

Exhibitor Package for HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition)
香港貿發局香港國際春季燈飾展 2017 (參展商須知)

February 2017

Dear Exhibitors,

Thank you for your participation in the HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition). Please read carefully the circulars enclosed.

If you have any questions, please feel free to contact our project team below.

Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加香港貿發局香港國際春季燈飾展 2017，煩請細閱附件各通告。

如有任何疑問，請與以下項目人員聯絡。

預祝 展出成功！

香港貿易發展局 謹啟

2017 年 2 月

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Note: Exhibitor badges, vehicle permit for move-in and move-out will be sent separately later.**請注意：參展商工作證、進館及撤館車輛許可證將於稍後寄給各參展商**

Ref: HK Exhibitor (1)

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Ref: HK Exhibitor (1)

Circular (1) - Exhibitors' Circular & Invitation Cards / Exhibitors' Manual & Order Forms for Additional Facilities and Services are now Available Online

To protect our environment by reducing the use of papers, the Hong Kong Trade Development Council already switched using **electronic versions** of the below documents:

- i. Exhibitors' Circular & Invitation Cards
 - Exhibitors' Circular includes important fair information which requires your attention.
 - Hardcopy of Exhibitors' Circular & Invitation Cards will **NOT** be distributed. Electronic version of Invitation Cards will be sent via separate email.
- ii. Exhibitors' Manual
 - Outlines details of the exhibition and will assist you in preparing your participation in the Fair.
- iii. Order Forms for Additional Facilities and Services (Deadline: 23rd February 2017)
 - Lists the additional facilities and services you can book to assist your exhibition.
 - Surcharge will be imposed to application after deadline.

From now on, you can simply go to the "For Exhibitor" Section at our fair website <http://www.hktdc.com/hklightingfairse> and download these documents (except Invitation Cards) easily.

Apart from reducing the use of paper, what are the other advantages of using electronic documents?

Other advantages of using electronic documents include:

Speedy	◆ No more waiting for the post or lost mail - you can receive the manual and order forms as soon as they are issued
Convenient and easy	◆ You can download and print the manual and order forms at any time
Space-saving	◆ Your manual and order forms can be saved on your computer, freeing you from the hassle of filing piles of documents

Should you have any queries regarding this issue of e-Exhibitors' Manual and e-Order Forms, please feel free to contact us.

**通告(1) 展會通告及邀請卡 / 參展商手冊及
額外設施及服務之電子版本現可於網上下載**

為保護環境、減少消耗紙張，香港貿易發展局已將下列文件改用為**電子版本**：

i. 展會通告及邀請卡

- 展會通告刊載了今屆展覽的重要資料，請參展商特別留意
- 本局將**不會**派發展會通告及邀請卡印刷本，邀請卡電子版本將以電郵形式另行發送

ii. 參展商手冊

- 詳細刊載了今屆展覽的有關資料，對 貴公司籌備參展甚有幫助

iii. 額外設施及服務申請表格 (截止申請日期: 2017 年 2 月 27 日)

- 列明 貴公司可申請使用之額外設施及服務，以協助 貴公司參展
- 截止日期後之申請將會收取附加費用

現在，閣下可於本局展覽網站 <http://www.hktdc.com/hklightingfairse> 的“參展商中心”內下載以上檔案 (邀請卡除外) 之電子版本，簡便快捷。

除了可以減少用紙，電子版本的參展商手冊及額外設施及服務申請表格還有哪些優勢？

使用電子檔案還有許多優勢，比如：

準時快捷	◆ 省卻郵寄時間及寄失郵件之風險，及時接收展會資訊
方便易用	◆ 閣下可隨時下載參展商手冊及申請表格
節省空間	◆ 可直接將有關的電子檔存入電腦，不用整理大量文檔

如有任何查詢，請隨時與本局聯繫。

**Circular (2) – Booth Layout Plans & Additional Booth Facilities Ordering
(for Standard / Deluxe / Premium booths only)**

To facilitate your booth set-up preparation, all exhibitors taking up standard / deluxe and premium booths can now go to our fair website <http://www.hktdc.com/hklightingfairse> and download the booth layout plans in order to confirm its setting or make facilities' alternations.

Before downloading the booth layout plan(s), please cross check the booth option(s) which you have selected in the application form, and the booth options / style as mentioned in the booth confirmation letter / exhibitors' information checklist. Nevertheless, you are advised to contact Exhibition Services Department to assure the setting of facilities before the additional facilities ordering deadline as modification request and additional facilities order may not be entertained on-site due to stock quantity, and the queue up time and job finished time on-site will be expected to be very long especially in peak hours.

For enquiries, please contact Ms. Winnie Ma on Tel : (852) 2240 5478 / 2240 5499 or Fax : (852) 3521 0450 or Email : hklfs.es@hktdc.org

Booths will be decorated according to the **final layout plan** which our Exhibition Services Department received from the exhibitors. All exhibitors should make sure that our Exhibition Services team has well collected your booth layout plan and agreed your alternation.

Relocation of and deletions of standard items are free of charge only if the Organiser has been notified in written form on or before the deadline 23 February 2017. Some of the ceiling beams /cabinets originally in the booth cannot be removed or relocated due to support reason. HKTDC reserves the right to reject any modification requests which may affect the booth structure. In case of uncertainty, please feel free to contact us.

Exhibitors are allowed to submit the additional facilities order on **Exhibitor Online Platform**.

- For registered user of "Exhibitor online Platform" (EOP), please submit the additional facilities order by logging in your account in **MyHKTDC** at www.hktdc.com
- For non-registered user, please go to below link for download the additional order forms and return to us by email or fax together with payment details before deadline:
http://www.hktdc.com/fair/hklightingfairse-en/s/641-For_Exhibitor/HKTDC-Hong-Kong-International-Lighting-Fair-Spring-Edition/Order-Form.html

Additional Facilities Ordering Deadline

February 23, 2017 (20% surcharge will be imposed after February 23)

March 23, 2017 (30% surcharge will be imposed after March 23)

通告(2) – 攤位設計圖及額外設施申請 (只適用於標準攤位及特級攤位的參展商)

為協助參展商預早準備展台佈置，所有標準攤位及特級攤位的參展商，現可瀏覽本展會網頁 <http://www.hktdc.com/hklightingfairse>，並下載攤位設計圖作展台佈置確認/及標準設施之更改。

下載攤位設計圖前，敬請各參展商首先確認在參展表格上選擇的展台類別，及在攤位確認信上所標明的攤位形式，然後選擇及下載其攤位設計圖。然而，本局建議展商於截止日期前盡早聯絡展覽服務部來進一步確認設施的擺放位置，以避免現場要求更改或增加設施（因輪候時間較長）。而基於現場物料數量，本局有權拒絕展商現場更改或增加設施之要求。

如有任何查詢，請與馬翠雯小姐聯絡。電話：(852) 2240 5478 / 2240 5499，傳真：(852) 3521 0450 或 電郵：hklfs.es@hktdc.org。

所有攤位將會按照參展商提交**最後攤位設計圖**作佈置。請各展商聯絡本局展覽服務部之職員確認設計圖是否收妥並同意其攤位設施之更改。

參展商如有需要更改設施位置或刪除設施，請於 2017 年 2 月 23 日或以前以書面形式通知主辦機構，可免收費用。2017 年 2 月 23 日以後收到之設施更改申請均需收費。基於結構安全理由，攤位內有些天花橫樑及地櫃不可移除。本局有權拒絕任何影響攤位結構之改動。如有疑問，請與本局聯系。

參展商現可於網上申請攤位額外設施：-

- 已登記「參展一站通」(EOP) 的用戶，可以透過登入貴公司於 www.hktdc.com「我的 HKTDC」帳戶，於網上遞交額外設施申請。
- 沒有帳戶的參展商，請於以下網址下載申請表格及於截止日期前連同付款資料以電郵或傳真遞交：
http://www.hktdc.com/fair/hklightingfairse-en/s/641-For_Exhibitor/HKTDC-Hong-Kong-International-Lighting-Fair-Spring-Edition/Order-Form.html

攤位額外設施申請截止日期

2017 年 2 月 23 日 (2017 年 2 月 23 日後遞交之申請將會收取 20%附加費)

2017 年 3 月 23 日 (2017 年 3 月 23 日後遞交之申請將會收取 30%附加費)

Circular (3) – Special Move-in & Move-out Arrangements & Intellectual Property Rights Infringement

I. Special Move-in & Move-out Arrangements

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the **move-in day (5 April 2017)** and **move-out day (9 April 2017)** of the Hong Kong International Lighting Fair 2017 (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

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for move-in from **9am on 5 April 2017**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Phase II:

i) Large Vehicle / Lorry / Light Goods Vehicle

The vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (5 April) respectively. The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit.

Move-In Day Arrangement for Vehicles on 5 April 2017

Exhibitors' vehicles are **NOT** required to queue up at the vehicle marshalling area on the move-in day on 5 April.

Vehicles will be given a ticket with the clock-in time when entering the HKCEC Phase 2 loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 45-mins.

The HKCEC will impose charges on vehicles with extended stay on 5 and 9 April. For details, please contact HKCEC on (852) 2582 8888.

ii) Private Car / Taxi

Move-in procedure

Private cars and taxis entering HKCEC Phase II will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Phase II **via Expo Drive** (opposite to Grand Hyatt Hong Kong) and unload their goods at the Expo Drive Entrance. **NO waiting or parking at the HKCEC Phase II is allowed.**

Special Move-Out Arrangement

Exhibitors may use their own vehicles or other forwarder's service. A move-out permit with entrance time of "After 5pm" would be issued to each request accordingly in late-March with the following details:

i) Large Vehicle / Lorry / Light Goods Vehicle

The vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-out day (9 April) respectively. The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit.

Move-Out Day Arrangement for Vehicles on 9 April 2017

Exhibitors' vehicles are **NOT** required to queue up at the vehicle marshalling area on the move-out day on 9 April.

Control point will be set-up at the entrance of HKCEC, only the vehicles with the Move-out Vehicle Permits issued by the HKTDC are allowed to enter the HKCEC after 5pm on the 9 April 2017.

ii) Other Transportation

1. **Private vehicles** and **taxis** will be allowed to enter into 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.]

通告(3) - 進館、撤館交通安排及有關保護知識產權問題

I. 進館及撤館交通安排

主辦機構將於香港貿發局香港國際春季燈飾展 2017 之進館日（即 4 月 5 日）及撤館日（即 4 月 9 日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排

將於 2017 年 4 月 5 日上午 9 時起封閉香港會議展覽中心（會展中心）附近路段及設置控制點，只准以下：

i) 大型車輛/貨車/輕型客貨車

香港貿易發展局(香港貿發局)將向各參展商發出 4 月 5 日之進場車輛通行證, 方便於展品進場日(即 4 月 5 日)進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上, 並只適用於許可證上指定之日期及時間。

進館日(4月5日)之車輛安排

於進館日(4月5日), 貨車及輕型客貨車並不需要到車輛等候處輪候。

當車輛進入會展新翼貨物起卸區時, 司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況, 免費上落貨限時為 45 分鐘。香港會議展覽中心將於 4 月 5 及 9 日實施進場車輛使用時間收費計劃。有關此收費計劃之詳情, 請與會議展覽中心聯絡 (電話: (852) 2582 8888)。

ii) 私家車/的士

進場程序

進入會展中心第二期之私家車及的士不需要持有車輛通行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 (即君悅酒店對面) 進入會展中心第二期, 並只能於博覽道正門進行落貨。司機於落貨後必須盡快離開會展中心第二期, 不得停留或候客。

撤館交通安排

各參展商可選用閣下之貨車或貨運代理。本局將向其派發 4 月 9 日“下午 5 時後”之撤館車輛通行證以供使用。車輛通行證將於 3 月下旬以速遞發放給各參展商。敬請留意以下詳情：

i) 大型車輛/貨車/輕型客貨車

香港貿易發展局(香港貿發局)將向各參展商發出 4 月 9 日之撤館車輛通行證, 方便於展品撤館日(即 4 月 9 日)進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上, 並只適用於許可證上指定之日期及時間。

撤館日(4月9日)之車輛安排

於撤館日(4月9日), 貨車及輕型客貨車並不需要到車輛等候處輪候。

將於撤館當日於臨近香港會議展覽中心路段設置控制點, 只准持有由香港貿易發展局所發出之撤館車輛通行證之貨車於晚上 5 時後駛進香港會議展覽中心進行撤館。

ii) 其它交通安排

1. 於撤館其間, 將酌情准許私家車及的士駛入會展新翼範圍, 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, 惟請佩帶入場證以資識別。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。]

II. Intellectual Property Rights (IPR) Infringement

We wish to draw your special attention to clause No. 43 listed in the exhibitor's application form about intellectual property rights (IPR) infringement. This is a matter taken very seriously by the Fair Organizer - Hong Kong Trade Development Council (HKTDC). We would like to inform you that the following measure will be implemented to tackle with "Intellectual Property Rights Infringement" issues:

Fair Legal Advisor

We have procedures for handling complaints promptly at the fairground, with the assistance of on-call Legal Advisor. They are set out in Section 3.2 of the Exhibitors' Manual and all exhibitors are invited to make use of them. These procedures are designed to safeguard exhibitors' intellectual property rights as well as to protect individual exhibitors from any business disruption caused by unfounded complaints.

The Fair Organiser reserves the right to deny admission of anyone to the Fair, or to eject anyone from the Fair, who does not follow these procedures and / or who disturbs the normal business of exhibitors or buyers inside the Exhibition Hall.

An exhibitors' briefing to explain TDC on-the-spot handling of IPR complaints will be held on **February 13, 2017**. The briefing will also cover how to go about proving ownership and infringement of intellectual property rights.

All exhibitors are encouraged to attend. The briefing will be conducted in Cantonese but written materials will also be available in English. If you are interested in attending the briefing, please fill in the attached reply slip and return it to us by fax on or before **February 9, 2017**. I look forward to seeing you at the briefing.

II. 保護知識產權問題

香港貿易發展局為香港貿發局香港國際春季燈飾展的主辦機構，對侵權行為極為重視。為保障參展商權益，茲提醒 貴公司於展覽會期間，必須遵守參展申請表格內參展規則第 43 項有關侵犯知識產權行為的條款。大會將於展覽會期間備有法律顧問候命實行以下保護知識產權的措施：

法律顧問

本局訂立了一套處理展覽現場侵權投訴的程序，並委聘法律顧問提供協助。這套程序旨在保障參展商的知識產權，以及防止無理的投訴，阻礙參展商進行展銷活動。有關內容詳列於參展商手冊第 3.2 條，所有參展商務請遵行。

假若任何人士違反有關程序或於展場內騷擾參展商和買家的正常商業活動，本局有權驅逐有關人士離場或禁止其進入會場。

本局定於 **2017 年 2 月 13 日** 舉行簡介會，向參展商解釋有關即場處理侵權投訴的程序，同時指引參展商如何證明其擁有知識產權和提出遭侵權的證據。

簡介會將以廣東話進行，同時備有英文資料可供取閱，如貴司有興趣參加，請填妥內附回條並於 **2017 年 2 月 9 日** 或以前傳真至本局。多謝合作！

* * * * *

HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition)
Briefing Session on Move-in / Move-out Arrangements & IPR Issues

REPLY SLIP

To give exhibitors better understanding of the move-in & move-out arrangements, and to explain HKTDC on-the-spot handling of IPR complaints and how to go about proving ownership and infringement of intellectual property rights, exhibitors are invited to attend the following briefing session:

Date & Time : February 13, 2017 (Monday), 11:00 am

Venue : HKTDC SME Training Room E, Expo Galleria, 1 Expo Drive, Wan Chai, HK
(The briefing will be conducted in Cantonese)

Our company WILL / WILL NOT attend the above Briefing on February 13, 2017 (Mon). Please reserve _____ seat(s) for us.

(Please fax return to 3915-1477 or email: hklightingfairse.exhibitor@hktdc.org on or before **February 9, 2017**)

香港貿發局香港國際春季燈飾展 2017 (2017年4月6-9日)
進館、撤館交通安排 及 保護知識產權問題簡介會

回條

為令各參展商對進館及撤館交通安排有更深入之了解，以及向參展商講解有關即場處理侵權投訴的程序，指引參展商如何證明其擁有知識產權和提出遭侵權的證據，本局誠邀閣下出席下列簡介會：

日期及時間：2017年2月13日(星期一)上午11時正

地點：香港灣仔博覽道1號博覽商場香港貿發局中小企培訓室E (簡介會將以廣東話進行)

本公司 將會 / 將不會 出席於 2017年2月13日 舉行之簡介會。請預留_____個座位予本公司。
(請於2017年2月9日前把回條傳真至3915-1477或電郵：hklightingfairse.exhibitor@hktdc.org)

Circular (4) – Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON and International Fairs Directory have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

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(4) – 請小心處理由第三者(例如 Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory) 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、AVRON 和 International Fairs Directory 及亦向參展商發出類似信件, 邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 概與香港貿發局或本局的任何展覽完全無關。

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

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

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

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

<http://www.ufi.org/industry-resources/warning-construct-data/>。

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 (5) - 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 Mr. Berlin Chan on 852-2240 4811 or Ms. Jane Shek on 852-2240 4134.

通告(5) - 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，歡迎致電本局陳柏霖先生[電話：852-2240 4811]或石津小姐[電話：852-2240 4134]聯絡。

Circular (6) – 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.

http://www.hktdc.com/fair/hklightingfairse-en/s/640-For_Exhibitor/HKTDC-Hong-Kong-International-Lighting-Fair-Spring-Edition/Exhibitors'-Manual.html

通告(6) – 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：

http://www.hktdc.com/fair/hklightingfairse-tc/s/640-For_Exhibitor/香港貿發局香港國際春季燈飾展/參展商手冊.html

Circular (7) – 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\$3,000 (US\$400) will be charged to the Exhibitor/Contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.</p>
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey booth, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>
4.2.3	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 2017 .
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum booth height – Update.
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 2.5m but below 4.5m in height or stages or platforms exceeding 1.1m 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 3pm on 5 April 2017. 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.

	<p>4) The structural safety certificate must be submitted together with the structural calculations to the Organiser by dropping it into the collection box at the nearest Technical Services Counter by 3pm on 5 April 2017. Please refer to section 4.2.6 for details.</p> <p>Any alteration after drawing submission should be addressed to the Organiser for review and Venue 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>Green Card Policy</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 [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry_Eng.pdf](#).

For queries, please feel free to contact Ms Cherry Yau (email : cherry.cm.yau@hktdc.org; tel : 852-2240 5519)

Thank you for your kind understanding and cooperation.

通告(7) - 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	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任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 3,000 港元(400 美元)的逾期行政費。 亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>
4.2.2	<p>施工按金 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75,000 港元(10,000 美元)。</p>
4.2.3	<p>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 2017 年 4 月 4-10 日)。</p>
4.2.4	<p>進場及離場超時租場收費。</p>
4.2.5	<p>攤位高度限制之更新。</p>
4.2.6	<p>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。</p> <p><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></p> <ol style="list-style-type: none"> 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 2017 年 4 月 5 日下午 3 時或之前投放到鄰近之「攤位設施服務台」之收集箱。詳情請參閱第 4.2.6 章。 <p><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></p> <ol style="list-style-type: none"> 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 2017 年 4 月 5 日下午 3 時或之前投放到鄰近之「攤位設

	<p>施服務台」之收集箱。詳情請參閱第 4.2.6 章。</p> <p>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。</p> <p>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</p>
4.2.13	<p>建築業安全訓練證明書</p> <p><u>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。</u></p> <p><u>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。</u></p>
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金扣款制

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 5519與邱小姐聯絡。

多謝合作！

Circular (8) – 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 2017. 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(8) – 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2017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，直至電力裝置符合法例要求為止。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

通告(9) – 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 2017。

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，歡迎與我局陳柏霖先生（電話：2240 4811）聯絡。

多謝合作！

香港貿發局

Circular (9) – Storage of Packing Materials during fair period

Dear Exhibitor,

Thank you for your support for exhibiting at the Hong Kong International Lighting Fair 2017 (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. Berlin Chan at tel: 2240 4811.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

Circular (10) - Construction Waste and Exhibit Sample Disposal (For Standard Booth and Premium Booth Exhibitors)

This is to notify you that all the exhibits, packing materials, construction waste, wooden structure for display purpose, etc. have to be cleared by the relevant Contractor / Exhibitor before 10pm on 9 Apr.

Any exhibits, stand materials, publicity materials, the like of the exhibits left behind, etc. at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned.

Any above materials found in the exhibition halls, loading docks and fire exit areas at all Trade Fair Venues will be cleared without prior notice. **HK\$5,000/US\$625 or HK\$200/US\$25 (whichever is higher) will be charged to the concerned Contractor/ Exhibitor and we reserve the right to decline the future participation of Hong Kong International Lighting Fairs of the concerned Exhibitor.**

All deposits will be refunded within **THREE** months after conclusion of the Fair if their exhibition sites are, from the Organiser's view, clear of damage to the exhibition hall and all disposals are cleared according to the time schedule of the Organiser and without violating the conditions.

通告(10) - 棄置建築廢料及展品 (標準/特級參展商)

承建商及參展商的展品、包裝材料、施工物料、展櫃、攤位裝飾物料等，必須於撤館日，即4月9日下午10時前撤走，有關物料一律不得棄置在任何展覽會會場之展覽地點、卸貨區及走火通道範圍內。

任何遺留在展覽場地的參展商展品、攤位物料或宣傳品等均被視作棄置物，主辦機構將予以清理，費用一概由有關參展商承擔。

特此通告。本局將會向有關承建商或參展商追討港元5,000/美元625或每平方米港元200/美元25（以較高者為準）及有權不接受該參展商往後香港國際燈飾展之申請。

假若主辦機構認為攤位已在大會指定時間內，妥當清理、裝置並無任何損壞，按金將於展覽會結束後3個月內退回。

多謝合作！

Circular (11) – Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge for Move-in & Move out

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition):

Move-in / Move-out	Date / Time
Booth Construction (for Contractors only)	April 4 9:00am – 10:00pm April 5 9:00am – 1:00pm
Booth Decoration (for Exhibitors)	April 5 9:00am – 6:00pm
Booth Dismantling (including Additional Lighting)	April 9 8:00pm – 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 4 & 5 April 2017) and move-out day (i.e. 9 April 2017), 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 2017, will be calculated in accordance with the booth area assigned, regardless of its location:

Booth Area	Overtime Charge (per hour)
20sqm or Below	HKD2,700 / hr
Exceeding 21sqm to 50sqm	HKD3,900 / hr
Exceeding 51sqm to 100sqm	HKD5,300 / hr
Exceeding 101sqm to 500sqm	HKD6,500 / hr

- II) **Charges for Overtime Move-out***, i.e. work after 12:00 midnight on 9 April 2017, 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 1A, B, 1C, 1E, 3C or 3E	HKD27,800 / hr	HKD55,600 / hr
Hall 1D or 3D	HKD20,050 / hr	HKD40,100 / hr
Hall 3B	HKD23,150 / hr	HKD46,300 / 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(11) - 有關進館及撤館時間及進場/離場超租場收費

敬請留意以下「香港貿發局香港國際春季燈飾展 2017」之進場及離場時間：

進場及離場	日期 / 時間
攤位搭建(只限承建商)	4月4日 上午9時至晚上10時 4月5日 上午9時至下午1時
攤位布置(參展商)	4月5日 上午9時至下午6時
攤位拆卸(包括照明裝置)	4月9日 晚上8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2017年4月4及5日)及離場日(即2017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2017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 2,700 港元
21 平方米 - 50 平方米	每小時 3,900 港元
超越 51 - 100 平方米	每小時 5,300 港元
超越 101 - 500 平方米	每小時 6,500 港元

- II) **離場超時租場收費***(即於2017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 1A、1B、1C、1E、3C 或 3E	每小時 27,800 港元	每小時 55,600 港元
展覽廳 1D 或 3D	每小時 20,050 港元	每小時 40,100 港元
展覽廳 3B	每小時 23,150 港元	每小時 46,300 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 通告 (12) – Free Exhibit Storage Service 免費儲存服務

REPLY FORM 回覆

Fax 傳真: (852) 3915 1477

Registration Deadline 截止日期: 13/3/2017

In order to provide better service to our valued exhibitors and avoid the heavy traffic during the move-in and move-out day, HKTDC is providing 3 different types of Exhibit Storage Services **for free** as listed below: 為向各參展商提供更完善服務及避免進館/撤館日嚴重交通擠塞，現主辦機構設有 3 種不同的**免費展品儲存服務**：

	Type 種類	Installment Time & Date 存放日期及時間	Retrieval Time & Date 提取日期及時間	Venue 地點
<input type="checkbox"/>	Move-in Storage 進場日儲存	April 4, 2 – 6 pm 4 月 4 日下午二時至 下午六時	April 5, 9am – 6 pm 4 月 5 日上午九時至 下午六時	Meeting Room N111 會議室 N111
<input type="checkbox"/>	Move-out Storage (Overnight) 撤館日儲存 (通宵)	April 9, 5 – 8 pm 4 月 9 日下午五時至 下午八時	April 10, 10am – 12 nn 4 月 10 日上午 10 時至 中午十二時	Meeting Room N111 會議室 N111
<input type="checkbox"/>	Move-out Storage (Temporary) 撤館日儲存 (臨時)	April 9, 5 – 11 pm 4 月 9 日下午五時至 下午十一時	April 9, 5 – 11 pm 4 月 9 日下午五時至 下午十一時	Meeting Room N111 會議室 N111

Please tick {✓} wherever appropriate

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and faxing back to us **on or before March 13, 2017**. In view of limited storage space, this service will be available on a **first-come-first-serve basis**. Please note **NO on-site request will be entertained**. 以上所有展品儲存服務**完全免費**，但參展商需預先登記，填妥此回覆通知書於 **2017 年 3 月 13 日前** 傳真回本局。由於儲存空間有限，將以**先到先得**的形式安排。請注意：**所有現場申請將不會受理**。

Terms and conditions 使用條款

In consideration of the use of this overnight storage service at the HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition) without charge or other form of consideration, I acknowledge and agree that the Organizer of HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition), the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties herein before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.

基於主辦機構為香港貿發局香港國際春季燈飾展 2017 參展商提供免費展品儲存服務，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。

I have read the above statement and I agree to the terms thereof. 本人已閱讀以上條款並同意遵守。

Company Name 公司名稱: _____

Contact Person 聯絡人: _____ Booth No 展台編號: _____

Company Tel 公司電話: _____ Mobile Tel 手提電話: _____

No. of Boxes 展品件數 (箱): _____ Estimated size 預計體積: _____

Signature and Company Chop 簽名及公司印章: _____ Date 日期: _____

Circular (13) – 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. Exhibitors from India (NEW)

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals are being implemented from 23 January 2017 onwards. Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

4. 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(13) - 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. 來自印度參展商 **(新入境安排)**

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」於 2017 年 1 月 23 日開始實施。請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

4. 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 (14) – Booth Cleaning

This is to notify you that for **custom-built exhibitors**, your appointed Contractor should take full responsibility for daily cleaning (except carpet).

Should you have any cleaning request, please contact your appointed contractor directly.

通告(14) - 攤位清潔(特裝參展)

特此通告。**特裝參展攤位**的所有清潔，應該由 貴司所聘用的承建商負責（地毯除外）

如展台需要清潔服務，請與貴司所聘用的承建商聯絡。

多謝合作！

Circular (15) – 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(15) - 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 通告 (16) – Control of LED Lighting Equipment and Associated Power Supplies **LED 燈設備及有關電源供應之管制**



FURTHER INFORMATION TO NOTES ON AVOIDING RADIO INTERFERENCE CAUSED BY LED LIGHTING EQUIPMENT AND ASSOCIATED POWER SUPPLIES

In November 2010, OFTA issued an information note drawing the attention of manufacturers, suppliers, dealers, contractors, users of LED lighting equipment and other relevant parties to the potential harmful interference that may be caused by LED lighting equipment and the associated power supplies to the lawful radiocommunications services. Subsequently, OFTA has received feedback from the industry and other relevant parties. This information note serves to provide further information on the issue, as follows -

- (a) The control limits for radio frequency disturbances of certain classes of electrical apparatus (including LED lighting equipment) are set out in the Telecommunications (Control of Interference) Regulations (Cap 106B) (the “Regulations”). These control limits are generally based on the recommendations of or standards specified by the International Special Committee on Radio Interference (CISPR) of the International Electrotechnical Commission (IEC).
- (b) Currently, the control limits of the Regulations are based on the CISPR standards in force some years ago. The Administration is now taking steps to amend the Regulations to bring the control in line with the updated standards which may include the CISPR standards as well as other applicable international, regional or national standards. Consideration will also be given to the introduction of a transitional arrangement so that mandatory compliance with the updated standards is required only after the amendment Regulations have come into operation for a specified period of time, say, one year. Further information will be released when there is a clearer picture of the way forward.
- (c) In the information note of November 2010, OFTA expressed concern on some “large LED lighting systems” which might cause interference to legitimate radiocommunications services operating at frequencies above 300 MHz for which CISPR 15 (for electrical lighting and similar equipment) does not contain the radiated disturbance limits. One example of such large systems is the outdoor LED advertisement panel (including associated power supplies) which employs a large number of LED lighting units and consumes total power in the order of hundreds of watts or above. For such system, if it is

computer-controlled or is part of a data processing system, it may be dealt with under standards that contain provisions governing the radiated disturbance at frequencies above 300 MHz, e.g. CISPR 22 covering information technology equipment.

- (d) As regards LED lighting equipment (including the associated power supplies) designed for general lighting and illumination purpose, for the purpose of avoidance of interference with other telecommunications installations, compliance with CISPR 15 may be sufficient. However, in case there is complaint of interference to other legitimate radiocommunications services from an installation comprising LED lighting equipment and the associated power supplies, OFTA may handle the case in accordance with the provisions of the Telecommunications Ordinance (Cap 106), e.g. sections 32D and 32J. In such case, OFTA may require the person possessing the installation and the concerned equipment to take necessary measures to prevent the interference. Such measures may include making modifications to the installation and the concerned equipment to ensure compliance with the relevant standards, which may include CISPR 15 and IEC 61204-3 as mentioned in our information note of November 2010, as well as other appropriate standards which contain limits on radiated disturbance at frequencies above 300 MHz.



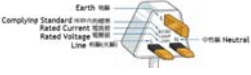

If further information is required on the issue, please send email to chchan@ofta.gov.hk or call Mr. C H Chan at telephone no. 2961 6718.

Office of the Telecommunications Authority
May 2011



如有任何疑問，請電郵至 chchan@ofta.gov.hk 或 致電 852-2961 6718 聯絡電訊管理局。

Circular (17) - Attention to All Exhibitors 通告(17) 參展商請注意

Electricity Supply 電力供應

 	<p>For the standard socket (if included in the booth package) provided by the organizer, please be reminded that the fuse maximum capacity is 800watt for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>攤位若附設大會提供之電力插座，其最大用電量只限於 800watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture). 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. 參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair. 攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. 每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。 For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited. 基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

Circular (18) – Gifts Sponsorship Program 禮品贊助計劃

Dear Exhibitor,

Thank you very much for your support to the HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition). To further promote your fine-designed products and brands to buyers, a gift redemption program for visitors of the fair will be organised at the fairground. You are cordially invited to take part in this gift redemption program **by sponsoring 1,000 pieces of product as the redemption gifts**.

As a token of appreciation, selected sponsors will receive the following benefits in return:

1. Sponsor's name and product will be acknowledged in the gift redemption coupon distributed to buyers throughout the fair period; and
2. A full page 4C advertisement in the fair catalogue (film to be provided by exhibitor); and
3. Gift samples will be showcased at the fairground and company name plus booth number(s) will be acknowledged to buyers

By joining the program, we trust that your products and brands could be further promoted and reached out to enormous potential buyers at the fair. If you are interested to be one of the sponsors, please complete and return the attached reply form together with a sample of your sponsored product and the product photo (in digital file format with over 500 dpi saved in floppy disk/CD-ROM) **on or before February 24, 2017** for our consideration. Selected exhibitors will be notified accordingly.

If you have any queries, please free feel to contact Mr. Tony Chan, Exhibitions Project Manager [Tel: (852) 2240 4067; Fax: (852) 2169 9575; Email: tony.ch.chan@hktdc.org].

We look forward to having your involvement in this special program.

Hong Kong Trade Development Council

致：參展商

首先感謝 貴公司支持香港貿發局香港國際春季燈飾展 2017!

為提供各參展商更多宣傳良機，本局決定於展覽期間向買家推行禮品換領服務，現誠邀 貴公司參與是項禮品贊助計劃。 貴公司只須贊助 **1,000 件**精心設計的產品作為禮品，即可提高 貴公司產品及品牌的曝光率。

為答謝 貴公司的參與，所有被選中之禮品贊助商可獲贈以下推廣服務：

1. 禮品贊助商之公司名稱及產品照片將刊登於禮品換領券上，禮品換領券將於展覽會期間免費派發家；
2. 於參展商目錄免費刊登全版彩色內頁廣告一版 (廣告片由參展商提供)；
3. 所有被選中的禮品將於展覽館內多個地點向買家展示，本局亦會為所有被選中的禮品註明公司名稱及攤位號碼

本局深信是項禮品贊助計劃將為您的產品及品牌帶來更多宣傳機會，讓更多買家認識您的產品及品牌。 貴公司若有意參加是項計劃，請填妥附頁之回條並連同贊助禮品的樣板一份及將產品照片的電子檔案 (500dpi) 儲存於光碟內一併交回本局，申請截止為 **2017 年 2 月 24 日**。所有被選中的參展商將會收到本局發出的確認信。

若有任何查詢，歡迎與展覽項目經理-陳志軒先生聯絡 [電話: (852) 2240 4071, 傳真: (852) 2169 9575, 電郵: tony.ch.chan@hktdc.org].

再次感謝 貴公司的支持並預祝 貴公司展出成功!

香港貿易發展局

To 致 : Mr. Tony Chan 陳先生
Fax No. 傳真號碼 : (852) 2169 9575

Reply Deadline : 24 / 2 / 2017
截止回覆日期

Reply Slip on Gifts Sponsorship Program 禮品贊助計劃回條

We, _____ (Company Name), would like to participate in the Gifts Sponsorship Program. We understand that applicants of this program are required:

本公司, _____ (參展商名稱), 決定參加是項禮品贊助計劃, 並明白若本公司的禮品被選中, 本公司需遵守以下事項:

- To provide a product sample and photo for TDC's consideration.
禮品贊助商必須提供贊助禮品的樣板及照片供本局挑選。
- To sponsor 1,000 pieces of product, which have to bear the logo of "HKTDC Hong Kong International Lighting Fair (Spring Edition)", if product is selected by HKTDC as the redemption gifts.
禮品贊助數量為 1,000 件, 每件禮品或包裝盒上必須印有「香港貿發局香港國際春季燈飾展」的標緻。

Description of the sponsor product: (Approx. 30 words)

禮品介紹: (大概 30 字)

Suggested Retail Price 建議零售價 (US\$ 美金) _____

Note 注意 :

1. Applicants are required to return this form together with a product sample and photo in digital format with over 500 dpi saved in floppy disk/CD-ROM on or before **February 24, 2017**.
參展商請填妥此回條並連同贊助禮品的樣板一份及將產品照片的電子檔案(500dpi)儲存於光碟內一併交回本局, 申請截止日期為 **2017年2月24日**。
2. Applications of this program will be reviewed and selected by the Organiser.
本局將於所有遞交的申請中挑選合適的禮品。
3. Successful applicants will be informed **by mid-March**.
所有被選中的參展商將於 **3月中**收到本局發出的確認信。

Company Name 參展商名稱	:	_____	Booth No 攤位號碼	:	_____
Contact Person 聯絡人	:	_____	Email 電郵	:	_____
Tel 電話	:	_____	Fax 傳真	:	_____
Signature and company chop 簽署及蓋印	:	_____	Date 日期	:	_____

Circular (19) – Nomination of Overseas Buyers for Hotel Sponsorship

Thank you very much for your keen support to our fair, which is expected to be patronised by more than 500 international exhibitors. In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign over the past year, which includes:

- Global advertising campaign and special editorial coverage in major lighting publications and international newspapers;
- Promotional counters at major international lighting fairs;

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer, and that priority will always be given to those who have not visited this fair before.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of **17 March 2017**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show.

For queries, please contact Ms. Veronique Yeung on tel: (852) 2240 4235, fax: (852) 2169 9561 or e-mail: hklightingse.visitor@hktdc.org.

Hong Kong Trade Development Council

通告(19) – 酒店贊助海外買家推薦

感謝 貴司對香港貿發局香港國際春季燈飾展 2017 的支持。今屆舉行的香港國際春季燈飾展，預計有來自 500 多家參展商參與是次盛會。為了吸引更多海外買家到場與 貴司洽談業務，主辦機構在過去一年積極實行了全球買家推廣計劃，其中包括：

- 全球媒體廣告計劃，遍及世界各地著名的燈飾雜誌；
- 於世界著名燈飾展設置宣傳攤位；

為進一步吸引國際高質素燈飾進口商及連鎖店買家到場採購，主辦機構將提供香港酒店贊助予被挑選的主要買家。因此，我們誠邀 閣下提名合適的海外買家。被揀選邀請的買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。從未參觀過香港國際春季燈飾展的新買家將可獲優先權，主辦機構將保留最終選擇權利。

為了給予主辦機構充足的時間安排，請閣下填妥買家推薦表格，並於 **2017 年 3 月 17 日前**回覆。

主辦機構將繼續以 貴公司的利益為依歸，務求透過展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。

詳情請電 (852) 2240 4235 或 傳真 (852) 2169 9561 或 電郵 hklightingse.visitor@hktdc.org 與楊洛忻小姐洽。

祝各參展商展出成功。

香港貿易發展局

To : Ms. Veronique Yeung, Hong Kong Trade Development Council (HKTDC)
Fax : (852) 2169 9561

From (Exhibitor Name): _____

HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition)
香港貿發局香港國際春季燈飾展 2017
6 - 9 / 4 / 2017

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

截止日期 Submission Deadline – 17 / 3 / 2017

推薦買家資料 Information of Nominated Buyer

公司名稱
Name of Company: _____

買家姓名 (先生/小姐)
Name of Person: Mr. / Ms. _____

職位 Position: _____

公司地址 Address: _____

國家 Country: _____ 郵編 Postal Code: _____

電話 Tel: _____ 傳真 Fax: _____

電子郵件 E-mail: _____

網址 Web-site: _____

公司業務 Nature of Business: _____
(Wholesaler, Importer, Buying Agent, Distributor, Retailer etc.?)

買家首次參觀香港國際春季燈飾展? Buyer would be visiting the fair for the first time?
 是 Yes 否 No

請復印此表格作更多買家提名。本局保留最終選擇權利，從未參觀過香港國際春季燈飾展的買家將獲優先考慮。如有查詢，請致電(852) 2240 4235 與楊小姐聯絡。

Please copy this nomination form for nominating more than 1 buyer. Priority of hotel sponsorship will be given to new overseas visitor, and is subject to sole discretion of the HKTDC. For further queries, please contact Ms. Veronique Yeung at tel: (852) 2240 4235.