Hong Kong International Stationery Fair 香港國際文具展

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Special Circular 1 – Special Arrangement of Exhibitor Check-In

Please be informed that the **Exhibitor Check-in Counter** for the Hong Kong International Stationery Fair 2019 will be located at **Hall 5B Entrance** on Level 5 of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting for picking up exhibitor badges on the Move-in Day, the following measures will be implemented:

1) Exhibitors are required to bring along the **business card** and proceed to the Exhibitor Check-In Counter any time during **11:00am - 6:00pm on the Move-in Day (6 January 2019)** at the **Hall 5B Entrance on Level 5 of the Hong Kong Convention & Exhibition Centre** to collect the **exhibitor badges, fair catalogue, booth curtain, name card box and important on-site circulars**. Exhibitor badge holders can be picked up at the fair ground.

2) Quantity of exhibitor badges is allocated according to the booth size. Please make sure to bring along these badges for admission to the fairground. If you have lost or have forgotten to bring your exhibitor badges to the fairground, or making onsite replacement requests, a cost of HK$25 per badge will be charged. **Please also note that the exhibitor badge is only valid during 6 – 10 January 2019. No early admission to the fairground is permitted.**

3) **(NEW)** In order to save paper and protect the environment, starting from 2019 Fair, we will use e-fair catalogue instead of print version in the fair.

特別通告 1 – 有關參展商進場登記之特別安排

香港國際文具展 2019 之**參展商進場登記櫃位**將設於香港會議展覽中心 5 樓**展覽廳 5B 入口大堂**。為免參展商於進館日在同一時間排隊輪候領取參展商工作證，主辦機構將實施以下特別安排:

1) 參展商可以在 **1 月 6 日上午 11 時至下午 6 時**之任何時間內，**憑公司名片**前往於**香港會議展覽中心 5 樓展覽廳 5B 入口大堂**設置之**「參展商登記櫃位」**辦理進場登記手續，並領取**參展商工作證、大會場刊、攤位掛簾、卡片盒及重要通告等**。工作證掛套可於會場內索取。

2) 參展商工作證數量視乎攤位大小。如參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個額外參展商工作證須付港幣 25 元。**參展商工作證只限於 2019 年 1 月 6 至 10 日期間使用，不可在 1 月 6 日前提早進場**。

3) **(新)** 為響應環保，由 2019 年展會起，大會將製作電子版展會場刊以取代印刷版本，減少使用紙張。

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

Ref: 2nd Package/Stationery2019-HK

Hong Kong Convention & Exhibition Centre Roadmap 香港會議展覽中心行車路線圖

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Special Circular 2 – Special Move-in and Move-out Arrangement & Centralised Forwarding Services

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the **Move-in Day** (**6 January 2019**) and **Move-out Day** (**10 January 2019**) of the **Hong Kong International Stationery Fair 2019.** 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 arrangement as below:

Special Move-in Arrangement (6 January 2019)

A Move-in Vehicle Permit has been sent to you by courier in mid-December.

- Based on the designated time on the Vehicle Permit issued by the Organisers, exhibitors who use **large vehicle / lorry / vans** for move-in are required to **queue up at the Vehicle Marshalling Area in Tsing Yi** before they go to Hong Kong Convention and Exhibition Centre (HKCEC). (Please find attachment for location map of the marshaling area).
- A **Trip Ticket** will be issued to drivers at the Vehicle Marshalling Area in Tsing Yi.
- **Lorries / vans** will only be allowed to **enter the HKCEC loading area via Expo Drive or Convention Avenue within 2 hours** with a **valid Vehicle Permit** issued by the Organisers and a Trip Ticket issued at the Vehicle Marshalling Area.
- Vehicle Permit and Trip Ticket are NOT required for exhibitors who use private cars / taxi for move-in. Exhibitors can unload their goods only at the Expo Drive Entrance/Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed**.
- Due to space constraints inside the loading area, starting from 1 Jan 2015, 45-foot trucks are prohibited to enter HKCEC loading area, kindly be reminded on this new measure.

Special Move-out Arrangement (10 January 2019)

Exhibitors can choose to use the complimentary centralised forwarding services provided by the Organisers through Kerry Distribution Services (Hong Kong) Ltd. or use your own lorries/vans for move-out.

Option 1	**Option 2**
Complimentary Centralised Forwarding Service by the Organisers (free of charge) [1] **Can be proceeded after 5:00pm**	Exhibitors who use their own lorries/vans or other forwarders **Can only be proceeded after 8:00pm**
1) Pallets will be distributed to the exhibitors by Kerry Distribution Services (Hong Kong) Ltd.[2] after 5:00pm 2) Exhibitors are required to put their packed items onto the pallets. Staff from Kerry Distribution Services (Hong Kong) Ltd. will collect the pallets and issue an acknowledge receipt to the exhibitors. 3) The goods will be delivered to Kerry Distribution Services (Hong Kong) Ltd.' warehouse in Kwai Chung. 4) Exhibitors can pick up their goods at Kerry Distribution Services (Hong Kong) Ltd.' warehouse in Kwai Chung **from 09:00 to 18:00 on 11-12 & 14-15 January 2019 (Fri-Sat & Mon-Tue)**.[3]	1) A Move-out Vehicle Permit is enclosed with this circular. 2) Drivers are required to queue up at the Vehicle Marshalling Area in **Tsing Yi**. The Vehicle Marshalling Area will open from 2:00pm until all the move-out activities have finished. 3) Trip Tickets will be issued at the Vehicle Marshalling Area. 4) **After 8:00pm,** drivers can head to HKCEC loading areas with a valid Vehicle Permit issued by the Organisers and a Trip Ticket issued at Vehicle Marshalling Area.

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

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特別通告 2 – 進館及撤館交通安排及展品撤館服務

主辦機構將於上述展覽會之**進館日（即1月6日）**及**撤館日（即1月10日）**實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排（2019 年 1 月 6 日）

主辦機構已於 12 月中旬起以快遞向各參展商發出 1 月 6 日之進館車輛許可証 (車証)。

- 如參展商使用**大型車輛、貨車及輕型客貨車**，在進入會展中心貨物起卸區前，必須根據**由主辦機構**所發出**車証上之指定時間**到**車輛等候處**報到及輪候。車輛等候處定於**青衣**（請參考圖示為青高路與青尚路交匯處）。
- 在青衣車輛等候處的工作人員會向輪候之司機發出一張**往來証明書**。
- 司機需攜同**車証及往來証明書**於**兩小時內經會議道或博覽道**前往會展中心貨物起卸區進場。
- 如使用私家車或的士進場的參展商，進入會展中心範圍則**不需要**持有**車輛許可証及往來証明書**，但只能於**港灣道或博覽道**正門進行落貨。**司機於落貨後必須盡快離開會展中心範圍，不得停留或等候。**
- 為了舒緩卸貨區內的交通阻塞情況，由 2015 年 1 月 1 日開始, 達 45 尺之大型貨車不得進入卸貨區，各參展商需留意此新安排，避免僱用此類大型貨車。

撤館交通安排（2019 年 1 月 10 日）

主辦機構將為香港參展商提供便捷之**展品撤館服務**，此服務之供應商為嘉里物流（香港）有限公司。另外，參展商亦可選用閣下之貨車或貨運代理**自行安排撤館**。

選擇一	選擇二
主辦機構提供之展品撤館服務(免費)[1] **下午5時後進行**	**自行安排撤館** **下午8時後進行**
1) 嘉里物流[2]之員工將於下午5時後到達各使用該服務參展商之攤位派發卡板。	1) 撤館車輛許可証已隨此通告向各參展商發出。
2) 參展商用紙箱自行包妥有關之展品並放於卡板上以待嘉里物流之員工與參展商於現場進行即時交收。	2) 貨車及輕型客貨車須根據由主辦機構所發出車証上之指定時間到位於青衣之車輛等候處報到及輪候。車輛等候處將於下午2時開放，直至撤館程序完成為止。
3) 貨物將被運往嘉里物流位於葵涌貨倉暫存。	3) 車輛等候處根據當時之交通情況向輪候之司機發出一張往來証明書。
4) 參展商於**1月11-12日, 14-15日(星期五至六及星期一至二)上午9時至下午6時**期間到嘉里位於葵涌貨倉提貨[3]。	4) 於下午8時後，請各司機攜由主辦機構發出的**車証**及於車輛等候處發出的**往來証明書**在兩小時內經會議道或博覽道入口前往會展中心貨物起卸區進場。

Organisers 主辦機構：

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

Hong Kong International Stationery Fair 香港國際文具展

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Points to Note:

1) The Organisers will sponsor a minimum of TWO free pallets (1m X 1m X 1.8m maximum height of exhibits) to the exhibitors who use the centralised move-out service provided through Kerry Distribution Services (Hong Kong) Limited. Please refer to the following table for the entitled number of free pallets:

Booth size (sqm.)	**Maximum amount of FREE shipment (subsidised on pallet basis)**
1-18	2
19-30	3
31-60	6
61 or above	10
Volume of exhibits per pallet: 1000mm x 1000mm x 1800mm (H) (*maximum height of exhibits)	

2) Through a tendering procedure, the Organisers have appointed Kerry Distribution Services (Hong Kong) Ltd. as the service provider. Exhibitors who need extra service provided by Kerry Distribution Services (Hong Kong) Ltd. please refer to the following table:

Optional Services	**Additional Charge**
Extra pallet charge in addition to complimentary pallets sponsored by HKTDC	HKD460 per pallet
Additional handling cost for pick-up beyond 09:00 to 18:00 during **11-12, 14-15 January 2019 (Fri-Sat & Mon-Tue)**	HKD540 per pallet (advance booking required)
Additional handling cost at the warehouse on or after **15 January 2019**	HKD540 per pallet per day (prior application required)
Purchase of pallets upon pick-up (to avoid transferring exhibits from pallet to pallet)	HKD350 per pallet
Local delivery service **without specific delivery date,** during **12, 14-16 January 2019 (Sat, Mon-Wed)**[4]	HKD440 for 1st pallet, HKD280 for 2nd pallet HKD220 per extra pallet thereafter (for the same drop off point)
Local delivery service **with specific delivery date,** during **12, 14-16 January 2019 (Sat, Mon-Wed)**[4]	HKD560 for 1st pallet HKD340 per extra pallet thereafter (for the same drop off point)
Next Day delivery service on **11 January 2019**[4]	HKD760 for 1st pallet HKD500 per extra pallet thereafter (for the same drop off point)
De-palletizing(unload exhibits from wooden pallets before delivery to door)	HKD300 per pallet

3) A gate charge of **HKD600** per vehicle (under 24-ton) should be paid by the exhibitor.

4) All exhibitors should pick up their exhibits on or before **15 January 2019** or have delivery service arranged on or before **16 January 2019**. Otherwise, all exhibits stored at Kerry Distribution Services (Hong Kong) Ltd. warehouse will be turned to Kerry Distribution Services (Hong Kong) Ltd. for disposal at the exhibitors' own risk. Limitation of delivery service: single drop-off point, except outlying islands, CFS warehouses, ports & terminals and other routes involving staircases and de-palletising before delivery.

5) Further enquiries regarding Kerry Distribution Services (Hong Kong) Ltd. services, please call their hotline at 2211-3633 or via email move-out@kerrylogistics.com.

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

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注意：

1. 主辦機構會為使用嘉里物流服務之參展商**免費提供最少二板貨量**[每板之呎吋：1.0米 x 1.0米 x 1.8米（高）*此為最高載貨的高度限制] ，**免費之板*貨數量***依攤位大小而定。**免費之撤館貨量如下:**

展位面積 （平方米）	最多可提供之免費貨量 （以板數計）
1-18	2
19-30	3
31-60	6
61或以上	10
每板展品之體積：1.0米 x 1.0米 x 1.8米*（高）	*此為最高載貨高度限制

2. 嘉里物流（香港）有限公司以最低之報價成為此服務之供應商。除主辦機構提供之免費服務外，各參展商亦可選擇以下由嘉里提供的附加服務**:**

附加服務	**額外收費**
額外貨量	每板港幣460元
於**1月11-12日及14-15日 (星期五至六及星期一至二)** **上午9時至下午6時**以外時間提貨	每板港幣540元（需預約）
1月15日（星期三）或之後存倉附加費用	每板每天港幣540元（需提前申請）
提貨時如需購買貨板	每板港幣350元
1月12日及14-16日 （星期六及星期一至三）: 從嘉里貨倉**不限特定送貨日期**運至本港範圍內[4]	第一板為港幣440元 第二板為港幣280元 其後每板為港幣220元 (只限一送貨點)
1月12日及14-16日 （星期六及星期一至三）: 從嘉里貨倉**限特定送貨日期**運至本港範圍內[4]	第一板為港幣560元 其後每板為港幣340元 (只限一送貨點)
1月11日（星期五） 從嘉里貨倉**翌日**運至本港範圍內[4]	第一板為港幣760元 其後每板為港幣500元 (只限一送貨點)
拆板服務費用(送貨時將展覽品由木卡板上卸下):	每板港幣300元

3. 參展商繳付每車**港幣600元**（只限24噸或以下貨車）之**入閘費**。

4. 所有貨物須於**2019年1月15日或之前**提走或在**2019年1月16日或之前**安排運送。**2019年1月16日或之後**仍留在嘉里葵涌貨倉的貨物將交由嘉里物流（香港）有限公司自行處理，所有風險由參展商承擔。本港送貨的限制:收費以每一送貨點計算，不包括離島、貨運集散倉、港口、機場貨運站及其他有樓梯或需拆卸送貨的地點。

5. 如有任何查詢，請聯絡嘉里物流，電話：2211 3633 或電郵：move-out@kerrylogistics.com 。

Organisers 主辦機構：

Ref: 2nd Package/Stationery2019-HK

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Reply Slip 回條

Hong Kong International Stationery 2019 – Move-out arrangement
香港國際文具展 2019 – 撤館之安排

All exhibitors are required to submit the following Reply Slip no later than **13 December 2018 (Thursday)**. For enquiries, please call the Organisers customer service hotline at (852) 1830-668.
各參展商須於**2018年12月13日 (星期四)**前填妥以下回條並交回主辦機構。如有疑問，請致電主辦機構客戶服務熱線 (852) 1830-668查詢。

To 致: HKTDC 香港貿易發展局 Email 電郵: stationery@hktdc.org

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Kindly choose **one from the two options** below, if you **do not choose** any option or **choose both options**, we will treat you as **using your own goods vehicle or forwarders** to move-out:
請選擇下列**其中一項**，如**不選擇**或**選多於一項**將被視作**自行撤館**處理。

☐ **Option 1 選項一**

We would like to apply for the **complimentary move-out service** offered by the Organisers and would like Kerry Distribution Services (Hong Kong) Ltd. ("KDSHK") to contact us accordingly(1). We understand that whether the application is successful or not is under full discretion of KDSHK and will be certified by the confirmation letter issued by KDSHK.
本公司欲申請由主辦機構免費提供之展品撤館服務，敬請承辦商嘉里物流（香港）有限公司與我們聯絡。本公司明白申請成功與否將由嘉里物流（香港）有限公司全權決定(1)，並以嘉里物流（香港）有限公司所發出的確認信為準。

☐ **Option 2 選項二**

We would like to use our own goods vehicles or forwarders during the move-out day. 本公司將自行撤館。

Company Name 公司名稱:_____

Booth No.展位號碼:_____ Contact Person 聯絡人:_____

Tel 電話 : _____ Email 電郵:_____

Signature & company chop
簽署及公司印章: _____ Date日期: _____

*** Please return this slip to stationery@hktdc.org immediately so as to avoid delay.**
請於填妥後立即傳真此回條至stationery@hktdc.org。

Remark: *(1) For those exhibitors who choose the move-out arrangement by appointing KDSHK, they shall receive the Application Form through e-mail/ fax. Exhibitors should fill in the Application Form for the details of service required and return it to KDSHK* **on or before 2 January 2019.**

備註： **(1)嘉里物流將以電郵/傳真發出申請表格予所有申請使用嘉里物流撤館服務之參展商。敬請參展商於 2019年1月2或之前將填妥之申請表格傳真予嘉里物流。如參展商未能於上述指定日期內交回表格，將被視作自行撤館論。**

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

Hong Kong International Stationery Fair 香港國際文具展

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Location of the Vehicle Marshalling Area in Tsing Yi

青衣車輛等候處位置圖

Organisers 主辦機構 ：

HKTDC 香港貿發局 messe frankfurt

Hong Kong International Stationery Fair 香港國際文具展

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Special Circular 3 – e-Badge for buyers
特別通告 3 - 買家電子入場證

The Organisers introduced e-Badge for buyers to upgrade buyer's experience at the fair as well as support environmental protection.

Buyers are required to download the "HKTDC Marketplace" mobile App and complete visitor registration, then login to retrieve e-Badge. When entering fairground, bluetooth service of the mobile device has to be enabled to obtain a "green tick" on the e-Badge and show to staffs for seamless fairground access. Paper badge for buyers would still be available. While e-Badge is not applicable to exhibitors this year, exhibitor e-Badge will be launched in the Fair 2020.

More functions would be introduced in later stage. Based on the buyers' needs and preferences, customised information in the "HKTDC Marketplace" App will be provided for buyers to find and connect with exhibitors, and receive latest fair information and special offers at fingertips, providing convenience and all-rounded fair experience.

More details: http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html

現今流動技術日益普及，大會亦與時並進，於展會推出**買家電子入場證**（e-Badge），期望提升買家的展會體驗，同時響應環保。

買家只需下載香港貿發局商貿平台（HKTDC Marketplace）流動應用程式，完成登記後，便可索取電子入場證。進入會場時，先啟動藍牙，並向工作人員展示「綠剔」，即可進入會場。買家仍可選擇以實體買家證進場。雖今屆展會大會暫未推行參展商電子入場證，預計參展商電子入場證將於 2020 年展會使用。

大會將逐步加入更多功能，稍後的流動應用程式能針對買家需求及喜好設定，提供個人化資訊；方便買家搜尋及連繫目標展商，更容易獲取最新展會資訊及優惠，帶來更便捷及全面的展會體驗。

更多資訊：http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html

Organisers 主辦機構：

HKTDC 香港貿發局 messe frankfurt

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Special Circular 4 – Safety Regulation on the Use of Trolleys

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during Move-in (6 January 2019) and Move-out period (10 January 2019):

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances during fair period.

2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-in and move-out period. Trolley travel cases / travel bags that can be hand-carried safely are exempted from this rule. Please refer to the following examples:

Allowed ✓	Not Allowed ×

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

3. Exhibitors with oversized exhibits or goods to move out are required to use the **centralised forwarding service** (applicable to Hong Kong exhibitors only) provided by the Organisers (between 5:00pm to 7:30pm) and/ or to arrange their **own goods vehicles** (after 8:00pm) for move-out. As usual, all goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi Vehicle Marshalling Area** first to collect a trip ticket before they go to HKCEC.

4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling the traffic of all incoming vehicle. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.

5. A joint traffic operation by the Police and Transport Department between 3:00pm and 8:00pm on the Move-out Day will be carried out. The HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 to pick-up and drop-off passengers during this period.

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特別通告 4 – 使用手推車安全細則

基於安全理由，香港會議展覽中心將在進館日(即 1 月 6 日)及撤館日(即 1 月 10 日)執行以下措施，限制參展商手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意:

1) 於下午 5 時前所有超出 81 厘米(高) x 56 厘米(闊) x 33 厘米(深)的手提物品，包括展品、貨物或行李，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商進出之物品大小。

2) 參展商不可在會場內的公共通道（包括但不限於各展覽廳正門或大堂、扶手電梯及載客用升降機）上使用任何板車、手推車或唧車等工具車來運送展品或貨物，從進館及撤館。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例:

准許使用 ✓	不准使用 ×

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

3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日使用由主辦機構提供之**中央撤館服務**(只適用於香港參展商)，或**自行安排貨車(於晚上 8 時後)**撤館。所有自行安排撤館之貨車，必須前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。

4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。

5) 另外運輸署將聯同警方，於撤館日下午 3 時至晚上 8 時正，禁止所有未經授權之車輛進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

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Special Circular 5 – Charges on Vehicles with Extended Stay During Move-in & Move-out Day

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during all Move-in Day and Move-out Day of the Hong Kong International Stationery Fair 2019.

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

The key points of this measure are summarised as below:

1. Days that charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **5 - 6 January** and **10 January 2019**.

2. Charges

		Every 30 minutes (or part thereof)
First 45 mins (Grace Period)	:	Free
First 2 hours after 45 minutes	:	HK$100
After 2 hours & 45 minutes	:	HK$150
Each Lost Ticket	:	HK$500 / per ticket / per day

3. Entry and Exit Control

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

4. Payment Collection

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

5. Notice

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

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

Thank you for your cooperation.

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特別通告 5 - 車輛進館及撤館期間延期停留額外費用

香港會議展覽中心與警務處及運輸署達成協議，同意在香港國際文具展 2019 的進館及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 **2019 年 1 月 5 – 6 日及 10 日**，實施進館及撤館車輛使用時間收費計劃。

2. 費用

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

3. 出入口處的控制

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

4. 繳費方法

請於貨車調車區出口管制處繳交費用，並同時發還收據。

5. 注意事項

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

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

敬請各參展商合作，使香港國際文具展的進館及撤館程序能順利進行。

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Special Circular 6 - hktdc.com Online Promotion Maximises Your Exhibition Effectiveness

All Hong Kong International Stationery Fair 2019 exhibitors can now enjoy a one-year online promotion at HKTDC's Online Marketplace (www.hktdc.com) from November 2018 to October 2019 that will enable them to display company information and 3 product / service photos, plus subsequent onsite value-added services to boost buyer enquiries. Exhibitors can continue to enjoy our free Exhibitor Code Scanning Service during the fair.

Value-added Service One: Exhibitor Code Scanning Service

Buyers:

1. Download the HKTDC Marketplace App for FREE from the App Store or Google Play.
2. Start the App and tap on the 〝Scan〞 button. Scan the QR code on the buyer badge to activate the scanner.
3. Buyers can scan the QR code at your booth via their smartphones or tablet devices, to download your company information and product/ service catalogue.
4. A daily report will be emailed to buyers consolidating all the exhibitors' information which they scanned for their records.

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Exhibitors:

1. Upload/ update your latest company information, product/ service photos and catalogues to hktdc.com before the fair.
2. HKTDC **passes a dedicated QR Code** to you at exhibitor check-in counter. Please place it prominently at your booth.
3. You are encouraged to invite buyers to scan your QR Code at the fair proactively.
4. We will send you **a buyer list with the contact information of the buyers who scanned your QR Code** at the end of each fair day so that you can record these buyers and contact them directly.

Value-added Service Two: hktdc.com Free Sourcing Service

The HKTDC will provide free lists of relevant exhibitors to buyers by matching their sourcing needs with the exhibitors' product/ service information on hktdc.com.

The more product/ service information about your company available on hktdc.com, the higher the chance you will be referred to buyers. Many suppliers have received over 100 buyer referrals from a single trade fair.

Value-added Service Three: hktdc.com Buyer Meetings

Buyer sourcing meetings will be organised for VIP buyers during the fair. Based on buyers' sourcing requirements, we will pre-screen exhibitors' product/ service information on hktdc.com and refer appropriate suppliers to join the meetings and directly discuss business deals with the buyers.

Again, **the more product/ service information you make available on hktdc.com, the higher the chance you will be referred to join these buyer meetings**.

Don't miss this unique opportunity, act now!
For enquiries, please contact HKTDC Customer Service Line (852) 1830 668.

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

Hong Kong International Stationery Fair 香港國際文具展

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特別通告 6 - 「貿發網」hktdc.com 推廣　助您加強展覽成效

每家「香港國際文具展 2019」參展公司均可在「貿發網」網上商貿平台(www.hktdc.com) 享有一年的基本推廣服務(2018 年 11 月至 2019 年 10 月)，登載公司資料及產品/ 服務照片 3 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。今屆參展商可在展會期間**繼續免費**試用貿發局推出的**「參展商編碼掃瞄推廣服務」**。

增值服務一)　參展商編碼掃瞄推廣服務

買家:

1. 可從 App Store 或 Google Play 免費下載香港貿發局商務平台應用程式(HKTDC Marketplace App) 。
2. 開啓應用程式並點擊〝Scan〞，然後掃瞄買家入場證上的二維碼(QR Code)即完成啓動程序。

3. 買家可於您的攤位掃瞄參展商編碼，即時下載您的公司及產品資料。

4. 本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

Organisers 主辦機構 ：

HKTDC 香港貿發局　messe frankfurt

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參展商:

1. 於展前更新或上載公司資料及產品/ 服務照片及目錄到「貿發網」。
2. 本局於展覽會**進館當日向貴公司派發專屬的二維碼(QR Code)**，請放置於攤位當眼位置。
3. 本局十分鼓勵您在會場內主動邀請買家掃瞄您的參展商編碼，以助買家即時紀錄貴公司的資料。
4. 我們會將**曾下載過貴公司資料的買家名單及聯絡方法電郵給您**，方便雙方存檔記錄，助您與這些買家跟進洽商。

增值服務二)　hktdc.com 展覽商貿配對服務

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/ 服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/ 服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前提交有關資料! 在數天展期內，供應商透過此服務平均獲取 100 個買家查詢。

增值服務三)　hktdc.com 展覽買家採購會

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/ 服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，**參展商上載的產品/ 服務資料愈多，獲推薦參與買家採購會的機會愈大**!

勿失良機，請即行動! 如有任何查詢，請致電香港貿發局客戶服務專線 (852) 1830 668。

Organisers 主辦機構 :

HKTDC 香港貿發局　messe frankfurt

Appendix 1

Special Measures on Intellectual Property Protection

Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC / MFHK Exhibitions

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

TDC and MFHK (referred to below as "Organisers") have on-the-spot procedures at their 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 Organisers' legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Organisers' 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 ("**Exhibitors**") is drawn to Clause 42 and 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC / MFHK exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organisers and their 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 Organisers 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 TDC / MFHK Exhibitions" (**"Exhibitors' Brief"**) that the Organisers 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 Organisers shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and / or subsidiary companies from any or all future TDC / MFHK exhibitions and / or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC / MFHK Exhibition in which the Exhibitor is participating.

If a complainant (**"Complainant"**) files a complaint with the Organisers in accordance with the Exhibitors' Brief and requests the Organisers to take action against an Exhibitor, the Complainant agrees to hold the Organisers, their 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 Organisers, their agents, representatives, contractors or employees (including but not limited to their Legal

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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 Organisers, their agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by Organisers Fair Officials and the Legal Advisors engaged by Organisers.
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 Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a Organisers Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the Organisers have the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organisers' website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organisers, TDC / MFHK have the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he / she can adduce evidence to show to the satisfaction of the Legal Advisors that he / she has the right to deal in such product or material. He / she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC / MFHK for its records.
8. If the Organisers are 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 Organisers under paragraphs 6 and / or 7 and / or 8 above, Organisers shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and / or subsidiary companies, from any or all future TDC / MFHK exhibitions.
10. Organisers staff will visit any booth in respect of which a complaint has been received and accepted by Organisers' 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, Organisers shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and / or subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and / or subsidiary companies from any or all future TDC / MFHK exhibitions.

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Penalties

An Exhibitor and / or any of its representatives, parent, associate, affiliated and / or subsidiary companies may, in the sole and absolute discretion of the Organisers, be banned from any or all future participation in TDC / MFHK exhibitions if:

a. after Organisers have received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
   - allow Organisers to immediately take 3 photographs of the product or material in dispute;
   - sign an undertaking immediately in favour of Organisers in a form provided by Organiser, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of Organisers and allowed Organisers 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 Organisers 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 Organisers shall, in addition, be entitled to immediately terminate the Exhibitor's 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 any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with Organisers 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 Legal Advisors:
   - by more than one complainant in respect of different intellectual property rights; or
   - by the same complainant in respect of different products or material items

OR

f. 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)

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Under the Trade Descriptions Ordinance, any person who:- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer; (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied commits a criminal offence. Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence. Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence. Any person who commits such an offence under the Trade Descriptions Ordinance may be liable - a. on conviction on indictment, to a fine of $500,000 and to imprisonment for 5 years; and b. on summary conviction, to a fine of $100,000 and to imprisonment for 2 years.

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

A. Copyright

Option 1: An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf]

OR

Option 2: If the Complainant owns and provides its original evidence for all of the below items 4 - 6 as evidence, and provide information and evidence of **all** of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE**: copies, including photocopies or computer copies will **not** be accepted;
5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. **original** evidence of the date of (i) the first sale of the product / article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product / article in question

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For any complaint made under Option 2, complainants will also be required to complete, provide and confirm **all** the above information and evidence in a standard-form checklist (which is available for download at [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] or to be provided by Organisers at the time of the complainant's filing of the complaint). If any of the required information and / or evidence is missing or otherwise incomplete, or if any of the information and / or evidence provided are, in Organisers' opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
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 with clear and specific reference to the alleged infringing product in question.

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

附件 1

通告：有關保護知識產權問題的措施

主辦機構保護知識產權措施：參展商須知

香港貿易發展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。

主辦機構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 (「**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 (「**參展商**」)，必須遵守主辦機構展覽會參展規則第 42 及 43 項有關參展商權利與責任的條款，內容如下：

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

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《香港貿易發展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代表、母公司、有聯繫公司、相關聯公司及 / 或附屬公司參加香港貿易發展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 (「**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。

附件 1

<u>處理投訴程序</u>

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，主辦機構的負責人員以及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》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，主辦機構負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於香港貿易發展局的網站 (www.hktdc.com) 上顯示。若有該等發現，主辦機構有全權絕對酌情決定權根據香港貿易發展局之*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香港貿易發展局的網站取下 / 刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 主辦機構有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。主辦機構會保留一份承諾書副本及一張相片作為紀錄。
8. 假若主辦機構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，主辦機構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，主辦機構有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及 / 或附屬公司參加主辦機構以後舉辦的任何或所有展覽會的權利。
10. 主辦機構職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，主辦機構有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、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，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及 / 或附屬公司參加主辦機構以後舉辦的任何或所有展覽會。

附件 1

<u>侵權處罰</u>

主辦機構有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及 / 或任何其代表、母公司、有聯繫公司、相關聯公司及 / 或附屬公司參加主辦機構以後舉辦的任何或所有展覽會：

1. 在主辦機構受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
   - 立即讓主辦機構職員為涉嫌侵權的產品或物品拍三張照片; 或
   - 應主辦機構要求立即簽署主辦機構提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應主辦機構要求簽署承諾書及讓主辦機構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，主辦機構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主辦機構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，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均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。

<u>有關知識產權刑事罪行之刑罰</u>

<u>版權條例 (香港法例第 528 章)</u>
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。

<u>商品說明條例 (香港法例第 362 章)</u>
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或應用於向消費者提供或要約提供的服務;
(ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
(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。

附件 1

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。

另外，任何商戶如就任何消費者作出任何不良營商手法 (包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為)，即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：
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。

證明知識產權的存在及擁有權的所需文件

A. 版權

途徑 1: 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf]

或

途徑 2: 若投訴人為版權擁有人並能提供下列第 4 - 6 項證據的**正本**作舉證，投訴人需提交下列**所有**的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的**原作正本**，例如設計圖樣及草圖等 - **註**：任何副本，包括影印本或電腦印列本，均**不**接受；
5. 作品擁有權證明的**正本**。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或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；及
6. 發票、貨運文件或其他文件的**正本**，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或(2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品 / 物品。

附件 1

以途徑 2 作出之投訴，主辦機構將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] 或於呈交投拆時向主辦機構索取。若缺少任何資料及 / 或證據、或任何資料及 / 或證據不完整、或倘若主辦機構認為任何提交之資料及 / 或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

B. 商標

1. 有效的**香港**商標註冊證書正本或核證副本，包括續期證書或證明 (**註**：任何非香港的註冊均**不**接受)。

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 (**註**：任何非香港的註冊均**不**接受)。

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 (**註**：任何非香港的註冊均**不**接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

Hong Kong International Stationery Fair 香港國際文具展

7 – 10 / 1 / 2019

Circular (7) – Fair Notices
通告 (7) – 展會通告

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1. Move-out Regulation 撤館守則

Please note that all exhibitors are strictly abided by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booth before the closing of the Fair on 10 January 2019 at 5:00pm.** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist on moving out before 5:00pm, the Organisers reserve the rights to reject future application from the exhibitor. Those exhibitors may also have to pay extra deposit next year when applying booth.

特此通告**各參展商需嚴格遵守大會的撤館時間, 不得於展覽會指定結束前(即 2019 年 1 月 10 日 5 時前)將展品運走及開始收拾其攤位**。 敬希 貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

爲進一步提高展覽會質素及避免同類事件發生，主辦機構職員會於展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，**主辦機構有權取消違規公司往後的參展資格**，參展公司將來參展亦可能需繳納額外保證金。敬希留意。

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

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

3. Free Shuttle Bus 免費巴士服務

In case your exhibits are small and can be packed into a hand-carrying luggage case, you are encouraged to use our free shuttle bus service provided on the move-out day (10 January). Designated shuttle buses with luggage cabin will depart from the Expo Drive entrance to Hung Hom & Tsim Sha Tsui. You can make use of this service to leave the exhibition venue and connect other means of transport which you find convenient.

如 貴公司於撤館日（即 1 月 10 日）將會提走的展品屬於較細小及便於放置在手提行李內，主辦機構鼓勵各參展商使用大會提供的免費巴士服務，乘搭附設行李架之指定免費巴士由香港會議展覽中心入口處駛往紅磡及尖沙咀離開展場，及後轉乘其他交通工具抵達目的地。

4. 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 53 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
Email : 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.

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 53 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爲時，海關將核實跟進，並採取現場執法行動。

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

「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 5391
傳真 ：(852) 2788 5388
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。

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

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

1) Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
2) Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
3) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
4) Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
5) To facilitate storage of precious exhibits at night from 6 – 10 January 2019, the Organisers will offer exhibitors overnight storage facility arrangement.
6) With reference to the recent loss cases reported in the Fairs, the police have advised exhibitors to take measures to prevent laptop computer from being stolen. Some cable locks have been sourced for the laptop computers. These locks will be available for sale at the Business Centre.

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

主辦機構一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，主辦機構特作出下列的保安預防措施：

1) **加強保安巡邏** - 主辦機構將於每日早上進館及晚上撤館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及撤館時間，參展商亦必須特別提高警覺。
2) **參展商工作證** - 為更有效地識別各參展商的身份及所屬之攤位，主辦機構將採用較大字體列印參展商工作證上的攤位號碼，以方便分辨各參展商的身份。
3) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
4) **攤位布簾** - 主辦機構將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。

5) **通宵儲存服務** - 為方便參展商於 **2019 年 1 月 6-10 日**期間在晚上儲存貴重展品，主辦機構將提供通宵儲存服務。
6) **電腦鎖** - 為更有效保障各參展商於展覽期間的財物安全，於商務中心設有電腦鎖供參展商購買，電腦鎖可有效防止手提電腦遭盜竊及遺失。

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

6. 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.

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。

7. Important Exhibition Regulations 展覽會重要規則

Sub-letting

You are strictly forbidden to sublet or otherwise share your Space or Booth 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 Booth 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 Booth.

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 Booth. 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及法蘭克福展覽舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

(ii) 容許其僱員招攬生意。

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

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

展品類別

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

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

8. Receiving Buyers at the Fair 參展商接待買家須知

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

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

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

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

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

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

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

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

9. Invoices Issued to Buyers (Trade Description Ordinance) 有關<商品說明條例>中產品銷售之發票內容

Hong Kong International Stationery Fair is important that Exhibitors reflect the ethical and professional image of the trade event. Exhibitors are reminded that each invoice issued must clearly indicate the exhibitor's full name and address as well as a detailed description of goods sold, including but not limited to the date of purchase, quantity, price and/ or any other written particulars as required under the laws of Hong Kong, in order to comply with the law and avoid misunderstandings or complaints.

Further, exhibitors must ensure that all trade descriptions to be applied to the goods supplied or offered to supply are accurate, and that it must not omit, hide or provide material information in a manner that is unclear, unintelligible, ambiguous or untimely. Exhibitors who provide, supply or offer to supply goods with a false trade description commit a criminal offence in contravention of the Trade Descriptions Ordinance, Chapter 362, Laws of Hong Kong. If an exhibitor is found to be in breach of the said Ordinance or any of its eight pieces of subsidiary legislation, the Organisers shall have the right to permanently terminate the exhibitor's right to exhibit in the exhibition and ban the exhibitor from all future events held by the Organisers.

For more information on Trade Description Ordinance, please visit the link:
http://www.customs.gov.hk/en/faqs/consumer_protection/trade_desc/index.html

香港國際文具展作為全球重要的商貿平台，參展商在任何時刻對商業道德及專業形象的持守尤其重要。因此，主辦機構特別向各參展商作出提示，所有發出的商品發票必需清楚列明參展商的全名、地址，以及所銷售之產品詳情，包括但不限於購買日期、數量、價錢，及 / 或其他香港法例所要求的書面詳情，以遵守法律要求及避免引起混淆及投訴。

此外，參展商必須確保所有供應或要約供應的貨品所應用的商品說明均為準確，並且其不得遺漏、隱藏，或以不明確、難以理解、含糊或不適時的方式提供重要資料。參展商如提供、供應或要約供應附有虛假商品說明之貨品，即屬刑事罪行，並觸犯香港法例第 362 章<商品說明條例>。如參展商被發現觸犯該條例或其八條附屬法例的任何一條，主辦機構有權永久終止其參展資格及禁止其參與主辦機構未來舉辦的所有活動。

有關<商品說明條例>之詳細資料，可參考: http://www.customs.gov.hk/tc/consumer_protection/trade_desc/index.html

10. 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 India

We would like to update you regarding a new arrangement on Indian nationals arriving Hong Kong, which applies to ALL our Indian exhibitors and buyers.

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region since 23 January 2017, 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 online service for "Pre-arrival Registration for Indian Nationals" has been opened.

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

3. 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.

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 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，惟逗留期間，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. 來自印度的展商

請留意一項關於印度國民的入境安排，此安排適用於所有印度參展商和買家。

跟據香港特別行政區（香港特區）入境事務處的指引，自 2017 年 1 月 23 日起，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。相關的網上登記平台已開放，申請人可即時得知免簽證資格的結果。

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

3. 中國內地參展商

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第 1 項所列的香港入境規例。

3. 香港參展商

假若任何本地參展商有意於展覽會舉行期間(包括進館及撤館期間)，在攤位派駐或僱用任何來自香港以外的人士，上述規例(第 1 及 2 項)亦同樣適用。

有關香港入境規例詳情，請瀏覽香港入境事務處網址(www.info.gov.hk/immd/)。如對上述規定有任何疑問，歡迎聯絡主辦機構。

11. 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。

12. Caution on Third Party Promotional Offers from Fair Guide / Expo Guide / Event Fair / FAIR-Guide
請小心處理由第三者(例如 Fair Guide / Expo Guide / Event Fair / FAIR-Guide 等) 提供之推廣優惠

It has come to the Organisers' attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.
主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。

These directories and organisations include but are not limited to the following:
- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")
- Event Fair - The Exhibitors Index
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).
- AVRON, and
- International Fairs Directory

此等出版人或組織包括但不限於:
- Fair Guide（由 Construct Data 所擁有），
- Expo Guide（由 Commercial Online Manuals S de RL de CV（"Commercial Online Manuals"）所擁有），
- Event Fair - The Exhibitors Index
- FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有) ，
- AVRON，及
- International Fairs Directory

The Organisers would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair, the FAIR-Guide, AVRON nor the International Fairs Directory has any connection with the Organisers or any of our fairs.
香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair、FAIR-Guide、AVRON 和 International Fairs Directory 概與主辦機構或主辦機構的任何展覽完全無關。

UFI, an international organisation 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 and AVRON have shifted their operation from Austria to Mexico and/or Slovakia.
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。

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, Event Fair, AVRON and International Fair 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.
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 Fair 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。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。

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

The Organisers does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, 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.

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

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fair Directory, please visit http://www.ufi.org/industry-resources/warning-construct-data/.
欲瞭解更多信息關於 UFI 對 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals、Event Fair、 AVRON 與 International Fairs Directory 採取之行動，請瀏覽此網頁 http://www.ufi.org/industry-resources/warning-construct-data/。

13. 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。

14. 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 causal usage by a limited number of users simultaneously. The wireless connection may fail or become slow and / or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途 (如網頁示範、檔案下載或遠程連接電腦伺服器等)，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攤位中使用，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。

15. Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals 熱帶氣旋及黑色暴雨警告信號下之特別安排

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as "typhoon") or Black Rainstorm Warning Signal during Hong Kong International Stationery Fair 2019.
敬請各參展商留意以下熱帶氣旋 (俗稱"颱風") 或黑色暴雨警告信號下，主辦機構於香港國際文具展 2019 所作出之特別

安排。

A. Special Arrangements for Tropical Cyclone Warning Signal
熱帶氣旋警告信號下之特別安排

I. During Move-in (6 Jan), Move-out (10 Jan)
進館日(1 月 6 日)、撤館日 (1 月 10 日)

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and / or move-out period, the move-in and move-out procedure will continue if situation allows.
如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours
展覽會開放前

1. If a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
如八號預警於**上午 8 時 30 分前發出**，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午 8 時 30 分前懸掛，展覽會同樣暫時關閉。

2. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如八號熱帶氣旋警告信號於**下午 2 時或之前取消**，展覽會將會在八號熱帶氣旋警告信號取消**兩小時後**重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消**一小時後**進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.
若八號熱帶氣旋警告信號於**下午 2 時後取消**，展覽會將繼續關閉。

III. During Opening Hours (7-10 Jan)
展覽會進行期間 (1 月 7 至 10 日)

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement,** giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organisers will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。

2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.
在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

B. Special Arrangements for Black Rainstorm Warning Signal
黑色暴雨警告信號下之特別安排

I. During Move-in (6 Jan), Move-out (10 Jan)
進館日 (1 月 6 日)、撤館日 (1 月 10 日)

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
   如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours
展覽會開放前

1. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
   如黑色暴雨警告信號於**上午 8 時 30 分前發出**，展覽會將暫時關閉。

2. If a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
   如黑色暴雨警告信號於**下午 2 時或之前取消**，展覽會將會在黑色暴雨警告信號取消**兩小時後**重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消**一小時後**進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2pm**.
   若黑色暴雨警告信號於**下午 2 時後取消**，展覽會將繼續關閉。

III. During Opening Hours (7-10 Jan)
展覽會進行期間 (1 月 7 至 10 日)

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.
   如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

C. Other Issues
其他注意事項

1. The Organisers will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
   主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organisers will announce the changes, if any, as soon as possible.
   主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。
3. Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal is hosted.
   參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號及熱帶氣旋警告信號下購買保險。

Hong Kong International Stationery Fair 香港國際文具展

7 – 10 / 1 / 2019

Special Circular 8 Restriction on Custom-built Stand Height

For rising environmental and safety concerns, the Organisers will lower the maximum height of single-deck custom-built stands to 4.5 metres, whereas height of double-decks remains unchanged at a maximum of 5 metres, in all its fairs with details below:

1. Starting **1 May 2019**, all **NEW** single-deck custom-built designs shall not exceed the height of 4.5 metres (note: all stand construction underneath ±0.5m of the smoke curtain shall not exceed 2.5 metres in height in Hall 3FG & 5FG and 3 metres in height in Hall 1, 3BCDE & 5BCDE).

2. Re-used single-deck stands can continue to be used until **the end of April 2021** only if the stand design remains unchanged as it was submitted to HKTDC in 2018 with no modifications made. Otherwise, the revised stands will be regarded as new and be subject to the height restriction of 4.5 metres.

3. Starting **1 May 2021**, no single-deck custom-built stands (including re-used stands) shall exceed the maximum stand height restriction of 4.5 metres.

We believe that you will support this new initiative in creating a better working environment.
Thank you for your kind understanding and cooperation in advance.

特別通告 8 特裝展位高度限制

主辦機構為促進環保及提供較安全的工作環境，將在其展覽會限制單層特裝展位高度至最高 4.5 米，而雙層特裝展位的高度上限則維持 5 米不變，詳情安排如下：

1. 由 **2019 年 5 月 1 日**起，所有**新設計**的單層展位高度不得超越 4.5 米(注：在防煙閘以下的± 0.5 米範圍，展館 3FG 及 5FG 的展位高度不可超越 2.5 米；展館 1, 3BCDE, 5BCDE 及大堂的展位高度不可超越 3 米)。

2. 重用的單層展位如設計不變，可以繼續保留至 **2021 年 4 月**底。 重用展位設計必須跟 2018 年提交給貿發局的圖則相同，並不可作出任何結構性改動; 否則，貿發局將以新設計論，並需把展位高度降至 4.5 米。

3. 由 **2021 年 5 月 1 日**起，所有單層特裝展位(包括重用展位)最高限制為 4.5 米。

我們希望調整限高能締造更好的工作環境，感謝您理解與合作，謝謝。

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt

Hong Kong International Stationery Fair 香港國際文具展

7 – 10 / 1 / 2019

Circular (9) – Repair and Maintenance Work Outside the Fairground
特別通告 (9) – 展場設施保養及維修事宜

HKCEC has been regularly conducting repair and maintenance work in order to ensure all facilities are safe to use. Exhibitors are advised that a working platform has been erected outside the fairground, while any repairing or maintenance work will be suspended during the fair period (6-10 Jan).

Should Exhibitors have any queries or need assistance in this respect, please do not hesitate to contact Organisers. Your cooperation and understanding are the most important to facilitate a safety environment for the Hong Kong International Stationery Fair and to all Exhibitors and Visitors.

香港會議展覽中心定期進行設施保養及維修工作，以確保所有設施可安全使用。參展商請留意於展覽會期間 (1 月 6-10 日) 將有工作平台搭建於展會大堂，惟所有保養及維修工作將暫停至展會完結為止。

如參展商對上述事宜有任何查詢或要求協助，請與主辦機構聯絡。敬請各參展商合作及諒解，使香港國際文具展能安全及順利地進行。

Location of Working Platform Erected: Concourse outside Hall 5B
工作平台搭建位置: 5B 入口外大堂

Organisers 主辦機構 :

HKTDC 香港貿發局 messe frankfurt