

**Exhibitor Package for Hong Kong International Stationery Fair 2014**  
**香港國際文具展 2014(參展商須知)**

November 2013

Dear Exhibitors,

Thank you for your participation in the Hong Kong International Stationery Fair 2014. Please note that the items listed at the back page will be included in your exhibitor package. If you have any questions, please feel free to contact our colleagues below.

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

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

各位參展商：

感謝 貴公司參加香港國際文具展 2014，煩請檢查已領取的資料是否齊全。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局  
法蘭克福展覽(香港)有限公司 謹啟  
2013 年 11 月

| Contact Person 聯絡人                                 | Tel 電話          | Email 電郵                                  | Fax 傳真          |
|--|-----------------|---|-----------------|
| <b>Hong Kong Trade Development Council 香港貿易發展局</b> |                 |   |                 |
| Mr. Lucas Tsang 曾逸文先生                              | (852) 2240 4016 | lucas.ym.tsang@hktcdc.org                 | (852) 3746 6782 |
| Ms. Joyce Leung 梁碧玉小姐                              | (852) 2240 4271 | joyce.leung@hktcdc.org                    | (852) 2169 9102 |
| Ms. Sharon Li 李雪盈小姐                                | (852) 2240 4560 | sharon.sy.li@hktcdc.org                   | (852) 3746 6123 |
| <b>Messe Frankfurt (HK) Ltd 法蘭克福展覽(香港)有限公司</b>     |                 |   |                 |
| Ms. Mandy Lip 聶麗思小姐                                | (852) 2238 9951 | mandy.lip@hongkong.messefrankfurt.com     | (852) 2598 8771 |
| Ms. Florence Tang 鄧凱文小姐                            | (852) 2238 9973 | florence.tang@hongkong.messefrankfurt.com | (852) 2598 8771 |

Exhibition Halls 展覽館: **Hall 5B 展覽廳 5B**

Fair Dates &amp; Opening Hours 展覽日期及開放時間:

| Fair Date 展覽日期                                   | Opening Hours 開放時間                         | Buyer Registration Hours 買家登記時間        |
|--|--|--|
| 5 January (Sun)<br>1 月 5 日 (星期日)                 | Nil<br>不適用                                 | 2:00pm – 7:00pm<br>下午 2 時正至下午 7 時正     |
| 6 – 8 January (Mon – Wed)<br>1 月 6 至 8 日 (星期一至三) | 9:30am – 6:30pm<br>上午 9 時 30 分至下午 6 時 30 分 | 9:00am – 6:00pm<br>上午 9 時正至下午 6 時正     |
| 9 January (Thu)<br>1 月 9 日 (星期四)                 | 9:30am – 5:00pm<br>上午 9 時 30 分至下午 5 時正     | 9:00am – 3:30pm<br>上午 9 時正至下午 3 時 30 分 |

**Note: Vehicle permit for move-in and move-out will be sent separately later.**

**請注意：進館及撤館車輛許可證會稍後寄給各參展商**

| Item 資料項目 |   | Index 索引           |
|-----------|---|--------------------|
| 1         | Exhibitors' Manual and Order Forms Electronic Version<br>(Submission deadline for additional facilities: 29 November 2013)<br>參展商手冊、額外設施及服務申請表格電子版本<br>(額外設施申請之截止日期：2013 年 11 月 29 日) | Circular 1<br>通告 1 |
| 2         | Reminder on Move-in & Move-out Schedule and Rate of Over-time Charge<br>有關進館及撤館時間及超時租場收費  | Circular 2<br>通告 2 |
| 3         | Move-out Regulations<br>撤館規則  | Circular 3<br>通告 3 |
| 4         | Buyers Nomination Form for Hotel Sponsorship (Deadline: 29 November 2013)<br>酒店贊助買家推薦表格 (截止日期：11 月 29 日)  | Circular 4<br>通告 4 |
| 5         | Complimentary Buyer Invitation Cards for Local and Overseas Buyers<br>本地買家請柬及海外買家邀請卡  | Circular 5<br>通告 5 |
| 6         | Measures on Custom-built Participation<br>特裝參展措施  | Circular 6<br>通告 6 |
| 7         | Alteration of Standard / Premium Booth Structures (Deadline: 29 November 2013)<br>自行更改標準/ 特級攤位設施 (截止日期：2013 年 11 月 29 日)  | Circular 7<br>通告 7 |
| 8         | Fair Notices<br>展會通告  | Circular 8<br>通告 8 |
| 9         | Special Measures on Intellectual Property Protection<br>有關保護知識產權問題的措施   | Appendix 1<br>附件 1 |

## Circular (1) – Exhibitors’ Manual and Order Forms Electronic Version 通告 (1) - 參展商手冊、額外設施及服務申請表格電子版本

Hong Kong International Stationery Fair 2014 has launched the electronic version of Exhibitors’ Manual and Order forms. Exhibitors may visit the official website of Hong Kong International Stationery Fair to get the Exhibitors’ Manual and Order Forms for Additional Facilities and Services.

香港國際文具展 2014 已推出參展商手冊、額外設施及服務申請表格電子版。參展商可從香港國際文具展的網站下載及參閱參展商手冊、額外設施及服務申請表格。

### Exhibitors’ Manual 參展商手冊

[http://www.hktdc.com/fair/hkstationeryfair-en/s/1017-For\\_Exhibitor/Hong-Kong-International-Stationery-Fair/Exhibitors-Manual.html](http://www.hktdc.com/fair/hkstationeryfair-en/s/1017-For_Exhibitor/Hong-Kong-International-Stationery-Fair/Exhibitors-Manual.html)

### Order Forms for Additional Facilities and Services 額外設施及服務申請表格

[http://www.hktdc.com/fair/hkstationeryfair-en/s/1020-For\\_Exhibitor/Hong-Kong-International-Stationery-Fair/Order-Form.html](http://www.hktdc.com/fair/hkstationeryfair-en/s/1020-For_Exhibitor/Hong-Kong-International-Stationery-Fair/Order-Form.html)

### Deadline for Order Forms 額外設施及服務申請截止日期

| Form<br>表格 | Content<br>內容   | Deadline<br>截止日期 |
|------------|---|------------------|
| 1          | Non-official contractors’ information 承建商資料申請表<br>(For Custom-built participation exhibitors only 只供特裝展位參展商用) | 11/11/2013       |
| 2 #        | Rental of additional facilities order forms 租用額外設施申請表   | 29/11/2013       |
| 3          | Non-official contractors’ information 承建商資料申請表<br>(For Standard / Premium booth exhibitors only 標準攤位參展商適用)    | 29/11/2013       |
| 4          | Value-for-money hotel booking 特惠酒店住宿安排申請表   | 29/11/2013       |
| 5          | Additional exhibition badges & invitation cards<br>額外參展商工作證及邀請卡申請表  | 29/11/2013       |

# 20% surcharge will be applied if form received after 29 November 2013, and 30% surcharge for forms received after 20 December 2013 or on-site order.

# 若於指定截止日期後(即 2013 年 11 月 29 日後) 交回表格需繳付 20%附加費·若於 2013 年 12 月 20 日後或即場租用額外設施需繳付 30%附加費。

**Circular (2) – 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 Hong Kong International Stationery Fair 2014:

| <b>Move-in and Move-out</b>  | <b>Date and Time</b>                            |
|--|---|
| Booth Construction<br>(for Custom-built Participation Exhibitors only) | Jan 4 1:00pm – 10:00pm<br>Jan 5 9:00am – 1:00pm |
| Booth Decoration   | Jan 5 11:00am – 8:00pm                          |
| Booth Dismantling (including Additional Lighting)                      | Jan 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 January 2014) and move-out day (i.e. 9 January 2014), they shall pay the Organisers the overtime penalty claimed by Hong Kong Convention and Exhibition Centre (HKCEC) against the Organisers as follows:

- I) **Charges for Overtime Move-in**, i.e. work after 12:00 midnight on 4 and 5 January 2014, will be calculated in accordance with the booth area assigned, regardless of its location:

| <b>Booth Area</b>          | <b>Overtime Charge (per hour)</b> |
|----------------------------|-----------------------------------|
| 20sqm or Below             | HKD2,300 / hr                     |
| Exceeding 20sqm to 50sqm   | HKD3,400 / hr                     |
| Exceeding 50sqm to 100sqm  | HKD4,600 / hr                     |
| Exceeding 100sqm to 500sqm | HKD5,700 / hr                     |

- II) **Charges for Overtime Move-out \***, i.e. work after 12:00 midnight on 9 January 2014, will be calculated according to its exact booth location:

| <b>Location</b> | <b>Overtime Charge between 0:01am – 3:00am (per hour)</b> | <b>Overtime Charge beyond 3:00am (per hour)</b> |
|-----------------|---|---|
| Hall 5B         | HKD44,950 / hr  | HKD89,900 / hr                                  |

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

**Please complete your booth construction, booth decoration and booth dismantle on time to avoid unnecessary penalties.**

Thank you for your cooperation.

## 通告(2) - 有關進館及撤館時間及進館/撤館超時租場收費

敬請留意以下香港國際文具展 2014 之進館及撤館時間：

| 進館及撤館                 | 日期及時間   |
|-----------------------|---|
| 攤位搭建<br>(只適用於特裝展位參展商) | 1 月 4 日 下午 1 時至晚上 10 時<br>1 月 5 日 上午 9 時至下午 1 時 |
| 攤位佈置                  | 1 月 5 日 上午 11 時至下午 8 時                          |
| 攤位拆卸(包括照明裝置)          | 1 月 9 日 晚上 8 時至午夜 12 時                          |

假若 貴公司或其委託之承建商於進館日(即 2014 年 1 月 4 及 5 日)及撤館日(即 2014 年 1 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：

- 一．進館超時租場收費(即於 2014 年 1 月 4 及 5 日午夜 12 時後進行工作)，將按攤位面積計算，與其位置無關：

| 攤位面積                 | 超時租場費用 (按每小時計算) |
|----------------------|-----------------|
| 20 平方米或以下            | 每小時 2,300 港元    |
| 超越 20 平方米 - 50 平方米   | 每小時 3,400 港元    |
| 超越 50 平方米 - 100 平方米  | 每小時 4,600 港元    |
| 超越 100 平方米 - 500 平方米 | 每小時 5,700 港元    |

- 二．撤館超時租場收費 \* (即於 2014 年 1 月 9 日午夜 12 時後進行工作)，將按攤位所在的展館位置計算：

| 攤位所在的位置 | 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 5B  | 每小時 44,950 港元                  | 每小時 89,900 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。

敬請各參展商準時完成攤位搭建、攤位佈置及拆卸工作，以免除不必要的罰款。

多謝合作！

### Circular (3) – Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all 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 the official closing time – 5:00 p.m. on 9 January 2014.** 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-check in the afternoon on 9 January 2014; those exhibitors who violated the captioned rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organisers reserve the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

### 通告(3) – 撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於1月9日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第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。主辦機構將於1月9日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。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，主辦機構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 (4) – Nomination of Buyers for Hotel Sponsorship

Thank you very much for your keen support to the Hong Kong International Stationery Fair 2014, which is expected to be patronised by around 230 exhibitors from 14 different countries and regions. 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 stationery publications and international newspapers;
- Promotional counters at major international stationery fairs;

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

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of 29 November 2013.

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 enquiries, please contact Mr. Cyril Fok at Tel: (852) 2240 4203, Fax: (852) 2169 9169 or Email: [hkstationery.visitor@hktdc.org](mailto:hkstationery.visitor@hktdc.org)

## 通告(4)– 酒店住宿贊助予推薦買家

感謝 貴司對香港國際文具展 2014 的支持。今屆舉行的香港國際文具展，預計有來自 14 個國家及地區約 230 買家的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文具雜誌；
- 於世界著名文具展設置宣傳攤位；

為進一步吸引國際高質素文具進口商及連鎖店買家，主辦機構將提供香港酒店住宿贊助予被挑選的首次參觀的海外買家。因此，我們誠邀 閣下提名合適的買家。被揀選邀請的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。首次參觀香港國際文具展的買家將可獲優先權，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2013 年 11 月 29 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 4203 或 傳真 (852) 2169 9169 或 電郵 [hkstationery.visitor@hktdc.org](mailto:hkstationery.visitor@hktdc.org) 與霍竟昌先生洽。

**To 致** : **Mr Cyril Fok, Hong Kong Trade Development Council (HKTDC)**  
香港貿易發展局, 霍竟昌先生  
**Fax 傳真** : **(852) 2169 9169**

**From 由:** Company Name 參展商公司名稱 : \_\_\_\_\_  
Contact Person 聯絡人 : \_\_\_\_\_  
Telephone 聯絡電話 : \_\_\_\_\_

**Hong Kong International Stationery Fair 2014**  
**香港國際文具展 2014**  
**6 – 9 / 1 / 2014**  
**Overseas Buyers Nomination Form for Hotel Sponsorship**  
**酒店住宿贊助予被推薦海外買家**

**Submission Deadline 截止日期 – 29 / 11 / 2013**

**Information of Nominated Buyer 買家資料**

Name of Company  
公司名稱: \_\_\_\_\_

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

Position 職位: \_\_\_\_\_

Address 公司地址: \_\_\_\_\_

Country 國家: \_\_\_\_\_ Postal Code 郵編: \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

E-mail 電子郵件: \_\_\_\_\_

Web-site 網址: \_\_\_\_\_

Nature of Business 公司業務: \_\_\_\_\_  
(Wholesaler, Importer, Buying Agent, Distributor, Retailer etc.)  
(批發商、入口商、採購代理商、經銷商、零售商)

*Is it the Buyer's first time to visit the Hong Kong International Stationery Fair?*  
*買家是否首次參觀香港國際文具展?*  
☐ Yes 是 ☐ No 否

Please copy this nomination form for nominating more than one buyer. Priority of hotel sponsorship will be given to first time overseas visitor, and is subject to sole discretion of the Organisers. For further queries, please contact Mr Cyril Fok at tel: (852) 2240 4203.  
請複印此表格作更多買家提名。主辦機構保留最終選擇權利，首次參觀香港國際文具展的買家將獲優先考慮。  
如有查詢，請致電(852) 2240 4203 與霍竟昌先生聯絡。



## Circular (5) – Complimentary Invitation Cards to your Buyers

Dear Hong Kong Exhibitors,

### **Send Invitation Cards to your Overseas Buyers – Postage Free!**

Thank you for participating in the **Hong Kong International Stationery Fair 2014**.

We have taken a number of initiatives, including advertising, direct mailing and distribution of souvenir at major related overseas fairs, to maximise publicity and attract trade buyers from all over the world to visit the fair. We feel that these efforts will further enhance the awareness of the fair.

However, you will most likely have your own overseas business contacts whom you would like to invite. In order to make it easier for you to invite them to the Hong Kong International Stationery Fair 2014, we have arranged **100 buyer invitation postcards with pre-paid postage** which are enclosed for your distribution. Visitors can enjoy **free admission** with this postcard when they register on-site.

All you need to do is:

1. Put the contact addresses on the invitation cards
2. Separate them by mailing zones (details are listed on the special yellow envelope)
3. Fill in the information on the yellow envelope
4. Seal it and deposit it in any nearby postal boxes.

*\* No need to affix any stamp as postage if postcards are sent from Hong Kong to any countries or regions.*

As for your local business contacts, we have enclosed other **invitation leaflets** for you to invite your buyers to visit the fair with **free admission**.

We hope that these measures will assist you in building up a good relationship with your contacts. If you have further queries regarding the above, please contact Mr. Lucas Tsang at 2240 4016 or Ms. Joyce Leung at 2240 4271.

May we take this opportunity to wish you good business at the Fair!

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

## 通告(5) – 本地參展商專用邀請卡

致各香港參展商：

感謝貴公司參與「**香港國際文具展 2014**」。

主辦機構為吸引世界各地的買家到場參觀，已作出一系列宣傳，包括刊登廣告、直銷郵件及於海外各大同類展覽會中派發印有展覽會日期的紀念品等。

為方便 貴公司更方便地邀請一些業務夥伴及客戶蒞臨參觀，主辦機構特別提供 **100 張已付郵資的專用邀請卡** 給 貴公司邀請海外客戶。貴公司的海外客戶只要收到這張明信片，便可於**香港國際文具展 2014** 期間憑卡**免費**登記進入會場參觀。

貴公司只需依循以下方法，便可利用該批專用明信片寄給客戶：

1. 將客戶的通訊地址寫在明信片上
2. 將明信片依照郵遞區域分類（詳情可參閱特製的黃色大信封）
3. 在信封上填妥各項資料
4. 封妥信封後，將之投寄到任何一個郵箱

**\* 如從本港投寄往海外，無需貼上任何郵票**

至於 貴公司的本地客戶，可使用主辦機構另外預備的**買家請柬**，亦可憑卡**免費**入場。

對於上述的安排，希望能幫助 貴公司與客戶建立更佳關係。假如貴公司有任何疑問，歡迎致電主辦機構曾逸文先生 [電話: 2240 4016] 或 梁碧玉小姐 [電話: 2240 4271] 聯絡。

在此預祝 貴公司展覽成功，業務蒸蒸日上!

香港貿易發展局

法蘭克福展覽(香港)有限公司

## Circular (6) – Points to Note/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 follow and refer to section 4 of the Exhibitors' Manual for details.

| Section   | Items  |   |   |
|---|--|---|---|
| 4.2   | <u>Information submission</u><br>Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.<br><br>Submission of "Structural Safety Certificate", "Fire Service Certificate" and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required. |   |   |
| 4.2.2   | <u>Site work deposit</u><br>Calculation based on HK\$200/US\$25 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.   |   |   |
| 4.2.3   | Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. <b>4 – 10 Jan 2014</b>   |   |   |
| 4.2.4   | Hall rental charges for over-time move-in and move-out   |   |   |
| 4.2.5   | Maximum stand height   |   |   |
| 4.2.6   | <u>Submission of Structural Safety Certificate, Structural Calculations and Fire Service Certificate</u>   |   |   |
|   | Stands & temporary structures  | >2500mm & <4500mmH  | ≥ 4500mmH or two-storey construction                                  |
|   | Stages or platforms  | >1100mm & <1500mmH  | ≥ 1500mmH   |
|   | Suspended lighting truss & equipment   | <100 kg   | ≥ 100 kg  |
|   | Authorized Person/<br>Registered Structural Engineer<br>(AP/RSE) should be deployed to   | Verify stability of design drawings   | Verify stability of design drawings & prepare structural calculations |
|   |  | Supervise construction works at site  |   |
|   |  | Verify stability after completion by issuing structural safety certificate                        |   |
|   | Submit design drawings to Organisers by <b>11 Nov 2013</b>   | By email  | 4 original copies with structural calculations*                       |
|   | Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>5 Jan 2014</b>  | 1. Structural Safety Certificate**  |   |
|   | Submit to Official Electrical Contractor by 1500 hrs on <b>5 Jan 2014</b>  | Certificate of installation, inspection & testing (Form WR1)**<br>(please refer to section 4.2.7) |   |
| ** Failing to provide the said certificates/WR1 by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period. |  |   |   |
| Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.  |  |   |   |
| An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer  |  |   |   |

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|        |  |
|--------|--|
|        | <p>(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 <b>AP/RSE</b> registry, please visit <a href="http://www.bd.gov.hk/english/inform/e_rse_1.html">http://www.bd.gov.hk/english/inform/e_rse_1.html</a>.</p> <p><u>Fire Services Certificate</u></p> <p>All construction and decorative materials used for the stand must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of the Venue Operator or the Government Authorities. Relevant documentations relating to fire tests, flame tests, fume tests and other similar test may be required upon request.</p> |
| 4.2.7  | <p><u>Electricity</u></p> <p>In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection &amp; testing" (Form WR1) should be submitted to the <b>Official Electrical Contractor</b> as per schedule mentioned above.</p>  |
| 4.2.9  | <p><u>Reflective Vest</u></p> <p>All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>  |
| 4.2.12 | <p><u>Waste Reduction and Recovery Measures</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention &amp; Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>  |
| 4.2.13 | <p><u>Construction Industry Safety Training Certificate</u></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 &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>  |
| 4.2.14 | Requirements must 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](http://www.exhibitions.org.hk/english/media_detail.php?id=275)

For queries, please feel free to contact Ms Karmen Seto at email [karmen.km.seto@hktdc.org](mailto:karmen.km.seto@hktdc.org) or phone (852) 2240 5459

Thank you for your kind understanding and co-operation.

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

### 通告(6)– 特裝參展新措施及注意事項

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。

| 部份   | 內容   |   |
|--|--|---|
| 4.2  | <b>提交資料</b><br>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 2,000 港元(250 美元)的逾期行政費。<br><br>同時須提交「結構安全證明書」、「消防證明書」及「電力裝置完工證明書」〔表格 WR1〕。 |   |
| 4.2.2  | <b>施工按金</b><br>按金以每平方米 200 港元 ( 25 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 港元及 50,000 港元。  |   |
| 4.2.3  | 承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 <b>2014 年 1 月 4-10 日</b> )。   |   |
| 4.2.4  | 進場及離場超時租場收費  |   |
| 4.2.5  | 攤位高度限制為 5500mm   |   |
| 4.2.6  | <b>提交「結構安全證明書」、「數據證明」、「消防證明書」</b>  |   |
|  | 攤位及臨時搭建物   | >2.5 米 而 <4.5 米高<br>≥ 45 米高或雙層結構          |
|  | 平台或舞台  | >1.1 米 而 <1.5 米高<br>≥ 15 米高               |
|  | 懸空照明支架及設備  | <100 公斤<br>≥ 100 公斤                       |
|  | 認可人士/註冊結構工程師應  | 證明其設計圖則穩定性<br>證明其設計圖則穩定性<br>及數據證明         |
|  |  | 監督搭建工程                                    |
|  |  | 在完成搭建後驗證並簽發結構安全證明書                        |
|  | 於 2013 年 11 月 11 日<br>或之前提交圖則予主辦機構   | 以電郵方式<br>一式四份設計圖則<br>及數據證明                |
|  | 於 2014 年 1 月 5 日<br>下午 3 時或之前投放到<br>「攤位設施」展位之收集箱   | 結構安全證明書 ( 詳情請參閱第 4.2.6 章 ) **             |
|  | 於 2014 年 1 月 5 日<br>下午 3 時或之前<br>交予大會電力承建商   | 電力裝置完工證明書〔表格 WR1〕**<br>( 詳情請參閱第 4.2.7 章 ) |
| * 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 <b>42 天前</b> ，轉交予食物環境衛生署署長審閱。 |  |   |
| **如未能於最後進場日晚上 10 時前交妥相關文件，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。                       |  |   |
| 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。                                     |  |   |

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|--------|--|
|        | <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: <a href="http://www.bd.gov.hk/chineseT/inform/c_rse_1.html">http://www.bd.gov.hk/chineseT/inform/c_rse_1.html</a>。</p> <p><u>消防證明書</u></p> <p>所有搭建攤位的材料和裝飾物，必須屬非可燃材料、質地屬於非易燃品或防火耐用性材料。展館營運者或香港政府授權代表可能會檢查這些材料的合規性，並有權要求審閱相關防火測試、燃燒測試、烟燻測試或其它測試的相關文件。</p> |
| 4.2.7  | <p><u>電力裝置</u></p> <p>按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予大會電力承建商，以茲證明。 <a href="http://www.hkfsd.gov.hk/chi/source/licensing/PPA106-Chi-Web.pdf">http://www.hkfsd.gov.hk/chi/source/licensing/PPA106-Chi-Web.pdf</a></p>   |
| 4.2.9  | <p><u>反光背心</u></p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>   |
| 4.2.12 | <p><u>減少廢物及回收措施</u></p> <p>根據《廢物處置 (化學廢物) (一般) 規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>   |
| 4.2.13 | <p><u>建築業安全訓練證明書</u></p> <p>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。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電 (852) 2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>  |
| 4.2.14 | 參展商及其承建商必須遵守的規定  |
| 4.2.15 | 施工按金扣款制  |

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

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」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](http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275)

如有查詢，請聯絡司徒嘉敏小姐 電郵: [karmen.km.seto@hktdc.org](mailto:karmen.km.seto@hktdc.org); 電話: 852-2240 5459。

多謝合作!

香港貿易發展局

法蘭克福展覽(香港)有限公司

## Circular (7) – Alteration of Standard / Premium Booth Structures

We would like to draw your attention that alteration of standard booth structures is strictly prohibited by the Organisers as shown in the following exhibition rules and regulations Section 5.1 (also stated in the Exhibitors' Manual):

### 5.1. Standard / Premium Booth

All Standard / Premium booths are designed, erected and decorated by the Organisers. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organisers reserve the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the Organisers' discretion.

Fascia Board with company name will be provided free of charge. Exact wording of company name (English lettering) as supplied in your application form will be used. An exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels before the specified deadline.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths at their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request using the **Form 2** in "**Order Forms and Submission Forms**" to the Organisers no later than 29 November 2013.

Deletions of standard items are free of charge only if the Organisers are notified no later than the deadline of 29 November 2013.

#### **Standard / Premium booth exhibitors must adhere to the following:**

- (1) No additional booth fitting or display may be attached to the shell booth structure.
- (2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- (3) No items may exceed a height of 2.5 metres or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, company names, advertising material logos, inflatable brought along by the Exhibitor.
- (4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organisers.
- (5) If any booth which differs from the approved specifications or does not confirm to the Organisers' rules and regulations, the Organisers reserve the right to alter or remove without prior notice at the Exhibitor's / Contractor's own expense.
- (6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Hong Kong Electricity Ordinance stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- (7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organisers reserve the right to terminate your future participation in the Hong Kong International Stationery Fair should we found any violations of the above rules and regulations.

## 通告(7) - 自行更改標準 / 特級攤位設施

主辦機構嚴禁各參展商在其標準攤位內自行加建設施，現特請各標準攤位之參展商注意以下事項(參展商手冊第 5.1 條)：

### 5.1 標準/ 特級攤位

所有標準攤位/特級攤位的設計、蓋建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架、地櫃、聚光燈及地毯等。主辦機構有權在展覽會開幕前，更改所提供的設施，並有權要求將開關掣及過載保護分線箱安裝於攤位內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將根據申請表格所提供之名稱作準。角位/三邊/四邊開放攤位參展商可於指定限期前，選擇以圍板封閉原先開放的一邊或多邊。

一般而言，參展商不得改動攤位結構或拆除攤位的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫「申請表格」內之表格二，並於2013年11月29日前交回主辦機構。

如有需要拆除任何標準設施，請於2013年11月29日前通知主辦機構，可免收費用。

**租用標準攤位的參展商必須注意及遵守下列各項規定：**

- (1) 非大會供應的設施均不得裝嵌在標準攤位結構的物料上。
- (2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。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。
- (3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的攤位界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- (4) 展覽會完結時，所有展品、攤位物料必須在主辦機構規定的指定時間內立刻清理。任何展品攤位物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- (5) 如攤位不符合認可規格或主辦機構所訂之
- (6) 規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- (7) 參展商裝設的電器設備（包括照明裝置）必須符合香港政府電力條例之電力規定。嚴禁參展商在攤位內安裝不符安全標準的電力裝置或電線。
- (8) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

如發現有參展商違反上列規定，主辦機構有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加香港國際文具展的權利。



## Circular (8) – Fair Notices

### 通告 (8) – 展會通告

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#### 1. Booth decoration and exhibits should be ready before the opening 準時開放攤位予買家參觀

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong International Stationery Fair, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

#### 2. Fast Action Scheme 快速行動計劃

Starting from October 2006, the Customs and Excise Department (the "Customs") will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct a trial run of the "Fast Action Scheme" ("the Scheme") during local fairs. HKBPA represents 52 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 52 participating trade associations to join the Scheme.

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

The Scheme will be operated independently of the Organisers by the Customs and HKBPA and is not a substitute for the existing on-site intellectual property rights ("IPR") complaints procedure implemented by the Organisers. Exhibitors who do not wish to participate in the Scheme are welcome to visit the Organisers' on-site IPR office for assistance in the same manner as at previous fairs.

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

Address : 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong  
 Tel : (852) 2788 5391  
 Fax : (852) 2788 5388  
 Website : [www.hkbpa.org](http://www.hkbpa.org)  
 Email : [info@hkbpa.org](mailto:info@hkbpa.org)

Exhibitors are also strongly advised to carefully scrutinise your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

If you have further questions regarding Organisers' on-site IPR complaints procedure, please feel free to contact Ms. Sharon Li at Tel: (852) 2240 4560 / Email: [sharon.sy.li@hktdc.org](mailto:sharon.sy.li@hktdc.org).

由 2006 年 10 月開始，香港海關（海關）將與「香港工商品牌保護陣綫」（「陣綫」）合作於展覽會試行「快速行動計劃」（「計劃」）。代表 52 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

「計劃」將由海關及「陣綫」獨立運作，並不取代主辦機構現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨主辦機構於場內之知識產權辦事處尋求協助。

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

地址：香港九龍達之路 78 號生產力大樓 3 樓

電話：(852) 2788 5447

傳真：(852) 2788 5403

網址：www.hkbpa.org

電郵：info@hkbpa.org

主辦機構特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

如 貴公司有任何進一步關於主辦機構於場內處理侵權投訴的程序的疑問，歡迎隨時與李雪盈小姐聯絡，電話：(852) 2240 4560 或 電郵：sharon.sy.li@hktdc.org。

### 3. Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all trade fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred.

If you wish to report the dumping of any materials in such areas, please contact Fair Management Office. Thank you for your co-operation.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。

如發現棄置在上述範圍的物料，請與主辦機構辦事處聯絡。多謝合作。

### 4. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務

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

**The Organisers would also like to remind exhibitors that no retail sales should be conducted at the Hong Kong International Stationery Fair.** Should you have any questions, please contact Ms. Sharon Li at Tel: (852) 2240 4560; or via email address: sharon.sy.li@hktdc.org.

主辦機構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。主辦機構特此澄清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。

主辦機構並提醒所有參展商不得在展覽會期間進行零售活動。如有任何問題，請與李雪盈小姐聯絡，電話：(852) 2240 4560 或 電郵：sharon.sy.li@hktdc.org。

## 5. Important Exhibition Regulations 展覽會重要規則

### Sub-letting

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the Organisers trade fairs.

By way of clarification, an Exhibitor is ONLY permitted to:-

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employees; and
- (ii) allow its own employees to solicit business for itself, at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

### Display relevant exhibits

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and / or terminate its participation in the Exhibition, without any recourse on our part.

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.

### 分租

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加香港貿易發展局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) 容許其僱員招攬生意。

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的产品，必須與展覽會攤位確認信所述的产品類別展區相符。

### **展品類別**

參展商展示的产品，必須與展覽會攤位確認信所述的产品類別展區相符。假若主辦機構發現有參展商用於展示指定产品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商須遵守，多謝合作。

## **6. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例**

### **1. Exhibitors from outside Hong Kong**

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he / she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he / she 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, Chinese 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/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact the Organisers.

#### **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/](http://www.info.gov.hk/immd/))。如對上述規定有任何疑問，歡迎聯絡主辦機構。

### 7. Caution on Third Party Promotional Offers from Fair Guide / Expo Guide

請小心處理由第三者(Fair Guide / Expo Guide)提供之推廣優惠

The Organisers have 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 Organisers' attention that another company under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")) has sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The Organisers would like to stress that neither the Fair Guide nor the Expo Guide has any connection with the Organisers or any of our fairs.

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

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

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

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

主辦機構獲悉參展商曾接獲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。主辦機構最近發現另一公司Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有) 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。主辦機構特此澄清及重申: Fair Guide或Expo Guide一概與主辦機構或主辦機構的任何展覽完全無關。

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

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

主辦機構並不建議閣下簽署任何從Construct Data及/或Commercial Online Manuals收到之文件。如閣下在錯誤情況下與Construct Data及/或Commercial Online Manual訂立合約，閣下應以書面通知Construct Data及/或Commercial Online Manuals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=142&Clef\\_SITESMAPS=161](http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161)。

#### 8. Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will **NOT** be available for exhibitors at the fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the fair.

參展商請特別留意，展覽會將不設租用手推車服務。參展商如需要使用手推車，請自行安排。

#### 9. Free Wireless LAN service 免費無線上網服務

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by Hong Kong Convention and Exhibition Centre (HKCEC) (Please refer to Form 2C 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.

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器) , 主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見「申請表格」內的表格 2C)。

各參展商亦必須注意香港會議展覽中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗，不穩定或緩慢等情況，且若連線後停止瀏覽網頁超過 10 分鐘，無線上網服務亦會自行中止。

## **PROTECTION OF INTELLECTUAL PROPERTY RIGHTS AT HKTDC EXHIBITIONS**

### **Exhibitors' Brief**

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

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

These procedures, carried out with our 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 42 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.

## 香港貿發局展覽會保護知識產權措施

### 參展商須知

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

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問，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展覽會參展規則第 42 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。



## **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 Fair's website ([www.ecoexpoasia.com](http://www.ecoexpoasia.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 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

## **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展會網站（[www.ecoexpoasia.com](http://www.ecoexpoasia.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。

b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of HKTDC and allowed HKTDC to take photographs of the product or material in dispute during the Fair;

OR

c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by HKTDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the HKTDC shall, in addition, be entitled to immediately terminate the Exhibitors' right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of the complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with HKTDC during the Fairs by removing the disputed product or material from display;

OR

e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Fair Legal Advisor:  
- by more than one complainant in respect of different intellectual property rights; or  
- by the same complainant in respect of different products or material items

OR

f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

### **Penalties for intellectual property-related criminal offences**

#### **Copyright Ordinance (Chapter 528 the Laws of Hong Kong)**

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，
  - 被超過一名投訴人作出四宗或以上牽涉及不同知識產權的有據投訴；或
  - 被同一名投訴人投訴最少有四項不同產品或物品侵權；而該等投訴為駐場法律顧問所接納
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

## **有關知識產權刑事罪行之刑罰**

### **版權條例（香港法例第 528 章）**

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

### **商品說明條例（香港法例第 362 章）**

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品；
- (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, Ownership and Infringement of Intellectual Property Rights**

### **A. Copyright**

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

### **B. Trade Mark**

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

### **C. Registered Design**

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

### **D. Patent**

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

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

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## 通告

### 證明知識產權的存在，擁有權及被侵權的所需文件

#### A. 版權

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

#### B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明。

#### C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明。

#### D. 專利

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

以及任何由駐場法律顧問因應實際情況要求提供的其他證明文件。

**\* 本網頁內的資料如有任何改動，恕不另行通知。**

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