



Hong Kong International Lighting Fair (Spring Edition)

香港國際春季燈飾展



Ref: Exhibitor (2)

March 2015

Dear Exhibitor,

Thank you for your participation in the HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition). We are pleased to send you the second Exhibitor Package for your preparation:

A. Important Materials

- 1) Exhibitor Check-in Form [Appendix 1],
- 2) Exhibitor Badges*,
- 3) Move-in Vehicle Permit,
- 4) "After 5:00 pm" Move-out Vehicle Permit,
- 5) Circulars on :
 - Use of Badges (Circular 1),
 - Special Move-in and Move-out Arrangement (Circular 2),
 - Special Airfares by Cathay Pacific Airways and Express Immigration Counters for Overseas Exhibitors at Hong Kong International Airport (Circular 3),
 - Move-out Regulations (Circular 4),
 - Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge for Move-in & Move-out (Circular 5),
 - Charges on Vehicles with Extended Stay During Move-in & Move-out days (Circular 6),
 - Security Measures Against Thefts and Losses at the Fair (Circular 7),
 - Protection of Intellectual Property Rights (IPR) (Circular 8),
 - Subletting & Displaying Relevant Exhibits (Circular 9),
 - Immigration Regulations to be Observed and Followed by Exhibitors (Circular 10),
 - The Energy Efficiency (Labeling of Products) Ordinance, Cap. 598 (Circular 11),
 - Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs (Circular 12),
 - Caution on Rental of Credit Card Payment Terminals (Circular 13),
 - Caution on Third Party Promotion Offers (Circular 14),
 - New Measures on Custom-built Participation (Circular 15),
 - Storage of Packing Materials during fair period (Circular 16),
 - Safety Regulation on the Use of Trolleys (Circular 17),
 - Electrical Installation & Connection for Custom-Built Participation Exhibitor (Circular 18),
 - Internet Access at the Fair (Circular 19),
 - Insurance (Circular 20).

*Remarks: Quantity depends on booth size. You are advised to keep the exhibitor badges with care and bring along the exhibitor badges during the Exhibitor move-in day (April 5, 2015) and the fair period (April 6-9, 2015). All on-site requests will be charged at HK\$25 or US\$3 for each exhibitor badge.

B. Exhibitor Check-in Procedure

Exhibitors are required to bring along the enclosed **Exhibitor Check-In Form (Appendix 1) with business card** and proceed to the Exhibitor Check-In Counter located at **Hall 1A Concourse** upon your arrival at the Hong Kong Convention & Exhibition Centre on the move-in day (April 5, 2015) to collect the **official magazine, booth curtain and important on-site circulars**.

Should you have any queries, please feel free to contact Mr Tony Chan on (852) 2240 4071 or Mr Aaron Leung on (852) 2240 4811. We wish you every success in the upcoming fair.

Hong Kong Trade Development Council





致：各參展商

多謝 貴司參與香港貿發局香港國際春季燈飾展 2015。隨函附上提供予 貴司準備參展的第二份重要文件，請查收：

A. 重要文件：

- 1) 參展商進館登記表[附件 1]、
- 2) 參展商工作證*、
- 3) 進館車輛許可證乙張、
- 4) “下午 5 時後”之撤館車輛許可證乙張 (只供選擇自行撤館的參展商)、
- 5) 展覽會通告：
 - 工作證之使用(通告 1)、
 - 進館及撤館之交通安排(通告 2)、
 - 國泰航空優惠機票及香港國際機場海外參展商特快入境專用櫃位(通告 3)、
 - 撤場守則(通告 4)、
 - 有關進館及撤館時間及進場/離場超時租場收費(通告 5)、
 - 車輛進館及撤館時間延期停留額外費用(通告 6)、
 - 有關防止展品遺失或盜竊的保安措施(通告 7)、
 - 香港貿易發展局展覽會保護知識產權措施(通告 8)、
 - 分租及展品類別(通告 9)、
 - 參展商須遵守的入境規例(通告 10)、
 - 香港法律第 598 章《能源效益(產品標籤)條例》的實施(通告 11)、
 - 參展商接待買家須知(通告 12)、
 - 提防有關信用卡終端機租賃服務(通告 13)、
 - 請小心處理由第三者提供之推廣優惠(通告 14)、
 - 特裝參展新措施(通告 15)、
 - 展覽會期間包裝物料之處理事宜(通告 16)、
 - 使用手推車安全細則(通告 17)、
 - 特裝攤位的電力安裝及接駁(通告 18)、
 - 展覽會連線上網安排(通告 19)、
 - 保險(通告 20)。

*備注：數量視乎攤位大小。請小心保管參展商工作證，並於參展商進場日(即 2015 年 4 月 5 日)及展覽期間(即 2015 年 4 月 6 至 9 日)攜帶進場。所有現場申請之參展商工作證每張將收取 25 港元或 3 美元。

B. 參展商進場登記手續

請各參展商於進場日(即 2015 年 4 月 5 日)攜同隨函附上之參展商進館登記表(附件 1)及公司名片前往位於香港會議展覽中心展覽廳 1A 大堂設置之「參展商登記進場櫃位」辦理進場登記手續，並領取大會雜誌、展台掛簾及重要通告。

若 貴司對以上安排有任何疑問，請致電本局與陳志軒先生【電話：(852) 2240 4071】或梁耀璋先生【電話：(852) 2240 4811】聯絡。

祝 展出成功！

香港貿易發展局
2015 年 3 月

Appendix 1 附件 1**Exhibitor Check-In Form
參展商進館登記表**

Welcome to HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition)! Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting the product magazine, booth curtain (*applicable for standard and premium booth exhibitors only*) and important circulars. The location and opening hours of the check-in counter are listed as below.

Date : April 5, 2015 (Sunday) [move-in day]
Time : 8:30 am to 7:00 pm
Location : Hall 1A Concourse, Hong Kong Convention & Exhibition Centre

We wish you every success in the Fair!

歡迎參加香港貿發局香港國際春季燈飾展 2015。煩請 貴司填妥以下資料，並攜同此登記表及公司名片於進館日到「參展商進館登記櫃位」辦理進場登記手續及領取大會雜誌、展台掛簾（*展台掛簾只適用於標準及特級攤位之參展商*）及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點如下：

日期 : 2015 年 4 月 5 日（星期日）[進館日]
時間 : 上午 8 時 30 分至下午 7 時
地點 : 香港會議展覽中心展覽廳 1A 大堂

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 Tel 聯絡電話: _____

Signature and Company Chop 簽署及蓋章: _____



Circular (1) - Use of Badges

(1) Use of Badges

In a bid to step up the security level 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 April 5, 2015 (the move-in day) and April 9, 2015 (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 Mr. Aaron Leung at (852) 2240 4811.

通告(1) - 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佩帶有關工作證，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(2015年4月5日)及撤館日(2015年4月9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，請與梁耀璋先生 [電話：(852) 2240 4811] 聯絡。多謝合作！

Circular (2) – Special Move-in & Move-out Arrangements

Special Move-in and Move-out Arrangements

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. **April 5**) and move-out day (i.e. **April 9**) of the **HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition)**. 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 (April 5, 2015)

A. Lorry / Light Goods Vehicle

(Goods vehicles will **only be allowed** to enter the HKCEC loading areas with the **Vehicle Permit** issued by HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area)

Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) issues a Move-in Vehicle Permit 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 Permit** issued by HKTDC. The vehicle marshalling area will be opened at 9:00 a.m. (exact time to be confirmed) until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi vehicle marshalling area** (please refer to the attached map).
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 the vehicle marshalling area. 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 **within 2 hours** with the **HKTDC Vehicle Permit AND the Trip Ticket**.
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter HKCEC loading area.
6. If the vehicle marshalling area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

B. 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 / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

通告(2) - 進館及撤館交通安排

進館及撤館交通安排

本局將於上述展覽會之進館日（即4月5日）及撤館日（即4月9日）實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排（2015年4月5日）

一) 貨車/輕型客貨車

（必須同時持有由貿發局預先發出之車輛許可証及進場當天由青衣車輛等候處發出之往來證明書方可進場）

進場程序

1. 香港貿易發展局(香港貿發局)向各參展商發出4月5日之進場車輛許可証。
2. 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輛許可証上之指定時間到車輛等候處報到。車輛等候處將於4月5日上午9時(確實時間於稍後時間公佈)開放。車輛等候處將設於青衣區（請參閱附件地圖）。
3. 當貨車及輕型客貨車到達車輛等候處後，必須出示由香港貿發局發出，適用於該時段之車輛許可証，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。
4. 青衣車輛等候處將根據交通情況向輪候之司機發出一張往來證明書。司機攜同車輛許可証及往來證明書於2小時內前往會展中心貨物起卸區進場。
5. 未能同時出示上述兩種證件者將均不能進入會展中心卸貨區。
6. 如等候處的車輛超出可停泊車輛數目時，主辦機構將酌情採取其他措施。

二) 私家車/的士

進場程序

1. 進入會展中心範圍之私家車及的士不需要持有車輛許可証，惟所有私家車及的士必須經博覽道/港灣道入口進入會展中心範圍，並只能於博覽道/港灣道正門進行落貨。司機於落貨後必須儘快離開會展中心範圍，不得停留或等候。

Special Move-out Arrangement (April 9, 2015)**A. Lorry / Light Goods Vehicle**

(Entries to the HKCEC will **only be allowed** to goods vehicles with the **Vehicle Permit** issued by HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area)

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the **Move-out Vehicle Permit** issued by the HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area are allowed to enter the HKCEC **after 5:00 p.m. on April 9, 2015.**
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the Tsing Yi vehicle marshalling area (please refer to the attached map). The vehicle marshalling area will open from 2:00 p.m. on April 9 and operate until all move-out activities have finished.
3. Upon arrival at the vehicle marshalling area, the driver **MUST** first present the **Vehicle Permit** issued by HKTDC. Drivers should then queue up and wait for further instructions. 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. After 5:00 p.m. on the April 9, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area **within 2 hours** with the **HKTDC Vehicle Permit AND the Trip Ticket.**
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter HKCEC loading area.
6. If the vehicle marshalling area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

B. Other Transportations

1. **Private vehicles** and **taxis** will be allowed to enter the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.
2. **Free shuttle bus service** from HKCEC to Tsim Sha Tsui, Central and Causeway Bay will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

**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 the **HKTDC Customer Service Line: (852) 1830 668.**

撤館交通安排 (2015 年 4 月 9 日)**一) 貨車/輕型客貨車**

- 車輛必須同時持有**
- a) 由香港貿易發展局發出之車輛許可証 及
 - b) 由指定車輛等候處發出之往來證明書

撤場程序

1. 將於撤館當日在臨近香港會議展覽中心路段設置控制點，只准**同時持有**由本局所發出之**撤館車輛許可証**及由青衣車輛等候處所發出之**往來證明書**之貨車於**晚上 5 時後**駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到青衣車輛等候處報到（請參閱附件地圖）。車輛等候處將於 2015 年 4 月 9 日，由下午 2 時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，**必須出示由香港貿易發展局發出適用於該時段之車輛許可証**，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. **指定車輛等候處**將於下午 5 時正開始，根據交通情況向輪候之司機發出一張**往來證明書**。司機須攜同**車輛許可証及往來證明書**於**兩小時內**前往會展中心貨物起卸區。
5. **未能同時出示上述兩種證件者將均不能進入會展中心卸貨區。**
6. 如等候處的車輛超出可停泊車輛數目時，主辦機構將酌情採取其他措施。

二) 其它交通安排

1. 於撤館其間將酌情准許的士及私家車駛入會展範圍，但不得停留或候客。
2. 大會亦於撤館期間安排免費穿梭巴士來往尖沙咀、中環及銅鑼灣。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶入場証以資識別。巴士座位有限，額滿即止。

**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查詢：(852) 1830 668

Tsing Yi Vehicle Marshalling Area 青衣車輛等候處



Circular (3) – Special Airfares by Cathay Pacific Airways and Express Immigration Counters for Overseas Exhibitors at Hong Kong International Airport**Special Airfares by Cathay Pacific Airways**

Cathay Pacific Airways, our official carrier of the captioned fair, is offering you and your travel companions exclusive airfares in all classes. To take advantage of this offer, please click <http://events.cathaypacific.com> and input the event access code MICE607 to avail of special fares for you.

Express Immigration Counters at Hong Kong International Airport

Exhibitors traveling to Hong Kong for the **HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition)** can use the express immigration clearance service!

To enjoy this exclusive service, you may just simply present the valid "Exhibitor Badge" at the designated express immigration clearance counters when you arrive at Hong Kong International Airport.

Operating Date and Hours

Date : 5 & 6 April 2015

Time : 9:00 am to 10:00 pm

Dedicated immigration counters

Two dedicated immigration counters at the arrival hall of the Hong Kong International Airport

Should you have any queries, please feel free to contact Mr. Tony Chan on Tel: (852) 2240 4071; Fax: (852) 2169 9575 or Email: tony.ch.chan@hktdc.org.

通告(3) - 國泰航空優惠機票及香港國際機場海外參展商特快入境專用櫃位**國泰航空優惠機票**

國泰航空為「香港貿發局香港國際春季燈飾展 2015」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 (MICE607) 查詢票價及訂票。

香港國際機場特快入境專用櫃位

前往香港參與「香港貿發局香港國際春季燈飾展 2015」之參展商，現可使用特快入境專櫃！

當抵達香港國際機場時，您只須出示有效的參展商工作証，便可享用此特快入境專櫃提供的入境服務。

使用日期及時間

日期：2015年4月5及6日

時間：早上9時至晚上10時

特快入境專櫃地點

位於香港國際機場入境大堂的兩個專櫃

如有任何查詢，歡迎與陳志軒先生聯絡：

電話：(852) 2240 4071

傳真：(852) 2169 9575

電郵：tony.ch.chan@hktdc.org

Circular (4) – 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 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 April 2015.** According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 9 April 2014, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

通告(4) – 撤館規則

本局去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於4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45項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於4月9日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

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

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition):

Move-in / Move-out	Date / Time
Booth Decoration (for Exhibitors)	April 5 8:30am – 6:00pm
Booth Dismantling (including Additional Lighting)	April 9 5:00pm – 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 4 & 5 April 2015) and move-out day (i.e. 9 April 2015), they shall pay to the Organiser the overtime penalty claimed by HKCEC against the Organiser as follows:

- I) **Charges for Overtime Move-in**, i.e. work after 12:00 midnight on 4 and 5 April 2015, will be calculated in accordance with the booth area assigned, regardless of its location:

Booth Area	Overtime Charge (per hour)
20sqm or Below	HKD2,600 / hr
Exceeding 20sqm to 50sqm	HKD3,800 / hr
Exceeding 50sqm to 100sqm	HKD5,200 / hr
Exceeding 100sqm to 500sqm	HKD6,300 / hr

- II) **Charges for Overtime Move-out***, i.e. work after 12:00 midnight on 9 April 2015, will be calculated according to its exact booth location :

Location	Overtime Charge between 0:01 – 3:00am (per hour)	Overtime Charge beyond 3:00am (per hour)
Hall 1B, 1C, 1E, 3C or 3E	HKD25,700 / hr	HKD51,400 / hr
Hall 1D or 3D	HKD18,550 / hr	HKD37,100 / hr
Hall 3B	HKD21,400 / hr	HKD42,800 / hr

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

Finally, **please complete your jobs on time so as to avoid unnecessary penalties.**

Thank you for your cooperation.

通告(5) - 有關進館及撤館時間及進場/離場超租場收費(修正版)

敬請留意以下「香港貿發局香港國際春季燈飾展 2015」之進場及離場時間：

進場及離場	日期 / 時間
攤位布置(參展商)	4月5日 上午8時30分至下午6時
攤位拆卸(包括照明裝置)	4月9日 下午5時至午夜12時

假若貴參展公司或其委託之承建商於進場日(即2015年4月4及5日)及離場日(即2015年4月9日)午夜12時後進行工作, 必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的租場收費:

- I) **進場超時租場收費**(即於2015年4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	超時租場費用(按每小時計算)
20平方米或以下	每小時2,600港元
20平方米 - 50平方米	每小時3,800港元
超越50 - 100平方米	每小時5,200港元
超越100 - 500平方米	每小時6,300港元

- II) **離場超時租場收費***(即於2015年4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:

攤位所在的展覽館	凌晨零時1分至3時工作超時租場收費(按每小時計算)	凌晨3時後工作超時租場收費(按每小時計算)
展覽廳1B、1C、1E、3C或3E	每小時25,700港元	每小時51,400港元
展覽廳1D或3D	每小時18,550港元	每小時37,100港元
展覽廳3B	每小時21,400港元	每小時42,800港元

*香港會議展覽中心有最終決定權計算離場超時罰款額之收費。

最後, 各參展商若準時完工, 則可免除不必要的罰款。 多謝合作!

Circular (6) – 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 move-in and move-out days of the HKTDC Hong Kong International Lighting Fair 2015 (Spring Edition).

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. Days where charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **5 April** and **9 April 2015**.

2. The Charges

First 45 mins	:	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)
Each lost Ticket	:	HK\$500

3. Entry and Exit Control

The control point will be 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 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 had been practiced in previous 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 International Lighting Fair (Spring Edition).

Thank you for your cooperation.

通告(6) – 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國際春季燈飾展 2015 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 2015 年 4 月 5 日及 9 日，實施進場車輛使用時間收費計劃。

2. 費用

	每半小時收費（或不足半小時）
車輛進場後首 45 分鐘	: 免費
其後兩小時內	: 港幣\$100
超過兩小時及 45 分鐘	: 港幣\$150
遺失進場計時咭（每張）	: 港幣\$500

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

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

5. 注意事項

新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

以上的安排已在早前的數個展覽會實施，並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，使香港貿發局香港國際春季燈飾展的進館及撤館程序能順利進行。

Circular (7) – 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 for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
April 6-9, 2015 (Mon-Thur)	8:30 am	9:30 am

2. 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. Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
4. Curtains for standard booths and premium 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 trade fair.

通告(7) - 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

參展商進館時間將為:

	<u>參展商</u>	<u>參觀人士</u>
2015年4月6至9日(星期一至四)	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及特級攤位的參展商,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 (8) – Protection of Intellectual Property Rights (IPR) at HKTDC Exhibitions

Exhibitors' Brief

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

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

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

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

In this respect, the attention of all exhibitors is drawn to Clause 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.



通告(8) - 香港貿易發展局展覽會保護知識產權措施

參展商須知

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

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

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

茲促請所有參展商，必須遵守香港貿發局覽會參展規則第 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。



Hong Kong International Lighting Fair (Spring Edition)

香港國際春季燈飾展



Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the Fair Legal Advisor engaged by HKTDC.
2. If you receive a complaint at your booth, you should refer the complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Fair Legal Advisor on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Fair Legal Advisor is satisfied, on the basis of the documents provided, that the complaint's intellectual property rights are valid and have been infringed by the display of the Exhibitors' product or material in dispute at the Fair, a HKTDC Fair Official will visit the booth involved.
5. 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 HKTDC's legal advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, HKTDC shall have the power, at its sole and absolute discretion, to immediately terminate the Exhibitors' right of participation in the Fair in question without any refund of the participation fee already paid by the Exhibitor and to ban the Exhibitor or any parent, associate, affiliated and / or subsidiary company from any or all future HKTDC exhibitions.

Penalties

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

- a. after HKTDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
 - allow HKTDC to immediately take 3 photographs of the disputed 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



處理投訴程序

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

侵權處罰

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

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



- 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.



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有據。
5. 參展商在連續兩屆展覽會中，
 - 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
 - 被同一名投訴人投訴最少有四項不同產品或物品侵權；而該等投訴為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

即屬犯罪。

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

任何干犯商品說明條例中有關罪行之人士可被：

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

**Documents Required as Evidence of Subsistence and Ownership 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 Legal Advisor may require depending on the specific facts of the case.



證明知識產權的存在及擁有權的所需文件

A. 版權

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

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明。

D. 專利

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

以及任何由駐場法律顧問因應實際情況要求提供的其他證明文件。

* * * * *



Circular (9) – Subletting & Displaying Relevant Exhibits

We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. 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 employee; and
- (ii) allow its own employee 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.

2. 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.

通告(9) - 分租及展品類別

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

1. 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本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。

2. 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，各參展商務須遵守，多謝合作。

**Circular (10) – 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(10) - 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 (11) – The Energy Efficiency (Labelling of Products) Ordinance, Cap. 598

Please note that with the coming into effect of the Energy Efficiency (Labelling of Products) Ordinance, Cap. 598, (the "Ordinance") on 9 May 2008, compact fluorescent lamps ("CFLs") are now prescribed products in Hong Kong subject to the provisions of the Ordinance.

Starting from 9 November 2009, CFLs are required to be supplied with energy labels in Hong Kong. Any person who supplies CFLs without energy labels in Hong Kong will commit an offence and may be liable to a fine of HK\$100,000.

Accordingly, Exhibitors should be aware that starting from 9 November 2009, CFLs supplied at the HKTDC Hong Kong International Lighting Fair (Spring Edition) and HKTDC Hong Kong International Lighting Fair (Autumn Edition) will have to bear the necessary energy labels.

For further information on the provisions of the Ordinance and the application for energy labels, please contact the Electrical and Mechanical Services Department ("EMSD") (Public Enquiry Hotline: (852) 28083465; website: <http://www.emsd.gov.hk>) which has issued a "Code of Practice on Energy Labelling of Products" (downloadable at [http://www.emsd.gov.hk/emsd/c_download/pee/Integrated_Code_of_Practice_\(201003\)\(C\)\(Final\).pdf](http://www.emsd.gov.hk/emsd/c_download/pee/Integrated_Code_of_Practice_(201003)(C)(Final).pdf)) as a technical guide for manufacturers, importers and suppliers of prescribed products to apply for the necessary energy labels and comply with the provisions of the Ordinance.

Thank you very much for your attention.

通告(11) - 香港法律第 598 章《能源效益(產品標籤)條例》的實施

緊湊型熒光燈已經從 2008 年 5 月 9 日起，成為被實施的香港法律第 598 章《能源效益(產品標籤)條例》(“該條例”)所規管的訂明產品。

該條例規定從 2009 年 11 月 9 日開始，所有在香港供應的緊湊型熒光燈必須附有該條例規定的能源標籤。任何人士在香港供應沒有能源標籤的緊湊型熒光燈即屬違法，可能被判處港幣 10 萬元罰款。

因此，參展者應注意自 2009 年 11 月 9 日開始，在《香港貿發局香港國際春季燈飾展》及《香港貿發局香港國際秋季燈飾展》供應的緊湊型熒光燈將需要附有法例規定的能源標籤。

有關該條例之內容和申請能源標籤的進一步資料，參展者可以查詢機電工程處(公眾諮詢熱線：(852) 2808 3465；互聯網址：<http://www.emsd.gov.hk>)。機電工程處已根據該條例發出《產品能源標籤實務守則》，幫助生產商、進口商和供應商遵守該條例的規定和申請必須的能源標籤。參展者可於 [http://www.emsd.gov.hk/emsd/c_download/pee/Integrated_Code_of_Practice_\(201003\)\(C\)\(Final\).pdf](http://www.emsd.gov.hk/emsd/c_download/pee/Integrated_Code_of_Practice_(201003)(C)(Final).pdf) 下載該實務守則。

敬請留意。

Circular (12) –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 HK International Lighting Fair (Spring Edition), 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:

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.

通告(12) - 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 (13) - Caution on Rental of Credit Card Payment Terminals

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider 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 payment solution providers in ALL HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong International Lighting Fair (Spring Edition). Should you have any questions, please contact Ms. Aaron Leung on 852-2240 4811.

通告(13) - 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。

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動。如有任何疑問，歡迎致電本局梁耀璋先生 [電話：852-2240 4811]聯絡。

Circular (14) – Caution on Third Party Promotional Offers

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that another two companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair and AVRON 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 and the AVRON 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. 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 and AVRON 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. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, you should notify Construct Data and/or Commercial Online Manuals and/or 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 and AVRON, please visit http://www.ufi.org/Public/Default.aspx?CLEF_SITESMAPS=161.

Should you have any questions, please contact Mr Tony Chan, Exhibitions Project Manager at Tel: (852) 2240 4071; or email address: tony.ch.chan@hktdc.org of the Hong Kong Trade Development Council.

通告(14) – 請小心處理由第三者提供之推廣優惠

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 及 AVRON 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 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。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 與 AVRON 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

本局并不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual Event Fair 及/或 AVRON 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 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/Public/Default.aspx?CLEF_SITESMAPS=161。

如有任何問題, 請與本局展覽項目經理陳志軒先生聯絡, 電話: (852) 2240 4071 或電郵: tony.ch.chan@hktdc.org。

Circular (15) – New Measures on Custom-built Participation

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

Section	Items
4.2	<p><u>Information submission</u> Please note the deadline for submission of raw space contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor/Contractor.</p>
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$200/US\$25 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.</p>
4.2.3	<p>Contractors are required to take out and maintain public liability insurance in a sum not less than HK\$10 million. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 4-10 April 2015.</p>
4.2.4	<p>Hall rental charges for over-time move-in and move-out</p>
4.2.5	<p>Maximum booth height – Update.</p>
4.2.6	<p><u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all custom-built stands on raw space exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand construction must be constructed under the supervision of an Authorized Person (Surveyor)/Registered Structural Engineer (AP/RSE). The AP/RSE shall verify the stability of the stand by completing the structural safety certificate.</p> <p><u>For stands and temporary structures exceeding 2500mm but below 4500mm in height or stages or platforms exceeding 1100mm but below 1500mm in height:</u></p> <ol style="list-style-type: none"> 1) An Authorized Person/Registered Structural Engineer's (AP/RSE) shall verify the stability of the design drawings. 2) Construction should be conducted under the supervision of AP/RSE. 3) AP/RSE should verify the stability after completion by completing the structural safety certificate. 4) The structural safety certificate must be submitted to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on 5 April 2015. Please refer to section 4.2.6 for details. <p><u>As required by the Venue Operator, for stands and temporary structures at 4500mm in height or above or stages or platforms at 1500mm in height or above or two-storey construction:</u></p> <ol style="list-style-type: none"> 1) The design drawings must be verified by an AP/RSE with <u>structural calculations</u> for stability before construction. 2) Construction should be conducted under the supervision of AP/RSE. 3) AP/RSE should verify the stability after completion by completing the structural safety certificate. 4) The structural safety certificate must be submitted together with the <u>structural calculations</u> to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 1500 hrs on 5 April 2015. Please refer to section 4.2.6 for details. <p>Any alteration after drawing submission should be addressed to the Organiser for review and Venue</p>

	<p>Operator for approval.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/index_ap.html.</p>
4.2.13	<p>Construction Industry Safety Training Certificate</p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Points should be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15	Deduction of site work deposit.

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

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via http://www.exhibitions.org.hk/english/media_detail.php?id=275.

For queries, please feel free to contact Mr. Leo Chau (email : leo.yw.chau@hktdc.org; tel : 852-2240 5449)

Thank you for your kind understanding and cooperation in advance.

通告(15) - 特裝參展新措施

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

部份	內容
4.2	提交資料 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 2000 港元(250 美元)的遲交罰款。
4.2.2	施工按金 按金以每平方米 200 港元/25 美元計算。蓋建雙層展覽攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元及 50,000 港元。
4.2.3	承建商必須購買有效及不少於港幣 1000 萬保額之公眾責任險保險有效期須包括進場、展覽期間及離場(即 2015 年 4 月 4-10 日)。
4.2.4	進場及離場超時租場收費。
4.2.5	攤位高度限制之更新。
4.2.6	展覽攤位結構安全證明書 所有高度超逾 2.5 米的展覽空地攤位、懸空照明支架及/或主辦機構及/或展館營運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由認可人士(註冊測量師)/註冊結構工程師監督下搭建。該認可人士(註冊測量師)/註冊結構工程師須驗證其結構安全並簽發結構安全證明書。參展商須完全負責攤位結構的安全，詳情可參照《建築地盤(安全)條例》第 59 章。 <u>所有高逾 2.5 米但少於 4.5 米的攤位及臨時搭建物或搭建高逾 1.1 米但少於 1.5 米的平台或舞台：</u> 1) 必須由認可人士/註冊結構工程師證明其設計圖則的穩定性後，方可搭建。 2) 必須在認可人士/註冊結構工程師監督下搭建。 3) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。 4) 所有結構安全證明書須於 2015 年 4 月 5 日 下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。 <u>按照展館營運者要求，所有高 4.5 米或以上的攤位及臨時搭建物或搭建高 1.5 米或以上的平台或舞台或雙層結構：</u> 1) 必須由認可人士/註冊結構工程師以數據證明其設計圖則的穩定性後，方可搭建。 2) 必須在認可人士/註冊結構工程師監督下搭建。 3) 完成搭建後必須由認可人士/註冊結構工程師驗證其結構安全並簽發結構安全證明書。 4) 所有結構安全證明書須於 2015 年 4 月 5 日 下午 3 時或之前投放到鄰近之「攤位設施」展位之收集箱。詳情請參閱第 4.2.6 章。 所有已交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。圖則亦會轉交展館營運者審批。

	認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁： http://www.bd.gov.hk/chineseT/inform/index_ap.html
4. 2. 13	建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。
4. 2. 14	參展商及其承建商須注意及遵守事項。
4. 2. 15	施工按金罰則。

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

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

http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275

如有查詢，請致電（852）2240 5449與鄧先生聯絡。

多謝合作！

通告(16) – 展覽會期間包裝物料之處理事宜

致各參展商：

感謝 貴司參加香港貿發局香港國際春季燈飾展 2015。

有鑒於香港會議展覽中心的鄭重聲明，今年展會內將會嚴厲執行有關違規放置包裝物料之規例。若發現於攤位內、橫樑上、靠近電力裝置或易燃物品等地方放有包裝物料，**該攤位將不獲供電。**

為免延誤 貴司佈置展位及開展的時間，展商有責任妥善處置所有包裝物料。請參展商將包裝物料儲存於攤位內的安全地方，或自行與運輸公司安排代為存放。

如有疑問，歡迎與我局梁耀璋先生（電話：2240 4811）

多謝合作！

香港貿發局

Circular (16) – Storage of Packing Materials during fair period

Dear Exhibitor,

Thank you for your support for exhibiting at the Hong Kong International Lighting Fair 2015 (Spring Edition).

Further to the previous circular re the packing materials, kindly note that the rules and regulations regarding the packing materials will be strictly enforced by the Hong Kong Convention & Exhibition Centre (HKCEC). Placing packing materials, such as carton boxes, wooden boxes and plastic bags, above the ceiling or the booth, near the power sockets or inflammable items and any public area are strongly prohibited. **No electricity will be provided to the concerned booth if any materials found leaving improperly at above mentioned locations.**

In order to avoid any inconvenience, please arrange the packing materials to be taken away and stored by your own forwarder or to be stored in a proper and safe location within your booth.

Should you have further queries, please feel free to contact Mr. Aaron Leung at tel: 2240 4811.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

Circular (17) – 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(17) - 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。



Hong Kong International Lighting Fair (Spring Edition)
香港國際春季燈飾展



**Circular (18) – Electrical Installation & Connection for
Custom-Built Participation Exhibitor**

To All Exhibitors and Contractors,

This is to notify you that the Custom-Built Participation exhibitors must have their own electrician. The official contractor will not provide installation and connection services for those electricity supply items in order form 2. Total power consumption shall not exceed the current specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The electrical worker needs to present the registered certificate issued by Electrical and Mechanical Service Department. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500 hrs on 5 April 2015. Failing to provide by 2200 hrs on 5 April will result in suspension of electricity supply throughout the fair period.). The employer of the electrician shall be liable for any damage caused if the electrician fails to comply with the above requirements. Organizer reserves the right to suspend the electricity supply until the problem is rectified to comply with the above requirements. The license of the electrician and the employer must be submitted to the Hong Kong Trade Development Council accompanied with Form 2 by fax at (852) 2169 9487 / 3521 0450. No separate order for individual power socket. Exhibitor should take full responsibility for daily on/off their own main switch and maintenance.

Thank you for your co-operation.

Hong Kong Trade Development Council

通告(18) – 特裝攤位的電力安裝及接駁

致：各參展商及承建商

特裝攤位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申請表格二之供電設施項目及參展商所使用的自攜電燈及電器用品。參展商不可使用至超過供電設施項目上已標明總電量。所有在展覽會場工作的電器工人必須遵守香港政府電力條例的電力註冊規定。電器工人須出示由香港機電工程署發出的有效註冊證明書，並須簽發表格WR1及於2015年4月5日下午3時前交予大會電力承建商，以茲證明。如未能於該晚下午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。主辦機構有權不提供電源供應，直至電力裝置合符法例要求為止。參展商須於遞交表格二時連同所聘用的電力工人及公司牌照副本，傳真至(852)2169 9487 / 3521 0450。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。參展商須負責其攤位之每日配電總制開關及維修。

多謝合作！

香港貿易發展局 謹啟



Circular (19) – 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. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Hall 1A.

通告 (19) – 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。另外貿發局亦會在展覽會的一些指定地點提供免費寬頻服務, 為參展商及買家提供多一個上網的渠道。

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 1A 大堂之服務台。

Circular (20) – Insurance

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For insurance coverage details, please refer to Exhibitor Manual Point 69 & 70 under “Rules & Regulations”.

http://www.hktdc.com/fair/hklightingfairse-en/s/431-For_Exhibitor/HKTDC-Hong-Kong-International-Lighting-Fair-Spring-Edition/Rules-&-Regulations.html

通告 (20) – 保險

參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險。有關投保範圍，詳情請參閱參展商手冊的展覽會規則第 69 及 70 條：

http://www.hktdc.com/fair/hklightingfairse-tc/s/431-For_Exhibitor/香港國際春季燈飾展/展覽會規則.html