use of Vehicle Permit
- 4) Circular 3 : Safety Regulation on the Use of Trolleys
- 5) Circular 4 : Charges on Vehicles with Extended Stay During Move-in & Move-out days
- 6) Circular 5 : Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge for Move-in & Move out
- 7) Circular 6 : Free Exhibit Storage Service
- 8) Circular 7 : Fair Notices
 - 1 Exhibitor Check-in
 - 2 Booth decoration and exhibits should be ready before the opening of the Fair
 - 3 Fast Action Scheme
 - 4 Security Measures Against Thefts and Losses at the Fair
 - 5 Important Exhibition Regulations
 - 6 Receiving Buyers at HKTDC Fairs
 - 7 Immigration Regulations to be Observed and Followed by Exhibitors
 - 8 Construction Waste and Exhibit Samples Disposal
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 - 10 Trolley Rental Service NOT Available
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- 9) Protection of Intellectual Property Rights (IPR) [Appendix 1]
- 10) Special Circular 1 : Move-out Regulations
- 11) Special Circular 2 : e-Badge for Buyers
- 12) Special Circular 3 : Green Tips to Exhibitors
- 13) Special Circular 4 : Important Notice on Insurance
- 14) Special Circular 5 : Parking Space Reservation Form
- 15) Marshalling App Guideline
- 16) Go HKCEC User Manual
- 17) Notice on Electricity supply / Fair System & Furniture
- 18) Producer Responsibility Scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)
- 19) Circular to Customer built Exhibitor for onsite use of electricity
- 20) SME Export Marketing Fund

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

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* Exhibition Halls: Hall 1A - 1E, Hall 3B – 3E, Hall 5B – 5E, 5G & Convention Hall

* Fair Dates & Opening Hours :

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
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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

香港貿發局香港玩具展 2025 (參展商須知)

歡迎 貴公司參加香港貿發局香港玩具展 2025，現附上以下幾項有關準備進場參加展覽前的參展商重要資料，煩請檢查已領取的資料是否齊全。

- 1) 進館/撤館車輛許可證各乙張
- 2) 通告 1：有關參展商進場登記之特別安排
- 3) 通告 2：進館、撤館之交通安排及車輛許可證之使用須知(免費)
- 4) 通告 3：使用手推車安全細則
- 5) 通告 4：車輛進館及撤館期間延期停留額外費用
- 6) 通告 5：有關進館及撤館時間及進場/離場超時租場收費
- 7) 通告 6：免費儲存服務
- 8) 通告 7：展覽會通告
 - 1 參展商進場登記
 - 2 準時開放攤位予買家參觀
 - 3 快速行動計劃
 - 4 有關防止展品遺失及盜竊的保安措施
 - 5 展覽會重要規則
 - 6 參展商接待買家須知
 - 7 參展商須遵守的入境規例
 - 8 棄置建築廢料及展品
 - 9 請小心處理由第三者提供之推廣優惠
 - 10 展覽會不設租用手推車服務
 - 11 免費無線上網服務
- 9) 香港貿易發展局展覽會保護知識產權措施[附件 1]
- 10) 特別通告 1: 撤館規則
- 11) 特別通告 2: 買家電子入場證
- 12) 特別通告 3: 參展商綠色小貼士
- 13) 特別通告 4: 保險相關注意事項
- 14) 特別通告 5: 預留停車場車位訂購表格
- 15) 會展快運易簡介
- 16) 會展快運易手機應用程式使用手冊
- 17) 電力供應、攤位結構及傢俱指引
- 18) 廢電器電子產品生產責任計畫
- 19) 參展商現場電力指引
- 20) 中小企市場推廣基金

若 貴公司對以上安排有任何疑問，請與以下同事聯絡。

* 展覽廳：展覽廳 1A - 1E, 展覽廳 3B - 3E, 展覽廳 5B - 5E, 5G 及會議廳

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*展覽日期及開放時間:

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Circular 1 – Exhibitor Check-In Arrangement

Please be informed that the Exhibitor Check-in Counter for the HKTDC Hong Kong Toys & Games Fair 2025 will be located at the Expo Drive Entrance on G/F of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting on the check-in day, the following measures will be implemented:

- 1) Exhibitors are required to bring along the enclosed Exhibitor Check-In Form with business card and proceed to the **“Exhibitor Check-In Counter”** any time between 9:00 am – 6:00 pm at the Expo Drive Entrance on G/F of the Hong Kong Convention & Exhibition Centre on the move-in day (5 January 2025) to collect the booth curtain and important on-site circulars.

For details, please feel free to contact Ms. Sylvia Li / Ms. Jessica Cheng at (852) 2240 4355 / 2240 4738.

通告 1 – 有關參展商進場登記之安排

香港貿發局香港玩具展 2025 之參展商進場登記櫃位將設於香港會議展覽中心博覽道入口大堂。為減少參展商於進場日排隊輪候的時間，本局將實施以下安排：

- 1) 參展商可以在 2025 年 1 月 5 日上午 9 時至下午 6 時 之任何時間內，憑附上之參展商進場登記表及公司名片前往於 香港會議展覽中心博覽道入口大堂 設置之「參展商登記櫃位」辦理進場登記手續，並領取 展台掛簾及重要通告等。

若有任何疑問，請致電 (852) 2240 4355 / 2240 4738 與李穎兒小姐/鄭家恩小姐聯絡。

Exhibitor Check-In Form 參展商進場登記表

Welcome to HKTDC Hong Kong Toys & Games Fair 2025. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting booth curtain and important on-site circulars. The location and opening hours of the check-in counter are listed as below.

Date : 5 January 2025 (move-in day)
Time : 9am to 6pm
Location : Expo Drive Entrance, G/F
Hong Kong Convention & Exhibition Centre

In case you find any error in your information in the fair catalogue, please report it to the Fair Management Office (G202, Mezzanine 2) before 8:00pm on 5 January.

We wish you every success at the fair.

歡迎參加香港貿發局香港玩具展 2025。煩請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商登記櫃位」辦理進場登記手續，領取展台掛簾及是次展覽之重要通告。「參展商登記櫃位」的開放時間及地點如下：

日期： 2025 年 1 月 5 日 (進館日)
時間： 上午 9 時至下午 6 時
地點： 香港會議展覽中心博覽道入口大堂

貴司如發現大會場刊中 貴司的資料有誤，煩請於 1 月 5 日下午 8 時前通知於主辦機構辦事處(G202 室，大堂中樓 2 樓)的同事。

敬祝 貴司參展成功！

Company Name 公司名稱: _____

Booth No. 攤位號碼: _____

Contact Person 聯絡人: _____

Contact no. 聯絡電話: _____

Signature 簽署: _____

Circular 2 Move in/out Arrangement & Use of Vehicle Permit

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (5 January) and move-out day (9 January) of the HKTDC Hong Kong Toys & Games Fair 2025. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for **move-in from 9:00 a.m. on 5 January 2025**. The same will apply on the move-out day afternoon, depending on the traffic situation. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day (5 January) and throughout the exhibition period (6-9 January). The permit is **only valid for use at the specified dates and times** indicated on the permit.

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named “Go HKCEC” before entering HKCEC loading area**. Drivers have to download the newly launched “Go HKCEC” App to their mobile phones before accessing the loading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a ‘ticket’ and Entry QR code to enter loading area of HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.

- **HKCEC Marshaling App “Go HKCEC” <NEW>**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called “Go HKCEC”. Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- **Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)**



Apple Store	Google Play	APK File (Huawei / Xiaomi / VIVO)

Move-in /out Arrangement <IMPORTANT>

1. Move-in Day 5-Jan: Offsite Mode
2. Move-Out Day 9-Jan: Offsite Mode

Types of Offsite Mode

Please look for remarks under "Time of Entry" on vehicle pass

Offsite Mode

- When the Time of Entry starts with (TY), it represents vehicle is required to reach Offsite Marshalling in Kwai Chung before driving to HKCEC.
- The vehicle status will be changed to Go to Kwai Chung. Click "Go to Kwai Chung".
- Drive to HKCEC with the Entry QR Code shown on the App



• **"Go HKCEC" User Guide Video**

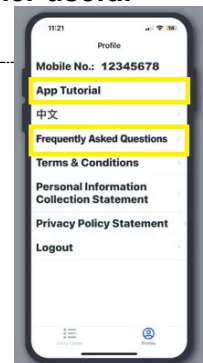
- <https://www.youtube.com/watch?v=brVUg74pakI>



"Go HKCEC" Hotline: 2582 7130

• **Browse App tutorial and other useful information on the App**

- Click "Profile"
- Click "App Tutorial" and "Frequently Asked Questions"



The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Maximum time limit is **45 minutes**. Private vehicles are not permitted to enter the loading area. Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 45-minutes.

The HKCEC will impose charges on vehicles with extended stay on 7 and 10 November. The charges are as follows:

The charges are as follows:

	Every 30 mins (or part thereof)
First 45-mins (after clock in)	Free
First 2 hours after 45 mins	HK\$100
After 2 hours & 45 mins	HK\$150
Each lost ticket	HK\$500

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars. The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

The above measure has been implemented in a number of exhibitions, and was proven to be effective in alleviating the traffic congestion. Please contact the Organiser for any further enquiries. Thank you for your understanding and cooperation.

Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.

Hong Kong Trade Development Council

通告 2 進館、撤館之交通安排及車輛許可證之使用須知

多謝各位參加香港貿發局香港玩具展2025，本局將於上述展覽會之進館日(即1月5日)及撤館日(即1月9日)實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

香港會議展覽中心的所有道路將於進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

(一) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一張電子車證，方便於展品進場日(即 2025 年 1 月 5 日)及展覽期間(2025 年 1 月 6 日至 9 日)進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

• 「會展快運易」手機應用程式 <新>

展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

• 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)

進場/撤館程序 <重要>

1. 進館日 1月5日: 禁區打卡模式 (TY Mode)
2. 撤館日 1月9日: 禁區打卡模式 (TY Mode)

入場模式

請留意許可證上「進場時段」的標示

葵涌模式打卡模式

- 送貨車輛許可證上的進場時段上看到括號中出現「TY」, 代表此時段屬於葵涌模式, 亦代表前往會展中心前需要先駛到葵涌。
- 在「我的入場證」頁面中, 被叫許可證上出現「請往葵涌」的狀態更新。此時請按「請往葵涌」。
- 前往會展並使用手機應用程式上之進場二維碼入場



電子車證樣本(僅供參考)

• 「會展快運易」教學影片

- <https://www.youtube.com/watch?v=zku3qEP7isA>



「會展快運易」熱線: 2582 7130

• ~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用, 時限為 **45 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時, 司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況, 免費上落貨限時為 **45 分鐘**。香港會議展覽中心將於 **1月5及9日** 實施進場車輛使用時間收費計劃。有關收費如下:

	每半小時收費(或不足半小時)
車輛進場後首四十五分鐘	免費
其後兩小時內	港幣 100 元
超過兩小時及四十五分鐘	港幣 150 元
遺失進場計時卡(每張/每日):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理, 並同時發還收據。許可證並非泊車證, 亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館其間將酌情准許的士及私家車駛入會展中心範圍, 但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到, 唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心, 不得停留或候客。

以上的安排已在早前的數個展覽會實施，並能有效地紓緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。



註： 於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

香港貿易發展局

Circular 3 – Safety Regulation on the Use of Trolleys

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-in (5 January) and move-out period (9 January):

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

Allowed ✓	Not Allowed ✘
	



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

3. Police checkpoints will be set up along the perimeter of the HKCEC for controlling the traffic of all incoming vehicle. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.
4. A joint traffic operation by the Police and Transport Department between 3:00pm and 8:00pm on the move-out day will be carried out, the HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 to pick-up and drop-off passengers during this period.

通告 3 – 使用手推車安全細則

基於安全理由，香港會議展覽中心將在進館(即 1 月 5 日)及撤館日(即 1 月 9 日)執行以下措施，限制參展商手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

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

准許使用 ✓	不准使用 ✕
	

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

- 3) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。
- 4) 另外運輸署將聯同警方，於撤館日下午 3 時至 8 時正，禁止所有未經授權之車輛進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

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

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during all move-in days and move-out day of the HKTDC Hong Kong Toys & Games Fair 2025.

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

The key points of this measure are summarized as below:

1. Charges will be imposed during the following days

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **5 - 8 January and 9 January 2025.**

2. The Charges

First 45 mins (after clock in)	:	Free
First 2 hours after 45 mins	:	HK\$100/every 30 mins or part thereof
After 2 hours 45 mins	:	HK\$150/every 30 mins or part thereof
Lost Ticket	:	HK\$500/each /every 30 mins or part thereof

* *The charge is subject to HKCEC's final decision.*

3. Entry and Exit Control

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

4. Payment Collection

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

5. Notice

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

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

Thank you for your cooperation.

通告 4 – 車輛進館及撤館期間延期停留額外費用

香港會議展覽中心與警務處及運輸署達成協議，同意在香港貿發局香港玩具展 2025 的進館及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 2025 年 1 月 5 - 8 日及 9 日，實施進場車輛使用時間收費計劃。

2. 費用

	以每半小時收費(或不足半小時)
車輛進場後首四十五分鐘 (寬限期)	: 免費
寬限期後第兩小時內	: 港幣\$100
寬限期後第兩小時四十五分鐘或以上	: 港幣\$150
遺失進場計時咭 (每張)	: 港幣\$500

**香港會議展覽中心有最終收費決定權。*

3. 出入口處的控制

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

4. 繳費方法

請於貨車調車區出口管制處繳交費用，並同時發還收據。

5. 注意事項

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

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

敬請各參展商合作，使香港貿發局香港玩具展 2025 的進館及撤館程序能順利進行。

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

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong Toys & Games Fair 2025:

Move-in / Move-out	Date / Time
Booth Construction (Hall 1,3,5) (For Custom-Built Participation Exhibitors only)	Jan 4 9:00am – 10:00pm Jan 5 9:00am – 1:00pm
Concourse of each Hall (For Custom-Built Participation Exhibitors only)	Jan 4 2:00 pm – 10:00 pm Jan 5 9:00 am – 1:00 pm
Booth Decoration	Jan 5 10:30am – 8:00pm All booths must be fully decorated by 8:00 pm
Booth Dismantling (including Additional Lighting)	Jan 9 8:00pm – 12:00 midnight

If you and / or your appointed contractors work after the opening hours on move-in days and move-out day (i.e. 5 and 9 January 2025), they shall pay to the HKTDC the overtime penalty claimed by HKCEC against the HKTDC as follows:

- I) **Charges for Overtime Move-in**, i.e. work after 12:00 midnight on 4 and 5 January 2025, will be calculated in accordance with the booth area assigned, regardless of its location:

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

- II) **Charges for Overtime Move-out***, i.e. work after 12:00 midnight on 9 January 2025, will be calculated according to its exact booth location :

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



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.

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

Thank you for your cooperation.

通告 5 - 有關進館及撤館時間及進場/離場超時租場收費

敬請留意以下「香港貿發局香港玩具展 2025」之進場及離場時間：

進館及撤館	日期 / 時間
攤位搭建 (展覽廳 1, 3) (只適用於特裝參展商)	1月04日 上午9時至晚上10時 1月05日 上午9時至下午1時
各展覽廳大堂 (只適用於特裝參展商)	1月04日 下午2時至晚上10時 1月05日 上午9時至下午1時
攤位佈置	1月05日 上午10時30分至下午8時 所有攤位佈置必須於下午8時前完成
攤位拆卸(包括照明裝置)	1月09日 晚上8時至午夜12時

假若 貴公司或其委託之承建商於開放時間後的進館日及撤館日進行工作，必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的租場收費：

- I) **進館超時租場收費**(即於 2025 年 1 月 4 及 5 日午夜 12 時後進行工作)，將按攤位面積計算，與其位置無關：

攤位面積	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

- II) **撤館超時租場收費***(即於 2025 年 1 月 9 日午夜 12 時後進行工作)，將按攤位所在的展館位置計算：

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。

敬請各參展商準時完工，以免除不必要的費用。

多謝合作！

Circular 6 : Free Exhibit Storage Service

Email:

Registration Deadline: 20 December 2024

jessica.ky.cheng@hktdc.org /
chloe.ky.ko@hktdc.org

In order to provide better service to our valued exhibitors, HKTDC is providing 4 different types of Exhibit Storage Services for free and here is the summary:

	Type	Purpose	Installment Time & Date	Retrieval Time & Date	Venue	For exhibitors in :
<input type="checkbox"/>	Move-in Storage	To avoid heavy traffic during move-in date	2:00pm-6:00pm, January 4	11:00am-6:00pm, January 5	Room N111- N112 Room S304 (Hall 3G Loading)	All exhibitors
<input type="checkbox"/>	Move-out Storage	To avoid heavy traffic during move-out date	5:00pm-8:00pm, January 9	9:00am-1:00pm, January 10	Room N111- N112 Room S304 (Hall 3G Loading)	
<input type="checkbox"/>	Overnight Storage	To store valuable exhibits, but not cartons	2:00pm-6:00pm January 5 6:30pm-7:30pm January 6-8	8:30am-9:30am January 6 9:00am-9:30am January 7-9	Room G302 (Hall 3B Concourse) Room G307 (Hall 3D Concourse) Room S304 (Hall 3G Loading)	
<input type="checkbox"/>	Temporary Storage	To improve security measures during move-out date	After 5:00pm, January 9	Before 11:00pm, January 9	Room G105 (Hall 1C Concourse) Room G305 (Hall 3C Concourse) Room G307 (Hall 3D Concourse) Room V302 (Hall 3G Concourse) Room G505 (Hall 5B Concourse) Room V104 (FMO of Convention Hall)	Hall 1 Hall 1 Concourse Hall 3B - E Hall 3 Concourse Hall 3F - G Hall 3 Concourse Hall 5C - E Hall 5 Concourse Convention Hall

Please tick {✓} wherever appropriate.

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and email it back to us **on or before 28 December 2024**. In view of limited storage space, this service will be available on a **first-come-first-served basis**. Please note **NO on-site request** will be entertained.

Terms and conditions

In consideration of the use of this overnight storage service at HKTDC Hong Kong Toys & Games Fair 2025 without charge or other form of consideration, I acknowledge and agree that the Organizer of Hong Kong Toys & Games Fair 2025, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties herein before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.

I have read the above statement and I agree to the terms thereof.

Company Name: _____

Contact Person: _____

Booth No.: _____

Company Tel: _____

Mobile Tel: _____

No. of Boxes: _____

Estimated size: _____ CBM

Signature: _____

Date: _____

通告 6 : 免費儲存服務

電郵:

截止日期: 2024 年 12 月 20 日jessica.ky.cheng@hktdc.org /
chloe.ky.ko@hktdc.org

為向各參展商提供更完善服務, 現本局設有 4 種不同的免費展品儲存服務, 詳情如下:

	種類	目的	存放日期及時間	提取日期及時間	展品儲存地點	
					地點	適用之參展商
<input type="checkbox"/>	進場日儲存	避免進場日嚴重交通擠塞, 提前寄存展品	1 月 4 日 下午 2:00 至 下午 6:00	1 月 5 日 上午 11:00 至 下午 6:00 止	會議室 N111 - N112 會議室 S304 (展覽廳 3G 卸貨區)	所有參展商
<input type="checkbox"/>	撤館日儲存 (通宵)	避免撤館日嚴重交通擠塞, 存放展品至翌日	1 月 9 日 下午 5:00 至 下午 8:00 止	1 月 10 日 上午 9:00 至 下午 1:00 止	會議室 N111 - N112 會議室 S304 (展覽廳 3G 卸貨區)	
<input type="checkbox"/>	展覽期間通宵 展品儲存	儲存貴重展品, 但 不適用於紙皮箱	1 月 5 日 下午 2:00 至 下午 6:00 1 月 6 日至 8 日 下午 6:30 至 下午 7:30	1 月 6 日 上午 8:30 至 上午 9:30 1 月 7 日至 9 日 上午 9:00 至 上午 9:30	G302 室 (展覽廳 3B 門外) G307 室 (展覽廳 3D 門外) S304 室 (展覽廳 3G 卸貨區)	
<input type="checkbox"/>	撤館日儲存 (臨時)	提供臨時保安服務供 即晚離場之參展商作 暫時展品儲存	1 月 9 日 下午 5:00 後	1 月 9 日 晚上 11:00 前	G105 室 (展覽廳 1C 門外) G305 室 (展覽廳 3C 門外) G307 室 (展覽廳 3D 門外) V302 室 (展覽廳 3G 門外) G505 室 (展覽廳 5B 門外) V104 室 (會議廳主辦機構辦事處)	

*請於適當之方格內加上 號。以上所有展品儲存服務完全免費, 但參展商需**預先登記**, 填妥此回覆通知書於 **2024 年 12 月 28 日前** 電郵回本局。由於儲存空間有限, 並以**先到先得**的形式安排。請注意: **所有現場申請將不會受理。****條款**

基於本局在香港貿發局香港玩具展 2025 中的展品儲存服務屬免費提供, 本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表, 將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。(以上條款只供參考, 並以英文版本為準。)

本人已閱讀以上條款並同意遵守。

公司名稱: _____

聯絡人: _____ 展台編號: _____

公司電話: _____ 手提電話: _____

展品件數: _____ (箱) 預計體積: _____ CBM

簽名: _____ 日期: _____

Circular 7 – Fair Notices

通告 7 – 展會通告

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4.	Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施
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10.	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
11.	Free Wireless LAN Service (for general Internet access only) 免費無線上網服務

1. Exhibitor Check-in 參展商進場登記

Exhibitor Check-in Form will be sent separately. Please bring it along with business card and present to the Exhibitor Check-in Counter (Expo Drive Entrance on G/F of the Hong Kong Convention & Exhibition Centre) upon your arrival to the venue on the move-in day (5 January) in order to pick up the on-site materials such as booth curtain, name card drop box, important on-site circulars etc.

參展商進場登記表稍後寄給各參展商。請攜同閣下名片於進館日(即1月5日)到「參展商進場登記櫃位」(香港會議展覽中心博覽道入口大堂)辦理進場登記手續。貴公司同時亦可領取展台掛簾及展覽期間之重要通告。

2. 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。

3. 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 60 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 60 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, 64-66 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, Business Development 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 60 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：中環干諾道中 64-66 號香港中華廠商聯合會大廈 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，歡迎隨時與本局業務發展經理盧敏華小姐聯絡〔電話：(852) 2240 4613 / 電郵：queena.mw.lo@hktdc.org〕。

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

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the HKTDC will put in place the following measures and revised procedures:

- 1) Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.



- 3) To facilitate storage of precious exhibits at night from **5-9 January 2025**, the HKTDC will offer exhibitors overnight storage facility arrangement.
- 4) With reference to the recent loss cases reported in the Fairs, the police has advised exhibitors to take measures to prevent laptop computer from being stolen. Some cable locks have been sourced for the laptop computers. These locks will be available for sale at the Business Centre.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the HKTDC.

香港貿發局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，主辦機構特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 香港貿發局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。
- 2) **攤位布簾** - 香港貿發局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。
- 3) **通宵儲存服務** - 為方便參展商於 **2025年1月5-9日**期間在晚上儲存貴重展品，香港貿發局將提供通宵儲存服務。
- 4) **電腦鎖** - 為更有效保障各參展商於展覽期間的財物安全，於商務中心設有電腦鎖供參展商購買，電腦鎖可有效防止重要物品，如手提電腦遭盜竊及遺失。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

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. Receiving Buyers at HKTDC Fairs 參展商接待買家須知

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, according to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths.

The HKTDC, as the fair organiser, fully understands that the organisation the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

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

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Council will carefully review the application for participation in future HKTDC events by that exhibitor and may have to take necessary actions.

鑒於以往在本局舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，香港貿發局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

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

7. 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。

8. 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。

9. 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。

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

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

10. 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。

11. 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。

Exhibitors' and Advertisers' 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 (the "**Fairs**" or "**TDC exhibitions**") for handling any complaint against any exhibitor ("**Exhibitor**") and/or advertiser ("**Advertiser**") that:

- (i) a product, item or material published, displayed, and/or placed by an Exhibitor at the Fairs, or
- (ii) any advertisement published, displayed and/or placed by us for and/or on behalf of an Exhibitor or Advertiser, including but not limited to in (a) our publications (in any media, medium, form and format, whether online and/or offline) ("**Publications**"), (b) our websites, applications, platforms and/or social media accounts (including but not limited to www.hktdc.com and any and all other websites, applications, platforms and/or social media accounts that we may from time to time operate, manage or use) ("**Websites**"), (c) our showcases (including but not limited to (i) printed and/or digital materials, (ii) LED advertisements such as but not limited to lightboxes, TV walls, Exhibitor Location Systems, and lifts and escalator advertisements, (iii) banners and posters, and/or (iv) any other means or manner of advertising, whether online and/or offline, whether existing now or in the future) ("**Showcases**"), and/or for or relating to (d) any products, services or materials featured or promoted in any such Publications, Websites and/or Showcases (as the case may be) (where, for the ease of reference, each of the foregoing items in categories (a) to (d) above will be referred to herein as "**Advertisement**");

allegedly infringes someone else's intellectual property rights in relation to or in connection with TDC exhibitions.

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 and Advertisers concerned to be promptly cleared of unfounded complaints as it is the responsibility of the Exhibitors and Advertisers to uphold their obligations to respect the intellectual property rights of others.

In this respect, the attention of all 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 attention of all Advertisers is drawn to Clauses 2 and 3 of the terms and conditions enclosed in the HKTDC Advertising Order Contract, pursuant to which the Advertiser, amongst other things, warrants and undertakes that no third party intellectual property rights will be infringed as a result of the publication of any Advertisement, and it has obtained all necessary consents and licenses for the Advertisement. The Advertiser also undertakes and agrees to fully and unconditionally indemnify and hold TDC and its partners, agents, affiliates, directors, representatives, contractors, officers, employees and users harmless against any allegations, claims, damages, penalties, losses, costs, fees (including legal fees) or any expenses howsoever incurred as a result of or in connection with, amongst others, any breach or alleged breach of representation, warranty or undertaking given by the Advertiser, any infringement or alleged infringement of intellectual property rights, including but not limited to patents, registered designs, copyrights or trade mark infringement arising as a result of the publication of any Advertisement, and/or any third party claims whatsoever arising in or derived from or as a direct or indirect result of the publication of any Advertisement by the Advertiser, including without limitation in relation to its goods and/or services.

The Exhibitor and/or Advertiser each agree that it shall comply with the then effective version of the "Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' and Advertisers' Brief**") that the Organizer may issue and update from time to time, including but not limited to abiding by any complaint procedures and penalties stated in the Exhibitors' and Advertisers' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor or Advertiser fails or refuses to abide by any of the terms and conditions of the Exhibitors' and Advertisers' Brief, the Organizer shall have the sole and absolute discretion to:

- (a) 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; and/or
- (b) decline to publish, or suspend, alter/amend or remove any Advertisements and/or prohibit the Exhibitor or Advertiser concerned from placing, displaying or publishing Advertisements on any Publications, Websites and/or Showcases at or in connection with any TDC Exhibition.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' and Advertisers' Brief and requests the Organizer to take action against an Exhibitor or Advertiser, 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 in connection with, and/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 Exhibitor, Advertiser and Complainant each agree 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 or arising out of such complaint and any actual or alleged infringement of intellectual property rights.

Procedures

A. Item displayed or exhibited by an Exhibitor at a TDC exhibition

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' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and 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 TDC and the Legal Advisor will also visit the Website to check whether the product or any material in dispute is displayed on the said Website. If so, the TDC 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 TDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As the organizer of the TDC exhibitions, 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 TDC and 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 and the 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.

B. Materials featured in any Advertisement displayed and/or published at a TDC exhibition, the TDC's Publications, Websites and/or Showcase for, in relation to or in connection with the TDC exhibition

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 are also an Exhibitor and receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and 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 Advertisement in dispute at the TDC exhibition, the Advertiser will be notified.
5. As organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the any material in dispute.
6. The Advertiser will have the opportunity to adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that it has the right to place, display or publish the Advertisement complained of within 24 hours from the time of such notification. If the Advertiser fails to do so and/or if the TDC and the Legal Advisors are not satisfied that the Advertiser has the right to place, display or publish the Advertisement complained of, TDC shall have sole and absolute discretion to determine the appropriate course of action, including but not limited to the immediate removal, take-down, suspension and/or altering (e.g. by covering up the materials featured in the Advertisement which are alleged to be infringing in the complaint) of the Advertisement complained of.
7. The Advertiser 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 Advertiser. 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 Advertiser at the Fair, the TDC will be required to immediately remove the Advertisement and any other relevant material which is under investigation for the remainder of the Fair.
9. If the Advertiser fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 above, TDC shall have the right and power, in its sole and absolute discretion, to prohibit the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from placing, displaying or publishing Advertisements on the TDC website and in any publications displayed or published at any or all future TDC exhibitions, and/or to further terminate the HKTDC Advertising Order Contract with no refund payable.
10. If the Advertiser is found to have breached its undertaking not to display, publish and/or otherwise deal in or with the advertising material(s) 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 to advertise in the Fair in question of the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the advertising fee already paid; to ban the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from advertising and/or participating in any or all future TDC exhibitions; and to further terminate the HKTDC Advertising Order Contract with no refund payable.

Penalties

An Exhibitor and/or Advertiser 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 (including but not limited to the right to advertise) in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor or Advertiser, the Exhibitor or Advertiser fails or refuses to:
- allow TDC to immediately take 3 photographs of the product, material or Advertisement in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC:
 - (i) indicating its decision whether to remove or continue to display the product or material in dispute; or
 - (ii) in the case of an Advertisement, acknowledging TDC's right to remove the Advertisement in dispute, or adducing evidence to the TDC to show to the satisfaction of the TDC and the Legal Advisors that it has the right place, display or publish the Advertisement complained of;

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 and/or the Advertiser signs the undertaking to acknowledge the TDC's right to remove the Advertisement in dispute, 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 and/or Advertiser's right of participation and/or advertisement for the rest of the Fair period without refund of any participation and/or advertisement fee already paid by the Exhibitor and/or Advertiser;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor and/or Advertiser confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor and/or Advertiser has cooperated with TDC during the Fairs, amongst others, 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 TDC and 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. within any one year period there are two or more valid complaints filed against the same Advertiser and which have been accepted by the TDC and the Legal Advisors;

OR

- g. the Exhibitor and/or Advertiser 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) dated within one (1) year of the date of the complaint - for reference purposes, a template affidavit is available for download at: 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 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); and
2. An up-to-date printout of the Trade Mark Records as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the trade mark and printed within one (1) week of the date of the complaint.

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); and
2. An up-to-date printout of the Register of Designs as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the registered design and printed within one (1) week of the date of the complaint.

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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
 - a) Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
 - b) Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
 - c) Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from the following individual(s) stating 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:
 - a) A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
 - b) Hong Kong qualified lawyer experienced in the patents field.

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

Documents Required as Evidence of the Advertiser's Right to Place, Display or Publish the Advertisement Complained of

1. Documents required as evidence of subsistence and Advertiser's ownership of the relevant intellectual property rights (see the requirements for each type of intellectual property rights in A, B, C and/or D above (as applicable)); or
2. Original or certified copy of valid agreement(s) or license(s) from the intellectual property rights owner authorizing or granting the Advertiser the right to use, publish, display and/or otherwise deal in or with the relevant works, marks, designs, and/or patents featured in the Advertisement(s) complained of.

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

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

In the event of any differences between the English and Chinese versions of this document, the English version shall prevail.

香港貿易發展局展覽會保護知識產權措施-參展商及廣告商須知

香港貿易發展局(以下簡稱為「**本局**」或「**主辦機構**」)是專責促進香港對外貿易的法定機構，致力推動原創設計及保護知識產權。

本局訂有一套在展覽會（「**展覽**」或「**本局展覽**」）現場內，即場處理任何針對參展商及/或廣告商、有關本局展覽或與之有關聯的侵權投訴的程序，而該等投訴須針對：

- (i) 參展商在展覽中發布、展示及/或放置被指稱侵犯他人知識產權的產品、物品或物料；或
- (ii) 本局為參展商或廣告商，或以他們的名義，發布、展示及/或放置，而被指稱侵犯他人知識產權的廣告，包括但不限於在（a）在本局的刊物（不論任何媒體、媒介、形式及格式，亦不論線上或線下）（「**刊物**」）的廣告、（b）在本局的網站、應用程式、平台及/或社交媒體帳戶（包括但不限於 www.hktdc.com，以及本局可能不時營運、管理及使用的任何及所有其他網站、應用程式、平台及/或社交媒體帳戶）（「**網站**」）的廣告、（c）在本局的展示物（包括但不限於（i）印刷品及/或數碼檔案、（ii）LED廣告，例如但不限於燈箱、電視幕牆、參展商位置系統，以及在升降機內或於扶手電梯上的廣告，（iii）橫幅及海報，及/或（iv）不論線上或線下、現存或將來、以任何其他方法或方式進行的廣告宣傳）（「**展示物**」）內的廣告、及/或（d）為了於任何上述刊物、網站及/或展示物內（視情況而定），被列為精選推廣或宣傳的任何產品、服務或物料，或與之有關的廣告（為便於參考，以上類別（a）-（d）所述的每項物品將於本須知中稱為「**廣告**」）。

此免費的投訴程序並不是投訴人唯一的投訴方法。投訴人亦可以向香港海關及/或香港法院提出投訴。

此投訴程序由本局的駐場法律顧問（「**法律顧問**」）處理，務求幫助確立被投訴人是否須就有關投訴作出答辯，繼而決定有關投訴應否被繼續跟進，還是被從速解決。

本局訂定這套程序的目的是為了協助有關參展商及廣告商從速清理毫無根據的投訴，致力保障他們的權利，因為履行尊重他人的知識產權的義務，是參展商及廣告商的責任。

茲促請所有參展商必須遵守《貿易發展局展覽會參展規則》中的第 43 條。該條列明參展商於本局展覽中的權利與責任；為便於參考，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。」

所有廣告商須注意《香港貿易發展局廣告訂購合約》內條款及條件中的第 2 及 3 條。根據這些條款，廣告商所提供的各項保證及承諾包括其保證及承諾任何廣告的發布不會侵犯任何第三方的知識產權，以及它已經取得該廣告所需的所有同意及許可。廣告

商亦承諾及同意保證本局及其合夥人、代理、聯屬成員、董事、代表、承辦商、人員、僱員及用戶免受因任何違反或被指稱違反廣告商所作出的陳述、保證或承諾、任何侵犯或被指稱侵犯知識產權（包括但不限於因出版任何廣告而引致的專利、註冊外觀設計、版權或商標的侵犯）所引致，及/或因廣告商出版任何廣告（包括但不限於有關其貨物及/或服務的廣告）所引起、衍生、或直接或間接地導致的第三方申索，或與之有關聯的任何指稱、申索、損害、罰款、損失、成本、費用（包括法律費用）及不論如何招致的開支所損害，並承諾及同意對上述各方就上述損害作出完全及無條件的彌償。

每位參展商及/或廣告商同意，他們須遵守當時生效的《香港貿易發展局展覽會保護知識產權措施：參展商及廣告商須知》（「**本須知**」）（而主辦機構可能會不時發出新的須知及更新現行須知），包括但不限於遵守於本須知內列明的任何投訴程序及侵權罰則，不論該參展商或廣告商是作為知識產權被侵犯的投訴人，或是作為被投訴人。假如參展商或廣告商未能或拒絕遵守本須知內的任何條款及條件，主辦機構有唯一及絕對的酌情權：

- (a) 以禁止參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加參加本局以後所舉辦的任何或所有展覽，及/或進一步禁止該參展商的任何代表進入參展商當時正在參展的展覽會場；及/或
- (b) 以拒絕發布、暫停展示、修改/修訂或移除任何廣告，及/或禁止有關參展商或廣告商於本局展覽內或與之有關的任何刊物、網站及/或展示品上，放置、展示或發布廣告。

假如投訴人（「**投訴人**」）按照本須知向主辦機構提出投訴，並要求主辦機構對參展商或廣告商採取行動，投訴人必須同意保證主辦機構、其代理、代表、承包商及僱員（包括但不限於他們的法律顧問）免受任何損害，並對上述各方每位因依據或基於投訴人所提出的投訴、或投訴人根據該投訴所作出的任何其他要求、指示或指令而採取行動，進而導致、與之有關聯及/或不不論如何引起的任何性質的任何及所有責任、損失、費用（包括但不限於法律費用）、開支及損害賠償。

每位參展商、廣告商及投訴人同意，不會向主辦機構及其代理、代表、承包商或僱員（包括但不限於他們的法律顧問）採取任何與有關投訴及任何實際或被指稱侵犯知識產權的事件相關、或由之引致的法律行動，或提出任何索償或要求。

處理投訴程序

A. 參展商於本局展覽內展示或展覽的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下在攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。

4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被參展商在展覽內所展示的涉事產品或物料所侵犯，本局展覽負責人員會前往涉事攤位視察。
5. 本局及法律顧問亦會瀏覽本局的網站，檢查受爭議的產品或任何物品有否於上述網站上展示。如有發現，本局擁有唯一及絕對的酌情權，根據本局之《網上推廣條款及條件》，在不作另行通知的情況下，停用該網址，或將受爭議的產品或物品從主辦機構的網站下架/移除。
6. 作為展覽的主辦機構，本局有權即時為受爭議的產品或任何物品拍攝最少三張照片。
7. 除非有關參展商能向本局及法律顧問提出證據，以顯示他/她有權就有關產品或物料進行交易，並使他們信納，否則該參展商會被要求立即將正在展示中的受爭議產品或物品移除，並禁止在餘下展期展示有關該產品/物料。參展商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及參展商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的參展商的懷疑侵犯版權及/或商標案件，本局將要求該參展商立即移除正接受調查的產品或物品，並不得在餘下展期內展示它們。
9. 假如有關參展商未能按上述第 6、7 及/或 8 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。
10. 本局職員會定期前往被投訴（而有關投訴被本局及法律顧問所接納）的攤位視察，以再次確保有關參展商不再展示或就受爭議的產品或物品進行交易。假如參展商被發現違反承諾（即於餘下展期內不再展示或處理受爭議的產品及物料），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的參展權，並毋須退還已收取的參展費，並禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。

B. 於任何爲了本局展覽，或與之有關或有關聯，而在本局展覽、刊物、網站及/或展品內展示或發布的廣告中出現的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下同時是參展商，並在閣下的攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。
4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被受爭議的廣告所侵犯，廣告商會收到通知。
5. 作為展覽的主辦機構，本局有權即時為受爭議的任何物品拍攝最少三張照片。
6. 廣告商在收到上述通知起的 24 小時內，享有向本局及法律顧問提出證據的機會，以顯示它有權放置、展示或發布被投訴的廣告，並使其信納。假如廣告商未能在時限內提出證據，及/或本局及法律顧問並不信納廣告商有權放置、展示或發

布該廣告，本局擁有唯一及絕對的酌情權去決定合適的行動，包括但不限於即時移除、下架、暫停展示及/或修改被投訴的廣告（例如將該廣告內被指稱侵權的物品遮蓋）。

7. 廣告商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及廣告商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的廣告商的懷疑侵犯版權及/或商標案件，本局將要求該廣告商立即移除該廣告及任何其他正接受調查的相關物品，並不得在餘下展期內展示它們。
9. 假如有關廣告商未能按上述第 6 及/或 7 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司，於本局網站，以及本局以後所舉辦的任何或所有展覽內展示或發布的任何刊物，放置、展示或發布廣告，及/或進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。
10. 假如廣告商被發現在餘下展期內違反其承諾（即不再展示、發布及/或以其他方式處理受爭議的廣告宣傳物），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的廣告宣傳權，並毋須退還已收取的廣告費，並禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司在本局以後所舉辦的任何或所有展覽中進行廣告宣傳，及/或參加該些展覽，及進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。

侵權處罰

本局能按照其唯一及絕對酌情權，在下列任何一種情況下，禁止參展商及/或廣告商，及/或其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽（包括但不限於廣告宣傳的權利）：

- a. 在本局收到及接納針對參展商或廣告商的侵權投訴後，該參展商或廣告商未能或拒絕：
 - 立即容許本局職員為受爭議的產品、物料或廣告拍攝三張照片；或
 - 應本局要求立即簽署本局提供的承諾書：
 1. 註明它決定移除或決定繼續展示受爭議的產品或物料；或
 2. 如果該投訴涉及廣告，承認本局移除該受爭議廣告的權利，或向本局提出證據，以顯示它有權放置、展示或發布被投訴的廣告，並使本局及法律顧問信納該些證據；

或

- b. 該參展商雖然已應本局要求簽署承諾書，以及讓本局職員在展覽期間為受爭議的產品或物品拍照，但它拒絕移除正在展示中的受爭議產品或物料，而當該參展商因展示該受爭議產品或物料而被控告時，香港法庭裁定申索成功；

或

- c. 參展商雖然立即移除正在展示中的受爭議產品或物料，並已簽署本局提供的承諾書，承諾在餘下展期不再展示或處理該物品，及/或廣告商已簽署承諾書承認本局移除該受爭議廣告的權利，但該參展商或廣告商其後被發現違反承諾。在此情況下，本局更有權即時終止該參展商及/或廣告商在餘下展期內參加展覽及/

或進行廣告宣傳的權利，並毋須退還已從該參展商及/或廣告商收取的參展費及/或廣告費；

或

- d. 參展商及/或廣告商雖然在展覽舉行期間與本局合作，包括但不限於移除正在展示中的受爭議產品或物料，但該參展商及/或廣告商在連續兩屆展期中，遭香港法庭最少兩度裁定侵犯了任何投訴人的知識產權；

或

- e. 同一名參展商在連續兩屆展覽期中，最少四度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投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- f. 同一名參展商在任何一年內，最少兩度被投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- g. 參展商及/或廣告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的刑事罪行。

有關知識產權的刑事罪行之刑罰

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，或被處罰款港幣五十萬元及監禁八年，視乎有關侵權行為的性質而定。

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：

1. 將虛假商品說明應用於任何貨品或任何向消費者提供或要約提供的服務；
2. 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
3. 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，或將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、或構成餌誘式廣告宣傳、先誘後轉銷售行為或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：

- | |
|---|
| <ol style="list-style-type: none">1. 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2. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。 |
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證明知識產權的存在及擁有權的所需文件證據

A. 版權

途徑 1: 版權作品的版權擁有人在被投訴前的一年內，根據版權條例（香港法例第 528 章）的第 121 條所作出，並證明有關版權的存在及其擁有權之誓章。誓章的範本可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf 下載，以供參考

或

途徑 2: 若投訴人擁有並能提交下列第 4-6 項的所有證據正本作舉證，以及提交下列所有資料及證據：

1. 版權作品的首次創作或首次發表的日期和地點；
2. 版權作品的作者名稱；
3. 版權作品的擁有人名稱；
4. 版權作品的原作正本（例如設計圖樣、草圖等）- **註：**任何副本，包括影印本或電腦副本，均不會被接受；
5. 證明版權作品之擁有權的證據正本 – 例如若版權作品的作者是投訴人的僱員，則須提供僱傭合約；或倘若版權作品的作者並非投訴人或其僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. (1)可證明首次出售有關版權作品的產品/物品之日期的證據正本（如發票、貨運文件等），或(2)可證明首次發布有關版權作品之日期的證據正本，而該證據必須清楚指明該產品/物品。

就途徑 2 作出之投訴而言，投訴人亦須在文件證據清單（可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf 下載，或於投訴人呈交投訴時，由本局提供）上填寫、提供及確認上述所有資料及證據。假如任何所需資料及/或證據有所缺失或不完整、或倘若本局認為任何所提交的資料及/或證據是在任何方面不可信、相互矛盾、虛假或不準確，有關投訴將不被處理或被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。
2. 香港知識產權署網上檢索系統上最新的商標記錄列印本，而該列印本須顯示該商標的註冊詳情，及於投訴日前的一（1）星期內打印。

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，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。

2. 香港知識產權署網上檢索系統上最新的外觀設計註冊記錄列印本，而該列印本須顯示該外觀設計的註冊詳情，及於投訴日前的一（1）星期內打印。

D. 專利

1. 有效的**香港**專利證書正本或核證副本，包括續期證書或續期證明（註：任何非香港的註冊均不會被接受）；
2. 假如投訴人的投訴所依據的專利是短期專利，下列任何一項有關該專利的證據：
 - a) 於香港進行的實質審查證明書正本或核證副本；
 - b) 向香港專利註冊處處長提交、有關對該專利進行實質審查的請求，連同一份書面確認，指該請求尚未被終結、拒絕或終止；或
 - c) 由法院批給的證明書正本或核證副本，核證法院裁斷投訴人所依據的專利申索是有效的。
3. 由下列人士所發出的書面意見書，指投訴人於香港的專利為有效，而且因參展商透過展示受爭議的產品或物品，而被侵犯；而該意見書清楚及明確地指明被指稱侵權的產品或物品之詳情：
 - a) 已於香港以外的管轄區核證或註冊，並在香港提供專利代理服務的核證或註冊專利代理人；及/或
 - b) 於專利方面有經驗的香港合資格律師。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

證明廣告商放置、展示或發布被投訴的廣告的所需文件證據

1. 證明有關知識產權的存在及廣告商的擁有權的所需文件證據（見上述 A，B，C，D 部中每類知識產權的要求（如適用））；或
2. 有效合約或許可正本或核證副本，以證明知識產權擁有人已授權，或授予該廣告商使用、發布、展示，及/或以其他方式交易或處理在被投訴的廣告中展示的相關作品、商標、外觀設計，及/或專利的權利。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

*本局保留在不作另行通知的情況下，不時修改本須知內的任何內容（包括但不限於提交侵權投訴時所需的文件）。

若本須知的英文版本與中文版本有任何抵觸之處，則以本須知的英文版本為準。

香港贸易发展局展览会保护知识产权措施-参展商和广告商须知

香港贸易发展局(以下简称为「**本局**」或「**主办机构**」)是专责促进香港对外贸易的法定机构,致力推动原创设计和保护知识产权。

本局订有一套在展览会(「**展览**」或「**本局展览**」)现场内,即场处理任何针对参展商和/或广告商、有关本局展览或与之有关联的侵权投诉的程序,而该等投诉须针对:

- (i) 参展商在展览中发布、展示和/或放置被指称侵犯他人知识产权的产品、物品或物料;或
- (ii) 本局为参展商或广告商,或以他们的名义,发布、展示和/或放置,而被指称侵犯他人知识产权的广告,包括但不限于在(a)在本局的刊物(不论任何媒体、媒介、形式和格式,亦不论在线或线下)(「**刊物**」)的广告、(b)在本局的网站、应用程序、平台和/或社交媒体帐户(包括但不限于 www.hktdc.com,以及本局可能不时营运、管理和使用的任何和所有其他网站、应用程序、平台和/或社交媒体帐户)(「**网站**」)的广告、(c)在本局的展示物(包括但不限于(i)印刷品和/或数码档案、(ii)LED广告,例如但不限于灯箱、电视幕墙、参展商位置系统,以及在升降机内或于扶手电梯上的广告,(iii)横幅和海报,和/或(iv)不论在线或线下、现存或将来、以任何其他方法或方式进行的广告宣传)(「**展示物**」)内的广告、和/或(d)为了于任何上述刊物、网站和/或展示物内(视情况而定),被列为精选推广或宣传的任何产品、服务或物料,或与之有关的广告)(为便于参考,以上类别(a)-(d)所述的每项物品将于本须知中称为「**广告**」)。

此免费的投诉程序并不是投诉人唯一的投诉方法。投诉人亦可以向香港海关和/或香港法院提出投诉。

此投诉程序由本局的驻场法律顾问(「**法律顾问**」)处理,务求帮助确立被投诉人是否须就有关投诉作出答辩,继而决定有关投诉应否被继续跟进,还是被从速解决。

本局订定这套程序的目的是为了协助有关参展商和广告商从速清理毫无根据的投诉,致力保障他们的权利,因为履行尊重他人的知识产权的义务,是参展商和广告商的责任。

兹促请所有参展商必须遵守《贸易发展局展览会参展规则》中的第43条。该条列明参展商于本局展览中的权利与责任;为便于参考,条款内容如下:

「参展商保证展品和产品包装,以及宣传品或摊位的任何展示部分,在任何各方面均没有违反或侵犯任何第三者的权利,包括所有知识产权,其中包括但不限于已注册或未注册的商标、版权、外观设计、名称和专利;并同意悉数赔偿主办机构及其代理、代表、承包商和雇员因第三者指控参展商和/或主办机构和/或后者的代理、代表、承包商和雇员侵权而招致的费用、开支和索偿。」

所有广告商须注意《香港贸易发展局广告订购合约》内条款和条件中的第2和3条。根据这些条款,广告商所提供的各项保证及承诺包括其保证及承诺任何广告的发布不

会侵犯任何第三方的知识产权，以及它已经取得该广告所需的所有同意和许可。广告商亦承诺和同意保证本局和其合伙人、代理、联属成员、董事、代表、承办商、人员、雇员和用户免受因任何违反或被指称违反广告商所作出的陈述、保证或承诺、任何侵犯或被指称侵犯知识产权（包括但不限于因出版任何广告而引致的专利、注册外观设计、著作权或商标的侵犯）所引致，和/或因广告商出版任何广告（包括但不限于有关其货物和/或服务的广告）所引起、衍生、或直接或间接地导致的第三方申索，或与之有关联的任何指称、申索、损害、罚款、损失、成本、费用（包括法律费用）和不论如何招致的开支所损害，并承诺和同意对上述各方就上述损害作出完全和无条件的弥偿。

每位参展商和/或广告商同意，他们须遵守当时生效的《香港贸易发展局展览会保护知识产权措施：参展商和广告商须知》（「本须知」）（而主办机构可能会不时发出新的须知和更新现行须知），包括但不限于遵守于本须知内列明的任何投诉程序和侵权罚则，不论该参展商或广告商是作为知识产权被侵犯的投诉人，或是作为被投诉人。假如参展商或广告商未能或拒绝遵守本须知内的任何条款和条件，主办机构有唯一和绝对的酌情权：

- (a) 以禁止参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加参加本局以后所举办的任何或所有展览，和/或进一步禁止该参展商的任何代表进入参展商当时正在参展的展览会场；和/或
- (b) 以拒绝发布、暂停展示、修改/修订或移除任何广告，和/或禁止有关参展商或广告商于本局展览内或与之有关的任何刊物、网站和/或展示品上，放置、展示或发布广告。

假如投诉人（「投诉人」）按照本须知向主办机构提出投诉，并要求主办机构对参展商或广告商采取行动，投诉人必须同意保证主办机构、其代理、代表、承包商和雇员（包括但不限于他们的法律顾问）免受任何损害，并对上述各方每位因依据或基于投诉人所提出的投诉、或投诉人根据该投诉所作出的任何其他要求、指示或指令而采取行动，进而导致、与之有关联和/或不论如何引起的任何性质的任何和所有责任、损失、费用（包括但不限于法律费用）、开支和损害赔偿。

每位参展商、广告商和投诉人同意，不会向主办机构和其代理、代表、承包商或雇员（包括但不限于他们的法律顾问）采取任何与有关投诉和任何实际或被指称侵犯知识产权的事件相关、或由之引致的法律行动，或提出任何索偿或要求。

处理投诉程序

A. 参展商于本局展览内展示或展览的物品

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下在摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。

4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被参展商在展览内所展示的涉事产品或物料所侵犯，本局展览负责人员会前往涉事摊位视察。
5. 本局和法律顾问亦会浏览本局的网站，检查受争议的产品或任何物品有否于上述网站上展示。如有发现，本局拥有唯一和绝对的酌情权，根据本局之《*网上推广条款和条件*》，在不作另行通知的情况下，停用该网址，或 将受争议的产品或物品从主办机构的网站下架/移除。
6. 作为展览的主办机构，本局有权实时为受争议的产品或任何物品拍摄最少三张照片。
7. 除非有关参展商能向本局和法律顾问提出证据，以显示他/她有权就有关产品或物料进行交易，并使他们信纳，否则该参展商会被要求立即将正在展示中的受争议产品或物品移除，并禁止在余下展期展示有关该产品/物料。参展商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和参展商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的参展商的怀疑侵犯著作权和/或商标案件，本局将要求该参展商立即移除正接受调查的产品或物品，并不得在余下展期内展示它们。
9. 假如有关参展商未能按上述第 6、7 和/或 8 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。
10. 本局职员会定期前往被投诉（而有关投诉被本局和法律顾问所接纳）的摊位视察，以再次确保有关参展商不再展示或就受争议的产品或物品进行交易。假如参展商被发现违反承诺（即于余下展期内不再展示或处理受争议的产品和物料），本局有权利和权力，按其唯一和绝对的酌情权，实时取消该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司是次展览的参展权，并毋须退还已收取的参展费，并禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。

B. 于任何为了本局展览，或与之有关或有关联，而在本局展览、刊物、网站和/或展示品内展示或发布的广告中出现的物品

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下同时是参展商，并在阁下的摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。
4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被受争议的广告所侵犯，广告商会收到通知。
5. 作为展览的主办机构，本局有权实时为受争议的任何物品拍摄最少三张照片。
6. 广告商在收到上述通知起的 24 小时内，享有向本局和法律顾问提出证据的机会，以显示它有权放置、展示或发布被投诉的广告，并使其信纳。假如广告商未能在时限内提出证据，和/或本局和法律顾问并不信纳广告商有权放置、展示或发布该广告，本局拥有唯一和绝对的酌情权去决定合适的行动，包括但不限于实

时移除、下架、暂停展示和/或修改被投诉的广告（例如将该广告内被指称侵权的物品遮盖）。

7. 广告商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和广告商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的广告商的怀疑侵犯著作权和/或商标案件，本局将要求该广告商立即移除该广告和任何其他正接受调查的相关物品，并不得在余下展期内展示它们。
9. 假如有关广告商未能按上述第 6 和/或 7 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该广告商和其任何代表、母公司、相联公司、联属公司和/或附属公司，于本局网站，以及本局以后所举办的任何或所有展览内展示或发布的任何刊物，放置、展示或发布广告，和/或进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。
10. 假如广告商被发现参在余下展商期内违反其承诺（即不再展示、发布和/或以其他方式处理受争议的广告宣传物），本局有权利及和权力，按其唯一及和绝对的酌情权，即实时取消该等参展广告商及其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司是次展览的参展资格广告宣传权，并毋须退还已收取的参展广告费，并禁止其及该广告商和其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司参加在本局以后所举办的任何或所有展览会中进行广告宣传，和/或参加这些展览，和进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。

侵权处罚

本局能按照其唯一和绝对酌情权，在下列任何一种情况下，禁止参展商和/或广告商，和/或其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览（包括但不限于广告宣传的权利）：

- a. 在本局收到和接纳针对参展商或广告商的侵权投诉后，该参展商或广告商未能或拒绝：
 - 立即容许本局职员为受争议的产品、物料或广告拍摄三张照片；或
 - 应本局要求立即签署本局提供的承诺书：
 1. 注明它决定移除或决定继续展示受争议的产品或物料；或
 2. 如果该投诉涉和广告，承认本局移除该受争议广告的权利，或向本局提出证据，以显示它有权放置、展示或发布被投诉的广告，并使本局和法律顾问信纳该些证据；或
- b. 该参展商虽然已应本局要求签署承诺书，以及让本局职员在展览期间为受争议的产品或物品拍照，但它拒绝移除正在展示中的受争议产品或物料，而当该参展商因展示该受争议产品或物料而被控告时，香港法庭裁定申索成功；或
- c. 参展商虽然立即移除正在展示中的受争议产品或物料，并已签署本局提供的承诺书，承诺在余下展期不再展示或处理该物品，和/或广告商已签署承诺书承认

本局移除该受争议广告的权利，但该参展商或广告商其后被发现违反承诺。在此情况下，本局更有权实时终止该参展商和/或广告商在余下展期内参加展览和/或进行广告宣传的权利，并毋须退还已从该参展商和/或广告商收取的参展费和/或广告费；

或

- d. 参展商和/或广告商虽然在展览举行期间与本局合作，包括但不限于移除正在展示中的受争议产品或物料，但该参展商和/或广告商在连续两届展期中，遭香港法庭最少两度裁定侵犯了任何投诉人的知识产权；

或

- e. 同一名参展商在连续两届展览期中，最少四度被超过一名投诉人就不同的知识产权或被同一名投诉人就不同产品或物品投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- f. 同一名参展商在任何一年内，最少两度被投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- g. 参展商和/或广告商被控或被判触犯任何有关侵犯知识产权或违反知识产权有关法律或法规的刑事罪行。

有关知识产权的刑事罪行之刑罚

版权条例 (香港法例第 528 章)

任何人制造或处理侵犯著作权之物品，即属犯罪。版权条例已详细列明可构成该等刑事罪行之各类行为。任何干犯有关罪行之人士可就每份侵犯著作权复制品被处罚款港币五万元和监禁四年，或被处罚款港币五十万元和监禁八年，视乎有关侵权行为的性质而定。

商品说明条例 (香港法例第 362 章)

根据商品说明条例，任何人士：

将虚假商品说明应用于任何货品或任何向消费者提供或要约提供的服务；
供应或要约供应已应用虚假商品说明的货品、或向消费者提供或要约提供已应用虚假商品说明的服务；或
管有任何已应用虚假商品说明的货品作售卖或任何商业或制造用途，
即属犯罪。

再者，任何人如伪造任何注册商标或将任何商标，或将任何与某一商标极为相似而相当可能会使人受欺骗的商标，以虚假方式应用于任何货品，亦属犯罪。

另外，任何商户如就任何消费者作出任何不良营商手法 (包括但不限于任何属误导性遗漏的营业行为、具威吓性的营业行为、或构成饵诱式广告宣传、先诱后转销售行为或不当地就产品接受付款的营业行为)，即属犯罪。

任何干犯商品说明条例中有关罪行之人士可被：

一经循公诉程序定罪，可被处罚款港币五十万元和监禁五年；和
一经循简易程序定罪，可被处罚款港币十万元和监禁两年。

证明知识产权的存在和拥有权的所需文件证据

A. 著作权

途径 1： 著作权作品的著作权拥有人在被投诉前的一年内，根据版权条例（香港法例第 528 章）的第 121 条所作出，并证明有关著作权的存在和其拥有权之誓章。誓章的范本可于 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf 下载，以供参考

或

途径 2： 若投诉人拥有并能提交下列第 4-6 项的所有证据正本作举证，以及提交下列所有资料和证据：

1. 著作权作品的首次创作或首次发表的日期和地点；
2. 著作权作品的作者名称；
3. 著作权作品的拥有人名称；
4. 著作权作品的原作正本（例如设计图样、草图等）- **注：**任何副本，包括影印本或计算机副本，均不会被接受；
5. 证明著作权作品之拥有权的证据正本 – 例如若著作权作品的作者是投诉人的雇员，则须提供雇佣合约；或倘若著作权作品的作者并非投诉人或其雇员，则须提供证明作者向投诉人转让著作权的著作权转让书；和
6. (1)可证明首次出售有关著作权作品的产品/物品之日期的证据正本（如发票、货运文件等），或 (2)可证明首次发布有关著作权作品之日期的证据正本，而该证据必须清楚指明该产品/物品。

就途径 2 作出之投诉而言，投诉人亦须在文件证据清单（可于 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf 下载，或于投诉人呈交投诉时，由本局提供）上填写、提供和确认上述所有数据和证据。假如任何所需数据和/或证据有所缺失或不完整、或倘若本局认为任何所提交的资料和/或证据是在任何方面不可信、相互矛盾、虚假或不准确，有关投诉将不被处理或被拒绝。

B. 商标

1. 有效的香港商标注册证书正本或核证副本，包括续期证书或续期证明（**注：**任何非香港的注册均不会被接受）。

2. 香港知识产权署网上检索系统上最新的商标记录打印本，而该打印本须显示该商标的注册详情，和于投诉日前的一（1）星期内打印。

C. 外观设计

1. 有效的香港外观设计注册证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）。
2. 香港知识产权署网上检索系统上最新的外观设计注册记录打印本，而该打印本须显示该外观设计的注册详情，和于投诉日前的一（1）星期内打印。

D. 专利

1. 有效的香港专利证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）；
2. 假如投诉人的投诉所依据的专利是短期专利，下列任何一项有关该专利的证据：
 - a) 于香港进行的实质审查证明书正本或核证副本；
 - b) 向香港专利注册处处长提交、有关对该专利进行实质审查的请求，连同一份书面确认，指该请求尚未被终结、拒绝或终止；或
 - c) 由法院批给的证明书正本或核证副本，核证法院裁断投诉人所依据的专利申索是有效的。
3. 由下列人士所发出的书面意见书，指投诉人于香港的专利为有效，而且因参展商透过展示受争议的产品或物品，而被侵犯；而该意见书清楚和明确地指明被指称侵权的产品或物品之详情：
 - a) 已于香港以外的管辖区核证或注册，并在香港提供专利代理服务的核证或注册专利代理人；和/或
 - b) 于专利方面有经验的香港合资格律师。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

证明广告商放置、展示或发布被投诉的广告的所需文件证据

1. 证明有关知识产权的存在和广告商的拥有权的所需文件证据（见上述 A，B，C，D 部中每类知识产权的要求（如适用））；或
2. 有效合约或许可正本或核证副本，以证明知识产权拥有人已授权，或授予该广告商使用、发布、展示，和/或以其他方式交易或处理在被投诉的广告中展示的相关作品、商标、外观设计，和/或专利的权利。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

*本局保留在不作另行通知的情况下，不时修改本须知内的任何内容（包括但不限于提交侵权投诉时所需的文件）。

若本须知的英文版本与中文版本有任何抵触之处，则以本须知的英文版本为准。



Special Circular (1) – 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.

特別通告(1)–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事務部，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！

Special Circular (2) – e-Badge for exhibitors and buyers
特別通告 (2) -參展商及買家電子入場證

With rapid development of mobile technology, electronic admission badge (e-Badge) will be used 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，將繼續於 2025 年香港玩具展使用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。

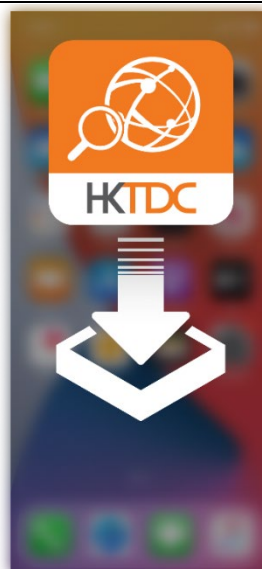
大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

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.**

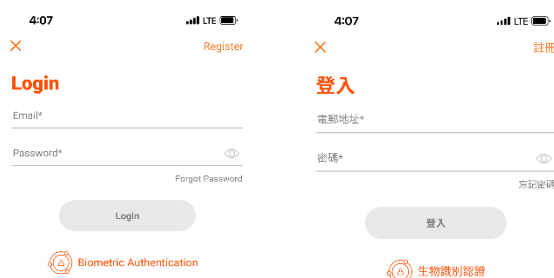
下載並安裝“HKTDC Marketplace”
應用程式。



**2. Login your Exhibitor Account with your
registered email.**

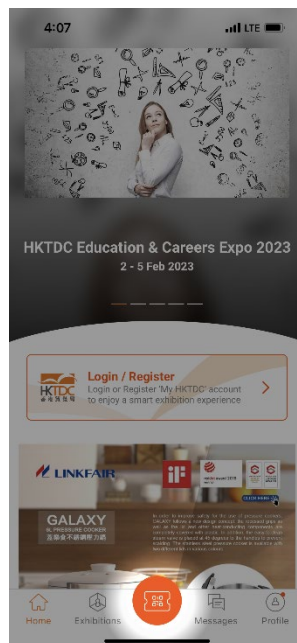
If you forgot your password, please use
'forgot password' button.

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。



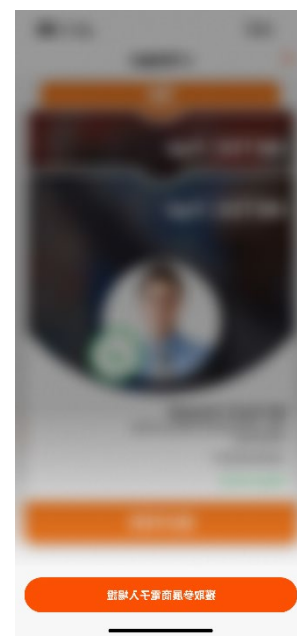
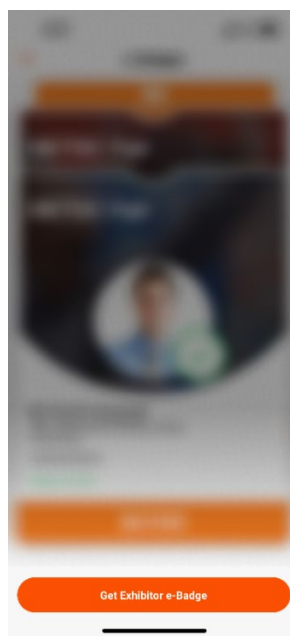
3. Tap 'e-Badge' button.

在主頁點擊橙色“電子入場證”按鈕。



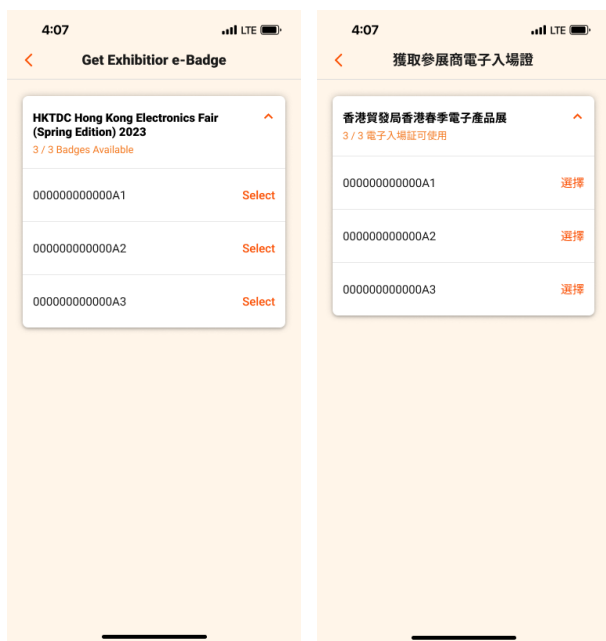
4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.

選擇“獲取參展商電子入場證”以兌換您的電子工作證。



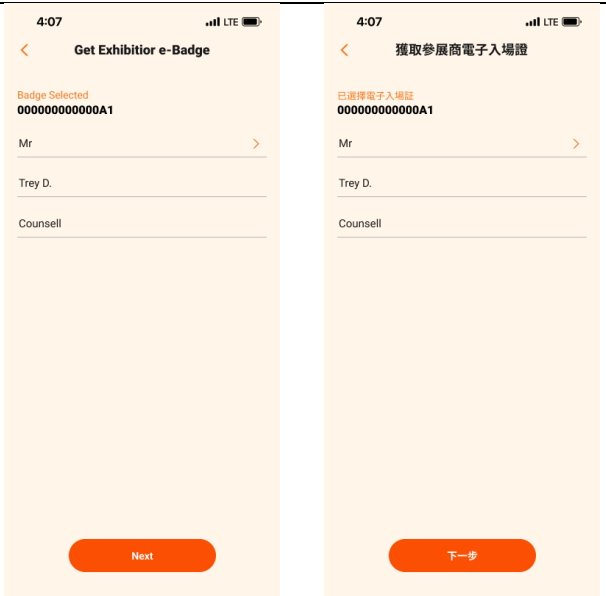
5. Redeem the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.

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。

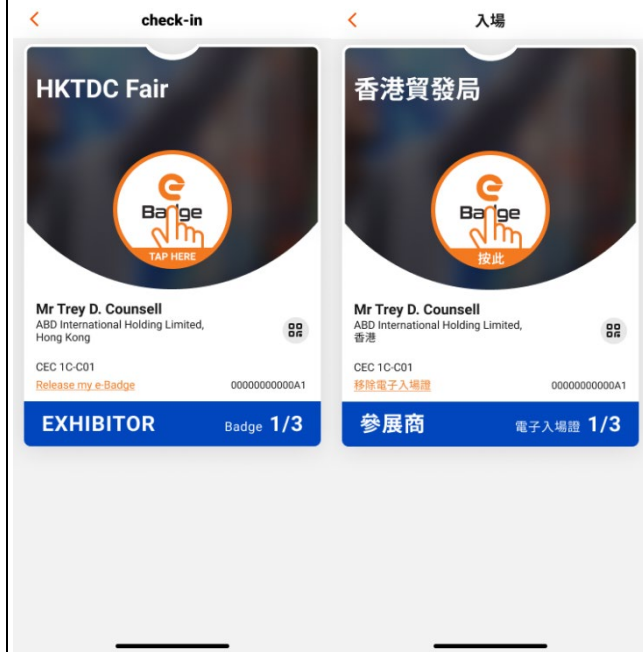


6. Input your name.

輸入您的名字。



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 3 – Green Tips to Exhibitors

To make HKTDC Hong Kong Toys & Games Fair a greener trade fair, the following green tips are suggested for your participation at the fair.

Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

Booth Operation

- To arrive the fairground by public transports
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

Hong Kong Toys & Games Fair

特別通告 3 - 參展商綠色小貼士

為支持香港貿發局香港玩具展成為綠色展覽，在參與展覽同時，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

香港玩具展

Special Circular 4: Important Notice on Insurance

Exhibitors are reminded to take out sufficient and specific insurance for the exhibition participated to cover its displays, exhibits, stand fittings and fixtures against loss or damage, and shall produce such policy of insurance to the Organiser upon request. In general, the coverage of the insurance should also extend to booth setting, property during exhibition, inland transit, public liability and employees' compensation. Exhibitors are also advised to obtain comprehensive insurance coverage for the whole fair period, including move-in and move-out dates for the entire exhibition venue, as well as the storage area. Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "Rules and Regulations" in the Exhibitors' Manual.

Additionally, exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for work-related injuries to all their employees, regardless of the length of employment contract, work hours, or employment type (full-time, part-time, permanent, or temporary).

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

List of Insurers for Reference Only

All the insurers listed below covers **Hong Kong entities only**. For mainland and overseas exhibitors, please consult your local insurers.

This list is provided purely as a reference for exhibitors. It is not a must for exhibitors to use the service of any of the below insurers. Please feel free to contact other insurers or your insurance agent. The Hong Kong Trade Development Council is neither affiliated with nor compensated by any of the insurers. The Organiser assumes no responsibility for the competence or integrity of the insurers listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.

It will normally take around 2 to 3 weeks for an insurer to process and issue the required insurance policy. Exhibitors are advised to allow enough time to purchase the insurance well in advance before the fair starts.

Company Name: Allied World Assurance Company Limited

Contact Number: 852-3412 2688 (Mr Terence Tsang, insurer's agent representative)

Contact Email: terence.tsang@apexais.com.hk

Website: <http://www.awac.com>

Company Name: China Pacific Insurance Co.,(H.K.) Ltd.

Contact Number: 852-2137 7671 (Ms Priscilla Tam)

Contact Email: priscilla.tam@cpic.com.hk

Website: www.cpic.com.hk

Company Name: China Ping An Insurance (Hong Kong) Company Limited

Contact Number: 852-2827 1883

Website (online quotation platform):

<https://www.pingan.com.hk/exhibition/insurance?lang=en>

Company Name: Concord Insurance Company Limited

Contact Number: 852-2156 1535 (Mr Daniel Ng)

Contact Email: danielng@concordinsurance.com.hk

Website (online quotation platform):

<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTIsbTJSc2hDeENGU T09#/>

Company Name: Circle Asia Ltd

Contact Number: 852-3596 5160

Contact Email: info@circlesgroup.asia

Website: <https://www.circlesgroup.com/>

Company Name: Zurich Insurance Company Ltd

Contact Number: 852-2977 0222

Contact Email: smedirect@zurich-ia.com.hk

Website: www.zurich.com.hk

Hong Kong Trade Development Council

特別通告 4: 保險相關注意事項

為避免損失，參展商應自行購買充分及特定的保險，投保範圍包括（但不限於）為其陳列品、展品及展台的損失或毀壞，倘若主辦機構要求，參展商須出示有關保單。一般而言，有關保單亦應涵蓋（但不限於）場地建設及清拆、展覽期間之財物、陸上運輸、公眾責任及勞工保險。投保範圍亦需涵蓋整個會場及存倉區域，並包括整個展期，連同進館日及撤

館日。保險相關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 70.1 及 72 條，以及分項 3.15 中列明，敬請各參展商務必細閱。

參展商亦須遵守香港法例第 282 章《僱員補償條例》第 40 條，不論其僱員的僱傭合約或工作時間長短、全職或兼職、長期或臨時受僱，均需承擔其根據《僱員補償條例》及普通法就其所有僱員在工作期間受傷的責任。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

保險公司列表以供參考

以下所有保險公司只承保香港公司。請內地及海外參展商向當地保險公司查詢。

以下保險公司之資料只供參考用，參展商毋須一定聘請其中任何保險公司為其服務，可聯絡其他保險公司或其公司的保險代理人。香港貿發局與任何保險公司均無任何關係，亦不受其報酬。主辦機構對任何保險公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

保險公司一般情況需要約兩至三個星期處理和簽發有關保單，參展商應在展覽前預留充足時間購買保險。

公司名稱: 世聯保險有限公司
聯絡電話: 852-3412 2688 (保險公司代理人曾先生)
聯絡電郵: terence.tsang@apexais.com.hk
公司網頁: <https://awac.com/>

公司名稱: 中國太平洋保險(香港)有限公司
聯絡電話: 852-2137 7671 (譚小姐)
聯絡電郵: priscilla.tam@cpic.com.hk
公司網頁: www.cpic.com.hk

公司名稱: 中國平安保險(香港)有限公司
聯絡電話: 852-2827 1883
公司網頁(網上投保平台): <https://www.pingan.com.hk/exhibition/insurance?lang=tc>

公司名稱: 合群保險有限公司
聯絡電話: 852-2156 1535 (吳先生)
聯絡電郵: danielng@concordinsurance.com.hk
公司網頁(網上投保平台):
<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTIsbTJSc2hDeENGUT09#/>



Hong Kong Toys & Games Fair
香港玩具展

E+PLUS



Ref: 2nd Package/Toys2025 (HK)

公司名稱: Circle Asia Ltd
聯絡電話: 852-3596 5160
聯絡電郵: info@circlesgroup.asia
公司網頁: <https://www.circlesgroup.com/>

公司名稱: 蘇黎世保險有限公司
聯絡電話: 852-2977 0222
聯絡電郵: smedirect@zurich-ia.com.hk
公司網頁: www.zurich.com.hk

香港貿易發展局



Special Circular 5: Parking Space Reservation Form

特別通告 5: 預留停車場車位訂購表格

Here is the parking space reservation form for HKTDC Hong Kong Toys & Games Fair 2025. Please fill out the form **by 22 Dec 2024**.

Reservations are on a first-come, first-served basis until slots are full. For details, please refer to the following link.

以下是香港貿發局香港玩具展 2025 預留停車場車位訂購表格，請有需要的展商於 2024 年 12 月 22 日前 填妥表格。

預留申請，先到先得，額滿即止。詳情請參閱以下鏈結。

Link :

<https://forms.gle/Asy3JF9eHvxfBgKY7>

QR Code :



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



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
<i>A total of 10 vehicle passes will be prepared, 6 with container lift access; extended stay charges applied.</i>							
Move-in & Show day							
1							
2							
3							
4							
5							
6							
7							
8							
Move-out							
9							
10							
11							
12							

Remarks:

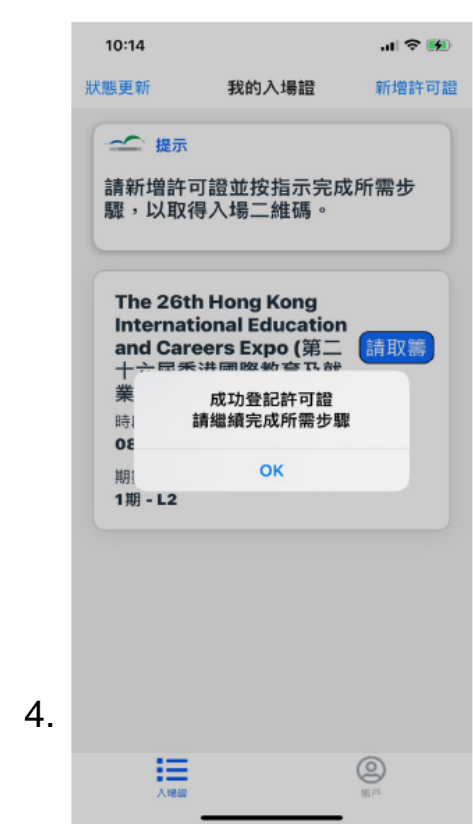
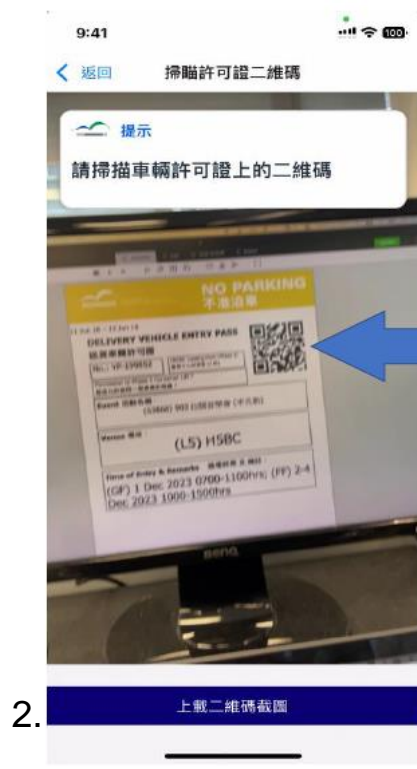
PREVIOUS EVENT RECORD	REQUESTED BY
Total Vehicle Pass Issued	Company Name:
Total Vehicle Pass Collected	Name (in caps):
Vehicle Pass Usage Percentage	Tel No.: Fax No.:
Total Vehicle Pass Charge	Signature:

▷ 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)



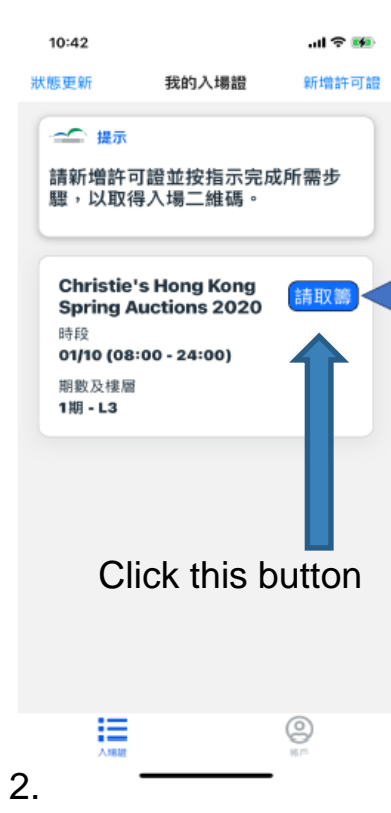
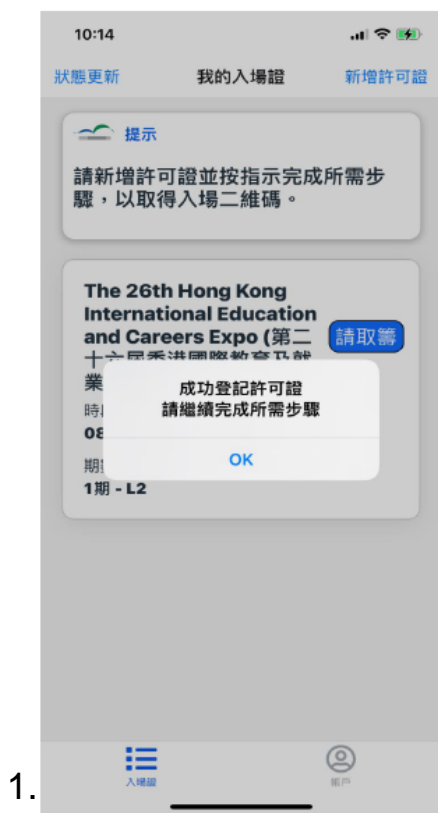
 <small>香港貿易發展局 Hong Kong Commerce and Economic Development Council</small>		FOR REGISTRATION ONLY 此證只作登記用途 不可進場
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift? 是否允許使用一期貨車升降機?		
Event 活動名稱: (54010) Hang Lung Properties 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”

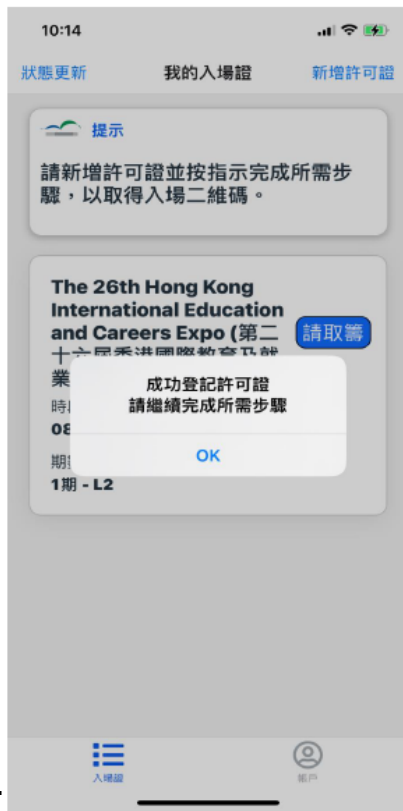
Free Flow Mode (FF)





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



7.



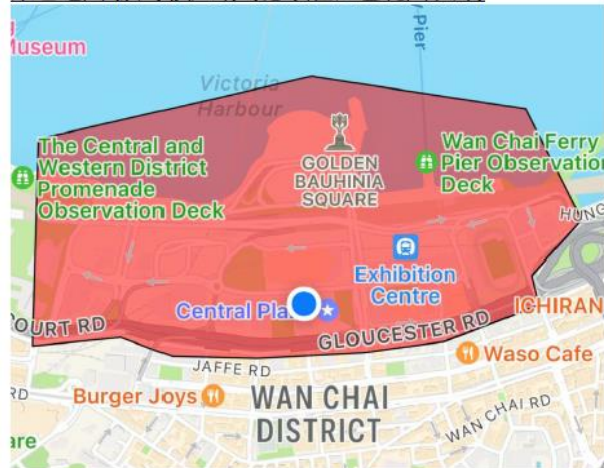
8.



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

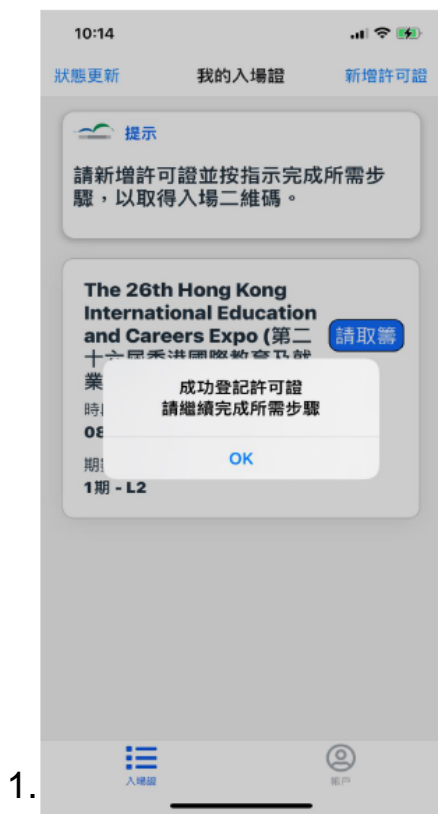
南至告士打道

- ▷ 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”

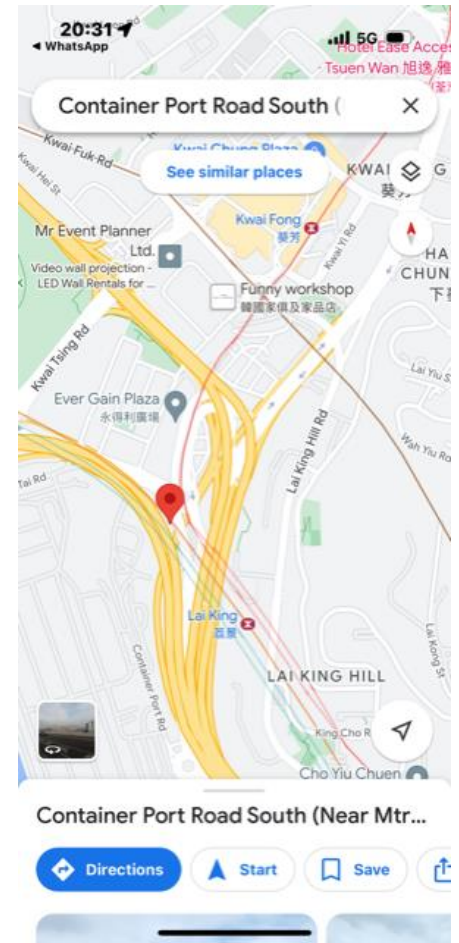
Geofence Mode (GF) – Con’t



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!**



GO HKCEC
會展快運易

General Users Guide - Exhibition

Table of Contents

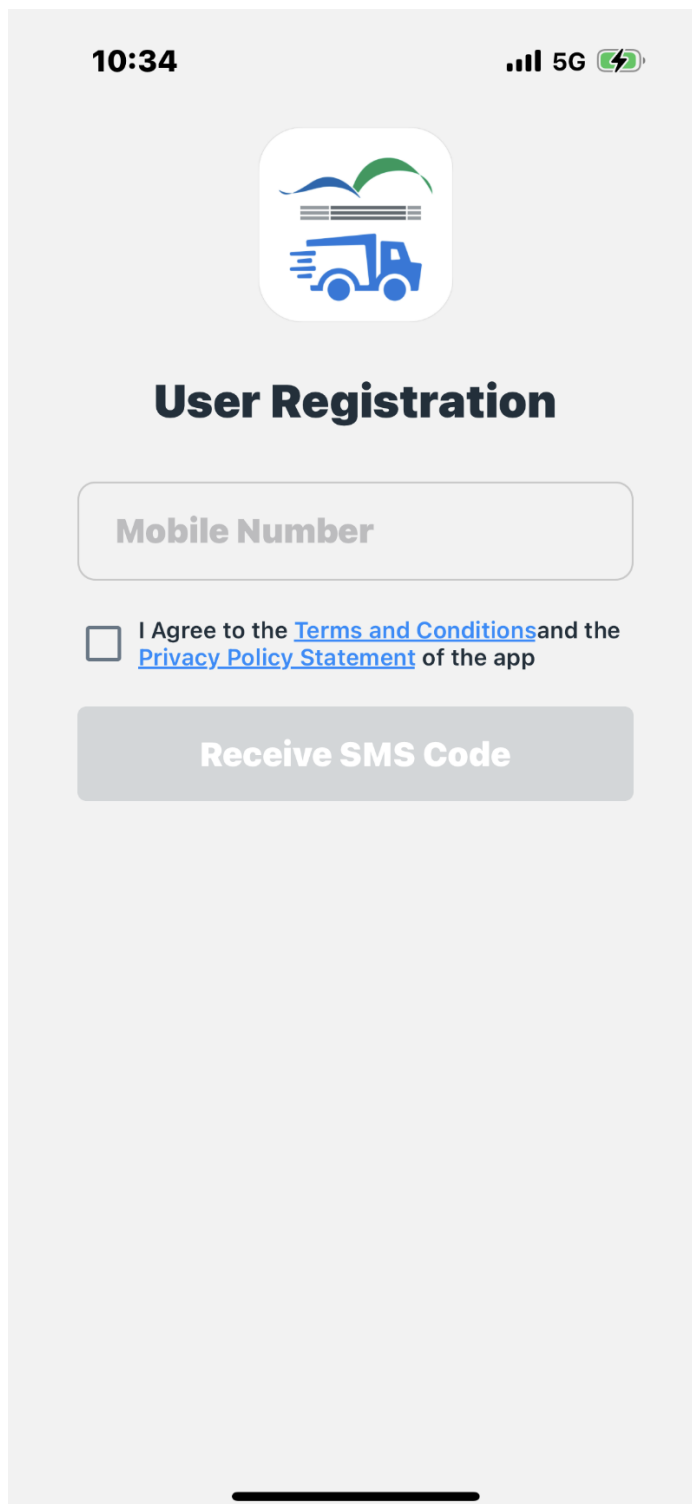
	Contents	Page
1.	User Registration/ Login	P.3
2.	Register Vehicle Pass	P.6
3.	Obtain Queuing Ticket	P.11
4.	Offsite Mode	P.17
5.	Geofence Mode	P.22
6.	Free Flow Mode	P.29
7.	Cancel Registration	P.34

Part 1


Pre-Event Stage

User Registration/ Login

1. Enter Hong Kong Local Mobile Number.
2. Click “I agree to the.....” to accept Terms & Conditions.
3. Click “Receive SMS Code”.



10:34 5G



User Registration

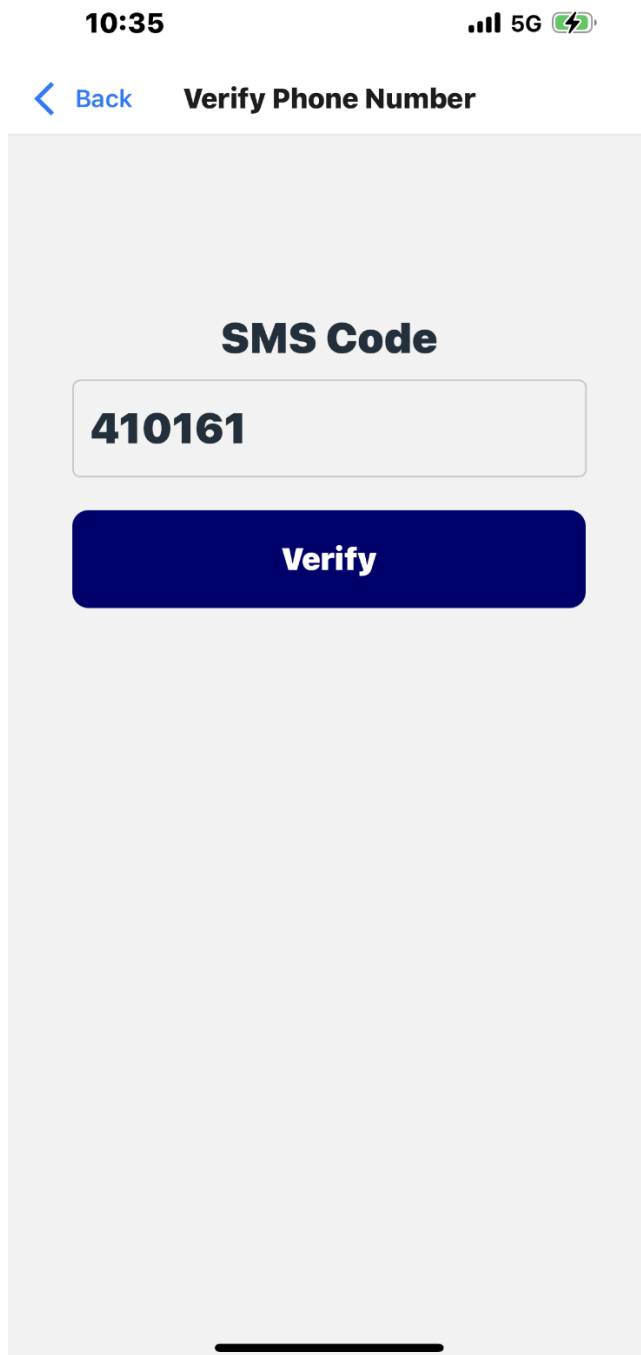
Mobile Number

I Agree to the [Terms and Conditions](#) and the [Privacy Policy Statement](#) of the app

Receive SMS Code

User Registration/ Login

4. User will receive a SMS code of 6 digits.
5. Enter the code and Click Verify.

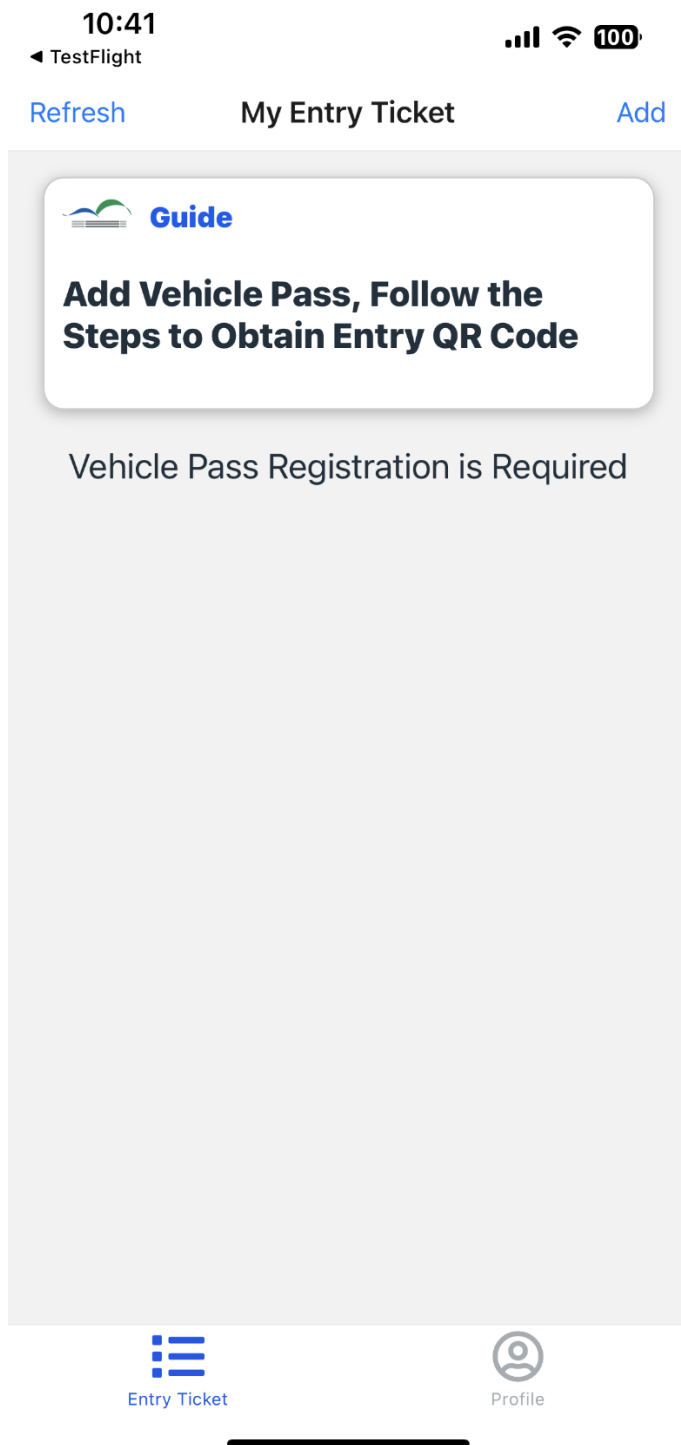


The screenshot shows a mobile application interface for verifying a phone number. At the top, the status bar displays the time 10:35, 5G signal strength, and a battery icon. Below the status bar, there is a navigation bar with a blue back arrow and the text "Back Verify Phone Number". The main content area is a light gray rectangle containing the text "SMS Code" in bold. Below this text is a white input field with a thin gray border containing the code "410161". Underneath the input field is a dark blue button with the word "Verify" in white text. At the bottom of the screen, there is a black horizontal line representing the home indicator bar.

User Registration/ Login

6. Complete Registration.

7. User will enter “My Entry Ticket” Page.



Register Vehicle Pass

There are 5 types of Vehicle Pass: Red, Blue, Green, Purple & Yellow.

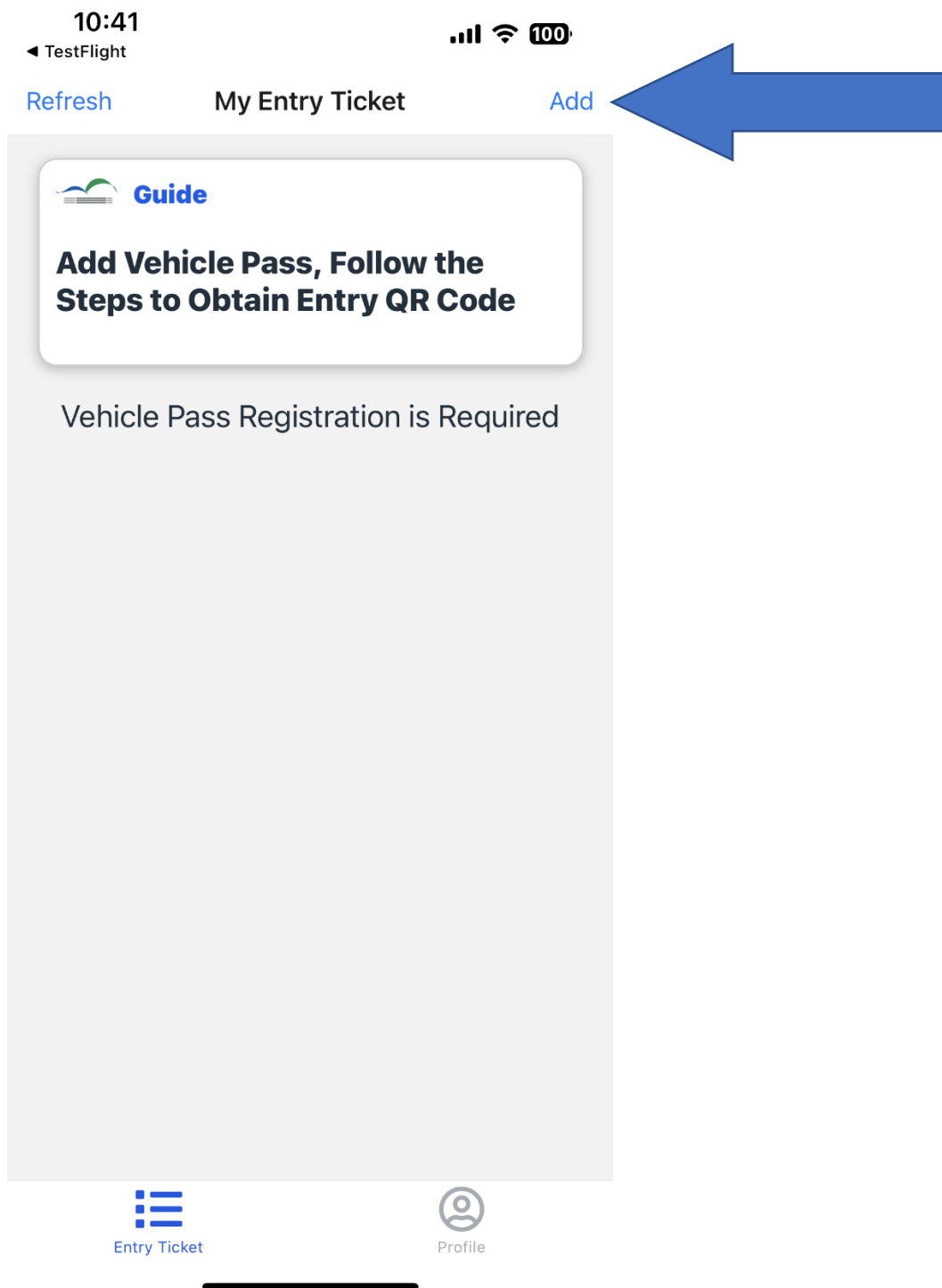
Vehicle Pass Sample

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		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) 會展中心卸貨區 (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

Register Vehicle Pass

1. Click “Add” on the page of My Entry Ticket ◦



Register Vehicle Pass

2. Allow Camera access.
3. Scan the QR Code on Vehicle Pass or Upload QR Code Screenshot.



Register Vehicle Pass

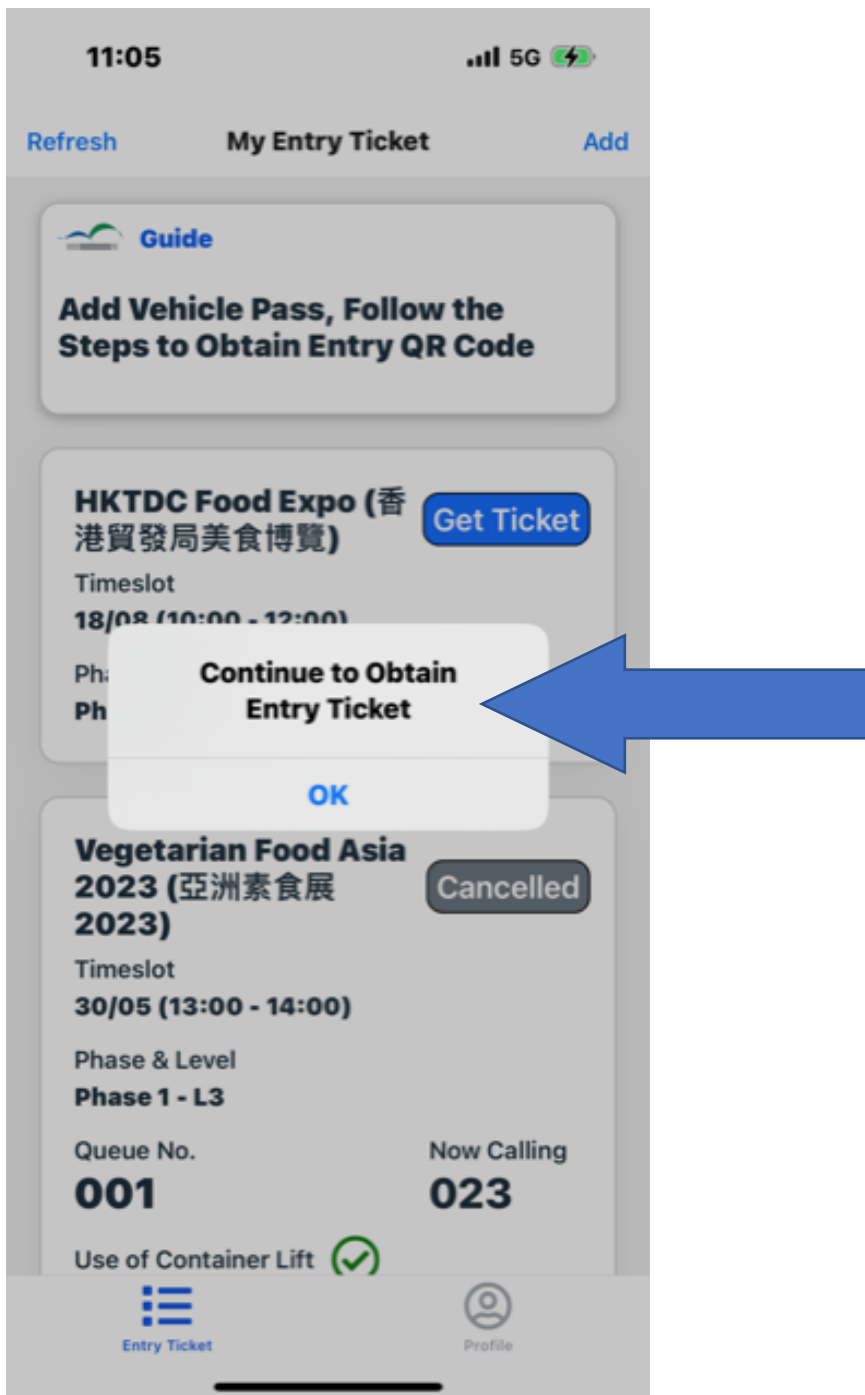
4. App will redirect to the page of “Enter Vehicle Details”.
5. Enter Vehicle Registration.
6. Choose Type of Vehicle.
7. Choose Floor of loading and Phase 1 & Phase 2.*
8. Choose Time of Entry for loading.*
9. Click “Submit”

*The options for choosing is accordance with Vehicle Pass.

The screenshot shows a mobile application interface for entering vehicle details. At the top, the status bar displays the time 13:11, 5G signal strength, and a battery icon. Below the status bar, there is a navigation bar with a blue back arrow and the text 'Back Enter Vehicle Details'. The main content area is titled 'Vehicle Registration' and contains several input fields: a text box for 'Enter Vehicle Registration', a dropdown menu for 'Type of Vehicle' with the placeholder 'Select an item', two dropdown menus for 'Floor' (showing 'L1') and 'Phase' (showing '1'), and another dropdown menu for 'Time of Entry' with the placeholder 'Select an item'. At the bottom of the form is a large blue button labeled 'Submit'.

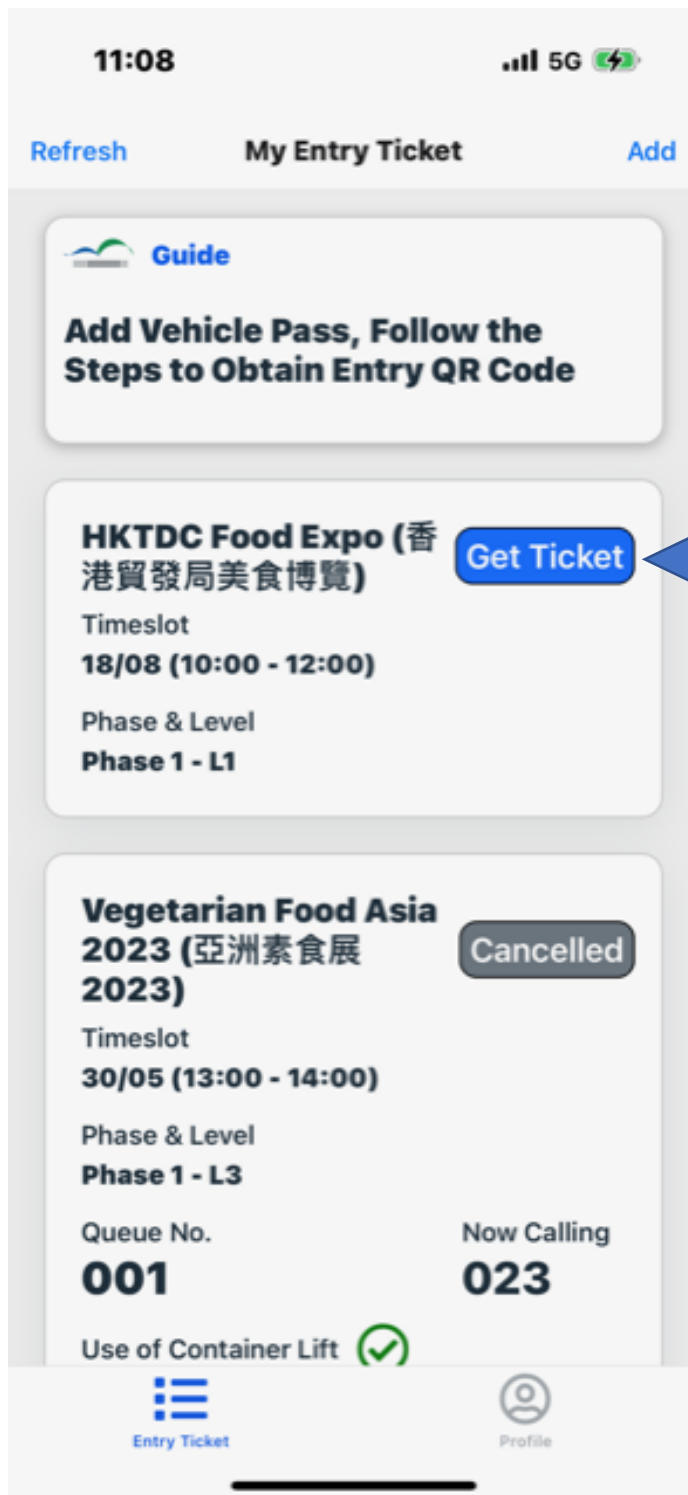
Register Vehicle Pass

5. Registration completed with the message of “Continue to Obtain Entry Ticket”.



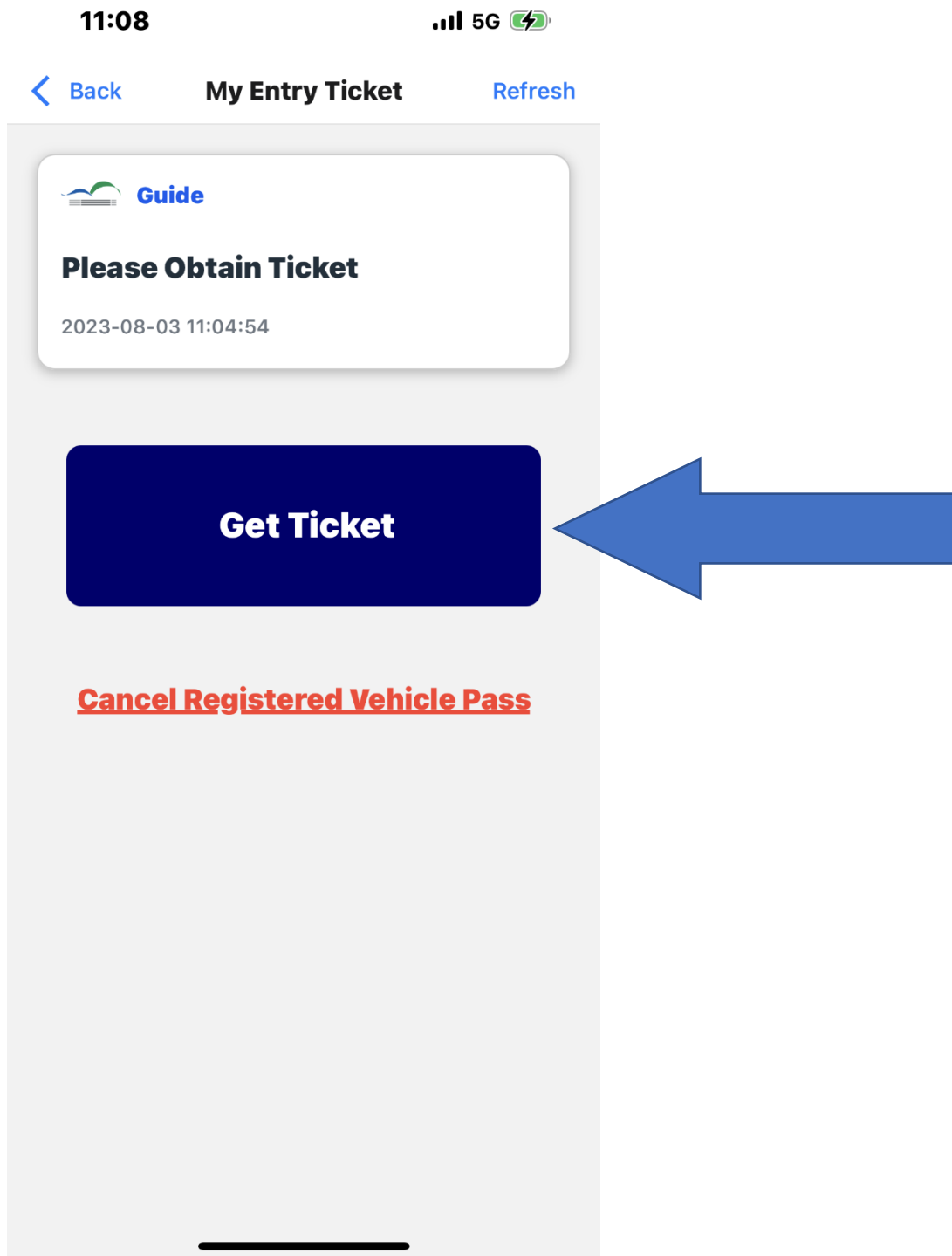
Obtain Queuing Ticket

1. Click “Get Ticket”.



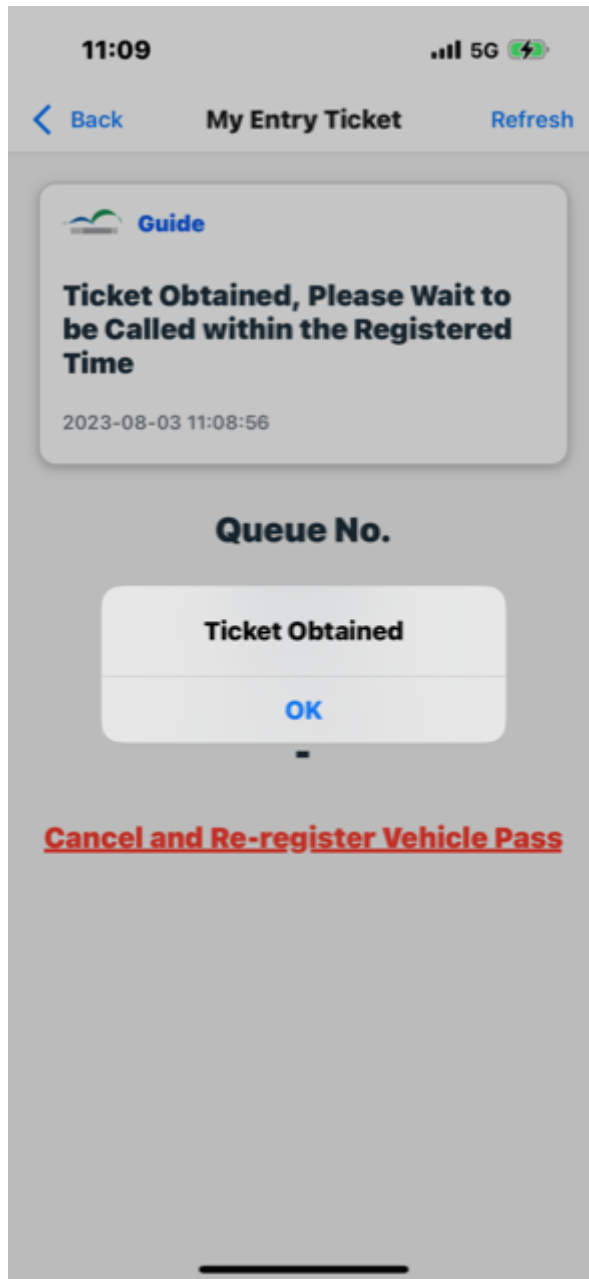
Obtain Queuing Ticket

2. Click “Get Ticket”.



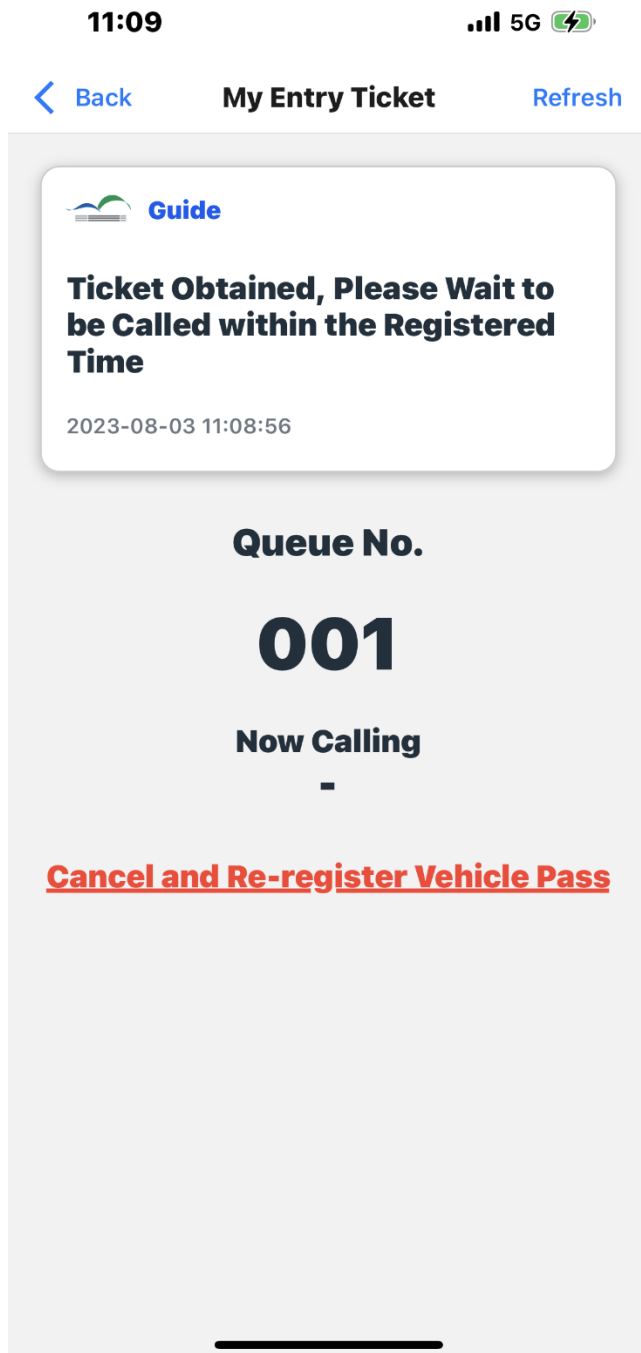
Obtain Queuing Ticket

3. Ticket is obtained with message "Ticket Obtained".
4. Click "OK".



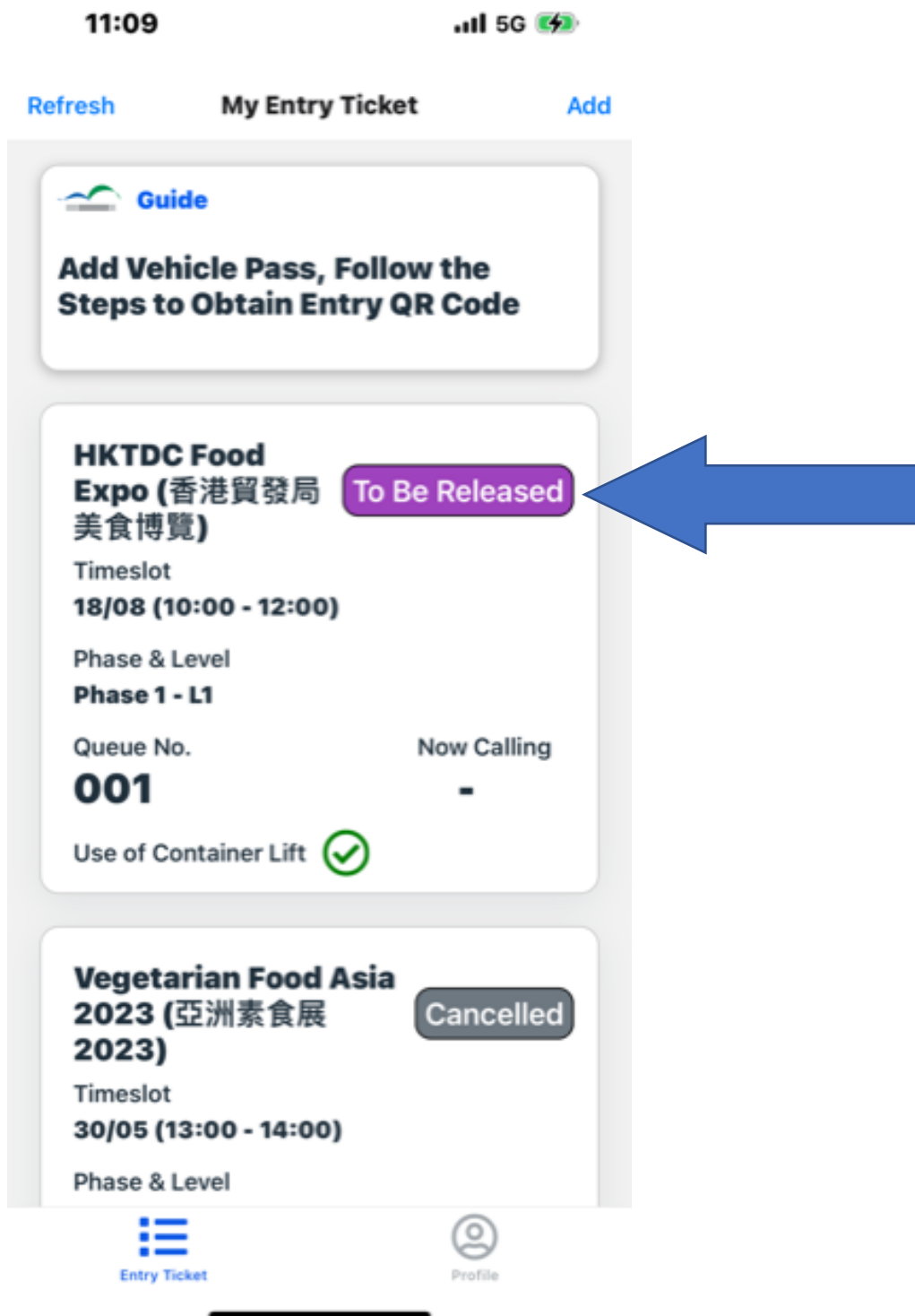
Obtain Queuing Ticket

5. User will see the Queue No.
6. Click “Back” and wait for calling on registered Entry of Time.



Obtain Queuing Ticket

6. Ticket is obtained when user see the status of registration to be shown as "To Be Released".



Part 2

Event Days

Offsite Mode

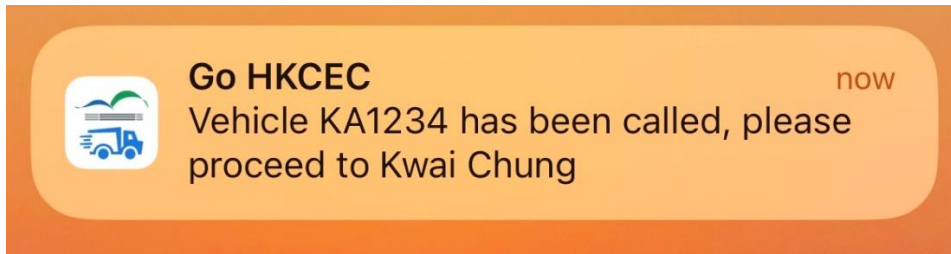
When the Time of Entry starts with (TY), it represents vehicle is required to reach Checkpoint in Kwai Chung before driving to HKCEC.

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DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證	
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (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) [REDACTED] 0-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs	

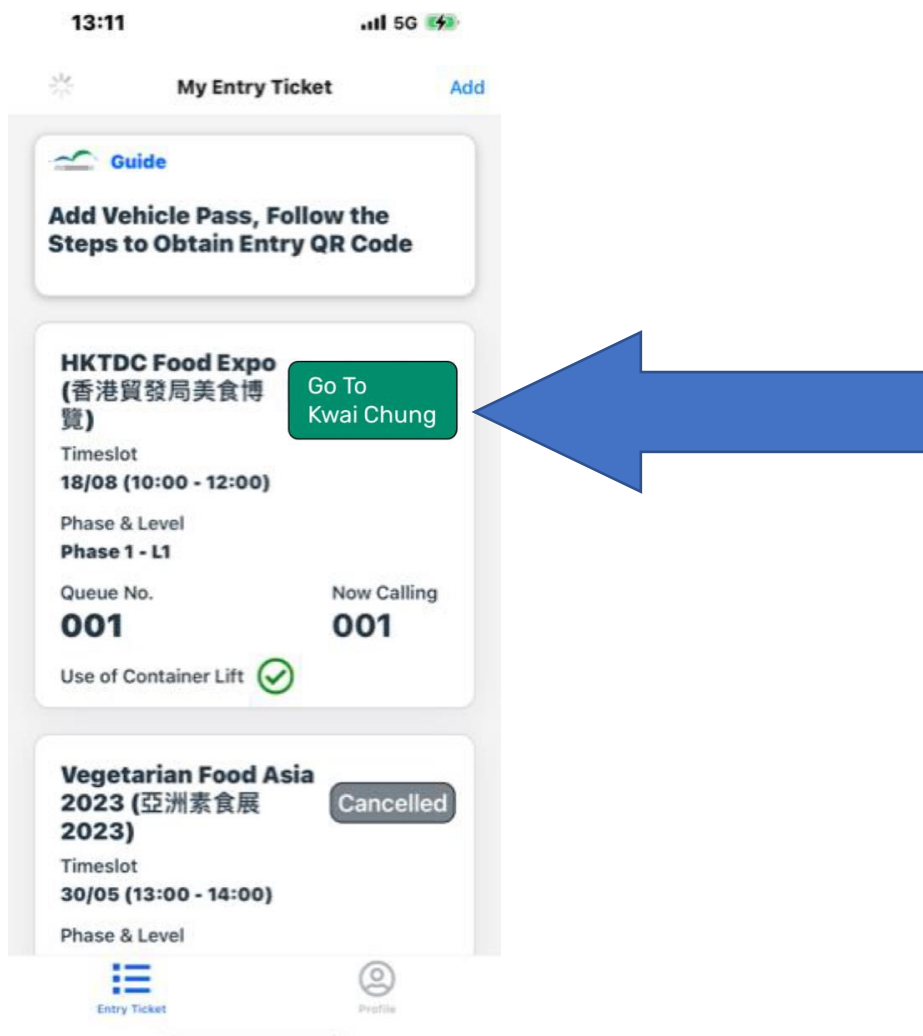
Download "Go HKCEC" mobile app for entry QR code
下載「會展快運易」手機應用程式以獲取入場二維碼

Offsite Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:

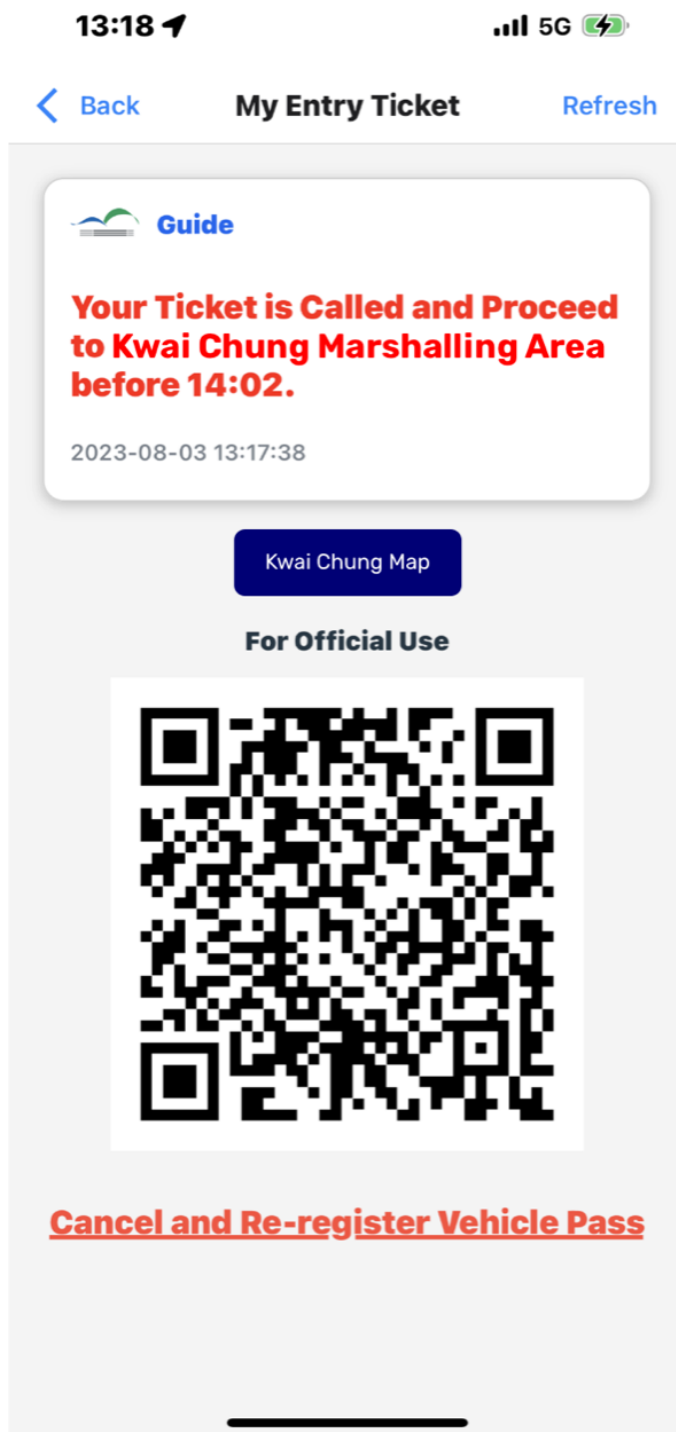


3. The vehicle status will be changed to Go to Kwai Chung. Click "Go to Kwai Chung".



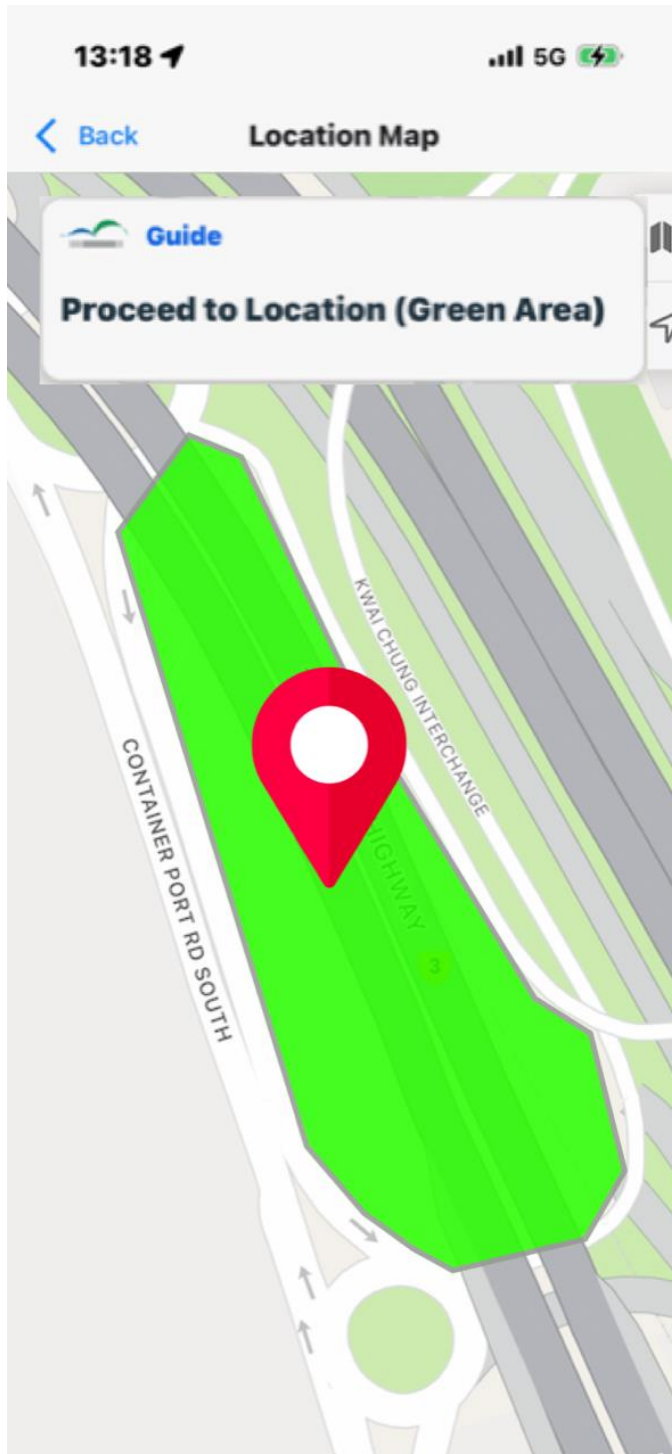
Offsite Mode

1. Go To Kwai Chung according to the time shown.
2. Click “Kwai Chung Map” for site location.



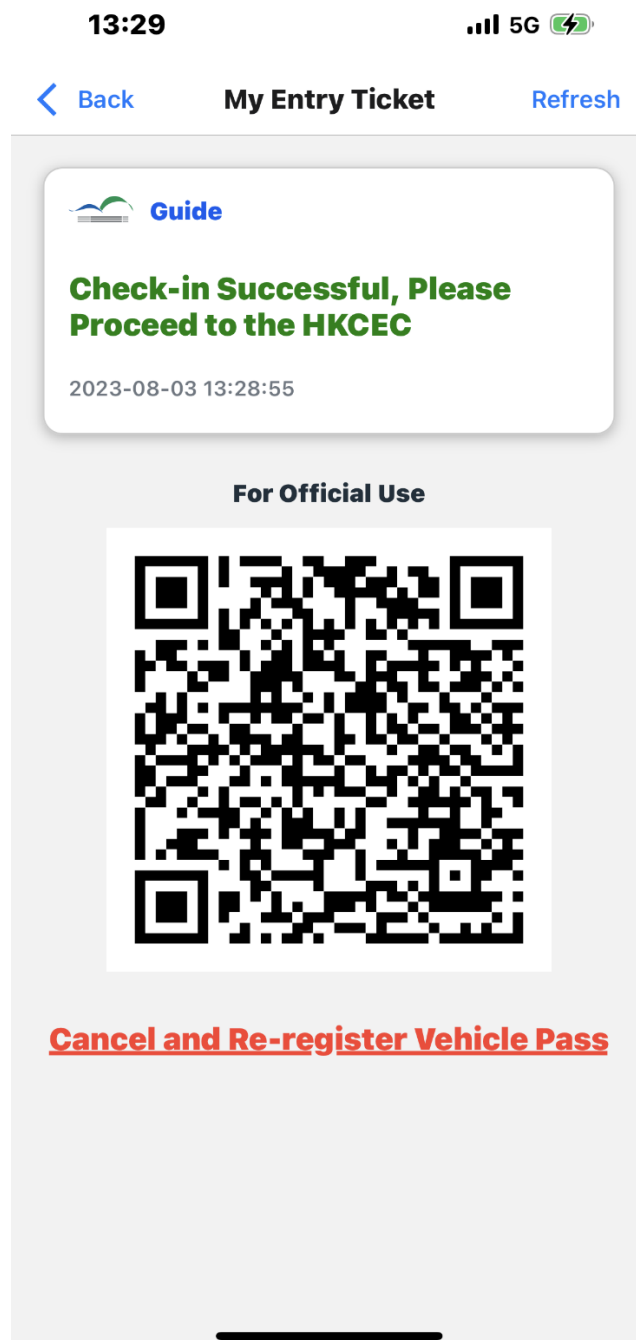
Offsite Mode

Click into the map for more details. User can exit the map by clicking “Back”.



Offsite Mode

1. Security Staff will scan the App QR Code in the site.
2. Driver can drive to HKCEC after successful scanning.
3. Staff in HKCEC will scan the QR Code again. Vehicle will be allowed to enter the loading area after successful scanning.



Geofence Mode

When the Time of Entry starts with (GF), it represents vehicle is required to Check-in out of the restricted area before driving to HKCEC.

The reason for this is to avoid excessive vehicles parking around HKCEC during waiting and cause traffic congestion.



DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP-208402

HKCEC Loading Dock (Phase 1)
會展中心卸貨區 (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;

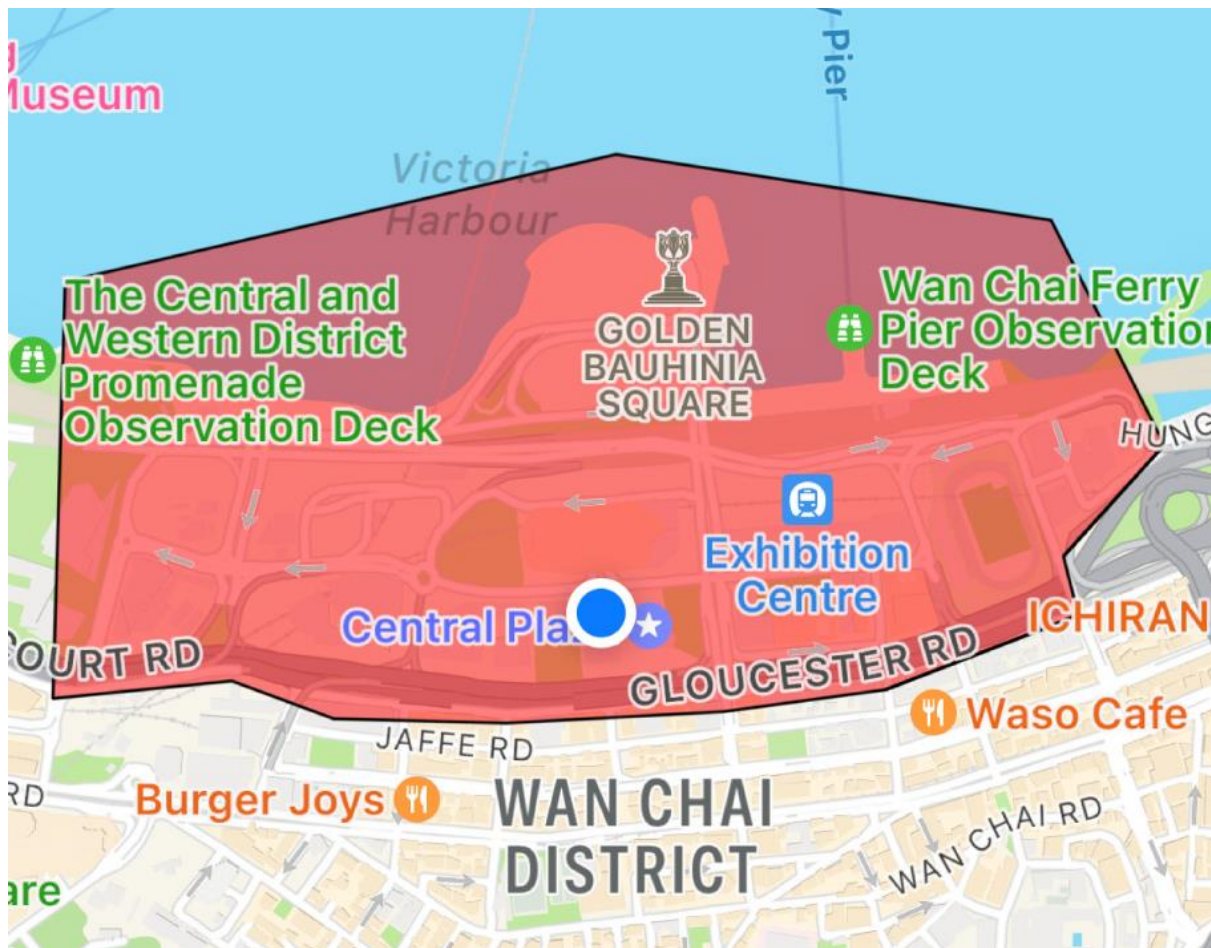
(GF) ← [Redacted] -2359hrs;

(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

Geofence Mode

Restricted Area (Driver should stay out of red zone when waiting for the calling of Queuing Ticket)

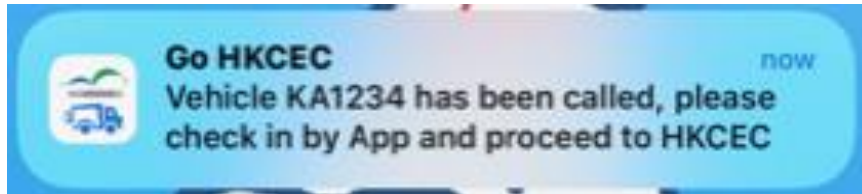


Restricted Area Boundaries

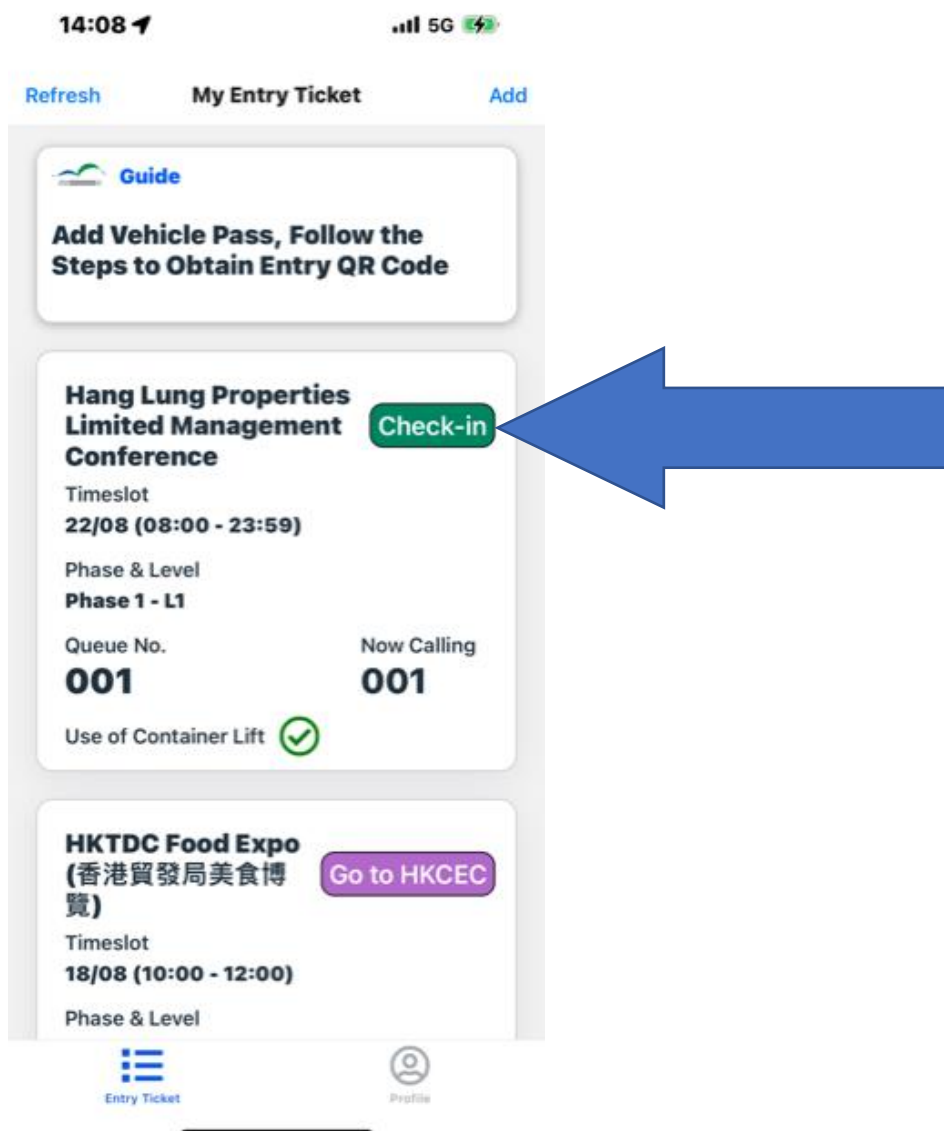
To the East Wan Chai Temporary Promenade
To the West Tamar Park
To the South Gloucester Road

Geofence Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:

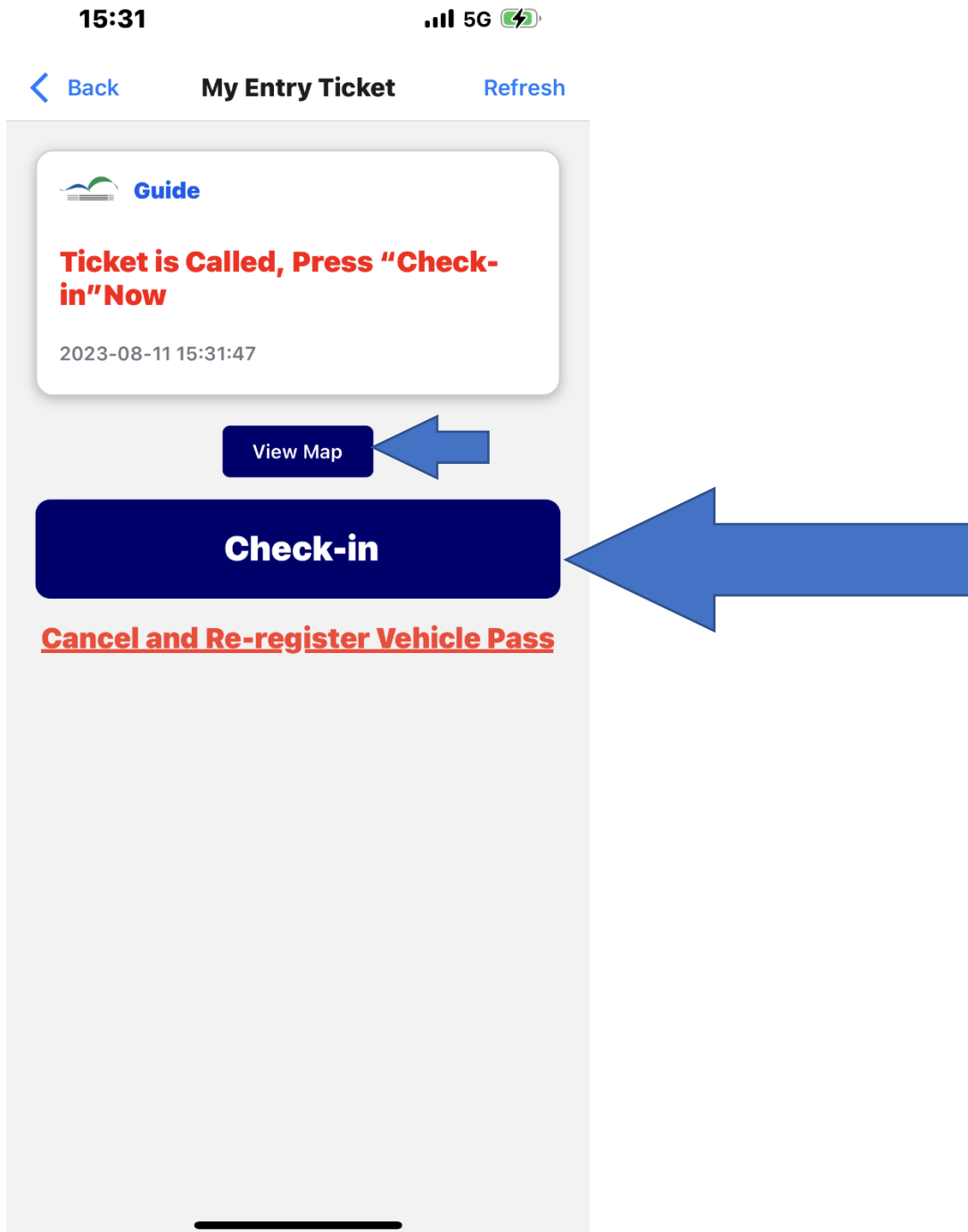


3. The status of the vehicle will change to Check-in. Click "Check-in".



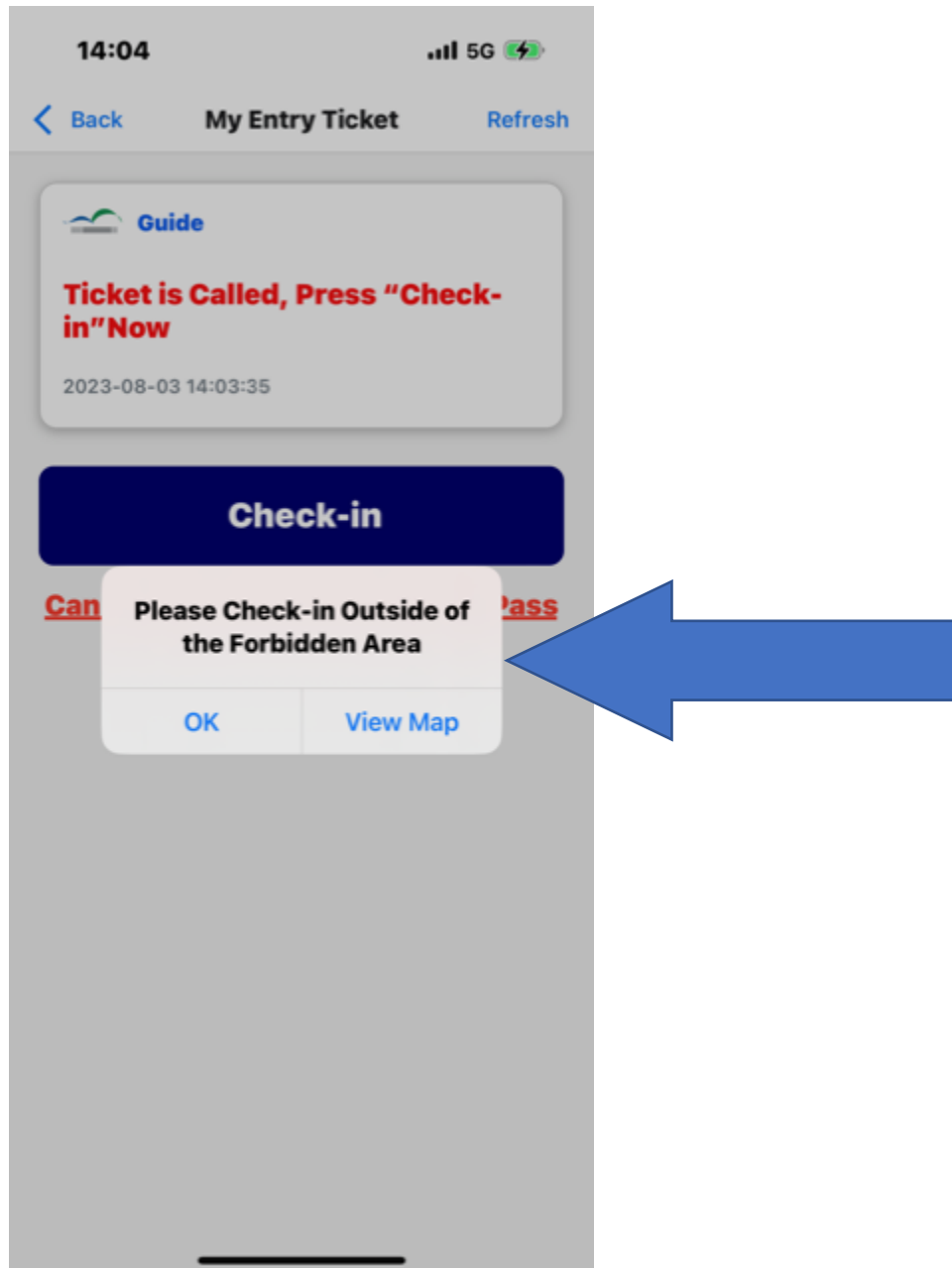
Geofence Mode

4. Click "View Map" to see the restricted area before clicking "Check-in".



Geofence Mode

5. Driver is required to stay out of restricted area to check-in and will receive a pop-up message.
Click “View Map” to see the restricted area.



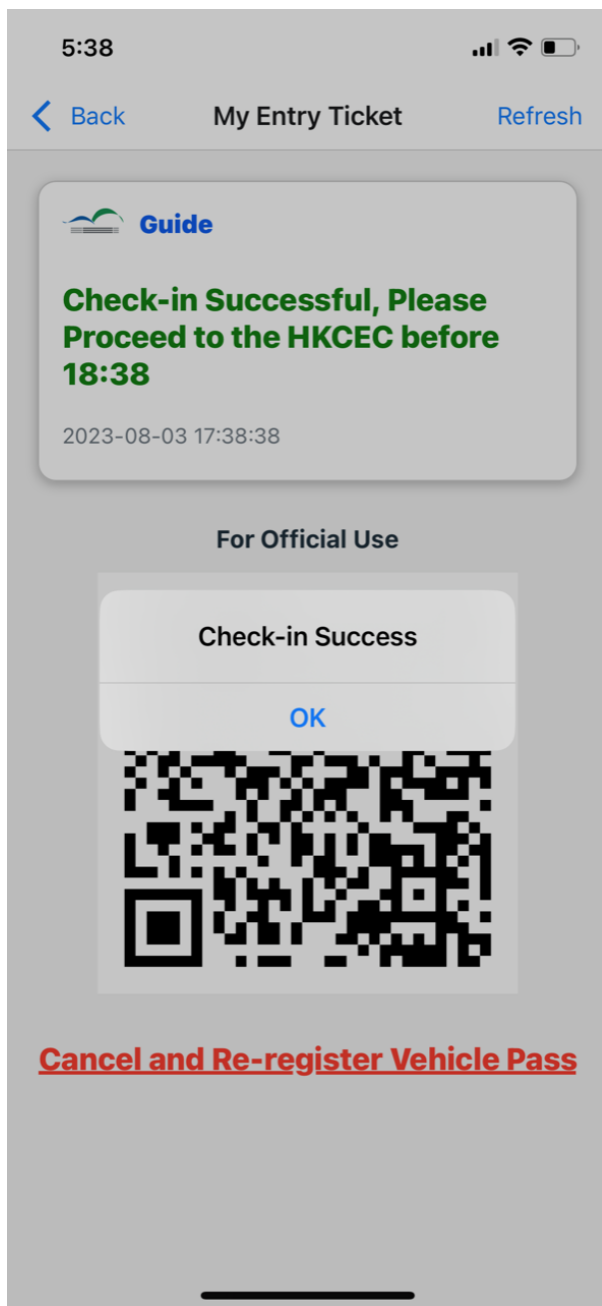
Geofence Mode

6. The restricted area is shown.



Geofence Mode

7. Pop up message will show the Check-in is successful.
Click "OK".
8. Drive to HKCEC before the time as shown in the Guide.
CEC Staff will scan the entry QR code and allow access if the scanning is successful.



Free Flow Mode

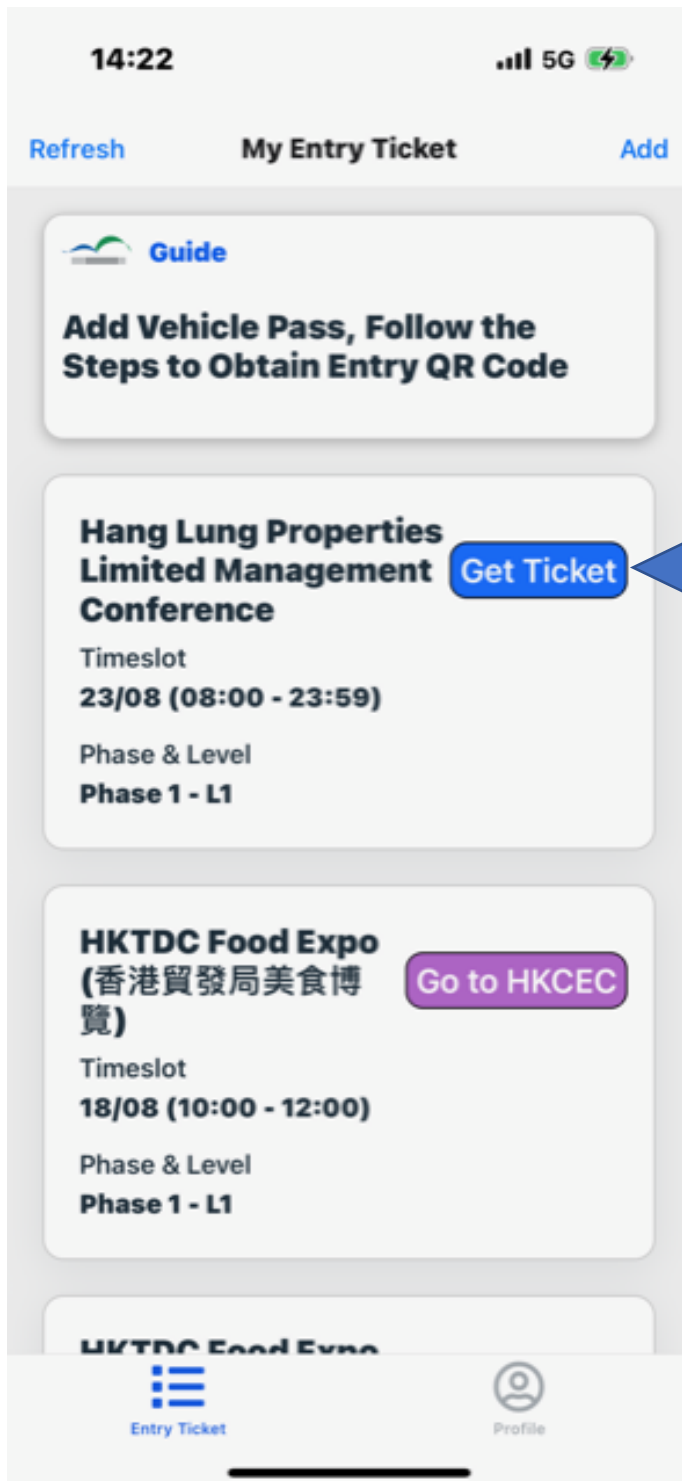
When the Time of Entry starts with (FF), it represents vehicle is allowed to go to HKCEC directly according to the timeslot on the vehicle pass after getting entry QR code on the app.

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DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (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

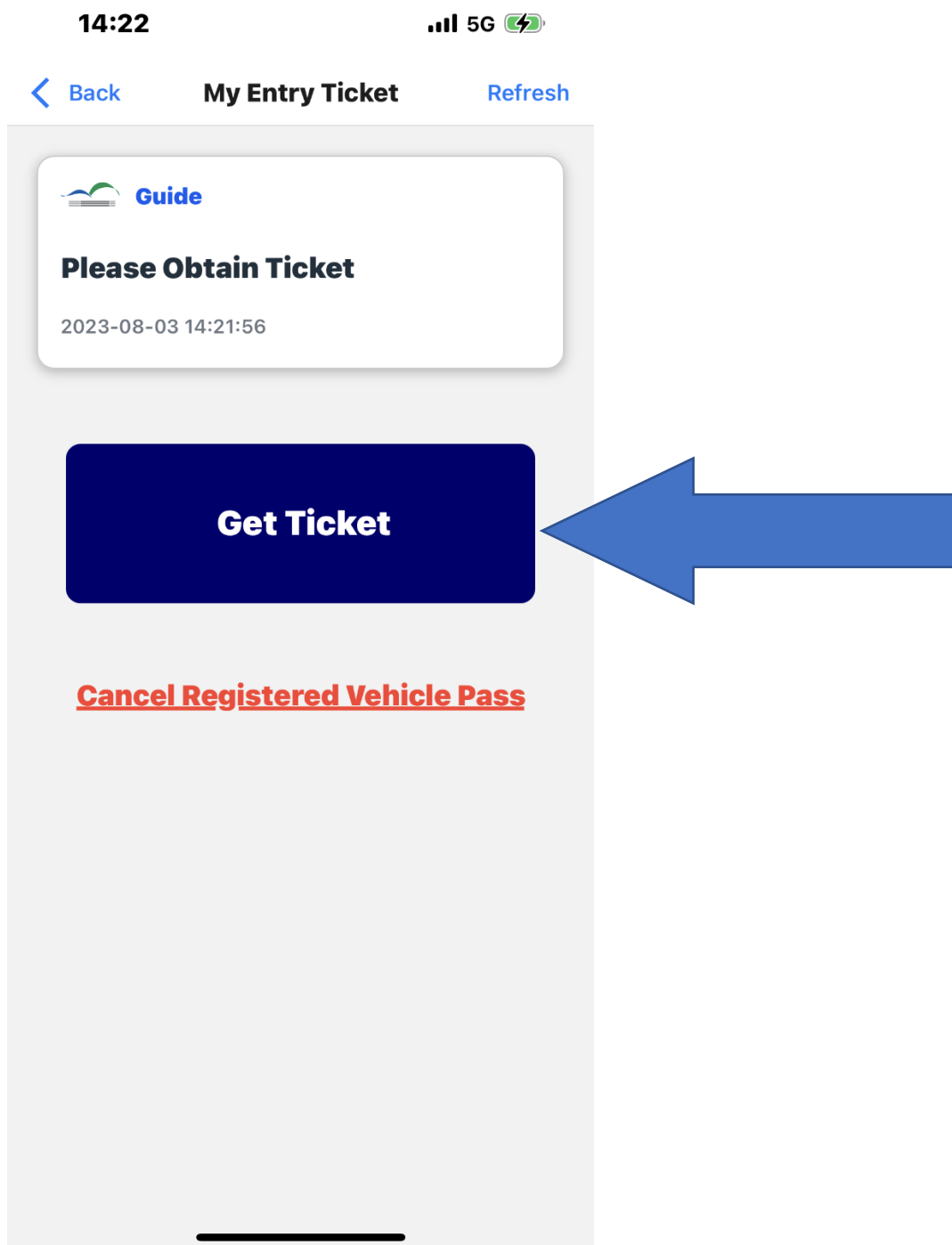
Free Flow Mode

1. Click “Get Ticket”.



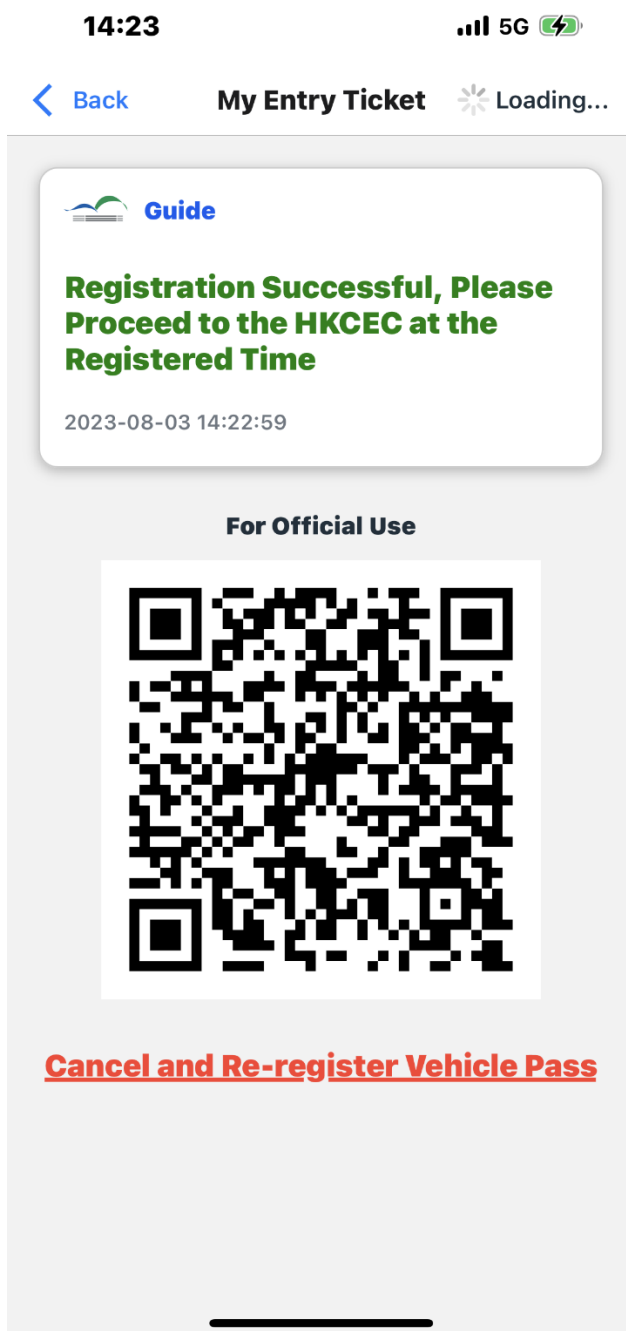
Free Flow Mode

2. Click “Get Ticket”.



Free Flow Mode

3. Driver can proceed to HKCEC at the registered time directly with the entry QR code on the app.



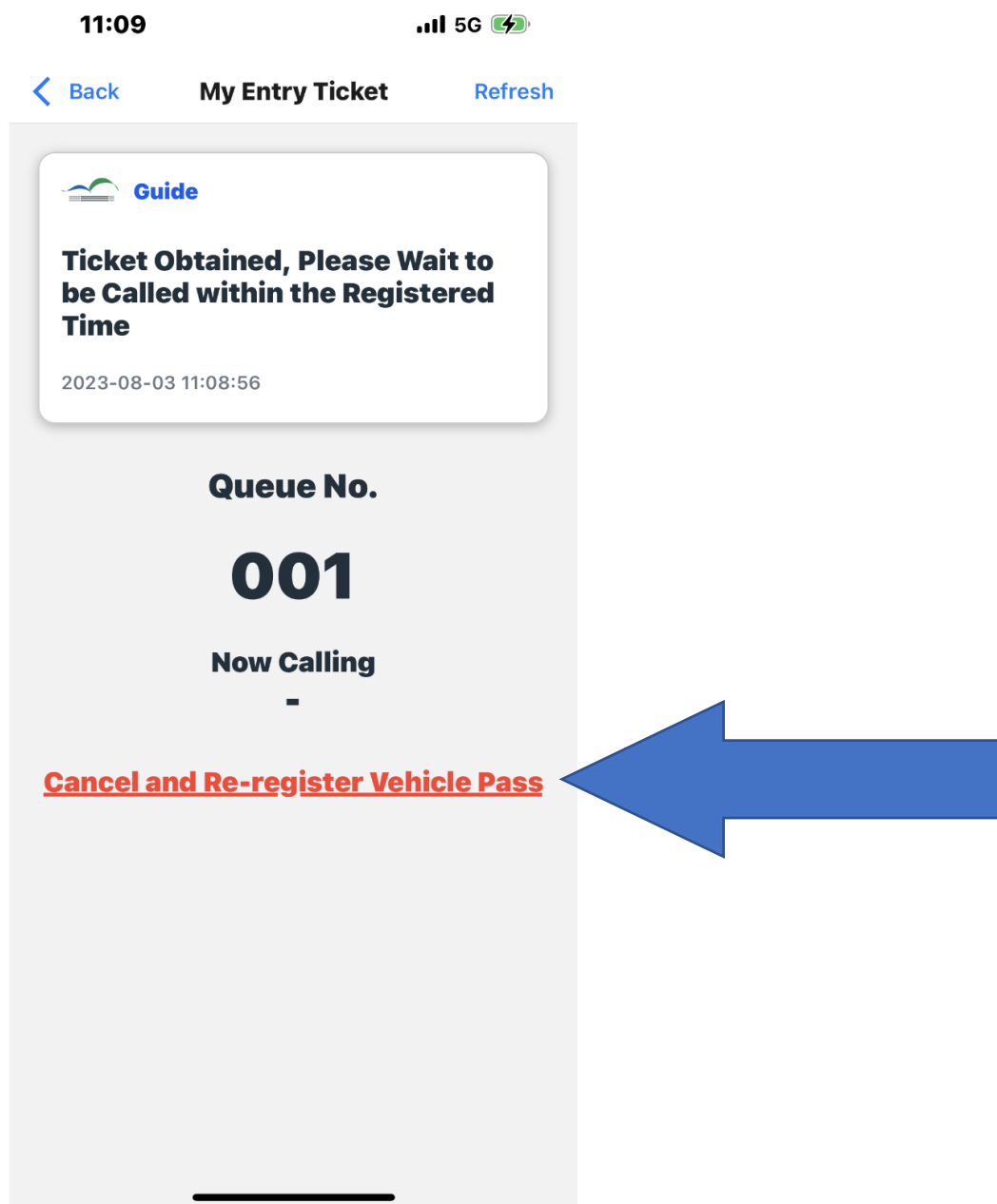
Part 3

Others

Cancel Registration

User can cancel the registration only before the entry QR code to be scanned by HKCEC staff at loading area. The vehicle pass can be used to go through the registration process once again after cancellation.

1. Click “Cancel and Re-register Vehicle Pass”



Cancel Registration

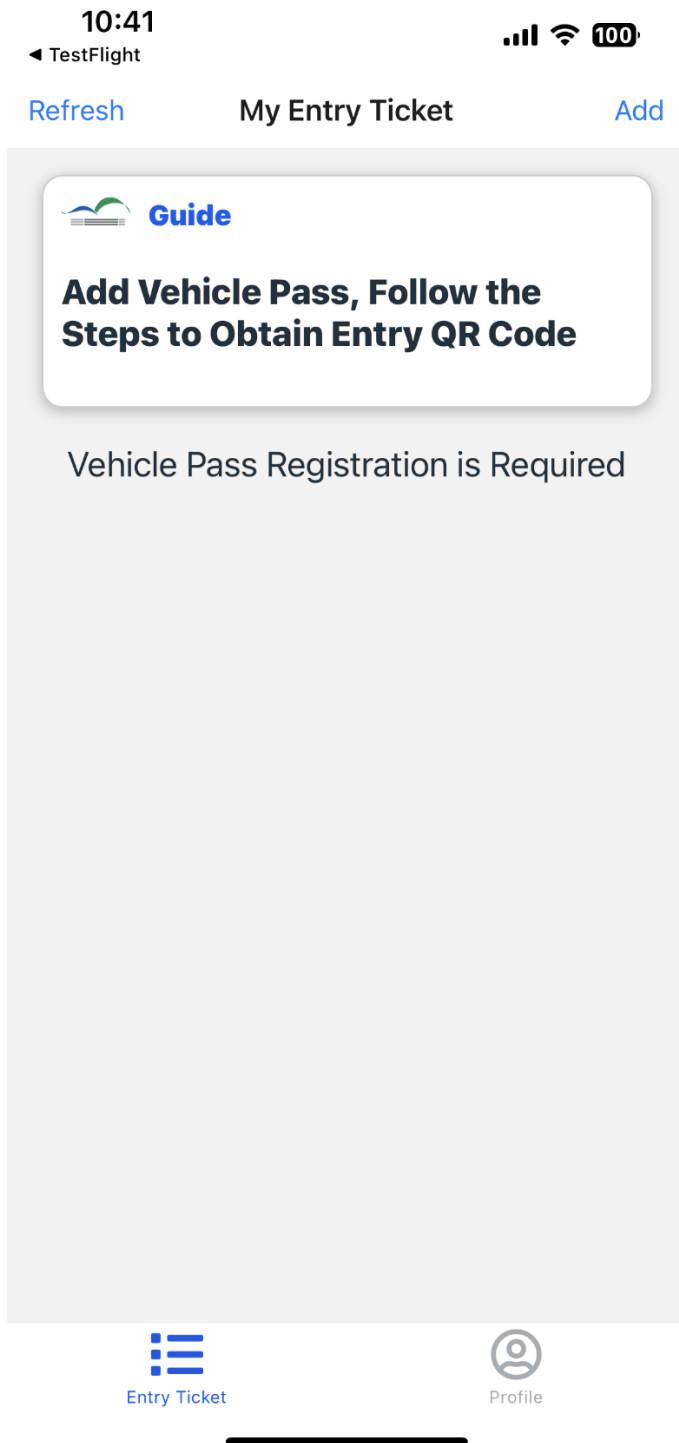


2. Confirm Cancellation ◦



Cancel Registration

3. Vehicle Pass can be used to re-register.





GO HKCEC
會展快運易

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.	葵涌模式	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

第一部分

活動前準備

用戶登記/登入

1. 所有登記人士需要輸入香港手提電話號碼，以進行登記。
2. 按「我同意應用程式的...」以接受登記條款及細則。
3. 按「接收驗證碼」，以進行驗證。



9:41 📶 📶 100



用戶登記

手機號碼

我同意應用程式的[條款及細則](#)，及[私隱政策聲明](#)

接收驗證碼

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	✕

用戶登記/登入

4. 登記人士會接收一個六位數字的驗證碼。
5. 輸入該驗證碼及按「驗證」。



A screenshot of a mobile application interface for verifying a phone number. At the top, the status bar shows the time 9:41, signal strength, Wi-Fi, and 100% battery. Below the status bar, there is a navigation bar with a blue back arrow and the text '返回' (Return) on the left, and '認證手機號碼' (Verify phone number) in the center. The main content area has a light gray background. In the center, the text '驗證碼' (Verification code) is displayed in bold black font. Below this, a white rounded rectangular input field contains the number '193511'. Underneath the input field is a dark blue rounded rectangular button with the white text '驗證' (Verify).

用戶登記/登入

6. 登記完成。
7. 成功登記後將出現「我的入場證」頁面。



登記送貨車輛許可證

送貨車輛許可證以紅色、藍色、綠色、紫色、黃色為主

送貨車輛許可證樣本

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DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (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		

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下載「會展快運易」手機應用程式以獲取入場二維碼

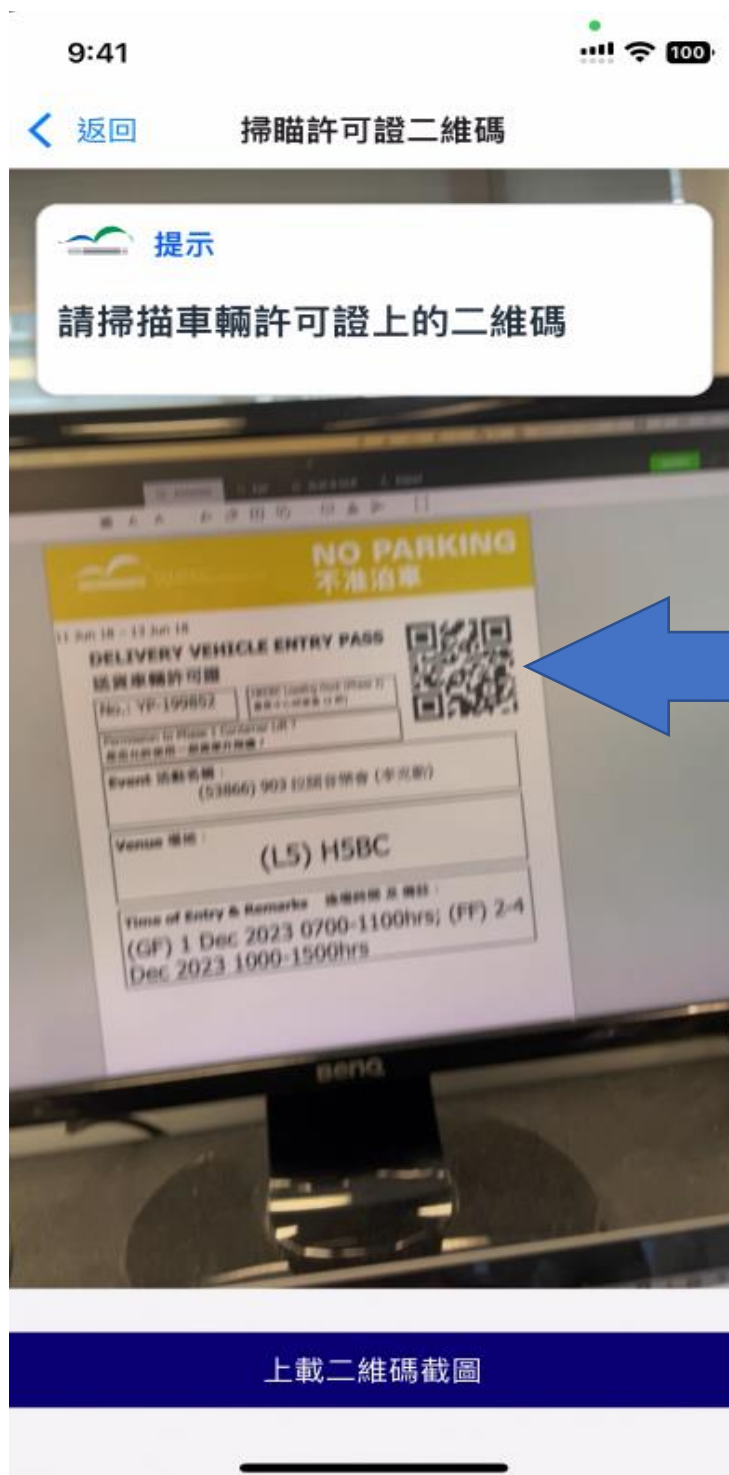
登記送貨車輛許可證

1. 於「我的入場證」頁面中按右上角「新增許可證」。



登記送貨車輛許可證

2. 請允許程式使用相機權限。
3. 掃描送貨車輛許可證右上角的二維碼或按上載二維碼截圖。



登記送貨車輛許可證

4. 成功掃描或上載二維碼後將進入「輸入車輛資料」頁面。
5. 用戶需輸入車牌。
6. 用戶需選擇車輛類型。
7. 用戶需選擇車輛上落貨時使用的樓層、一期/二期*。
8. 用戶需選擇車輛上落貨時的日期和時段*。
9. 按「提交」。

*可供選擇的樓層/期數/進場時間只會根據送貨車輛許可證上所顯示的內容。

10:14 📶 🔋

[< 返回](#) 輸入車輛資料

車牌
YA1233

車輛類型
中型貨車 ▾

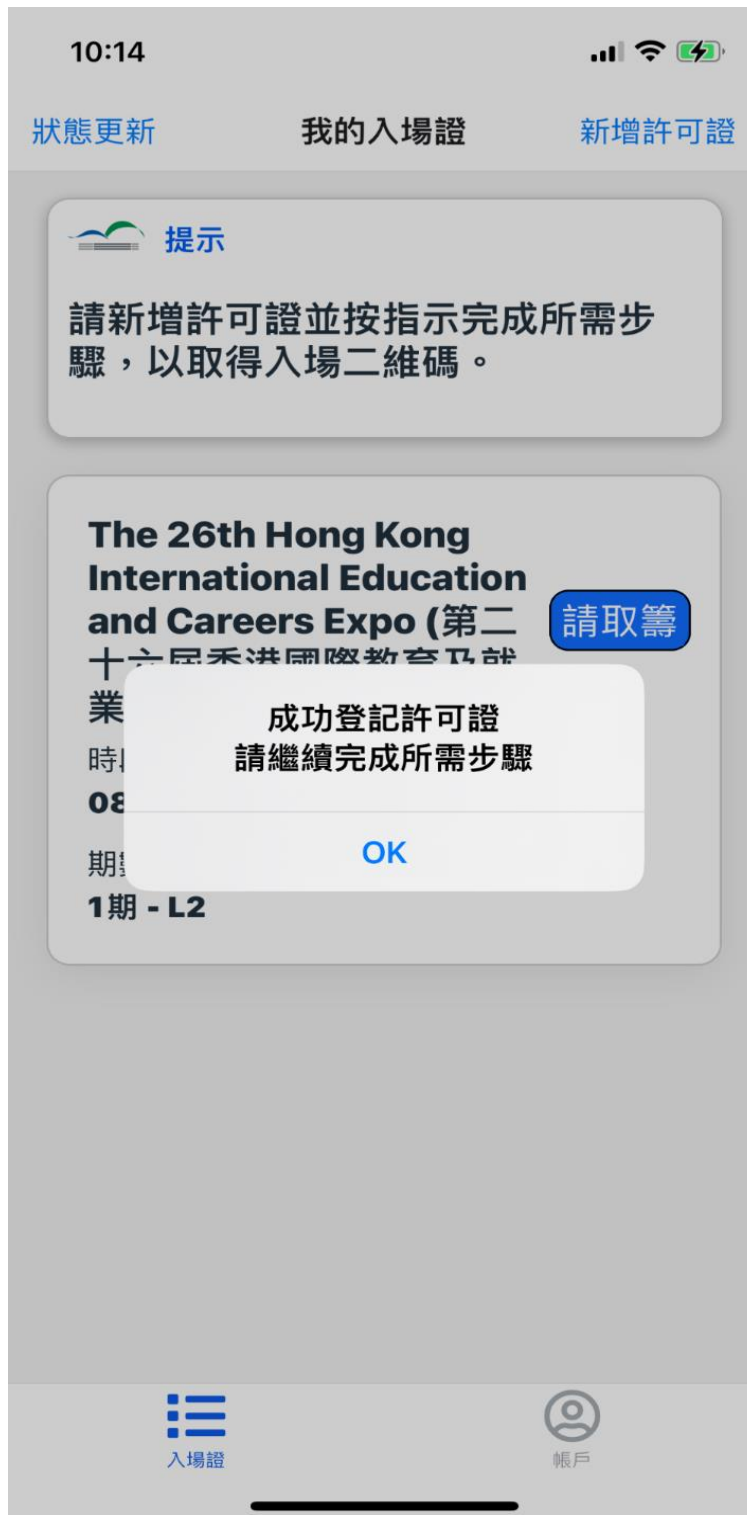
樓層 **一期/二期**
L2 ▾ 1 ▾

進場時間
08/11 (15:00 - 16:00) ▾

提交

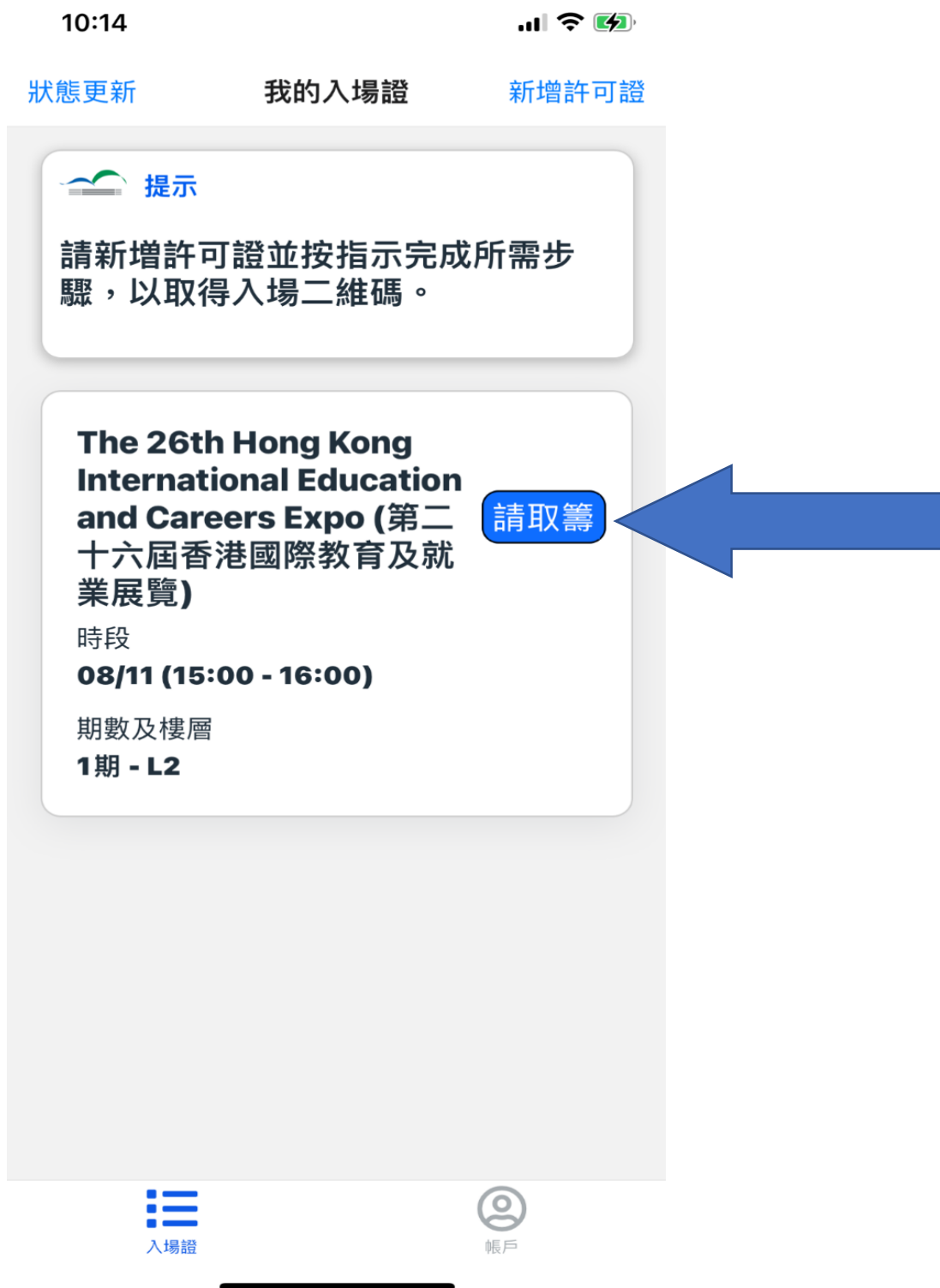
登記送貨車輛許可證

5. 當出現成功登記許可證的訊息，代表許可證已成功登記。



領取籌號

1. 在登記許可證上按「請取籌」。



領取籌號

2. 於「我的入場證」頁面中按「按此取籌」。



領取籌號

3. 當看到「已成功取籌」訊息，代表籌號已成功領取。
4. 按「OK」。



領取籌號

5. 用戶將看到他所領的籌號。
6. 可按「返回」並於活動當日等候叫籌號。



領取籌號

7. 當頁面出現「待放行」，代表用戶已完成領籌步驟。



第二部分 活動當日

葵涌模式

送貨車輛許可證上的進場時段上看到括號中出現「TY」，代表此時段屬於葵涌模式，亦代表前往會展中心前需要先駛到葵涌。



DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP-208402

HKCEC Loading Dock (Phase 1)
會展中心卸貨區 (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) 2023-08-22 0800-2359hrs;

(GF) 22 August 2023 0800-2359hrs;

(FF) 23 August 2023 0800-2359hrs

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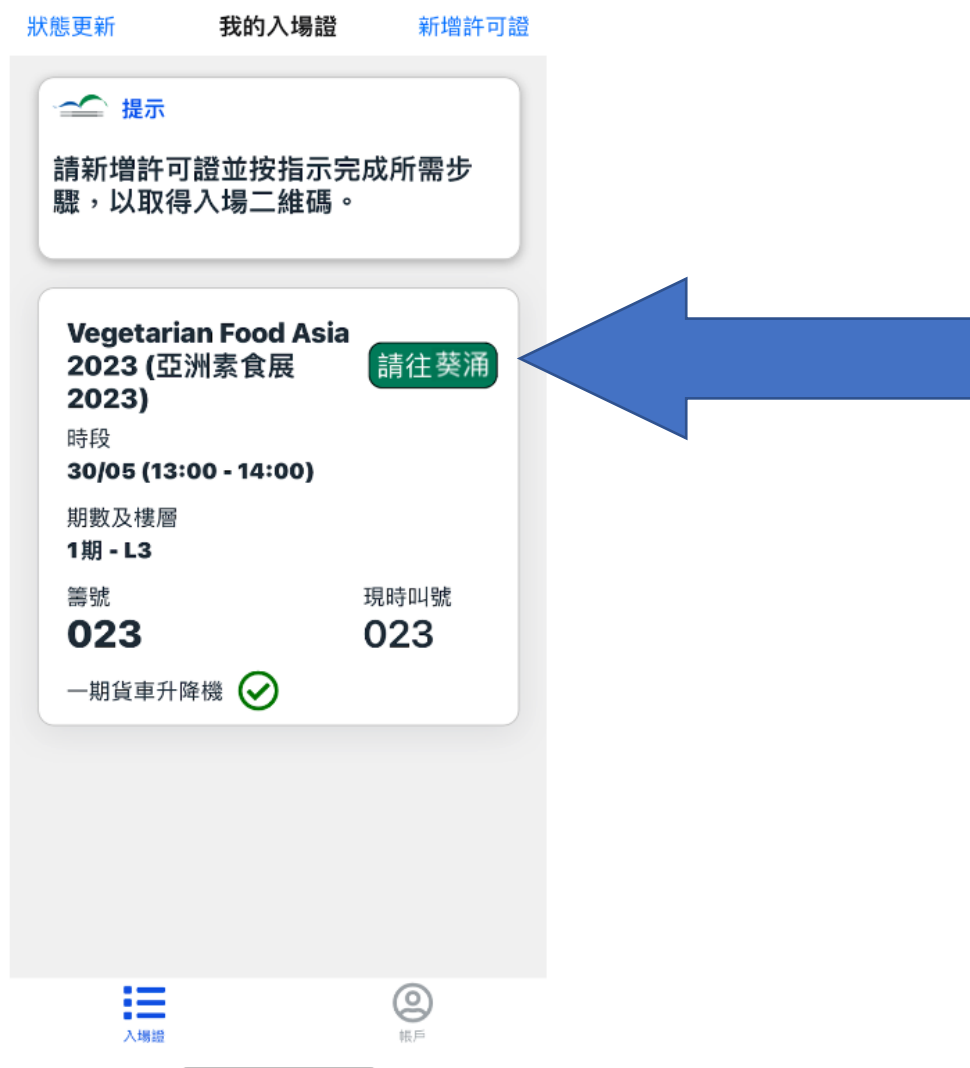
下載「會展快運易」手機應用程式以獲取入場二維碼

葵涌模式

1. 請允許程式使用送達訊息權限。
2. 當籌號已到，用戶(車牌 KA6018)將收到以下訊息：



3. 在「我的入場證」頁面中，被叫許可證上出現「請往葵涌」的狀態更新。此時請按「請往葵涌」。



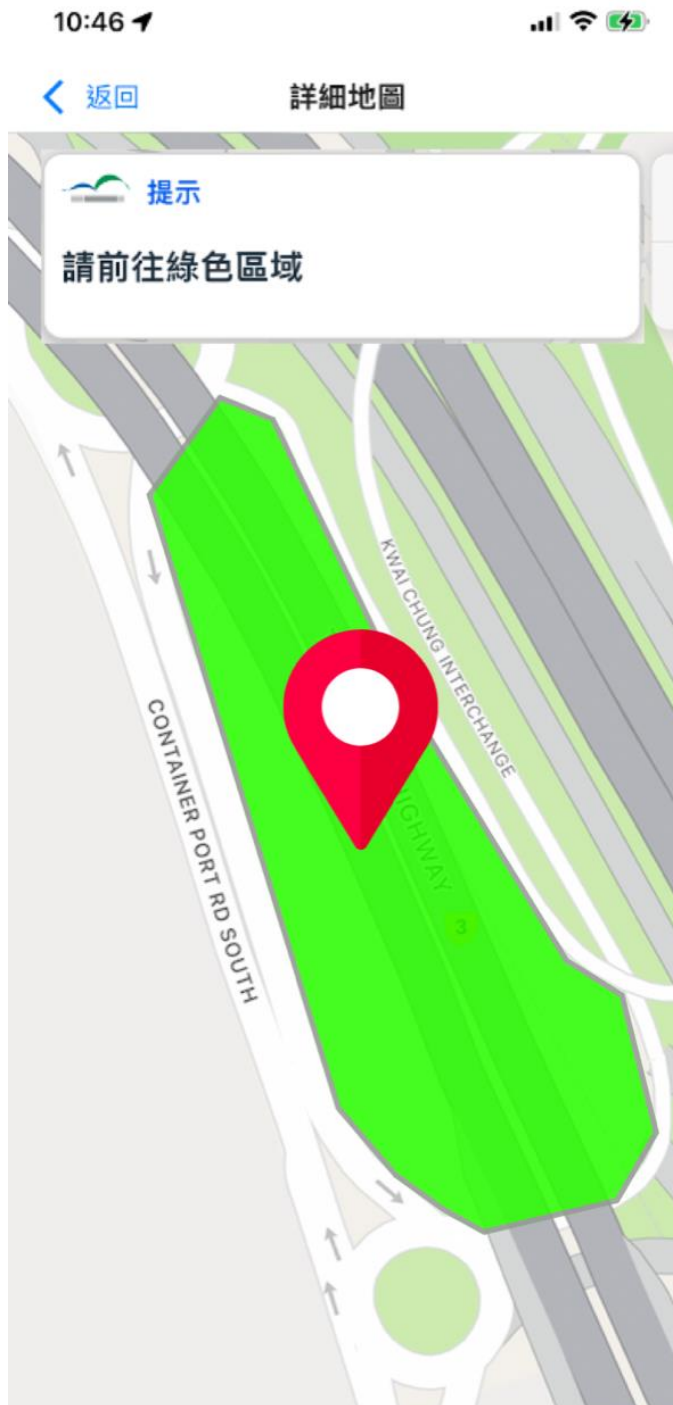
葵涌模式

1. 根據提示的時間前往葵涌。
2. 如果想知道位置，可按「葵涌地圖」。



葵涌模式

「葵涌地圖」，亦可以點擊地圖以更深入了解位置。
也可以按「返回」回到前頁。



葵涌模式

1. 會展中心職員將於葵涌車輛報到處掃瞄以下頁面中的二維碼。
2. 用戶可於成功掃瞄後前往灣仔會展中心。
3. 會展中心職員將於灣仔會展中心卸貨區再次掃瞄以下頁面中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



禁區外打卡模式

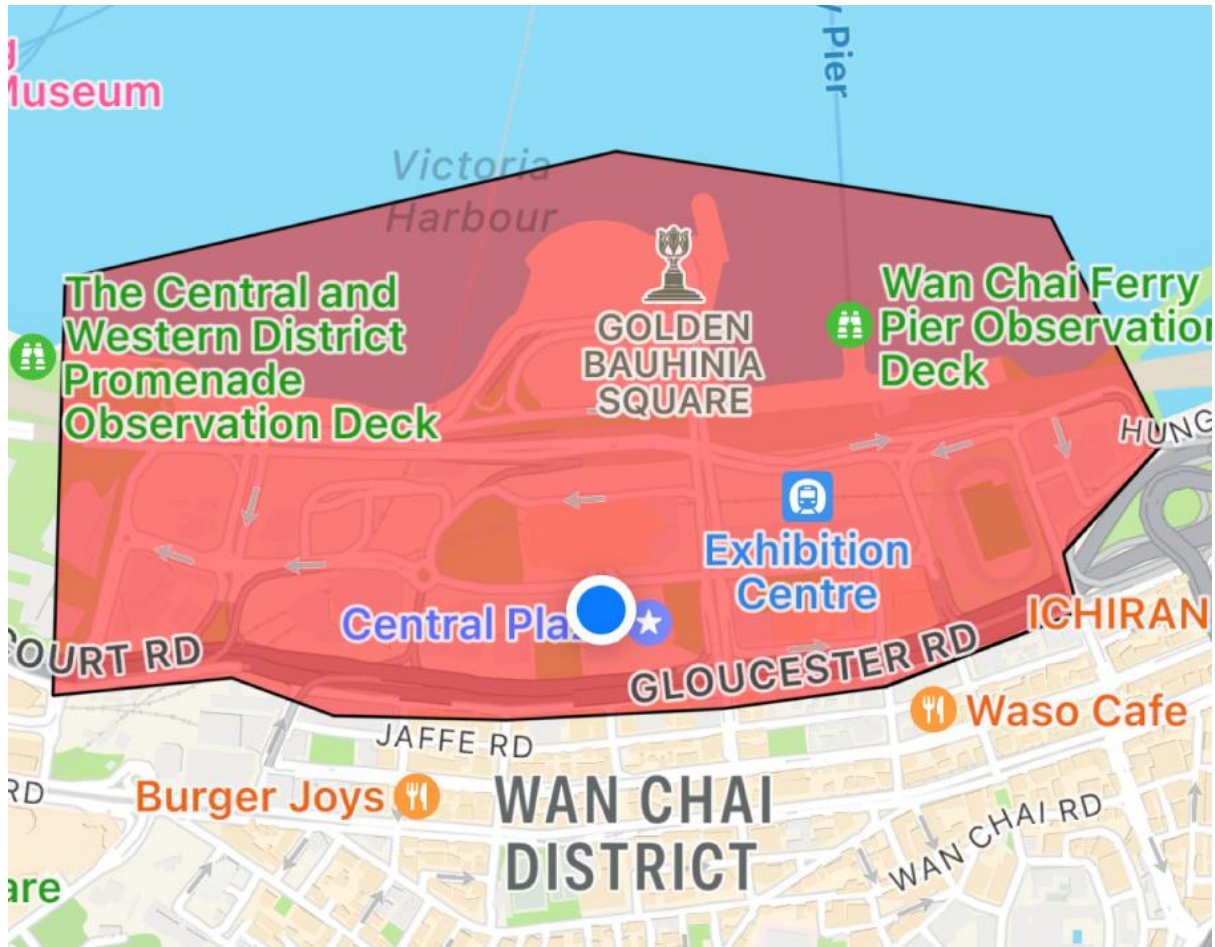
送貨車輛許可證上的進場時段上看到括號中出現「GF」，代表此時段屬於禁區模式，車輛需在前往會展中心前於禁區外打卡。設立禁區的目的旨在防止貨車於會展一帶等候，造成擠塞。

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No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (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

禁區外打卡模式

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

禁區外打卡模式

1. 請允許程式使用送達訊息及定位系統權限。
2. 當籌號已到，用戶(車牌 KA6018)將收到以下訊息：



3. 在「我的入場證」頁面中，被叫許可證上會出現「請打卡」的狀態更新。此時請按「請打卡」。



禁區外打卡模式

4. 根據提示按「確認位置」(俗稱打卡)，並可按「檢視地圖」以查看禁區範圍。



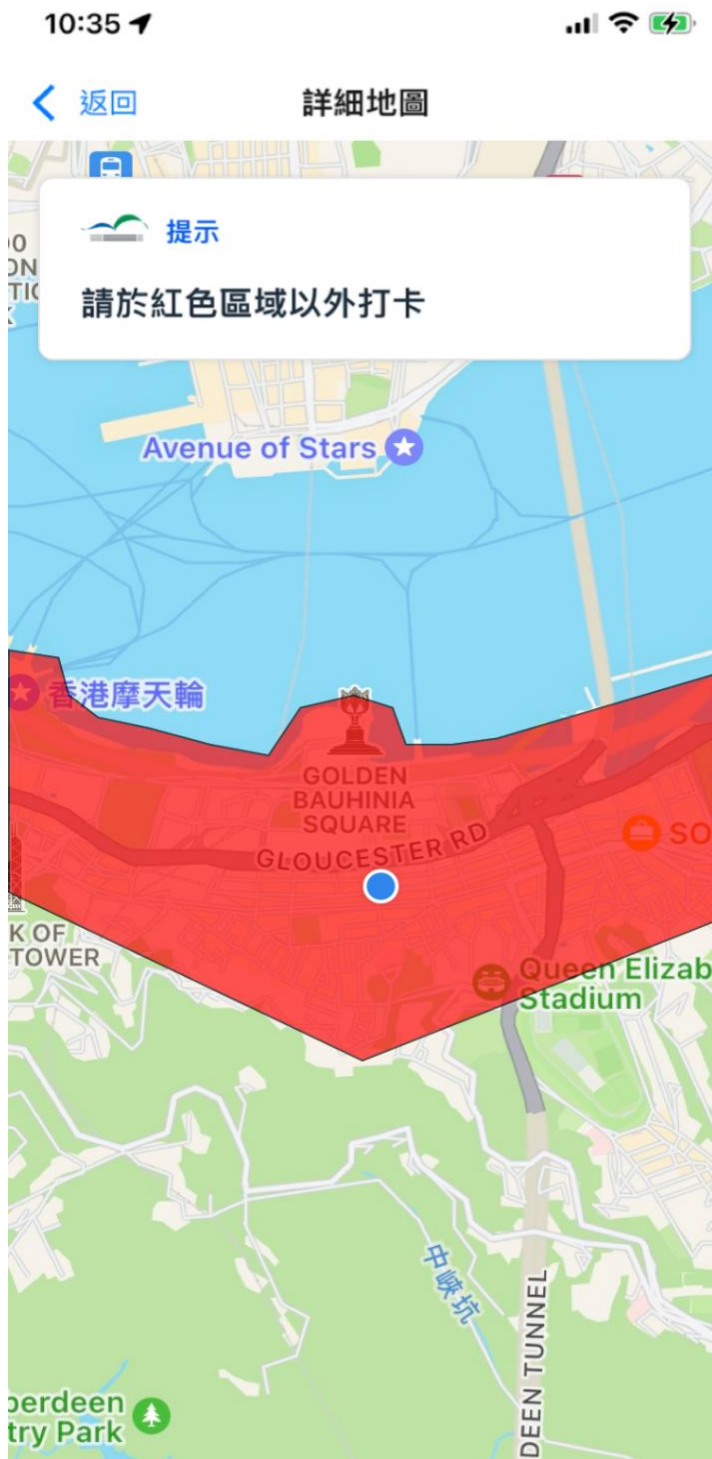
禁區外打卡模式

5. 如按「確認位置」(俗稱打卡)時身處禁區範圍，頁面將出現「請在禁區以外報到」的訊息。此時車輛需駛往禁區之外以完成打卡程序。
6. 如車輛忽略此程序，會展中心職員將不會允許車輛進入。可按「檢視地圖」以查看禁區範圍。



禁區外打卡模式

7. 可按「檢視地圖」以查看禁區範圍。



禁區外打卡模式

- 成功打卡後頁面會出現「打卡成功」。按「OK」。
- 根據提示的時間前往灣仔會展中心。會展中心職員將於灣仔會展中心卸貨區再次掃描以下頁面中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



非打卡模式

送貨車輛許可證上的進場時段上看到括號中出現「FF」，代表此時段屬於非打卡模式，車輛可在登記許可證後，根據時段直接前往灣仔會展中心。

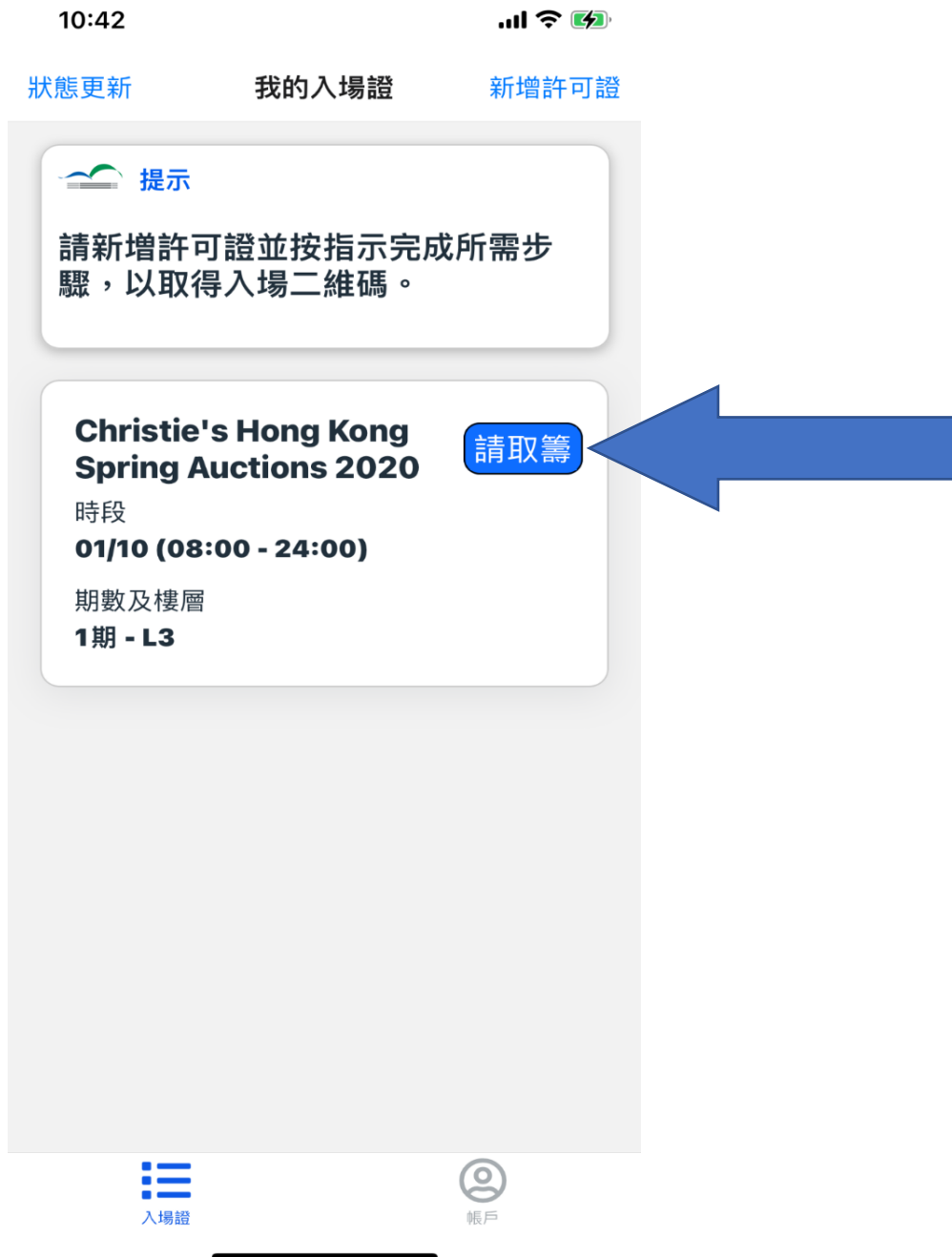
此模式並不需要等候叫籌號及打卡。用戶持許可證登記後手機程式上的二維碼進入灣仔會展中心便可。

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		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) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
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下載「會展快運易」手機應用程式以獲取入場二維碼

非打卡模式

1. 在登記許可證上按「請取籌」。



非打卡模式

2. 於「我的入場證」頁面中按「按此取籌」。



非打卡模式

3. 頁面會出現二維碼。請根據提示於登記時段自己前往會展中心。此模式並不需要等候叫籌號及打卡。



第三部分

其他

取消登記和籌號

此功能可讓用戶在登記及取籌號後，取消該登記及重新使用許可證再次登記及領籌。此功能可以在進入灣仔會展中心前使用，如入場二維碼已被掃描過，將不能取消。

1. 在出現「取消原有籌號並重新領取」的頁面上選擇該功能。



取消登記和籌號



2. 確定取消。



取消登記和籌號

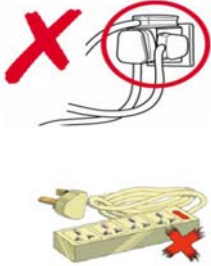
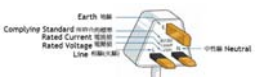

3. 已登記的許可證已取消及可重新登記及領籌。





Attention to All Exhibitors 參展商請注意

Electricity Supply 電力供應

	<p>For the standard socket (if included in the booth package) provided by the organizer, please be reminded that the fuse maximum capacity is 500watt for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. 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>攤位若附設大會提供之電力插座，其最大用電量只限於 500watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。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.</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“攤位設施服務處”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擔負所有責任。</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. 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。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.</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。</p> <p>For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>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。



環境保護署
Environmental Protection Department



注意!
Attention!

由 From **2018.8.1**

購買四電一腦
When Buying Regulated Electrical Equipment



**法定免費
除舊服務**
Statutory Free
Removal Service



**收據列明循環
再造徵費水平**
Receipt showing the
Recycling Levy Level



**循環再造
標籤識別**
Recycling Label



雪櫃、電視機
Refrigerator, Television

\$165



電腦、打印機及掃描器
Computer, Printer and Scanner

\$15



空調機、洗衣機
Air-conditioner,
Washing Machine



\$125



顯示器
Monitor

\$45

法例就上述設備徵收循環再造徵費
The law imposes a recycling levy on the above equipment



weee.gov.hk

廢電器電子產品生產者責任計劃
Producer Responsibility Scheme on
Waste Electrical and Electronic Equipment

誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者
Not include transportation / logistics service providers
- 供應商可以同時是銷售商
A supplier may also be a seller

主要責任 Main responsibilities:

供應商必須 Supplier must

- 經環保署登記成為登記供應商
Be registered as registered supplier with EPD
- 呈交季度申報
Submit quarterly returns
- 呈交審計報告
Submit audit reports
- 繳付循環再造徵費
Pay recycling levy
- 提供循環再造標籤予受分發者
Provide recycling labels to the distributee
- 妥善保存五年記錄
Keep records properly for five years

八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

- 空調機 Air conditioners
(不超過 3 匹 Not exceeding 3 hp)
- 雪櫃 Refrigerators
(不超過 500 公升 Not exceeding 500 L)
- 洗衣機 Washing Machines
(不超過 10 公斤 Not exceeding 10 kg)
- 電視機 Televisions
(不超過 100 吋 Not exceeding 100 inches)
- 電腦 Computers
(包括桌上、平板、手提及筆記簿電腦 Including desktop, tablet, laptop and notebook computer)
- 打印機 Printers
(不超過 30 公斤 Not exceeding 30 kg)
- 掃描器 Scanners
(不超過 30 公斤 Not exceeding 30 kg)
- 顯示器 Monitors
(不超過 100 吋 Not exceeding 100 inches)

2018 年 8 月 1 日起

受管制電器供應商必須經環保署登記為「登記供應商」
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered
as registered supplier with EPD before distributing REE

請盡早遞交登記申請

**Please submit the application for registration
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after
EPD's receipt of the completed application form and all necessary support documents

查詢 Enquiries : 2310 0223 / WEEE@thewgo.org

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term[§] / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.

Enquiry: enquiry@epd.gov.hk

Hotline: 2310 0223

廢電器電子產品生產者責任計劃（廢電器計劃）

廢電器計劃將於 2018 年全面實施。2018 年 8 月 1 日起，在香港分發受管制電器*

供應商必須

1. 已向環保署登記成為登記供應商（短期[§]/一般登記）；
2. 向環保署呈交申報/定期的申報；
3. 繳付循環再造徵費；
4. 在分發受管制電器時提供循環再造標籤；
5. 呈交周年審計報告；及
6. 保存相關的紀錄及文件五年。

銷售商必須

1. 備有經環保署批註的除舊服務方案；
2. 安排免費的除舊服務，並在訂立銷售合約前，將有關銷售商履行安排法定除舊服務的責任，以及相關的服務條款，以書面通知消費者；
3. 向消費者提供循環再造標籤及載有訂明字句的收據；及
4. 保存有關要求除舊服務的紀錄不少於一年。

在港經營受管制電器業務的海外供應商及銷售商請注意：

- 不在香港分發受管制電器的參展商毋須遵守廢電器計劃的規定。
- 登記成為登記供應商及除舊服務方案批註的申請應在開始分發受管制電器不少於 4 星期前提交。
- 供應商應在登記中指定本地代理人。
- 銷售商應提早與本地的收集者及循環再造者安排所需服務，以符合法定要求，為消費者提供除舊服務。
- 分發受管制電器到香港境外地方的業務不受廢電器計劃規管。

有關「廢電器計劃」的詳情，可參考網站：<http://weee.gov.hk>

* 受管制電器包括空調機、電冰箱、洗衣機、電視機、電腦、打印機、掃描器及顯示器。

§ 供應商如在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超過港幣 2 萬元，可向環保署登記為短期登記供應商。

查詢：enquiry@epd.gov.hk

熱線：2310 0223



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



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

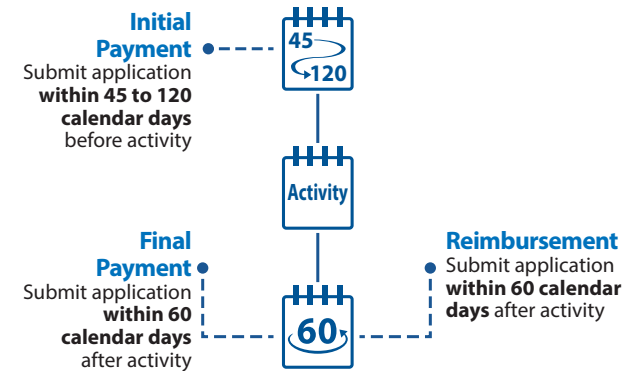


Corporate website/mobile apps

* 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

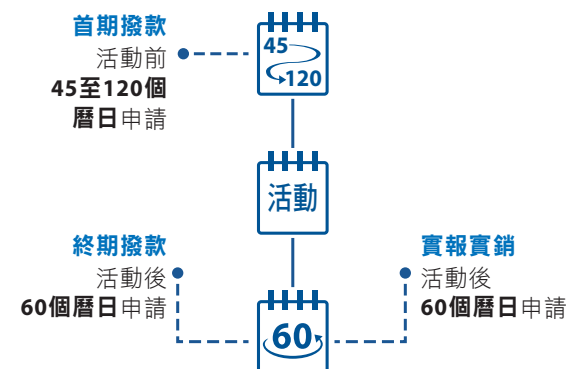


公司網站/流動應用程式

*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