



**Hong Kong International
Medical Devices and Supplies Fair**
香港國際醫療器材及用品展

April 2017

**HKTDC Hong Kong International Medical Devices and Supplies Fair 2017
(16 - 18 May 2017)
IMPORTANT CIRCULAR**

A. Second Exhibitor Package

We are pleased to attach the second Exhibitor Package for your preparation for the upcoming fair. It includes the following important materials:-

1. Exhibitors Badges*
2. Vehicle Permit for Move-in and Move-out
3. Appendix 1 - Exhibitor Check-in Form
4. Circular 1 - Special Move-in and Move-out Arrangement
5. Circular 2 - Use of Working Badges
6. Circular 3 - Special Attention to Relevant Ordinances
(Please refer to the Exhibitors' Manual **part 3.5** "Rules & Regulations" for more details)
7. Circular 4 - Undesirable Medical Advertisements Ordinances
8. Circular 5 - Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)
9. Circular 6 - Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs
10. Circular 7 - Caution on Third Party Promotional Offers
11. Circular 8 - Caution on Arranging Payment and Fraudulent Emails
12. Circular 9 - Caution on Rental of Credit Card Payment Terminals
13. Circular 10 - Security Measures Against Thefts and Losses at the Fair
14. Circular 11 - Safety Regulation on the Use of Trolleys
15. Circular 12 - Waste Reduction and Recovery Measures
16. Circular 13 - Overnight Storage for Exhibits
17. Circular 14 - Immigration Regulations to be Observed and Followed by Exhibitors
18. Circular 15 - Internet Access at the Fair

- * Note:
- 1) You / Your representatives are required to present the Exhibitor Badges during the fair period for admission. **All on-site requests on additional badges will be charged at HK\$50 each.**
 - 2) The badge holder could be picked up at the fairground.

B. Exhibitor Check-in Procedure

Please bring along the enclosed **Exhibitor check-in form** (Appendix I) with **company stamp or business card** and proceed to the Exhibitor Check-in Counter upon your arrival on the move-in day (15 May 2017) to collect the Official Magazine, Booth Curtain*, Name Card Drop-box and important on-site circulars.

Date : 15 May 2017 (Move-in Day)
Time : 11:00 a.m. – 8:00 p.m.
Location : Hall 3F Concourse, Hong Kong Convention & Exhibition Centre

* The booth curtain is for standard booth exhibitors only.

Should you have any queries, please feel free to contact Mr. William Ng at (852) 2240 4372 or Ms. Viann Chan at (852) 2240 4277.

We wish you every success in the upcoming fair.





**香港貿發局香港國際醫療器材及用品展 2017
(2017年5月16至18日)
參展商須知**

A. 第二份參展商重要文件

隨函附上提供予 貴公司準備參展的第二份重要文件，請檢查已領取的通告及資料是否齊全：

- 1) 參展商工作証*
- 2) 車輛進館及撤館許可證
- 3) 附件 1 – 參展商進館登記表
- 4) 通告 1 – 特別進館及撤館交通安排
- 5) 通告 2 – 工作證之使用
- 6) 通告 3 – 須額外注意之法例及規則 (詳情請參閱參展商手冊 **3.5 部分**「申請條款及展覽會規則」)
- 7) 通告 4 – 不良廣告 (醫藥) 條例
- 8) 通告 5 – 有關保護知識產權措施及參展商須知
- 9) 通告 6 – 開放攤位予買家參觀及參展商接待買家須知
- 10) 通告 7 – 小心處理由第三者提供之推廣優惠
- 11) 通告 8 – 小心處理有關繳付參展費用之安排及欺詐電郵騙案
- 12) 通告 9 – 提防有關信用卡終端機租賃服務
- 13) 通告 10 – 有關防止展品遺失或盜竊的保安措施
- 14) 通告 11 – 使用手推車安全細則
- 15) 通告 12 – 減少廢物和回收措施
- 16) 通告 13 – 參展商須遵守的入境規例
- 17) 通告 14 – 展品通宵貯存服務
- 18) 通告 15 – 免費無線上網服務

- *備註： 1) 參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證需繳付每張港幣 50 元之費用。
2) 參展商證件套可在會場免費索取。

B. 參展商進場登記手續

請 貴公司於進場日 (即 2017 年 5 月 15 日) 攜同隨函附上之 **參展商進館登記表 [附件 1]、公司印章或公司名片** 前往於 **香港會議展覽中心展覽廳 3F 大堂** 設置之「參展商進場登記處」辦理進場手續，以領取大會雜誌、展台布簾*、名片盒及有關是次展覽之重要通告。

日期：2017 年 5 月 15 日
時間：上午十一時至下午八時
地點：香港會議展覽中心展覽廳 **3F 大堂**

* 展台掛簾只適用於標準攤位之參展商。

若有任何疑問，請致電(852)2240 4372 與吳偉銓先生或 (852)2240 4277 與陳曉彤小姐聯絡。

預祝展出成功！

二零一七年四月





**Hong Kong International
Medical Devices and Supplies Fair**
香港國際醫療器材及用品展

Appendix 1 附件 1

Exhibitor Check-In Procedure **參展商登記進場手續**

Thank you for your participation in the HKTDC Hong Kong International Medical Devices and Supplies Fair 2017.

The booth curtain, together with a complimentary copy of the official magazine and fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **15 May 2017**. The Check-in counters will be set up at **Hall 3F Concourse** of the Hong Kong Convention & Exhibition Centre from **11:00 a.m. to 8:00 p.m.** **Please bring along this letter and your business name card/company chop** to collect the said materials at the counters upon your arrival at the fairground.

We wish you every success in the Fair.

多謝 貴司參與香港貿發局香港國際醫療器材及用品展 **2017**。請各參展商於 **2017 年 5 月 15 日上午 11 時至下午 8 時**，攜同此信及閣下之公司名片或公司印章前往於香港會議展覽中心 **展覽廳 3F 大堂** 設置之「**參展商登記進場櫃位**」領取展台掛簾、大會雜誌及其他有關是次展覽會之資料。

謹祝 貴公司展出成功!

Company Name 公司名稱: _____

Booth No. 攤位號碼: _____

Contact Person 聯絡人: _____

Contact Tel 聯絡電話: _____

Signature and Company Chop 簽署及蓋章: _____



Circular (1) Special Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (15 May) and move-out day (18 May) of the HKTDC Hong Kong International Medical Devices and Supplies Fair 2017. 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:

Special Move-in Arrangement (15 May 2017)

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 15 May**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Area:

1. Lorry / Light Goods Vehicle

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with

- a. **Vehicle Permit** issued by HKTDC **AND**
- b. **Trip Ticket** issued at the Vehicle Marshalling Area

Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) will issue Move-in Vehicle Permits to all exhibitors .
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the vehicle marshalling area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 9:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi**. (Location map attached)
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue **within 2 hours** with
 - a. **Move- in Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.
* Maximum loading and unloading time limit – 45 mins.

2. Private Car / Taxi

Move-in procedure

1. Private cars and taxis entering HKCEC Area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive Entrance / Harbour Road Entrance. **NO waiting or parking at the HKCEC Entrances are allowed.**

Special Move-out Arrangement (18 May 2017)

1. Lorry / Light Goods Vehicle

Entries of the HKCEC will only be allowed to the goods vehicles with

- a. **Vehicle Permit** issued by HKTDC **AND**
- b. **Trip Ticket** issued at the Vehicle Marshalling Area

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the
 - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area** (exact location will be announced later). The vehicle marshalling area will be opened at 2:00 p.m. until all the move-out activities finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue **within 2 hours with**
 - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.
* Maximum loading and unloading time limit – 45 mins.

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

For enquiries, please call HKTDC customer service hotline: (852) 1830 668

通告(1) 特別進館及撤館交通安排

多謝各位參加香港貿發局香港國際醫療器材及用品展2017，本局將於上述展覽會之進館日（即**5月15日**）及撤館日（即**5月18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：

進館交通安排（2017年5月15日）

1. 貨車/輕型客貨車

必須同時持有

- 由貿發局發出之車輛許可證 及
- 由車輛等候處發出之往來證明書，方可進場

進場程序

- 香港貿易發展局(香港貿發局)已向各參展商發出**5月15日**之進場車輛許可證。
- 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在 車證上之指定時間 到 車輛等候處 報到。車輛等候處將於**5月15日上午9時**開放，直至所有進場程序完成。車輛等候處定於**青衣區**(請參閱附上之地圖)。
- 當貨車及輕型客貨車到達車輛等候處後，必須 出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處 排隊 等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
- 車輛等候處之職員將根據交通情況向輪候之司機發出一張 往來證明書。司機攜同
 - 車輛許可證 及
 - 往來證明書於 2小時內經博覽道或會議道入口 前往會展中心貨物起卸區進場。
- 未能 提供上述兩種證件者將均 不能 進入會展中心卸貨區。
* 上落貨限時 **45分鐘**，嚴禁泊車。

2. 私家車/的士

進場程序

- 進入會展中心範圍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，惟所有私家車及的士 必須經博覽道入口或港灣道入口 進入會展中心範圍，並只能於博覽道正門或港灣道正門進行落貨。司機於落貨後必須 盡快離開 會展中心範圍，不得停留或等候。



撤館交通安排 (2017 年 5 月 18 日)

1. 貨車/輕型客貨車

必須同時持有

- a. 由貿易發局發出之車輛許可證 及
- b. 由車輛等候處發出之往來證明書

撤場程序

1. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准 同時持有
 - a. 由香港貿易發展局所發出之撤館車輛許可證 及
 - b. 由青衣車輛等候處所發出之往來證明書之貨車。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到車輛等候處報到。車輛等候處將於 2017 年 5 月 18 日，由下午 2 時開放至所有撤館程序完成。有關青衣車輛等候處位置將於稍後公佈。
3. 當車輛到達車輛等候處後，必須 出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處 排隊 等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 根據交通情況向輪候之司機發出一張 往來證明書。司機應攜同
 - a. 車輛許可證 及
 - b. 往來證明書於 2 小時內經博覽道或會議道入口 前往會展中心貨物起卸區。(根據車輛許可證之類別而定)
5. 如車輛等候超出可停泊車輛數目時，青衣車輛等候處將酌情採取進一步措施。
 - * 上落貨限時 45 分鐘，嚴禁泊車。

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

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830 668 查詢。

Location of the Vehicle Marshalling Area in Tsing Yi

青衣車輛等候處位置圖





Circular (2) Use of Working Badges

(1) Use of Badges

In a bid to step up the security at the fairground, access to the venue has been tightened, only badge holders are allowed to enter the exhibition area. Exhibitors, contractors and transportation workers must wear proper badges to enter the fairground during the move-in and move-out periods.

(2) Use of wristband (Applicable to Transportation Workers only)

All transportation workers must wear the valid wristband to enter the fairground. Non-wristband holders are **NOT** allowed to enter the exhibition area on 15 May 2017 (the move-in day) and 18 May 2017 (the move-out day). This wristband will be distributed by HKCEC at **loading area** to your appointed transportation workers. Exhibitors will be fully responsible for any misuses or losses of these wristband. Should you have any queries on this arrangement, please contact Ms Viann Chan at (852) 2240 4277.

Thank you for your kind attention.

通告(2) 工作證之使用

(一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均需配帶有關工作證，方可於展品進場及離場時間進入會場。

(二) 手帶之使用(只適用於運輸工人)

所有運輸工人於佈展日(2017年5月15日)及撤館日(2017年5月18日)必須佩戴由會展中心發出之手帶，方可進出展館。任何不佩戴此手帶之運輸工人均不得擅自進入展館。此手帶將會由會展中心於卸貨區派發予貴司所委託之運輸代理，請提醒他們務必於佈展日及撤館日佩戴，以便進出展館。請參展商小心保管此手帶及必須避免被他人濫用。如有查詢，請與陳曉彤小姐[電話:(852)2240 4277] 聯絡。多謝合作!

多謝合作!



Circular (3) Special Attention to Relevant Ordinances

During the fair period, exhibitors must observe and pay special attention to the following relevant ordinances, rules & references for Western medicine & medical products or services. Please refer to the Exhibitors' Manual part 3.5 for details.

- 1) Pharmacy and Poisons Ordinance
- 2) Public Health and Municipal Services Ordinance
- 3) Undesirable Medical Advertisements Ordinance
- 4) Trade Descriptions Ordinance
- 5) Dangerous Drugs Ordinance
- 6) Antibiotics Ordinance
- 7) Control of Chemicals Ordinance
- 8) Import and Export Ordinance
- 9) Chinese Medicine Ordinance
- 10) Prevention of Bribery Ordinance
- 11) Waste Disposal Ordinance
- 12) Boilers and Pressure Vessels Ordinance
- 13) Telecommunications Ordinance
- 14) Radiation Ordinance
- 15) Electrical Products (Safety) Regulation
- 16) Consumer Goods Safety Ordinance

Thank you for your kind attention.

通告(3) 須額外注意之法例及規則

在展覽會期間，參展商必須注意並嚴格遵守以下各項有關西醫藥及醫學產品或服務的法例及規則，詳情請參閱參展商手冊 3.5 部分。

- 1) 《藥劑業及毒藥條例》
- 2) 《公眾衛生及市政條例》
- 3) 《不良醫藥廣告條例》
- 4) 《商品說明條例》
- 5) 《危險藥物條例》
- 6) 《抗生素條例》
- 7) 《化學品管制條例》
- 8) 《進出口條例》
- 9) 《中醫藥條例》
- 10) 《防止賄賂條例》
- 11) 《廢物處置條例》
- 12) 《鍋爐及壓力容器條例》
- 13) 《電訊條例》
- 14) 《輻射條例》
- 15) 《電氣產品(安全)規例》
- 16) 《消費品安全條例》

敬請留意！



Circular (4) Undesirable Medical Advertisements Ordinances

The Department of Health of the HKSAR Government has set forth very strict rules and regulations related to medical advertisements.

According to the Undesirable Medical Advertisements Ordinance, Cap.231 of the Laws of Hong Kong, no person shall publish, or cause to be published the following:

- Any advertisements likely to lead to the use of any medicine, surgical appliance or treatment for
 - the purpose of treating human beings for, or preventing them from contracting any disease or condition specified in column 1 of Schedule 1 (except for a purpose specified in column 2 of that Schedule); or
 - treating human beings for any purpose specified in Schedule 2 of the Ordinance
- Any advertisement: offering to procure a miscarriage of women; canvassing, inviting or inducing the procurement of miscarriage of women; or referring to anything in terms which are calculated to lead to the use of that thing for the procurement of miscarriage of women
- An advertisement for an orally consumed product which makes for the product a claim specified in column 1 of Schedule 4, or any similar claim, except as allowed under the provisions in column 2 of that Schedule

Advertisements include any notice, poster, pamphlet and label on product and any announcement made orally or by means of producing or transmitting light or sound. It is possible that representatives from relevant government departments would conduct an on-site inspection during the Fair for any misbehaviours or irregularities.

The maximum penalty for contravention of the Ordinance is \$50,000 and 6-months' imprisonment for a first offence and \$100,000 and 1-year's imprisonment for a second or subsequent offence.

The full text of the Ordinance can be downloaded from the Bilingual Law Information System at <http://www.legislation.gov.hk/eng/home.htm>. For compliance with the requirements of the Ordinance, Exhibitors should also consult the Guidelines on Undesirable Medical Advertisements Ordinance available at the website of the Drug Office of the Department of Health at <http://www.drugoffice.gov.hk>.

The Exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

Hong Kong Trade Development Council





通告(4) 不良廣告 (醫藥) 條例

香港特別行政區政府衛生署針對醫藥的廣告訂有嚴格的規例。

根據香港法例第 231 章《不良廣告(醫藥)條例》，任何人不得發布或安排發布：

- 任何相當可能導致他人為以下目的而使用任何藥物、外科用具或療法的廣告
 - 治療人類患上或預防他們染上《條例》內附表 1 第 1 欄內所指明的疾病或病理情況（但如作該附表第 2 欄內所指明的用途，則屬例外）；或
 - 附表 2 所指明的任何目的治療人類
- 任何要約促致婦女進行流產；勸誘、吸引或誘使促致婦女進行流產；或提述任何物品而措詞刻意導致他人使用該物品作促致婦女進行流產之用的廣告
- 任何為口服產品作出附表 4 第 1 欄所指明的聲稱或任何類似的聲稱的廣告，但根據該附表第 2 欄的條文屬被容許者，則屬例外

廣告包括任何公告、海報、單張、廣告外盒標籤及任何以口頭方式或藉產生或傳送光或聲音的方式所出的宣布。有關政府部門有可能於展覽會期間到場巡查所有不當及違規行為。

若違反該條例，初犯者會被罰款 50,000 元及監禁 6 個月，重犯者則被罰款 100,000 元及監禁 1 年。

有關條例的全文可在於雙語法例資料系統的網頁：<http://www.legislation.gov.hk/eng/home.htm> 下載。參展商亦應參閱衛生署在藥物辦公室網站 <http://www.drugoffice.gov.hk> 發出的《不良廣告（醫藥）條例》指引。

參展商當清楚知道並同意遵守有關條款。任何參展商若因違反上述相關條例而招致投訴或訴訟，香港貿易發展局及香港會議展覽中心概不負責，亦無須作出賠償。

香港貿易發展局



**Hong Kong International
Medical Devices and Supplies Fair**
香港國際醫療器材及用品展
Circular (5)

PROTECTION OF INTELLECTUAL PROPERTY RIGHTS AT HKTDC EXHIBITIONS

Exhibitors' Brief

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

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

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

In this respect, the attention of all exhibitors is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at HKTDC exhibitions:

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

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

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



Procedures

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

Penalties

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



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- a. after HKTDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow HKTDC to immediately take 3 photographs of the product or material in dispute;
 - sign an undertaking immediately in favour of HKTDC in a form provided by HKTDC, indicating its decision whether to remove or continue to display the product or material in dispute;
- 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 HKTDC and allowed HKTDC to take photographs of the product or material in dispute during the Fair;
- OR
- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by HKTDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the HKTDC shall, in addition, be entitled to immediately terminate the Exhibitors' right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;
- OR
- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of the complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with HKTDC during the Fairs by removing the disputed product or material from display;
- OR
- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Fair Legal Advisor:
- by more than one complainant in respect of different intellectual property rights; or
 - by the same complainant in respect of different products or material items
- OR
- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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



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

A. Copyright

1. date and place that the work was first made;
2. name of author and name of owner of the work;
3. original work or a certified copy of the original work e.g. design drawings, sketches;
4. proof of ownership of the work. In the event the author of the works is an employee of the complainant, contract of employment;
5. in the event the author of the works is not the complainant nor an employee of the complainant, copyright assignment evidencing assignment of copyright from author to complainant;
6. invoice, shipping document or other documents evidencing the date of (i) first sale of the product or article to which the original copyright work relates or (ii) first publication of the relevant copyright work;
7. alternatively, an affidavit of the copyright ownership pursuant to Section 121 of the copyright Ordinance.

B. Trade Mark

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

C. Registered Design

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

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in Hong Kong including any renewal certificates or proof of renewal.
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair.

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

通告(5)

香港貿發局展覽會保護知識產權措施 參展商須知

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

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

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

茲促請所有參展商，必須遵守香港貿發局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

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

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

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

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問（「法律顧問」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。

3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com)上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有唯一及絕對之酌情權禁止該等參展商或其任何母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有唯一及絕對酌情權即時取消該等參展商或其任何母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其或其任何母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

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

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。

4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，
 - 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
 - 被同一名投訴人投訴最少有四項不同產品或物品侵權；而該等投訴為法律顧問所接納
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

通告

證明知識產權的存在，擁有權及被侵權的所需文件

A. 版權

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

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明。

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的其他證明文件。



Circular (6) Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at HKTDC Fairs

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of the 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.

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 a business has 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:

All exhibitors should welcome visitors that are qualified and admitted by the organiser.

- Exhibitors should treat all visitors courteously.
- Exhibitors should not discriminate against any visitors due to their race or place of origin.
- 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.





通告(6) 開放攤位予買家參觀 及 參展商接待買家須知

準時開放攤位予買家參觀

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。

參展商接待買家

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。



Circular (7) Caution on Third Party Promotional Offers

It has come to the Organiser's attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair nor the FAIR-Guide has any connection with the Organiser or any of our fairs.

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

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

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

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

Should you have any questions, please contact Ms Candy Kwong, Exhibitions Project Manager at Tel: (852) 2240 4935; or email address: candy.mk.kwong@hktdc.org of the Hong Kong Trade Development Council.

Thank you for your kind attention.





通告(7) 請小心處理由第三者提供之推廣優惠

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。

此等出版人或組織包括但不限於：

- Fair Guide (由 Construct Data 所擁有) ，
- Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有) ，
- Event Fair - The Exhibitors Index 和 FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有)。

香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair 和 FAIR-Guide 概與主辦機構或主辦機構的任何展覽完全無關。

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

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

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

欲瞭解更多信息關於 UFI 對 Fair Guide, Expo Guide, Construct Data 與 Commercial Online Manuals 採取之行動，請瀏覽此網頁

http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161。

如有任何問題，請與本局展覽項目經理鄺夢均小姐聯絡，電話：(852)2240 4935 或 電郵：candy.mk.kwong@hktdc.org。



Circular (8) Caution on Arranging Payment and Fraudulent Emails

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. HKTDC would like to clarify that all payments should be made payable to “Hong Kong Trade Development Council” as specified on relevant application form and invoice. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

- 1) Ensure that the email is genuinely from HKTDC
 - Always identify the sender of the email from its domain.
- 2) Check the HKTDC disclaimer
 - All emails sent from HKTDC will carry the Council’s disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network
 - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at +852 1830 668 and quote the fair name concerned or contact us at

Contact	Tel	Fax	E-mail
Mr. William Ng	(852) 2240 4372	(852) 2169 9077	william.wc.ng@hktdc.org
Ms. Candy Kwong	(852) 2240 4935	(852) 3521 3286	candy.mk.kwong@hktdc.org





通告(8) 請小心處理有關繳付參展費用之安排及欺詐電郵騙案

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會，參展商應把參展費用支付予“香港貿易發展局”，有關繳款資料已詳列於申請表格和發票上。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

另外，有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
 - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
 - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款帳戶名稱(香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
 - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: +852 1830 668 並提供參展展會的名稱或歡迎聯絡本局查詢。

姓名	電話	傳真	電郵
吳偉銓先生	(852) 2240 4372	(852) 2169 9077	william.wc.ng@hktdc.org
鄭夢均小姐	(852) 2240 4935	(852) 3521 3286	candy.mk.kwong@hktdc.org



Circular (9) Caution on Rental of Credit Card Payment Terminals

The Hong Kong Trade Development Council (HKTDC) is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

通告(9) 提防有關信用卡終端機租賃服務

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。



Circular (10) Security Measures Against Thefts and Losses at the Fair

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

1. Opening Hours of the Fair

The morning set-up time for exhibitors will be 1 hour before the official opening time of the fair except on the first exhibition day. Opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
16 May 2017 (Tue)	8:00 am	10:00 am
17-18 May 2017 (Wed - Thu)	8:30 am	9:30 am

2. Strengthen Security Patrol

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, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

3. Exhibitors' Badge

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification.

4. Booth Curtain

Curtains for standard booths exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

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 organiser.

Thank you for your continuing support and we wish you every success at the forthcoming fair.





通告(10) 有關防止展品遺失或盜竊的保安措施

香港貿易發展局(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，本局特作出下列的保安預防措施：

1. 展覽會開放時間

除展覽會開幕第一天外，各參展商每日之進館時間為 展覽會開放前 1 小時，參展商進館時間將為：

	<u>參展商</u>	<u>參觀人士</u>
2017 年 5 月 16 日(星期二)	上午八時正	上午十時正
2017 年 5 月 17 至 18 日(星期三至四)	上午八時三十分	上午九時三十分

2. 加強保安巡邏

本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。

3. 參展商工作証

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。

4. 攤位布簾

本局將提供攤位布簾給標準攤位的參展商，以保障各攤位內於非開放時間的私隱。

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。

多謝各參展商支持，謹預祝展出成功。



Circular (11) Safety Regulation on the Use of Trolleys

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue.

All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m.

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.

For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

* Please note that there will be NO trolley rental service at the fairground.

通告(11) 使用手推車安全細則

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。

所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

為免貨物於運送期從手推車上塌下，傷及他人，參展商 不得 運送體積 超過 1米 x 1米 x 1米 之貨物。

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

* 請留意展覽會現場 不設 手推車租借服務。





Circular (12) Waste Reduction and Recovery Measures

To protect our environment, the following guidelines on Waste Reduction and Recovery are recommended:

Waste Avoidance and Minimization

- a. Setting up of exhibition booth
Use re-erectable booth to reduce the amount of waste generated
- b. Selection of decoration material
Use environmentally-friendly materials (e.g. recycled materials).
- c. Production of publicity materials
 - Print publicity materials on recycled paper.
 - Minimize the number of publicity materials printed.

Waste Reuse and Recycling

- a. Reuse
Collect unused publicity items, decoration materials, admission badge holders etc for reuse or recycling.
- b. Recycling
Put recyclable materials including waste paper, plastic bottles and aluminum cans into the waste separation bins provided by the event organiser.

通告(12) 減少廢物和回收措施

為保護環境，主辦機構建議各參展商參照下列減少廢物和回收措施之指引：

廢物的避免和減少

- a. 攤位的設置
採用可重用組件來設置攤位以減少廢物的產生。
- b. 裝飾物料的揀選
使用環保物料，如再造物料。
- c. 宣傳物品的製造
 - 採用再造紙來印製宣傳物品。
 - 避免印製過量宣傳物品。

廢物的重用和再造

- a. 重用
收集剩餘的宣傳物品，裝飾物料，參展商工作證套等重用或回收再造。
- b. 再造
將可回收物料包括廢紙、膠樽和鋁罐放入由主辦機構提供的廢物分類回收箱。

Circular (13) Overnight Storage for Exhibits

To facilitate storage of exhibits at night during **15-18 May 2017**, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement. The storage space will be arranged at **Room V302**, HKCEC (the area allocated for each exhibitor will be subject to the availability of space).

Operating Hours (The storage room will be closed during day time)

Date	Withdrawal	Deposit
May 15	-----	4:00 pm – 8:00 pm
May 16	8:00 am – 10:00 am	6:00 pm – 7:00 pm
May 17	8:30 am – 10:00 am	6:00 pm – 7:00 pm
May 18	8:30 am – 10:00 am	-----

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their merchandise, resulting from storing any of their belongings in the storage rooms. Exhibitors are advised to take out insurance coverage on their merchandise throughout the exhibition, including the overnight storage period.

通告(13) 展品通宵貯存服務

為方便參展商於 **2017年5月15-18日**晚上期間貯存展品，主辦機構將提供免費通宵貯存服務。貯存服務將設於香港會議展覽中心 **V302** 以供有需要之參展商作臨時儲存展品之用(分配貯物空間須視乎是否有足夠空位而作出安排)。

貯存服務存取時間 (日間不予開放)

日期	提取時間	貯存時間
5月15日	-----	下午4時 – 8時
5月16日	上午8時 – 10時	下午6時 – 7時
5月17日	上午8時30分 – 10時	下午6時 – 7時
5月18日	上午8時30分 – 10時	-----

參展商責任及須知

如有任何遺失或損壞，概須自行負責。參展商應為展出貨品購買保險，以保障展覽以及通宵貯存期間可能造成的任何損失。



Circular (14) Immigration Regulations to be Observed and Followed by Exhibitors

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 Hong Kong Trade Development Council.





通告(14) 參展商須遵守的入境規例

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。有意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，歡迎聯絡香港貿發局。



Circular (15) Internet Access at the Fair

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 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 casual 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.

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Hall 3F Concourse.

通告(15) 展覽會連線上網安排

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), 本局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會展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。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助, 請前往展覽廳 3F 大堂之服務台。

