



## **Exhibitor Package for Hong Kong International Stationery and School Supplies Fair 2024**

Dear Exhibitor,

Thank you for your participation in the Hong Kong International Stationery and School Supplies Fair 2024.

Please note the items listed in your exhibitor package and read them carefully.

If you have any questions, please feel free to contact our colleagues. Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

### 香港國際文具及學習用品展 2024 (參展商須知)

各位參展商：

感謝 貴公司參加香港國際文具及學習用品展 2024，煩請檢查已領取的資料是否齊全並仔細閱讀。

如有任何疑問，請與我們聯絡。

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



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

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
8 - 10 January (Mon - Wed) 1月8至10日(星期一至三)	9:30am - 6:30pm 上午9時30分至下午6時30分	9:00am - 6:00pm 上午9時正至下午6時正
11 January (Thurs) 1月11日(星期四)	9:30am - 5:00pm 上午9時30分至下午5時正	9:00am - 3:30pm 上午9時正至下午3時30分

**Note: Exhibitor can apply vehicle permit for move-in and move-out via "GO HKCEC" app.**

**請注意：參展商登錄“會展快運易”手機應用程式登記進館及撤館車輛許可證。**



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## **Circular 1 – Electronic Version of Exhibitors’ Manual and Order Forms** **通告 1 – 電子版參展商手冊、額外設施及服務申請表格**

Hong Kong International Stationery & School Supplies Fair 2024 has launched the electronic version of Exhibitors’ Manual and Order forms. Exhibitors may click on the following links to view the Exhibitors’ Manual and Order Forms for additional facilities and services.

香港國際文具及學習用品展 2024 已推出電子版參展商手冊和額外設施及服務申請表格。參展商可按以下連結進入香港國際文具及學習用品展官方網站下載及參閱參展商手冊、和額外設施及服務申請表格。

### **Exhibitors’ Manual 參展商手冊**

English: <https://www.hktdc.com/event/hkstationeryfair/en/exhibitors-manual>

中文: <https://www.hktdc.com/event/hkstationeryfair/tc/exhibitors-manual>

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

English: <https://www.hktdc.com/event/hkstationeryfair/en/additional-facilities-services-order-form>

中文: <https://www.hktdc.com/event/hkstationeryfair/tc/additional-facilities-services-order-form>

For other deadlines, please refer to the checklist. 有關其他申請表的截止日期請細閱參展商便覽。

English: <https://hkstationeryfair.hktdc.com/pdf/2024/Manual/EN/1.pdf>

中文: <https://hkstationeryfair.hktdc.com/pdf/2024/Manual/TC/1.pdf>



## Circular 2 – Exhibitor Check-In Arrangement

Please be informed that the Exhibitor Check-in Counter for the Hong Kong International Stationery & School Supplies Fair 2024 will be located at the Hall 5B Entrance on 5/F of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting on the check-in day, the following measures will be implemented:

- 1) Exhibitors are required to bring along the enclosed Exhibitor Check-In Form with business card and proceed to the **“Exhibitor Check-In Counter”** any time between 10:00 am – 6:00 pm at the Hall 5B Entrance on 5/F of the Hong Kong Convention & Exhibition Centre on the move-in day (7 January 2024) to collect the booth curtain and important on-site circulars.

For details, please feel free to contact Mr. Ben Ng at (852) 2240 4029

## 通告 2-有關參展商進場登記之安排

香港國際文具及學習用品展 2024 之參展商進場登記櫃位將設於香港會議展覽中心 5B 展廳入口。為減少參展商於進場日排隊輪候的時間，本局將實施以下安排：

- 1) 參展商可以在 2024 年 1 月 7 日上午 10 時至下午 6 時之任何時間內，憑附上之參展商進場登記表及公司名片前往於香港會議展覽中心 5B 展廳入口設置之「參展商登記櫃位」辦理進場登記手續，並領取展台攤位掛簾及重要通告等。

若有任何疑問，請致電 (852) 2240 4029 與伍頌賢先生聯絡。



## Exhibitor Check-In Form

### 參展商進場登記表

Welcome to Hong Kong International Stationery & School Supplies Fair 2024. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting booth curtain and important on-site circulars. The location and opening hours of the check-in counter are listed as below.

Date : 7 January 2024 (move-in day)  
Time : 10am to 6pm  
Location : Hall 5B Entrance, 5/F  
Hong Kong Convention & Exhibition Centre

In case you find any error in your information in the fair catalogue, please report it to the Fair Management Office (G501, L5) before 8:00pm on 7 January.

We wish you every success at the fair.

歡迎參加香港國際文具及學習用品展 2024。煩請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商登記櫃位」辦理進場登記手續，領取展台掛簾及是次展覽之重要通告。「參展商登記櫃位」的開放時間及地點如下：

日期： 2024 年 1 月 7 日 (進館日)  
時間： 上午 10 時至下午 6 時  
地點： 香港會議展覽中心 5 樓 5B 展廳入口

貴司如發現大會場刊中 貴司的資料有誤，煩請於 1 月 7 日下午 8 時前通知於主辦機構辦事處(G501 室, 5 樓)的同事。

敬祝 貴司參展成功！

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位號碼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Contact no. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

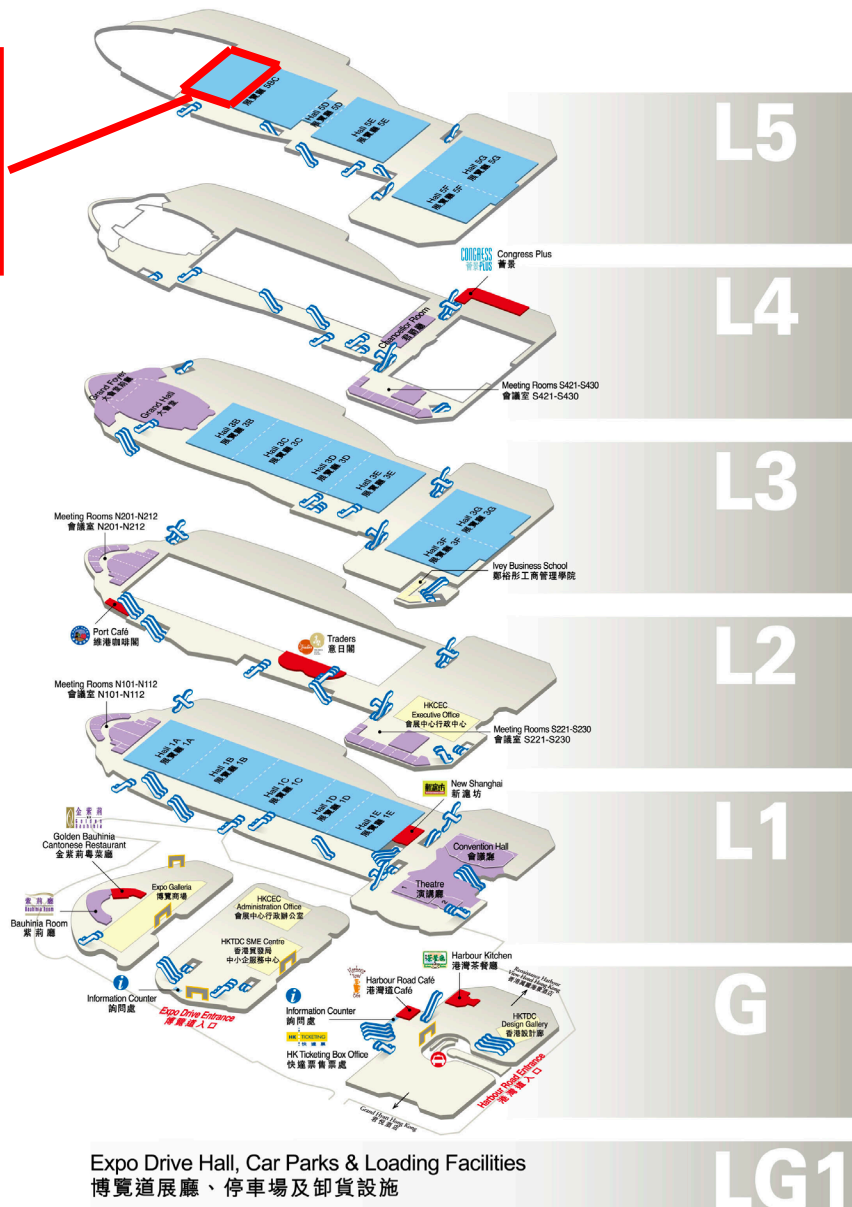
**Circular (3) – Location of Hong Kong International Stationery & School Supplies Fair 2024**  
**通告 (3) – 香港國際文具及學習用品展 2024 位置圖**

Hong Kong International Stationery & School Supplies Fair will be held from 8 – 11 January 2024 at Hall 5B, location is shown in the floorplan below.

香港國際文具及學習用品展將於 2024 年 1 月 8 日至 11 日假香港會議展覽中心 5B 展館舉行，位置圖如下圖所示。

**HKCEC Elevation Plan 香港會議展覽中心立視圖**

**Hong Kong International Stationery & School Supplies Fair 2024**  
**香港國際文具及學習用品展 2024**



Expo Drive Hall, Car Parks & Loading Facilities  
 博覽道展廳、停車場及卸貨設施



## Circular 4 – 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 & School Supplies Fair 2024:

		Custom-built Participation	Standard Booth & Premium Booth
<b>Booth construction</b>	6 Jan 2024 7 Jan 2024	1pm – 10pm 9am – 1pm	N/A
<b>Booth decoration</b>	7 Jan 2024	10am – 8:30pm All booths must be fully decorated by 8:30pm	
<b>Move-in exhibits</b>	7 Jan 2024	Please refer to schedule as shown on the Vehicle Permit	
<b>Move-out exhibits</b>	11 Jan 2024	Please refer to schedule as shown on the Vehicle Permit	
<b>Termination of booth electricity</b>	8 – 10 Jan 2024 11 Jan 2024	7pm 6pm	
<b>Booth dismantling including additional lighting</b>	11 Jan 2024	8pm – 12midnight	N/A

### 4.1 Exhibitors' Access

To allow preparation work for Exhibitors during fair period, the exhibition hall will be opened for Exhibitors at 9am (except for the first day of the exhibition which would be opened at 8:30am). All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.

### 4.2 Over-time Penalty claimed by Hong Kong Convention and Exhibition Centre (HKCEC)

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 6, 7 and 11 January 2024, they shall pay to the Organisers the over-time penalty claimed by HKCEC against the Organisers. The rate of the over-time penalty for individual hall is listed on Section 4.2.4

If you and / or your appointed contractors work after 12:00 midnight on move-in and move-out period, you shall pay the Organisers the overtime penalty claimed by Hong Kong Convention and Exhibition Centre (HKCEC) against the Organisers as follows:

- l) **Charges for overtime move-in** (work after 12:00 midnight on 6 and 7 January 2024, will be calculated according to the exact booth location):

Booth area	Overtime charge (per hour)
Up to 20 sqm	HKD 2,900 / hr



21 sqm to 50 sqm	HKD 4,200 / hr
51 sqm to 100 sqm	HKD 5,650 / hr
101 sqm to 500 sqm	HKD 6,900 / hr

- II) **Charges for overtime move-out \***, (work after 12:00 midnight on 11 January 2024, will be calculated according to the exact booth location):

Location	Overtime charge between 0:01am – 3:00am (per hour)	Overtime charge beyond 3:00am (per hour)
Hall 5B+C	HKD 52,050	HKD 104,100

\* 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 4 – 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及學習用品展 2024 之進館及撤館時間：

		特裝攤位	標準攤位 及 特級攤位
攤位建築	2024 年 1 月 6 日 2024 年 1 月 7 日	下午 1 時 至 晚上 10 時 上午 9 時 至 下午 1 時	不適用
攤位佈置	2024 年 1 月 7 日	上午 10 時 至 晚上 8 時 30 分 所有攤位佈置必須於晚上 8 時 30 分前完成	
展品進場	2024 年 1 月 7 日	請依照車輛許可證上所列的時間	
展品撤場	2024 年 1 月 11 日	請依照車輛許可證上所列的時間	
終止攤位電源	2024 年 1 月 8 至 10 日 2024 年 1 月 11 日	下午 7 時 下午 6 時	
攤位拆卸 包括照明裝置	2024 年 1 月 11 日	晚上 8 時 至 晚上 12 時	不適用

### 2.1 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽會首天 (即 2024 年 1 月 8 日) 於上午 8 時 30 分開放給參展商，並於展覽會的第二至第四天 (即 2024 年 1 月 9 至 11 日) 於上午 9 時開放給參展商。參展商於進入展覽場館時必須出示工作證，參展商如未滿 18 歲均不准進場。

### 2.2 香港會議展覽中心徵收超時罰款

參展商及 / 或其委託之承建商必須遵守進場及撤場時間表。假若參展商或其委託之承建商於 2024 年 1 月 6、7 及 12 日午夜 12 時後工作，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超時罰款。各展覽廳的超時罰款額已列載於參展商手冊項目 5.2.4。

假若 貴公司或其委託之承建商於進館及撤館時段後進行工作，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 2024 年 1 月 6 及 7 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 2,900 港元
21 平方米 - 50 平方米	每小時 4,200 港元
51 平方米 - 100 平方米	每小時 5,650 港元
101 平方米 - 500 平方米	每小時 6,900 港元



二. 撤館超時租場收費 \* (即於 2024 年 1 月 11 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 及 5C	52,050 港元	104,100 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 5 - Special Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. **7 January**) and move-out day (i.e. **11 January**) of the **Hong Kong International Stationery & School Supplies Fair 2024**. 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 (7 January 2024) / Special Move-out Arrangement (11 January 2024)

#### Move-in

- ◆ Based on the designated time on the Vehicle Permit issued by Organisers, exhibitors who use large vehicle / lorry / light goods vehicle for move-in are required to queue up at the Vehicle Marshalling Area in Kwai Chung before they go to Hong Kong Convention and Exhibition Centre (HKCEC). (Enclosed the location map of the marshaling area).
- ◆ A Trip Ticket will be issued to drivers at the Vehicle Marshalling Area in Kwai Chung.
- ◆ 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 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.**

#### Move-out

- ◆ Drivers are required to queue up at the Vehicle Marshalling Area in Kwai Chung. The Vehicle Marshalling Area will open from 2:00pm until all the move-out activities have finished.
- ◆ Drivers can drive to HKCEC after successful scanning at the Vehicle Marshalling Area.
- ◆ After 8:00pm, the drivers can come to HKCEC loading areas with a valid Vehicle Permit issued by 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.**



## 通告 5 - 進館及撤館交通安排及展品撤館服務

上述展覽會之進館日（即1月7日）及撤館日（即1月11日）將實施特別交通安排，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：

### 進館日之特別交通安排（2024年1月7日） / 撤館日之特別交通安排（2024年1月11日）

#### 進館

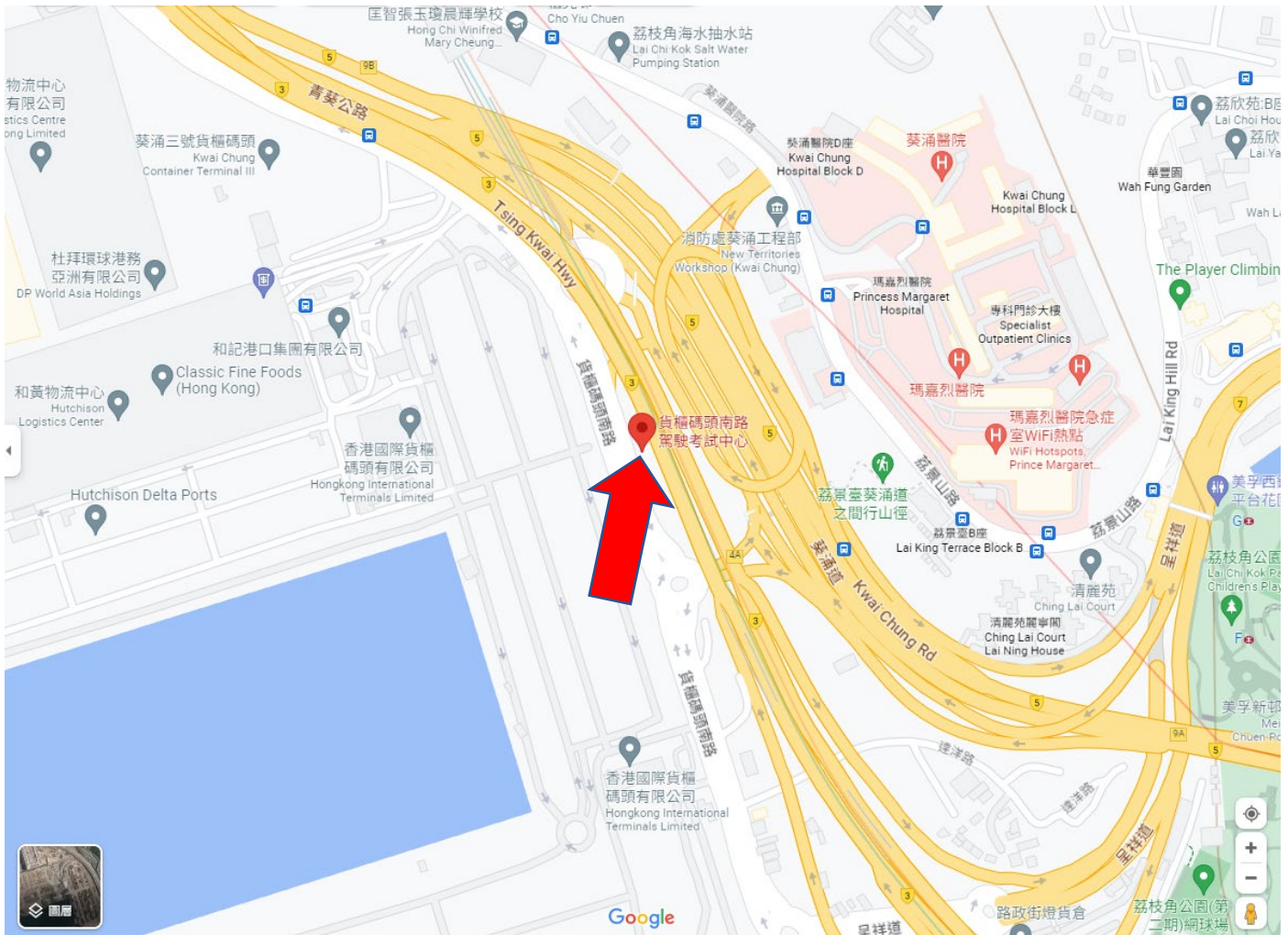
- 如參展商使用大型車輛、貨車及輕型客貨車，在進入會展中心貨物起卸區前，必須根據由主辦機構所發出車證上之指定時間到車輛等候處報到及輪候。車輛等候處定於葵涌（附件：葵涌車輛等候處位置圖 - 貨櫃碼頭南路駕駛考試中心）。
- 在葵涌車輛等候處輪候之司機掃瞄“會展快運易”的二維碼。
- 司機需攜同“會展快運易”的二維碼於兩小時內經會議道或博覽道前往會展中心貨物起卸區進場。
- 如使用私家車或的士進場的參展商，進入會展中心範圍則不需要持有車輛許可證及往來證明書，但只能於港灣道或博覽道正門進行落貨。司機於落貨後必須盡快離開會展中心範圍，不得停留或等候。

#### 撤館

- 貨車及輕型客貨車須根據由主辦機構所發出車證上之指定時間到位於葵涌之車輛等候處報到及輪候。車輛等候處將下午2時開放，直至撤館程序完成為止。
- 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證明書。
- 於下午8時後，請各司機攜同由主辦機構發出的車證及於車輛等候處發出的往來證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。

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

## Location of the Vehicle Marshalling Area in Kwai Chung 葵涌車輛等候處位置圖



## Circular 6 – 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 – 5:00p.m. on 11 January 2024**. According to clause 46 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 11 January 2023; 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 6 – 撤館規則

主辦機構過去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 2024 年 1 月 11 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 46 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 **2024 年 1 月 11 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 7 – 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 5 of the Exhibitors' Manual for details.

Section	Items																		
7.2	<p><u>Information submission</u> 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\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>																		
7.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300 / US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>																		
7.2.3	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>6 - 11 January 2024</b>																		
7.2.4	Hall rental charges for over-time move-in and move-out																		
7.2.5	Maximum stand height for Two-Storey Construction is 5 metre; Maximum stand height for Single-Storey Construction is 4.5 metre																		
7.2.6	<p><u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Stands &amp; temporary structures</td> <td style="text-align: center;">&gt;2.5m &amp; &lt;4.5mH</td> <td style="text-align: center;">≥ 4.5mH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">&gt;1.1m &amp; &lt;1.5mH</td> <td style="text-align: center;">≥ 1.5mH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss &amp; equipment</td> <td style="text-align: center;">&lt;100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> </tbody> </table> <p>Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 33%; text-align: center;">Verify stability of design drawings</td> <td style="width: 33%; text-align: center;">Verify stability of design drawings &amp; prepare structural calculations</td> <td style="width: 33%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">Supervise construction works at site</td> </tr> <tr> <td colspan="3" style="text-align: center;">Verify stability after completion by issuing structural safety certificate</td> </tr> </tbody> </table> <p>Submit design drawings to Organisers by <b>11 December 2023</b></p> <p style="text-align: right;">By email</p> <p>Submit by dropping into the collection box at Technical Services Counter by 15:00 on <b>7 Jan 2024</b></p> <ol style="list-style-type: none"> <li>1. Structural Safety Certificate** (refer to section 5.2.6)**</li> <li>2. Fire Service Certificate (submit on request)</li> </ol>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	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		
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Verify stability after completion by issuing structural safety certificate																			



<p>Submit to Official Electrical Contractor by 15:00 on <b>7 Jan 2024</b></p>	<p>Certificate of installation, inspection &amp; testing (Form WR1)** (please refer to section 5.2.7)</p>
<p>** Failing to provide the required certificate and form by 22:00 on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For <b>AP/RSE</b> registry, please visit <a href="https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE">https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE</a>.</p> <p><u>Documentary Proof of Fire Services Compliance</u>        In compliance with the Venue's Rules &amp; Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.</p> <p>Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor / Contractor shall be submitted to the Organisers upon request, as documentary proof of compliance.        Please refer to <a href="https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premise_type.html">https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premise_type.html</a> for details.        For <b>Registered Fire Service Installation Contractor</b> registry, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a>.</p>	
7.2.7	<p><u>Electricity</u>        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> by 15:00 on the last move-in day, i.e. <b>7 January 2024</b>.</p>
7.2.8	<p><u>Fire Precaution / Fire Service Certificate</u>        In compliance with the Venue's Rules &amp; Regulations, all construction and decoration of stands (including, but not limited to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and be in accordance with all applicable fire prevention and building regulations. Authorized personnel of Venue Operator or the Hong Kong Government may need to inspect and verify its compliance.</p> <p>A documentary proof of compliance for all Custom-built stands with the use of combustible materials shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire</p>



retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organisers upon request.

Fire services certificate should be certified by Registered Fire Services Installation Contractors. For the List of Registered Fire Services Installation Contractors, please visit [http://www.hkfsd.gov.hk/home/eng/source/FSIC\\_list\\_eng.pdf](http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf).

Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.

For all construction with two-storey construction, at least one functional extinguisher MUST be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 15:00 on exhibitor's move-in day. (that is 7 Jan 2024).

Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.

Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at [hkcepc@hkcec.com](mailto:hkcepc@hkcec.com) or (852) 2582 8888 should you need further assistance.

#### 7.2.9 Reflective Vest

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.

#### 7.2.10 Scaffold & Ladders

Using ladders of height exceeding 2 meters at the public circulation areas (i.e. Concourses of Hall 1, 3, 5; Convention Foyer, Grand Foyer etc) is strictly prohibited in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of



	<p>Practice for Metal Scaffolding Safety.</p> <p>If this rule is still not observed, Organisers and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.</p> <p>According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at:  <a href="http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf">http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf</a> for the Selection of Ladders and Safety Standards.</p>
7.2.11	<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>
7.2.12	<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:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
7.2.13	Requirements must be complied with by the Exhibitor and his / her appointed Contractor
7.2.14	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 penalise offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

For queries, please feel free to contact Ms. Manvy Chan at email [manvy.wm.chan@hktcd.org](mailto:manvy.wm.chan@hktcd.org) or Tel: (852) 2240 5471.

Thank you for your kind understanding and co-operation.

Hong Kong Trade Development Council  
 Messe Frankfurt (HK) Ltd



### 通告 7 - 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五部份。

部份	內容																											
7.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商 / 承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>同時須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																											
7.2.2	<p>施工按金 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75,000 港元(10,000 美元)。</p>																											
7.2.3	<p>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>2024 年 1 月 6 - 11 日</b>)。</p>																											
7.2.4	<p>進場及離場超時租場收費</p>																											
7.2.5	<p>雙層結構攤位高度限制為 5 米; 單層結構攤位高度限制為 4.5 米;</p>																											
7.2.6	<p>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</p> <table border="1"> <tr> <td>攤位及臨時搭建物</td> <td>&gt;2.5 米 而 &lt;4.5 米高</td> <td>≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>平台或舞台</td> <td>&gt;1.1 米 而 &lt;1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td>&lt;100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td rowspan="2">認可人士/註冊結構工程師應</td> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性及數據證明</td> </tr> <tr> <td colspan="2">監督搭建工程</td> </tr> <tr> <td colspan="3">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 <b>2023 年 12 月 11 日</b> 或之前提交圖則予主辦機構</td> <td colspan="2">以電郵方式</td> </tr> <tr> <td>於 <b>2024 年 1 月 7 日</b> 下午 3 時或之前投放到 「攤位設施」展位之收集箱</td> <td colspan="2">           1. 結構安全證明書 (詳情請參閱第 5.2.6 章) **            2. 消防證明書 (按要求下提交)         </td> </tr> <tr> <td>於 <b>2024 年 1 月 7 日</b> 下午 3 時或之前</td> <td colspan="2">           電力裝置完工證明書〔表格 WR1〕**            (詳情請參閱第 5.2.7 章)         </td> </tr> </table>		攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 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	證明其設計圖則穩定性及數據證明	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 <b>2023 年 12 月 11 日</b> 或之前提交圖則予主辦機構	以電郵方式		於 <b>2024 年 1 月 7 日</b> 下午 3 時或之前投放到 「攤位設施」展位之收集箱	1. 結構安全證明書 (詳情請參閱第 5.2.6 章) ** 2. 消防證明書 (按要求下提交)		於 <b>2024 年 1 月 7 日</b> 下午 3 時或之前	電力裝置完工證明書〔表格 WR1〕** (詳情請參閱第 5.2.7 章)	
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	<p>交予大會電力承建商</p>
	<p><b>**如未能於最後進場日晚上 10 時前交妥相關證明書 / 表格，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。</b></p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>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="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE</a></p> <p><u>符合相關消防規定證明書</u>      按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 <b>FS251</b>〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁  <a href="https://www.hkfsd.gov.hk/chi/fire_protection/licensing/premise_type.html">https://www.hkfsd.gov.hk/chi/fire_protection/licensing/premise_type.html</a>。      有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：  <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p>
7.2.7	<p><u>電力裝置</u>      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 <b>2024 年 1 月 7 日下午 3 時前交予大會電力承建商</b>，以茲證明。</p>
7.2.8	<p><u>防火措施 / 消防證明書</u>      按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料及符合防火和建築規定。展館營運者或香港政府授權代表可要求檢查這些材料的合規性。</p> <p>所有用作裝飾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間提交一份證書〔消防表格 <b>251</b>〕，以證明符合規定。在主辦機構要求下，須提交相關證書。</p> <p>有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：  <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p> <p>不論是否經過防火處理，展館營運者一概禁止使用禾稈草。</p> <p>為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。</p>



	<p>按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃 (注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於 2024 年 1 月 7 日下午 3 時前直接提交消防裝置及設備證書(FS251)予展館營運者。</p> <p>展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcecepc@hkcec.com">hkcecepc@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>
7.2.9	<p><b>反光背心</b> 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>
7.2.10	<p><b>金屬棚架及梯具</b> 香港會議展覽中心已全面禁止在(公共通道〔即展覽廳 1、3、5 大堂，會議廳前廳，大會堂前廳等〕)使用超過 2 米高的梯具。若有不遵守者，將被立即要求離開會展中心。</p> <p>該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。同時，工人在離地 2 米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址： <a href="http://www.labour.gov.hk/tc/public/content2_8b.htm">http://www.labour.gov.hk/tc/public/content2_8b.htm</a>。</p> <p>若再有不遵守者，主辦機構及/或展館營運者有權立即中止有關建築活動。</p> <p>香港會議展覽中心已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址： <a href="http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf">http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf</a>。</p>
7.2.11	<p><b>減少廢物及回收措施</b> 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>
7.2.12	<p><b>建築業安全訓練證明書</b> 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:hkcecepc@hkcec.com">hkcecepc@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>
7.2.13	參展商及其承建商必須遵守的規定
7.2.14	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。

如有查詢，請聯絡陳小姐 電郵: [manvy.wm.chan@hktdc.org](mailto:manvy.wm.chan@hktdc.org); 電話: (852) 2240 5471。

多謝合作!

香港貿易發展局

法蘭克福展覽(香港)有限公司



## Circular 8 – 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 11 December 2023.

Deletions of standard items are free of charge only if the Organisers are notified no later than the deadline of 11 December 2023.

#### **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 & School Supplies Fair should we found any violations of the above rules and regulations.

## 通告 8 – 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2023年12月11日前交回主辦機構。

如有需要拆除任何標準設施，請於2023年12月11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 / 其承建商負責。
- (6) 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。
- (7) 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及學習用品展的權利。



## Circular 9 – Charges on Vehicles with Extended Stay During Move-in & Move-out days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during all move-in days and move-out day of the Hong Kong International Stationery & School Supplies Fair 2024.

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

The key points of this measure are summarized as below:

### 1. Charges will be imposed during the following days

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **6 – 7 January and 11 January 2024.**

### 2. The Charges

First 45 mins (after clock in)	:	Free
First 2 hours after 45 mins	:	HK\$100/every 30 mins or part thereof
After 2 hours 45 mins	:	HK\$150/every 30 mins or part thereof
Lost Ticket	:	HK\$500/each/every 30 mins or part thereof

*\* The charge is subject to HKCEC's final decision.*

### 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 & School Supplies Fair 2024.

Thank you for your cooperation.



## 通告 9 – 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及學習用品展 2024 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 2024 年 1 月 6 – 7 日及 11 日，實施進場車輛使用時間收費計劃。

### 2. 費用

	以每半小時收費(或不足半小時)
車輛進場後首四十五分鐘 (寬限期)	: 免費
寬限期後第兩小時內	: 港幣\$100
寬限期後第兩小時四十五分鐘或以上	: 港幣\$150
遺失進場計時咭 (每張)	: 港幣\$500

\*香港會議展覽中心有最終收費決定權。

### 3. 出入口處的控制

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

### 4. 繳費方法

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，使香港國際文具及學習用品展 2024 的進館及撤館程序能順利進行。

## Circular 10 – 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 (7 January) and move-out period (11 January):

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 arrange **freight forwarder by themselves (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 **Kwai Chung vehicle marshalling area** first to collect a trip ticket before they come 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.

## 通告 10 – 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(即 1 月 7 日)及撤館日(即 1 月 11 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各展覽廳正門或大堂進入或離開會場。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 ✗
	

(參展商請注意：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，請在撤館日自行安排貨運公司(於晚上 8 時後)撤館。所有自行安排撤館之貨車，必需前往葵涌車輛等候處成功掃描“會展快運易”的二維碼後，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 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。



## Circular 11 – Fair Notices

### 通告 11 – 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 & School Supplies 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

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:

Tel: (852) 2543 1255, fax: (852) 2544 2406, e-mail: [info@hkbpa.org](mailto:info@hkbpa.org), website: [www.hkbpa.org](http://www.hkbpa.org)  
 Address: 1/F, CMA Building, 64-66 Connaught Road Central, Hong Kong

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. Ailsa Chu at Tel: (852) 2240 4634 or Email: [ailsa.kh.chu@hktdc.org](mailto:ailsa.kh.chu@hktdc.org).



香港海關（海關）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：

電話：(852) 2543 1255, 傳真：(852) 2544 2406, 電郵：info@hkbpa.org, 網址：[www.hkbpa.org](http://www.hkbpa.org)  
地址：香港中環干諾道中 64-66 號香港中華廠商會大廈 1 樓

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，歡迎隨時與朱嘉曦小姐聯絡，電話：(852) 2240 4634 或 電郵：[ailsa.kh.chu@hktdc.org](mailto:ailsa.kh.chu@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. HKTDC and Messe Frankfurt would like to clarify that they have **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC or Messe Frankfurt 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 & School Supplies Fair.** Should you have any questions, please contact Ms. Ailsa Chu at Tel: (852) 2240 4634 or via email address: [ailsa.kh.chu@hktdc.org](mailto:ailsa.kh.chu@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，請與朱嘉曦小姐聯絡，電話：(852) 2240 4634 或 電郵：[ailsa.kh.chu@hktdc.org](mailto:ailsa.kh.chu@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主辦機構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。

## **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，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. 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 / 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.

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](http://www.fairguide.me)) (owned by Avron s.r.o.).
- AVRON, and
- 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.

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.

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.

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.

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/>.

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

此等出版人或組織包括但不限於：

- Fair Guide (由 Construct Data 所擁有)。
- Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)。
- Event Fair - The Exhibitors Index 和 FAIR-Guide ([www.fairguide.me](http://www.fairguide.me)) (由 Avron s.r.o. 所擁有)。



- AVRON
- International Fairs Directory

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

由於 Fair Guide 及Expo Guide 的信件及訂單內容及語句幾乎完全相同, Construct Data、Commercial Online Manuals、Event Fair、AVRON與International 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。

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。

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/>。

## 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 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) , 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。



## Special Circular 1 : e-Badge for buyer

With rapid development of mobile technology, e-Badge will be launched in Hong Kong International Stationery & School Supplies Fair 2024 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.

More functions would be introduced in the mobile App later. 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](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html)

## 特別通告 1 : 買家電子入場證

現今流動技術日益普及，大會亦與時並進，於國際文具及學習用品展 2024 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。

大會稍後在 HKTDC Marketplace App 會逐步加入更多功能，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](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html)

## Special Circular 2 – Green Tips to Exhibitors

To make Hong Kong International Stationery & School Supplies Fair a greener trade fair, the following green tips are suggested for your participation at the fair.

### Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

### Booth Operation

- To arrive the fairground by public transports
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

### Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers



## 特別通告 2 – 參展商綠色小貼士

為支持香港國際文具及學習用品展成為綠色展覽，在參與展覽同時，請參考下列綠色小貼士。

### 展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

### 展覽運作

- 乘坐公共交通工具來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

### 展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

香港貿易發展局

法蘭克福展覽(香港)有限公司

## Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organizer**", "**we**", "**our**" or "**us**"), 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 (the "**Fairs**" or "**TDC exhibitions**") for handling any complaint against any exhibitor ("**Exhibitor**") and/or advertiser ("**Advertiser**") that:

- (i) a product, item or material published, displayed, and/or placed by an Exhibitor at the Fairs, or
- (ii) any advertisement published, displayed and/or placed by us for and/or on behalf of an Exhibitor or Advertiser, including but not limited to in (a) our publications (in any media, medium, form and format, whether online and/or offline) ("**Publications**"), (b) our websites, applications, platforms and/or social media accounts (including but not limited to [www.hktdc.com](http://www.hktdc.com) and any and all other websites, applications, platforms and/or social media accounts that we may from time to time operate, manage or use) ("**Websites**"), (c) our showcases (including but not limited to (i) printed and/or digital materials, (ii) LED advertisements such as but not limited to lightboxes, TV walls, Exhibitor Location Systems, and lifts and escalator advertisements, (iii) banners and posters, and/or (iv) any other means or manner of advertising, whether online and/or offline, whether existing now or in the future) ("**Showcases**"), and/or for or relating to (d) any products, services or materials featured or promoted in any such Publications, Websites and/or Showcases (as the case may be) (where, for the ease of reference, each of the foregoing items in categories (a) to (d) above will be referred to herein as "**Advertisement**");

allegedly infringes someone else's intellectual property rights in relation to or in connection with TDC exhibitions.

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 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.

Our aim is as much to protect the rights of individual Exhibitors and Advertisers concerned to be promptly cleared of unfounded complaints as it is the responsibility of the Exhibitors and Advertisers to uphold their obligations to respect the intellectual property rights of others.

In this respect, the attention of all Exhibitors is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC 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 Organizer 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 Organizer and/or the latter's agents, representatives, contractors or employees of such third party's rights."



The attention of all Advertisers is drawn to Clauses 2 and 3 of the terms and conditions enclosed in the HKTDC Advertising Order Contract, pursuant to which the Advertiser, amongst other things, warrants and undertakes that no third party intellectual property rights will be infringed as a result of the publication of any Advertisement, and it has obtained all necessary consents and licenses for the Advertisement. The Advertiser also undertakes and agrees to fully and unconditionally indemnify and hold TDC and its partners, agents, affiliates, directors, representatives, contractors, officers, employees and users harmless against any allegations, claims, damages, penalties, losses, costs, fees (including legal fees) or any expenses howsoever incurred as a result of or in connection with, amongst others, any breach or alleged breach of representation, warranty or undertaking given by the Advertiser, any infringement or alleged infringement of intellectual property rights, including but not limited to patents, registered designs, copyrights or trade mark infringement arising as a result of the publication of any Advertisement, and/or any third party claims whatsoever arising in or derived from or as a direct or indirect result of the publication of any Advertisement by the Advertiser, including without limitation in relation to its goods and/or services.

The Exhibitor and/or Advertiser each agree that it shall comply with the then effective version of the "Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' and Advertisers' Brief**") that the Organizer may issue and update from time to time, including but not limited to abiding by any complaint procedures and penalties stated in the Exhibitors' and Advertisers' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor or Advertiser fails or refuses to abide by any of the terms and conditions of the Exhibitors' and Advertisers' Brief, the Organizer shall have the sole and absolute discretion to:

- (a) ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC exhibition in which the Exhibitor is participating; and/or
- (b) decline to publish, or suspend, alter/amend or remove any Advertisements and/or prohibit the Exhibitor or Advertiser concerned from placing, displaying or publishing Advertisements on any Publications, Websites and/or Showcases at or in connection with any TDC Exhibition.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' and Advertisers' Brief and requests the Organizer to take action against an Exhibitor or Advertiser, the Complainant agrees to hold the Organizer, 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 in connection with, and/or however arising from, any action that the Organizer, 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 Exhibitor, Advertiser and Complainant each agree not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to or arising out of such complaint and any actual or alleged infringement of intellectual property rights.

## **Procedures**

### **A. Item displayed or exhibited by an Exhibitor at a TDC exhibition**

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 TDC Fair Officials and the Legal Advisors engaged by TDC.
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' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and 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 TDC Fair Official will visit the booth involved.
5. The TDC and the Legal Advisor will also visit the Website to check whether the product or any material in dispute is displayed on the said Website. If so, the TDC 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 TDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As the organizer of the TDC exhibitions, TDC 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 Fair unless he/she can adduce evidence to show to the satisfaction of the TDC and 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 for its records.
8. If the TDC 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 TDC under paragraphs 6 and/or 7 and/or 8 above, TDC 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 exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC and the 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, TDC 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 exhibitions.

### **B. Materials featured in any Advertisement displayed and/or published at a TDC exhibition, the TDC's Publications, Websites and/or Showcase for, in relation to or in connection with the TDC exhibition**

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 TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you are also an Exhibitor and receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and 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 Advertisement in dispute at the TDC exhibition, the Advertiser will be notified.
5. As organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the any material in dispute.
6. The Advertiser will have the opportunity to adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that it has the right to place, display or publish the Advertisement complained of within 24 hours from the time of such notification. If the Advertiser fails to do so and/or if the TDC and the Legal Advisors are not satisfied that the Advertiser has the right to place, display or publish the Advertisement complained of, TDC shall have sole and absolute discretion to determine the appropriate course of action, including but not limited to the immediate removal, take-down, suspension and/or altering (e.g. by covering up the materials featured in the Advertisement which are alleged to be infringing in the complaint) of the Advertisement complained of.
7. The Advertiser 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 Advertiser. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Advertiser at the Fair, the TDC will be required to immediately remove the Advertisement and any other relevant material which is under investigation for the remainder of the Fair.
9. If the Advertiser fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 above, TDC shall have the right and power, in its sole and absolute discretion, to prohibit the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from placing, displaying or publishing Advertisements on the TDC website and in any publications displayed or published at any or all future TDC exhibitions, and/or to further terminate the HKTDC Advertising Order Contract with no refund payable.
10. If the Advertiser is found to have breached its undertaking not to display, publish and/or otherwise deal in or with the advertising material(s) in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right to advertise in the Fair in question of the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the advertising fee already paid; to ban the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from advertising and/or participating in any or all future TDC exhibitions; and to further terminate the HKTDC Advertising Order Contract with no refund payable.

## **Penalties**

An Exhibitor and/or Advertiser and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation (including but not limited to the right to advertise) in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor or Advertiser, the Exhibitor or Advertiser fails or refuses to:
- allow TDC to immediately take 3 photographs of the product, material or Advertisement in dispute;
  - sign an undertaking immediately in favour of TDC in a form provided by TDC:
    - (i) indicating its decision whether to remove or continue to display the product or material in dispute; or
    - (ii) in the case of an Advertisement, acknowledging TDC's right to remove the Advertisement in dispute, or adducing evidence to the TDC to show to the satisfaction of the TDC and the Legal Advisors that it has the right place, display or publish the Advertisement complained of;

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 TDC and allowed TDC 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 TDC not to display or deal with any such item for the rest of the Fair period and/or the Advertiser signs the undertaking to acknowledge the TDC's right to remove the Advertisement in dispute, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's and/or Advertiser's right of participation and/or advertisement for the rest of the Fair period without refund of any participation and/or advertisement fee already paid by the Exhibitor and/or Advertiser;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor and/or Advertiser confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor and/or Advertiser has cooperated with TDC during the Fairs, amongst others, 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 TDC and 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. within any one year period there are two or more valid complaints filed against the same Advertiser and which have been accepted by the TDC and the Legal Advisors;

OR

- g. the Exhibitor and/or Advertiser 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, 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) dated within one (1) year of the date of the complaint - for reference purposes, a template affidavit is available for download at: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](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

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](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC 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 TDC's 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); and
2. An up-to-date printout of the Trade Mark Records as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the trade mark and printed within one (1) week of the date of the complaint.

### 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); and
2. An up-to-date printout of the Register of Designs as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the registered design and printed within one (1) week of the date of the complaint.

## **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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
  - a) Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
  - b) Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
  - c) Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from the following individual(s) stating 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:
  - a) A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
  - b) Hong Kong qualified lawyer experienced in the patents field.

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

### **Documents Required as Evidence of the Advertiser's Right to Place, Display or Publish the Advertisement Complained of**

1. Documents required as evidence of subsistence and Advertiser's ownership of the relevant intellectual property rights (see the requirements for each type of intellectual property rights in A, B, C and/or D above (as applicable)); or
2. Original or certified copy of valid agreement(s) or license(s) from the intellectual property rights owner authorizing or granting the Advertiser the right to use, publish, display and/or otherwise deal in or with the relevant works, marks, designs, and/or patents featured in the Advertisement(s) complained of.

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

\* The TDC reserves the right to amend any contents in the Exhibitor's and Advertisers' Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

In the event of any differences between the English and Chinese versions of this document, the English version shall prevail.

## 香港貿易發展局展覽會保護知識產權措施-參展商及廣告商須知

香港貿易發展局(以下簡稱為「**本局**」或「**主辦機構**」)是專責促進香港對外貿易的法定機構，致力推動原創設計及保護知識產權。

本局訂有一套在展覽會（「**展覽**」或「**本局展覽**」）現場內，即場處理任何針對參展商及/或廣告商、有關本局展覽或與之有關聯的侵權投訴的程序，而該等投訴須針對：

- (i) 參展商在展覽中發布、展示及/或放置被指稱侵犯他人知識產權的產品、物品或物料；或
- (ii) 本局為參展商或廣告商，或以他們的名義，發布、展示及/或放置，而被指稱侵犯他人知識產權的廣告，包括但不限於在（a）在本局的刊物（不論任何媒體、媒介、形式及格式，亦不論線上或線下）（「**刊物**」）的廣告、（b）在本局的網站、應用程式、平台及/或社交媒體帳戶（包括但不限於 [www.hktdc.com](http://www.hktdc.com)，以及本局可能不時營運、管理及使用的任何及所有其他網站、應用程式、平台及/或社交媒體帳戶）（「**網站**」）的廣告、（c）在本局的展示物（包括但不限於（i）印刷品及/或數碼檔案、（ii）LED廣告，例如但不限於燈箱、電視幕牆、參展商位置系統，以及在升降機內或於扶手電梯上的廣告，（iii）橫幅及海報，及/或（iv）不論線上或線下、現存或將來、以任何其他方法或方式進行的廣告宣傳）（「**展示物**」）內的廣告、及/或（d）為了於任何上述刊物、網站及/或展示物內（視情況而定），被列為精選推廣或宣傳的任何產品、服務或物料，或與之有關的廣告（為便於參考，以上類別（a）-（d）所述的每項物品將於本須知中稱為「**廣告**」）。

此免費的投訴程序並不是投訴人唯一的投訴方法。投訴人亦可以向香港海關及/或香港法院提出投訴。

此投訴程序由本局的駐場法律顧問（「**法律顧問**」）處理，務求幫助確立被投訴人是否須就有關投訴作出答辯，繼而決定有關投訴應否被繼續跟進，還是被從速解決。

本局訂定這套程序的目的是為了協助有關參展商及廣告商從速清理毫無根據的投訴，致力保障他們的權利，因為履行尊重他人的知識產權的義務，是參展商及廣告商的責任。

茲促請所有參展商必須遵守《貿易發展局展覽會參展規則》中的第 43 條。該條列明參展商於本局展覽中的權利與責任；為便於參考，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。」

所有廣告商須注意《香港貿易發展局廣告訂購合約》內條款及條件中的第 2 及 3 條。根據這些條款，廣告商所提供的各項保證及承諾包括其保證及承諾任何廣告的發布不會侵犯任何第三方的知識產權，以及它已經取得該廣告所需的所有同意及許可。廣告



商亦承諾及同意保證本局及其合夥人、代理、聯屬成員、董事、代表、承辦商、人員、僱員及用戶免受因任何違反或被指稱違反廣告商所作出的陳述、保證或承諾、任何侵犯或被指稱侵犯知識產權（包括但不限於因出版任何廣告而引致的專利、註冊外觀設計、版權或商標的侵犯）所引致，及/或因廣告商出版任何廣告（包括但不限於有關其貨物及/或服務的廣告）所引起、衍生、或直接或間接地導致的第三方申索，或與之有關聯的任何指稱、申索、損害、罰款、損失、成本、費用（包括法律費用）及不論如何招致的開支所損害，並承諾及同意對上述各方就上述損害作出完全及無條件的彌償。

每位參展商及/或廣告商同意，他們須遵守當時生效的《香港貿易發展局展覽會保護知識產權措施：參展商及廣告商須知》（「**本須知**」）（而主辦機構可能會不時發出新的須知及更新現行須知），包括但不限於遵守於本須知內列明的任何投訴程序及侵權罰則，不論該參展商或廣告商是作為知識產權被侵犯的投訴人，或是作為被投訴人。假如參展商或廣告商未能或拒絕遵守本須知內的任何條款及條件，主辦機構有唯一及絕對的酌情權：

- (a) 以禁止參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加參加本局以後所舉辦的任何或所有展覽，及/或進一步禁止該參展商的任何代表進入參展商當時正在參展的展覽會場；及/或
- (b) 以拒絕發布、暫停展示、修改/修訂或移除任何廣告，及/或禁止有關參展商或廣告商於本局展覽內或與之有關的任何刊物、網站及/或展示品上，放置、展示或發布廣告。

假如投訴人（「**投訴人**」）按照本須知向主辦機構提出投訴，並要求主辦機構對參展商或廣告商採取行動，投訴人必須同意保證主辦機構、其代理、代表、承包商及僱員（包括但不限於他們的法律顧問）免受任何損害，並對上述各方每位因依據或基於投訴人所提出的投訴、或投訴人根據該投訴所作出的任何其他要求、指示或指令而採取行動，進而導致、與之有關聯及/或不論如何引起的任何性質的任何及所有責任、損失、費用（包括但不限於法律費用）、開支及損害賠償。

每位參展商、廣告商及投訴人同意，不會向主辦機構及其代理、代表、承包商或僱員（包括但不限於他們的法律顧問）採取任何與有關投訴及任何實際或被指稱侵犯知識產權的事件相關、或由之引致的法律行動，或提出任何索償或要求。

## **處理投訴程序**

### **A. 參展商於本局展覽內展示或展覽的物品**

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下在攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。

4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被參展商在展覽內所展示的涉事產品或物料所侵犯，本局展覽負責人員會前往涉事攤位視察。
5. 本局及法律顧問亦會瀏覽本局的網站，檢查受爭議的產品或任何物品有否於上述網站上展示。如有發現，本局擁有唯一及絕對的酌情權，根據本局之《網上推廣條款及條件》，在不作另行通知的情況下，停用該網址，或將受爭議的產品或物品從主辦機構的網站下架/移除。
6. 作為展覽的主辦機構，本局有權即時為受爭議的產品或任何物品拍攝最少三張照片。
7. 除非有關參展商能向本局及法律顧問提出證據，以顯示他/她有權就有關產品或物料進行交易，並使他們信納，否則該參展商會被要求立即將正在展示中的受爭議產品或物品移除，並禁止在餘下展期展示有關該產品/物料。參展商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及參展商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的參展商的懷疑侵犯版權及/或商標案件，本局將要求該參展商立即移除正接受調查的產品或物品，並不得在餘下展期內展示它們。
9. 假如有關參展商未能按上述第 6、7 及/或 8 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。
10. 本局職員會定期前往被投訴（而有關投訴被本局及法律顧問所接納）的攤位視察，以再次確保有關參展商不再展示或就受爭議的產品或物品進行交易。假如參展商被發現違反承諾（即於餘下展期內不再展示或處理受爭議的產品及物料），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的參展權，並毋須退還已收取的參展費，並禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。

**B. 於任何爲了本局展覽，或與之有關或有關聯，而在本局展覽、刊物、網站及/或展品內展示或發布的廣告中出現的物品**

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下同時是參展商，並在閣下的攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。
4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被受爭議的廣告所侵犯，廣告商會收到通知。
5. 作為展覽的主辦機構，本局有權即時為受爭議的任何物品拍攝最少三張照片。
6. 廣告商在收到上述通知起的 24 小時內，享有向本局及法律顧問提出證據的機會，以顯示它有權放置、展示或發布被投訴的廣告，並使其信納。假如廣告商未能在時限內提出證據，及/或本局及法律顧問並不信納廣告商有權放置、展示或發

布該廣告，本局擁有唯一及絕對的酌情權去決定合適的行動，包括但不限於即時移除、下架、暫停展示及/或修改被投訴的廣告（例如將該廣告內被指稱侵權的物品遮蓋）。

7. 廣告商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及廣告商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的廣告商的懷疑侵犯版權及/或商標案件，本局將要求該廣告商立即移除該廣告及任何其他正接受調查的相關物品，並不得在餘下展期內展示它們。
9. 假如有關廣告商未能按上述第 6 及/或 7 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司，於本局網站，以及本局以後所舉辦的任何或所有展覽內展示或發布的任何刊物，放置、展示或發布廣告，及/或進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。
10. 假如廣告商被發現在餘下展期內違反其承諾（即不再展示、發布及/或以其他方式處理受爭議的廣告宣傳物），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的廣告宣傳權，並毋須退還已收取的廣告費，並禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司在本局以後所舉辦的任何或所有展覽中進行廣告宣傳，及/或參加該些展覽，及進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。

### **侵權處罰**

本局能按照其唯一及絕對酌情權，在下列任何一種情況下，禁止參展商及/或廣告商，及/或其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽（包括但不限於廣告宣傳的權利）：

- a. 在本局收到及接納針對參展商或廣告商的侵權投訴後，該參展商或廣告商未能或拒絕：
  - 立即容許本局職員為受爭議的產品、物料或廣告拍攝三張照片；或
  - 應本局要求立即簽署本局提供的承諾書：
    1. 註明它決定移除或決定繼續展示受爭議的產品或物料；或
    2. 如果該投訴涉及廣告，承認本局移除該受爭議廣告的權利，或向本局提出證據，以顯示它有權放置、展示或發布被投訴的廣告，並使本局及法律顧問信納該些證據；

或

- b. 該參展商雖然已應本局要求簽署承諾書，以及讓本局職員在展覽期間為受爭議的產品或物品拍照，但它拒絕移除正在展示中的受爭議產品或物料，而當該參展商因展示該受爭議產品或物料而被控告時，香港法庭裁定申索成功；

或

- c. 參展商雖然立即移除正在展示中的受爭議產品或物料，並已簽署本局提供的承諾書，承諾在餘下展期不再展示或處理該物品，及/或廣告商已簽署承諾書承認本局移除該受爭議廣告的權利，但該參展商或廣告商其後被發現違反承諾。在此情況下，本局更有權即時終止該參展商及/或廣告商在餘下展期內參加展覽及/

或進行廣告宣傳的權利，並毋須退還已從該參展商及/或廣告商收取的參展費及/或廣告費；

或

- d. 參展商及/或廣告商雖然在展覽舉行期間與本局合作，包括但不限於移除正在展示中的受爭議產品或物料，但該參展商及/或廣告商在連續兩屆展期中，遭香港法庭最少兩度裁定侵犯了任何投訴人的知識產權；

或

- e. 同一名參展商在連續兩屆展覽期中，最少四度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投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- f. 同一名參展商在任何一年內，最少兩度被投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- g. 參展商及/或廣告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的刑事罪行。

### **有關知識產權的刑事罪行之刑罰**

#### **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，或被處罰款港幣五十萬元及監禁八年，視乎有關侵權行為的性質而定。

#### **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：

1. 將虛假商品說明應用於任何貨品或任何向消費者提供或要約提供的服務；
2. 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
3. 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，或將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、或構成餌誘式廣告宣傳、先誘後轉銷售行為或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：

- |   |
|---|
| <ol style="list-style-type: none"><li>1. 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</li><li>2. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。</li></ol> |
|---|

## 證明知識產權的存在及擁有權的所需文件證據

### A. 版權

**途徑 1:** 版權作品的版權擁有人在被投訴前的一年內，根據版權條例（香港法例第 528 章）的第 121 條所作出，並證明有關版權的存在及其擁有權之誓章。誓章的範本可於 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf) 下載，以供參考

或

**途徑 2:** 若投訴人擁有並能提交下列第 4-6 項的所有證據正本作舉證，以及提交下列所有資料及證據：

1. 版權作品的首次創作或首次發表的日期和地點；
2. 版權作品的作者名稱；
3. 版權作品的擁有人名稱；
4. 版權作品的原作正本（例如設計圖樣、草圖等）- **註：**任何副本，包括影印本或電腦副本，均不會被接受；
5. 證明版權作品之擁有權的證據正本 – 例如若版權作品的作者是投訴人的僱員，則須提供僱傭合約；或倘若版權作品的作者並非投訴人或其僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. (1)可證明首次出售有關版權作品的產品/物品之日期的證據正本（如發票、貨運文件等），或(2)可證明首次發布有關版權作品之日期的證據正本，而該證據必須清楚指明該產品/物品。

就途徑 2 作出之投訴而言，投訴人亦須在文件證據清單（可於 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 下載，或於投訴人呈交投訴時，由本局提供）上填寫、提供及確認上述所有資料及證據。假如任何所需資料及/或證據有所缺失或不完整、或倘若本局認為任何所提交的資料及/或證據是在任何方面不可信、相互矛盾、虛假或不準確，有關投訴將不被處理或被拒絕。

### B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。
2. 香港知識產權署網上檢索系統上最新的商標記錄列印本，而該列印本須顯示該商標的註冊詳情，及於投訴日前的一（1）星期內打印。

### 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，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。

2. 香港知識產權署網上檢索系統上最新的外觀設計註冊記錄列印本，而該列印本須顯示該外觀設計的註冊詳情，及於投訴日前的一（1）星期內打印。

#### D. 專利

1. 有效的**香港**專利證書正本或核證副本，包括續期證書或續期證明（註：任何非香港的註冊均不會被接受）；
2. 假如投訴人的投訴所依據的專利是短期專利，下列任何一項有關該專利的證據：
  - a) 於香港進行的實質審查證明書正本或核證副本；
  - b) 向香港專利註冊處處長提交、有關對該專利進行實質審查的請求，連同一份書面確認，指該請求尚未被終結、拒絕或終止；或
  - c) 由法院批給的證明書正本或核證副本，核證法院裁斷投訴人所依據的專利申索是有效的。
3. 由下列人士所發出的書面意見書，指投訴人於香港的專利為有效，而且因參展商透過展示受爭議的產品或物品，而被侵犯；而該意見書清楚及明確地指明被指稱侵權的產品或物品之詳情：
  - a) 已於香港以外的管轄區核證或註冊，並在香港提供專利代理服務的核證或註冊專利代理人；及/或
  - b) 於專利方面有經驗的香港合資格律師。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

#### 證明廣告商放置、展示或發布被投訴的廣告的所需文件證據

1. 證明有關知識產權的存在及廣告商的擁有權的所需文件證據（見上述 A，B，C，D 部中每類知識產權的要求（如適用））；或
2. 有效合約或許可正本或核證副本，以證明知識產權擁有人已授權，或授予該廣告商使用、發布、展示，及/或以其他方式交易或處理在被投訴的廣告中展示的相關作品、商標、外觀設計，及/或專利的權利。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

\*本局保留在不作另行通知的情況下，不時修改本須知內的任何內容（包括但不限於提交侵權投訴時所需的文件）。

若本須知的英文版本與中文版本有任何抵觸之處，則以本須知的英文版本為準。

## 香港贸易发展局展览会保护知识产权措施-参展商和广告商须知

香港贸易发展局(以下简称为「**本局**」或「**主办机构**」)是专责促进香港对外贸易的法定机构,致力推动原创设计和保护知识产权。

本局订有一套在展览会(「**展览**」或「**本局展览**」)现场内,即场处理任何针对参展商和/或广告商、有关本局展览或与之有关联的侵权投诉的程序,而该等投诉须针对:

- (i) 参展商在展览中发布、展示和/或放置被指称侵犯他人知识产权的产品、物品或物料;或
- (ii) 本局为参展商或广告商,或以他们的名义,发布、展示和/或放置,而被指称侵犯他人知识产权的广告,包括但不限于在(a)在本局的刊物(不论任何媒体、媒介、形式和格式,亦不论在线或线下)(「**刊物**」)的广告、(b)在本局的网站、应用程序、平台和/或社交媒体帐户(包括但不限于 [www.hktdc.com](http://www.hktdc.com),以及本局可能不时营运、管理和使用的任何和所有其他网站、应用程序、平台和/或社交媒体帐户)(「**网站**」)的广告、(c)在本局的展示物(包括但不限于(i)印刷品和/或数码档案、(ii)LED广告,例如但不限于灯箱、电视幕墙、参展商位置系统,以及在升降机内或于扶手电梯上的广告,(iii)横幅和海报,和/或(iv)不论在线或线下、现存或将来、以任何其他方法或方式进行的广告宣传)(「**展示物**」)内的广告、和/或(d)为了于任何上述刊物、网站和/或展示物内(视情况而定),被列为精选推广或宣传的任何产品、服务或物料,或与之有关的广告)(为便于参考,以上类别(a)-(d)所述的每项物品将于本须知中称为「**广告**」)。

此免费的投诉程序并不是投诉人唯一的投诉方法。投诉人亦可以向香港海关和/或香港法院提出投诉。

此投诉程序由本局的驻场法律顾问(「**法律顾问**」)处理,务求帮助确立被投诉人是否须就有关投诉作出答辩,继而决定有关投诉应否被继续跟进,还是被从速解决。

本局订定这套程序的目的是为了协助有关参展商和广告商从速清理毫无根据的投诉,致力保障他们的权利,因为履行尊重他人的知识产权的义务,是参展商和广告商的责任。

兹促请所有参展商必须遵守《贸易发展局展览会参展规则》中的第43条。该条列明参展商于本局展览中的权利与责任;为便于参考,条款内容如下:

「参展商保证展品和产品包装,以及宣传品或摊位的任何展示部分,在任何各方面均没有违反或侵犯任何第三者的权利,包括所有知识产权,其中包括但不限于已注册或未注册的商标、版权、外观设计、名称和专利;并同意悉数赔偿主办机构以及其代理、代表、承包商和雇员因第三者指控参展商和/或主办机构和/或后者的代理、代表、承包商和雇员侵权而招致的费用、开支和索偿。」

所有广告商须注意《香港贸易发展局广告订购合约》内条款和条件中的第2和3条。根据这些条款,广告商所提供的各项保证及承诺包括其保证及承诺任何广告的发布不

会侵犯任何第三方的知识产权，以及它已经取得该广告所需的所有同意和许可。广告商亦承诺和同意保证本局和其合伙人、代理、联属成员、董事、代表、承办商、人员、雇员和用户免受因任何违反或被指称违反广告商所作出的陈述、保证或承诺、任何侵犯或被指称侵犯知识产权（包括但不限于因出版任何广告而引致的专利、注册外观设计、著作权或商标的侵犯）所引致，和/或因广告商出版任何广告（包括但不限于有关其货物和/或服务的广告）所引起、衍生、或直接或间接地导致的第三方申索，或与之有关联的任何指称、申索、损害、罚款、损失、成本、费用（包括法律费用）和不论如何招致的开支所损害，并承诺和同意对上述各方就上述损害作出完全和无条件的弥偿。

每位参展商和/或广告商同意，他们须遵守当时生效的《香港贸易发展局展览会保护知识产权措施：参展商和广告商须知》（「本须知」）（而主办机构可能会不时发出新的须知和更新现行须知），包括但不限于遵守于本须知内列明的任何投诉程序和侵权罚则，不论该参展商或广告商是作为知识产权被侵犯的投诉人，或是作为被投诉人。假如参展商或广告商未能或拒绝遵守本须知内的任何条款和条件，主办机构有唯一和绝对的酌情权：

- (a) 以禁止参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加参加本局以后所举办的任何或所有展览，和/或进一步禁止该参展商的任何代表进入参展商当时正在参展的展览会场；和/或
- (b) 以拒绝发布、暂停展示、修改/修订或删除任何广告，和/或禁止有关参展商或广告商于本局展览内或与之有关的任何刊物、网站和/或展示品上，放置、展示或发布广告。

假如投诉人（「投诉人」）按照本须知向主办机构提出投诉，并要求主办机构对参展商或广告商采取行动，投诉人必须同意保证主办机构、其代理、代表、承包商和雇员（包括但不限于他们的法律顾问）免受任何损害，并对上述各方每位因依据或基于投诉人所提出的投诉、或投诉人根据该投诉所作出的任何其他要求、指示或指令而采取行动，进而导致、与之有关联和/或不论如何引起的任何性质的任何和所有责任、损失、费用（包括但不限于法律费用）、开支和损害赔偿。

每位参展商、广告商和投诉人同意，不会向主办机构和其代理、代表、承包商或雇员（包括但不限于他们的法律顾问）采取任何与有关投诉和任何实际或被指称侵犯知识产权的事件相关、或由之引致的法律行动，或提出任何索偿或要求。

## **处理投诉程序**

### **A. 参展商于本局展览内展示或展览的物品**

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下在摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。



4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被参展商在展览内所展示的涉事产品或物料所侵犯，本局展览负责人员会前往涉事摊位视察。
5. 本局和法律顾问亦会浏览本局的网站，检查受争议的产品或任何物品有否于上述网站上展示。如有发现，本局拥有唯一和绝对的酌情权，根据本局之《*网上推广条款和条件*》，在不作另行通知的情况下，停用该网址，或 将受争议的产品或物品从主办机构的网站下架/移除。
6. 作为展览的主办机构，本局有权实时为受争议的产品或任何物品拍摄最少三张照片。
7. 除非有关参展商能向本局和法律顾问提出证据，以显示他/她有权就有关产品或物料进行交易，并使他们信纳，否则该参展商会被要求立即将正在展示中的受争议产品或物品移除，并禁止在余下展期展示有关该产品/物料。参展商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和参展商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的参展商的怀疑侵犯著作权和/或商标案件，本局将要求该参展商立即移除正接受调查的产品或物品，并不得在余下展期内展示它们。
9. 假如有关参展商未能按上述第 6、7 和/或 8 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。
10. 本局职员会定期前往被投诉（而有关投诉被本局和法律顾问所接纳）的摊位视察，以再次确保有关参展商不再展示或就受争议的产品或物品进行交易。假如参展商被发现违反承诺（即于余下展期内不再展示或处理受争议的产品和物料），本局有权利和权力，按其唯一和绝对的酌情权，实时取消该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司是次展览的参展权，并毋须退还已收取的参展费，并禁止该参展商和其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览。

**B. 于任何为了本局展览，或与之有关或有关联，而在本局展览、刊物、网站和/或展示品内展示或发布的广告中出现的物品**

1. 假如阁下欲提出有关侵犯阁下知识产权的投诉，阁下须向主办机构的展览管理办事处报告，而本局的展览负责人员和所聘请的法律顾问将会处理有关投诉。
2. 假若阁下同时是参展商，并在阁下的摊位内收到投诉，阁下应转介该投诉人到展览管理办事处提出有关投诉。
3. 本须知随附的数据文件和驻场法律顾问皆会指明支持侵权投诉所需的文件种类和其他证据。
4. 假如本局和法律顾问基于投诉人所提供的文件，信纳投诉人的知识产权为有效，而且被受争议的广告所侵犯，广告商会收到通知。
5. 作为展览的主办机构，本局有权实时为受争议的任何物品拍摄最少三张照片。
6. 广告商在收到上述通知起的 24 小时内，享有向本局和法律顾问提出证据的机会，以显示它有权放置、展示或发布被投诉的广告，并使其信纳。假如广告商未能在时限内提出证据，和/或本局和法律顾问并不信纳广告商有权放置、展示或发布该广告，本局拥有唯一和绝对的酌情权去决定合适的行动，包括但不限于实

时移除、下架、暂停展示和/或修改被投诉的广告（例如将该广告内被指称侵权的物品遮盖）。

7. 广告商亦须立即签字为上述事宜作出承诺。本局会将已签署的承诺书和照片的副本交予有关的投诉人和广告商，并会自行保留一份已签署的承诺书和照片的副本作为记录。
8. 假如本局收到香港海关通知，指香港海关正在调查有关在展览内的广告商的怀疑侵犯著作权和/或商标案件，本局将要求该广告商立即移除该广告和任何其他正接受调查的相关物品，并不得在余下展期内展示它们。
9. 假如有关广告商未能按上述第 6 和/或 7 条与本局合作，或拒绝与本局合作，本局有权利和权力，按其唯一和绝对的酌情权，禁止该广告商和其任何代表、母公司、相联公司、联属公司和/或附属公司，于本局网站，以及本局以后所举办的任何或所有展览内展示或发布的任何刊物，放置、展示或发布广告，和/或进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。
10. 假如广告商被发现参在余下展商期内违反其承诺（即不再展示、发布和/或以其他方式处理受争议的广告宣传物），本局有权利及和权力，按其唯一及和绝对的酌情权，即实时取消该等参展广告商及其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司是次展览的参展资格广告宣传权，并毋须退还已收取的参展广告费，并禁止其及该广告商和其任何代表、母公司、有联系公司、相关公司及、联属公司和/或附属公司参加在本局以后所举办的任何或所有展览会中进行广告宣传，和/或参加这些展览，和进一步终止《香港贸易发展局广告订购合约》，并毋须退还已收取的费用。

### **侵权处罚**

本局能按照其唯一和绝对酌情权，在下列任何一种情况下，禁止参展商和/或广告商，和/或其任何代表、母公司、相联公司、联属公司和/或附属公司参加本局以后所举办的任何或所有展览（包括但不限于广告宣传的权利）：

- a. 在本局收到和接纳针对参展商或广告商的侵权投诉后，该参展商或广告商未能或拒绝：
  - 立即容许本局职员为受争议的产品、物料或广告拍摄三张照片；或
  - 应本局要求立即签署本局提供的承诺书：
    1. 注明它决定移除或决定继续展示受争议的产品或物料；或
    2. 如果该投诉涉和广告，承认本局移除该受争议广告的权利，或向本局提出证据，以显示它有权放置、展示或发布被投诉的广告，并使本局和法律顾问信纳该些证据；或
- b. 该参展商虽然已应本局要求签署承诺书，以及让本局职员在展览期间为受争议的产品或物品拍照，但它拒绝移除正在展示中的受争议产品或物料，而当该参展商因展示该受争议产品或物料而被控告时，香港法庭裁定申索成功；或
- c. 参展商虽然立即移除正在展示中的受争议产品或物料，并已签署本局提供的承诺书，承诺在余下展期不再展示或处理该物品，和/或广告商已签署承诺书承认

本局移除该受争议广告的权利，但该参展商或广告商其后被发现违反承诺。在此情况下，本局更有权实时终止该参展商和/或广告商在余下展期内参加展览和/或进行广告宣传的权利，并毋须退还已从该参展商和/或广告商收取的参展费和/或广告费；

或

- d. 参展商和/或广告商虽然在展览举行期间与本局合作，包括但不限于移除正在展示中的受争议产品或物料，但该参展商和/或广告商在连续两届展期中，遭香港法庭最少两度裁定侵犯了任何投诉人的知识产权；

或

- e. 同一名参展商在连续两届展览期中，最少四度被超过一名投诉人就不同的知识产权或被同一名投诉人就不同产品或物品投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- f. 同一名参展商在任何一年内，最少两度被投诉，而该些投诉皆为有效和被本局和法律顾问所接纳；

或

- g. 参展商和/或广告商被控或被判触犯任何有关侵犯知识产权或违反知识产权有关法律或法规的刑事罪行。

### 有关知识产权的刑事罪行之刑罚

#### 版权条例 (香港法例第 528 章)

任何人制造或处理侵犯著作权之物品，即属犯罪。版权条例已详细列明可构成该等刑事罪行之各类行为。任何干犯有关罪行之人士可就每份侵犯著作权复制品被处罚款港币五万元和监禁四年，或被处罚款港币五十万元和监禁八年，视乎有关侵权行为的性质而定。

#### 商品说明条例 (香港法例第 362 章)

根据商品说明条例，任何人士：

将虚假商品说明应用于任何货品或任何向消费者提供或要约提供的服务；  
供应或要约供应已应用虚假商品说明的货品、或向消费者提供或要约提供已应用虚假商品说明的服务；或  
管有任何已应用虚假商品说明的货品作售卖或任何商业或制造用途，  
即属犯罪。

再者，任何人如伪造任何注册商标或将任何商标，或将任何与某一商标极为相似而相当可能会使人受欺骗的商标，以虚假方式应用于任何货品，亦属犯罪。

另外，任何商户如就任何消费者作出任何不良营商手法 (包括但不限于任何属误导性遗漏的营业行为、具威吓性的营业行为、或构成饵诱式广告宣传、先诱后转销售行为或不当地就产品接受付款的营业行为)，即属犯罪。

任何干犯商品说明条例中有关罪行之人士可被：

一经循公诉程序定罪，可被处罚款港币五十万元和监禁五年；和  
一经循简易程序定罪，可被处罚款港币十万元和监禁两年。

## 证明知识产权的存在和拥有权的所需文件证据

### A. 著作权

**途径 1：** 著作权作品的著作权拥有人在被投诉前的一年内，根据版权条例（香港法例第 528 章）的第 121 条所作出，并证明有关著作权的存在和其拥有权之誓章。誓章的范本可于 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdfCopyright/2.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdfCopyright/2.pdf) 下载，以供参考

或

**途径 2：** 若投诉人拥有并能提交下列第 4-6 项的所有证据正本作举证，以及提交下列所有资料和证据：

1. 著作权作品的首次创作或首次发表的日期和地点；
2. 著作权作品的作者名称；
3. 著作权作品的拥有人名称；
4. 著作权作品的原作正本（例如设计图样、草图等）- **注：**任何副本，包括影印本或计算机副本，均不会被接受；
5. 证明著作权作品之拥有权的证据正本 – 例如若著作权作品的作者是投诉人的雇员，则须提供雇佣合约；或倘若著作权作品的作者并非投诉人或其雇员，则须提供证明作者向投诉人转让著作权的著作权转让书；和
6. (1)可证明首次出售有关著作权作品的产品/物品之日期的证据正本（如发票、货运文件等），或 (2)可证明首次发布有关著作权作品之日期的证据正本，而该证据必须清楚指明该产品/物品。

就途径 2 作出之投诉而言，投诉人亦须在文件证据清单（可于 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 下载，或于投诉人呈交投诉时，由本局提供）上填写、提供和确认上述所有数据和证据。假如任何所需数据和/或证据有所缺失或不完整、或倘若本局认为任何所提交的资料和/或证据是在任何方面不可信、相互矛盾、虚假或不准确，有关投诉将不被处理或被拒绝。

### B. 商标

1. 有效的香港商标注册证书正本或核证副本，包括续期证书或续期证明（**注：**任何非香港的注册均不会被接受）。

2. 香港知识产权署网上检索系统上最新的商标记录打印本，而该打印本须显示该商标的注册详情，和于投诉日前的一（1）星期内打印。

### C. 外观设计

1. 有效的香港外观设计注册证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）。
2. 香港知识产权署网上检索系统上最新的外观设计注册记录打印本，而该打印本须显示该外观设计的注册详情，和于投诉日前的一（1）星期内打印。

### D. 专利

1. 有效的香港专利证书正本或核证副本，包括续期证书或续期证明（注：任何非香港的注册均不会被接受）；
2. 假如投诉人的投诉所依据的专利是短期专利，下列任何一项有关该专利的证据：
  - a) 于香港进行的实质审查证明书正本或核证副本；
  - b) 向香港专利注册处处长提交、有关对该专利进行实质审查的请求，连同一份书面确认，指该请求尚未被终结、拒绝或终止；或
  - c) 由法院批给的证明书正本或核证副本，核证法院裁断投诉人所依据的专利申索是有效的。
3. 由下列人士所发出的书面意见书，指投诉人于香港的专利为有效，而且因参展商透过展示受争议的产品或物品，而被侵犯；而该意见书清楚和明确地指明被指称侵权的产品或物品之详情：
  - a) 已于香港以外的管辖区核证或注册，并在香港提供专利代理服务的核证或注册专利代理人；和/或
  - b) 于专利方面有经验的香港合资格律师。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

### 证明广告商放置、展示或发布被投诉的广告的所需文件证据

1. 证明有关知识产权的存在和广告商的拥有权的所需文件证据（见上述 A，B，C，D 部中每类知识产权的要求（如适用））；或
2. 有效合约或许可正本或核证副本，以证明知识产权拥有人已授权，或授予该广告商使用、发布、展示，和/或以其他方式交易或处理在被投诉的广告中展示的相关作品、商标、外观设计，和/或专利的权利。

以及由本局或法律顾问因应案件的实际情况而要求提供的任何其他证据。

\*本局保留在不作另行通知的情况下，不时修改本须知内的任何内容（包括但不限于提交侵权投诉时所需的文件）。

若本须知的英文版本与中文版本有任何抵触之处，则以本须知的英文版本为准。







## Appendix 2 - Notice on Electricity supply / Fair System & Furniture



### 附件 2 - 電力供應、攤位結構及傢俱指引

#### Attention to All Exhibitors 參展商請注意

##### Electricity Supply 電力供應

 	<p>For the standard socket (if included in the booth package) provided by the Organisers, please be reminded that the fuse maximum capacity is <b>500watt</b> for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket.</b> Organisers reserve the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>攤位若附設大會提供之電力插座，其最大用電量只限於 500watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現主辦機構將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭（如圖示）。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.</p> <p>參展商若已租用電力接線服務（供自行攜帶及安裝電燈使用），在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。</p>

##### Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞一概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can <b>only support weight under 3kg</b>. Hanging objects from ceiling beams and system panels are prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。</p> <p>For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等。</p>

The exhibitor undertakes to indemnify the Organisers from any claims caused by their decoration / construction works done to the shell scheme.

參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

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

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



## Appendix 3 - Guidance to Custom Built exhibitors for on-site usage of electricity 附件 3 - 特裝參展商注意事項 - 現場使用電力指引

- For electricity supply you have ordered from Official Contractor, exhibitors must have their own electrician. **The Official Contractor will not provide installation and connection services for own lights and electrical appliances.**

特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

- Total power consumption shall not exceed the current specified. In case of overload, the organisers reserve the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

- 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 & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 15:00** on the last move-in day. Failing to provide by 22:00 on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

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 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organisers will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返回會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。



### **Caution on Fraudulent Emails**

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

- 1) Ensure that the email is genuinely from the Organisers.
  - Always identify the sender of the email from its domain.
- 2) Check the Organisers disclaimer (this point is not applicable to emails sent from Messe Frankfurt (HK) Ltd)
  - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council / Messe Frankfurt (HK) Ltd) when making payments.
- 4) Always use trusted Wifi network
  - There is always security risk when using untrusted public Wifi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wifi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at (852) 1830 668 and quote "Hong Kong International Stationery & School Supplies Fair" concerned.

### **提醒參展商小心提防欺詐電郵的通知**

有鑑於近日市面出現欺詐電郵騙案，主辦機構（香港貿發局及法蘭克福展覽(香港)有限公司）特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由主辦機構發出
  - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有主辦機構之免責聲明 (此項並不適用於法蘭克福展覽(香港)有限公司發出之電郵)
  - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱 (香港貿易發展局 / Hong Kong Trade Development Council / 法蘭克福展覽(香港)有限公司 / Messe Frankfurt (HK) Ltd)
- 4) 避免使用公眾無線網絡
  - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電香港貿發局熱線: (852) 1830 668 並註明參展的展會 – 「香港國際文具及學習用品展」。



## **Appendix 5 - Tropical Cyclones & Black Rainstorm Warning Arrangement**

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8 and Black Rainstorm Warning Signal (or above) is hoisted during the Fair.

### **A. Special Arrangements for Tropical Cyclone Warning Signal**

#### **I. During Move-in, Move-out**

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.

#### **II. Prior to Opening Hours**

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.
2. If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, 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.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

#### **III. During Opening Hours**

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.
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 Organisers will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

## **B. Special Arrangements for Black Rainstorm Warning Signal**

### **I. During Move-in, Move-out**

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.

### **II. Prior to Opening Hours**

1. If a Black Rainstorm Warning Signal is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, 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.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

### **III. During Opening Hours**

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.

## **C. Insurance**

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organisers upon request. For details, please refer to point 70 and 72 under "Rules & Regulations" in Exhibitor Manual.

## **D. Other Issues**

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) 183 0668, should they have any question concerning the above arrangements.
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.

## 附件 5 - 熱帶氣旋或黑色暴雨警告訊號下的安排

敬請各參展商留意，以下是八號熱帶氣旋襲港或黑色暴雨警告信號（或以上）發出後，主辦機構對香港國際文具及學習用品展之開放時間所作出的特別安排。

### 甲、熱帶氣旋警告信號下之特別安排

#### (一) 進館日、撤館日

1. 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。

#### (二) 展覽會開放前

1. 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. 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. 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。

#### (三) 展覽會進行期間

1. 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，展覽會將於兩小時後關閉。主辦機構將立刻作出相關廣播，並請現場參展商及參觀人士盡快離開會場。
2. 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，展覽會即時關閉。主辦機構將立刻作出廣播，並請現場參展商及參觀人士立即離開會場。

### 乙、黑色暴雨警告信號下之特別安排

#### (一) 進館日、撤館日

1. 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。

#### (二) 展覽會開放前

1. 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. 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. 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。

#### (三) 展覽會進行期間

1. 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。

### 丙、保險

參展商應就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。有關詳情，請細閱參展商手冊「展覽會規則」第70及72條。

### 丁、其他注意事項

1. 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) 183 0668。
2. 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。



GO HKCEC  
會展快運易

## General Users Guide - Exhibition

### 目錄

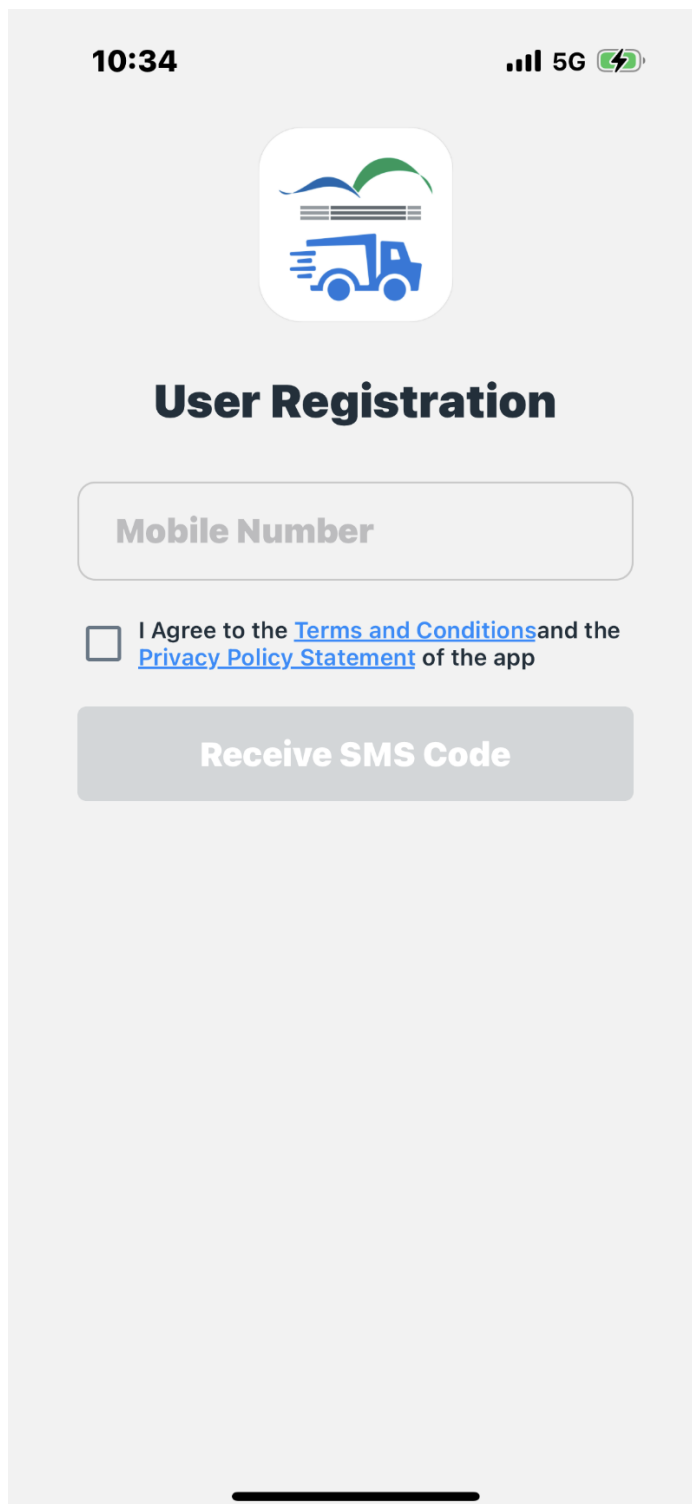
	內容	頁數
1.	User Registration/ Login	P.3
2.	Register Vehicle Pass	P.6
3.	Obtain Queuing Ticket	P.11
4.	Offsite Mode	P.17
5.	Geofence Mode	P.22
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# **Part 1**


## **Pre-Event Stage**

## User Registration/ Login

1. Enter Hong Kong Local Mobile Number.
2. Click “I agree to the.....” to accept Terms & Conditions.
3. Click “Receive SMS Code”.



10:34 5G



### User Registration

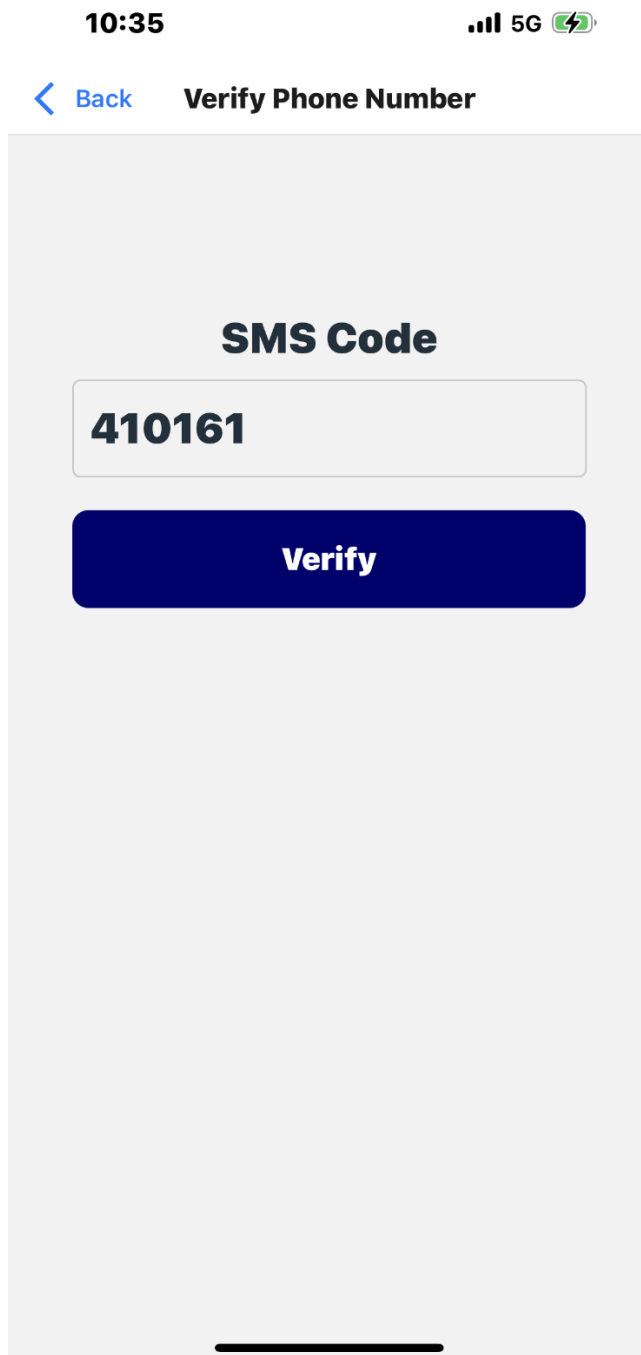
Mobile Number

I Agree to the [Terms and Conditions](#) and the [Privacy Policy Statement](#) of the app

Receive SMS Code

## User Registration/ Login

4. User will receive a SMS code of 6 digits.
5. Enter the code and Click Verify.

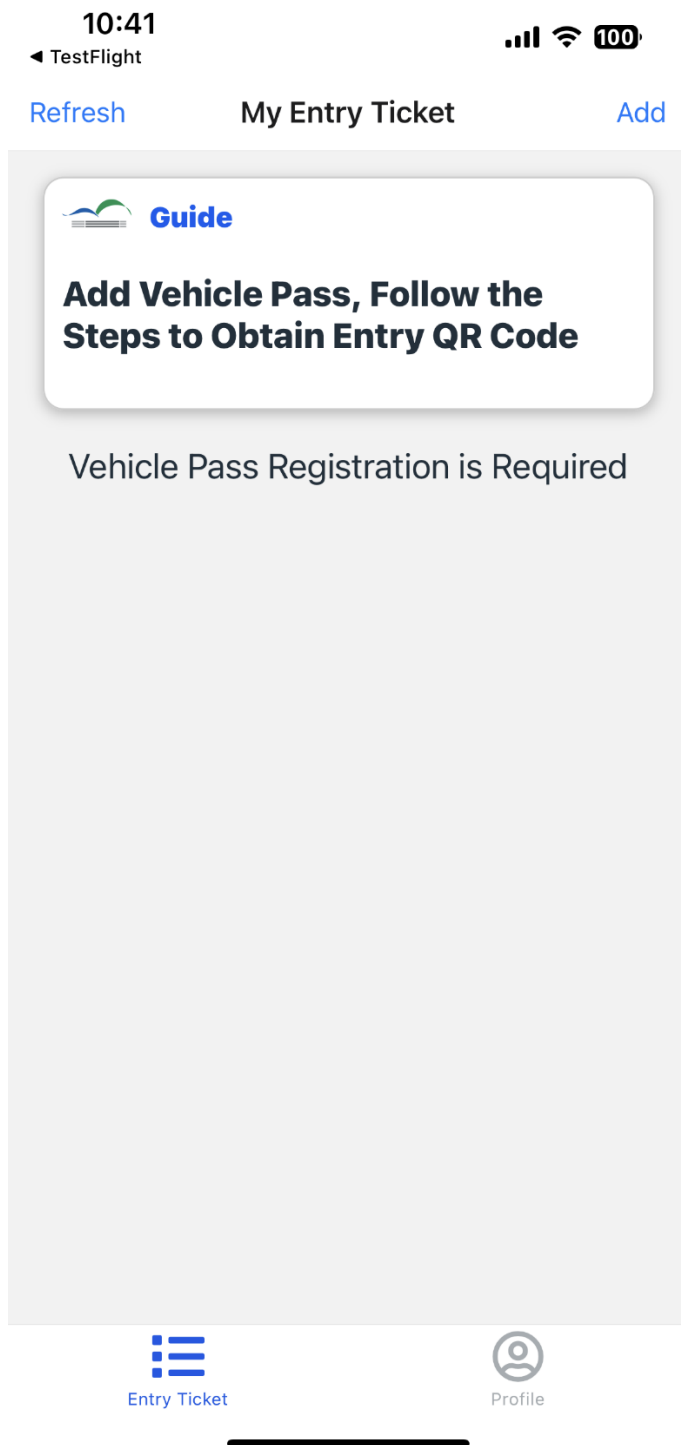




## User Registration/ Login

6. Complete Registration.

7. User will enter “My Entry Ticket” Page.



## Register Vehicle Pass

There are 5 types of Vehicle Pass: Red, Blue, Green, Purple & Yellow.

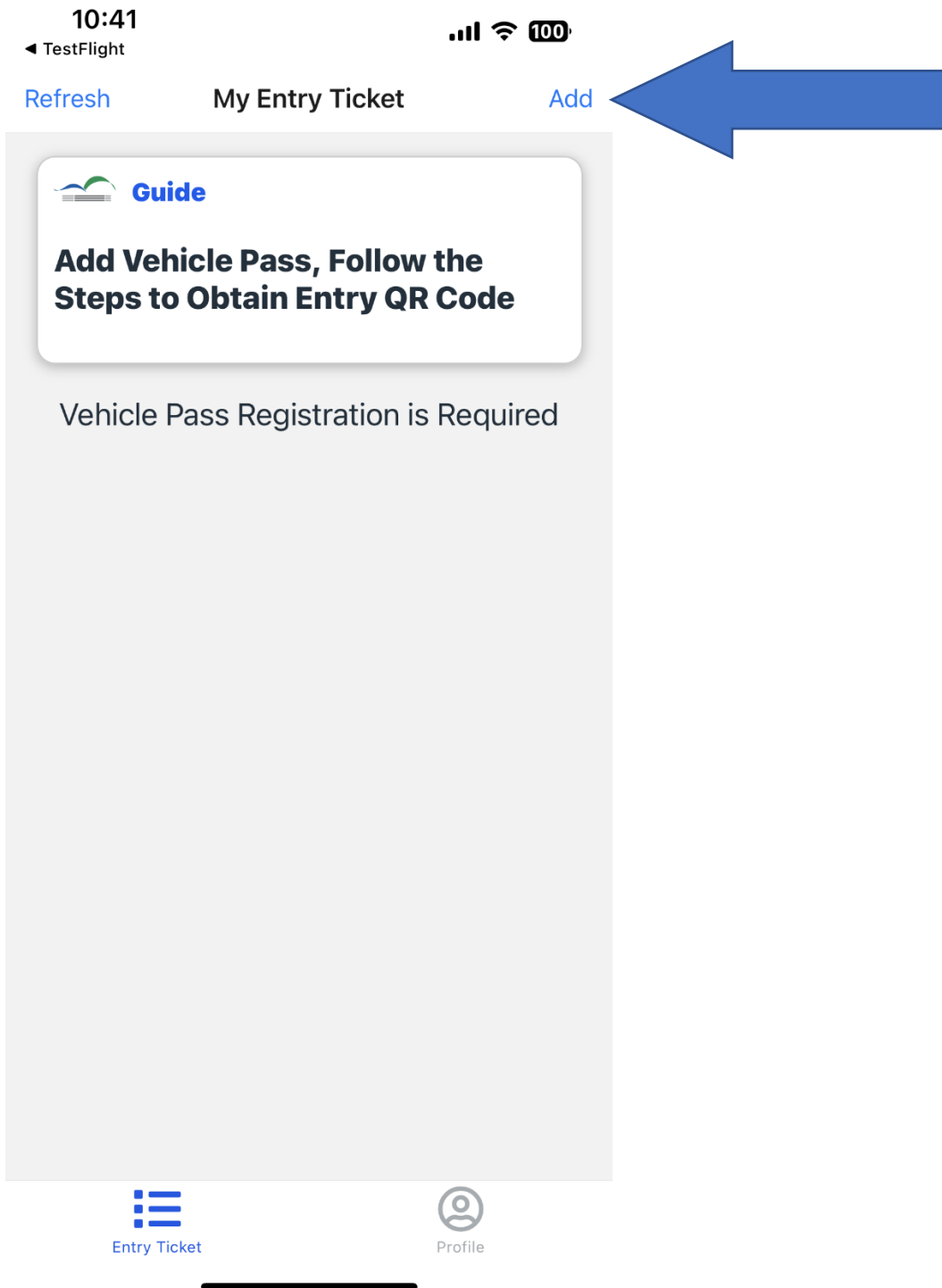
### Vehicle Pass Sample

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		<b>FOR REGISTRATION ONLY</b> <b>此證只作登記用途 不可進場</b>
<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
<b>Event 活動名稱 :</b> (54010) Hang Lung Properties Limited Management Conference		
<b>Venue 場地 :</b>  (L1) H1ABC		
<b>Time of Entry &amp; Remarks 進場時間 及 備註 :</b> (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

Download "Go HKCEC" mobile app for entry QR code  
下載「會展快運易」手機應用程式以獲取入場二維碼

# Register Vehicle Pass

1. Click “Add” on the page of My Entry Ticket ◦



## Register Vehicle Pass

2. Allow Camera access.
3. Scan the QR Code on Vehicle Pass or Upload QR Code Screenshot.



## Register Vehicle Pass

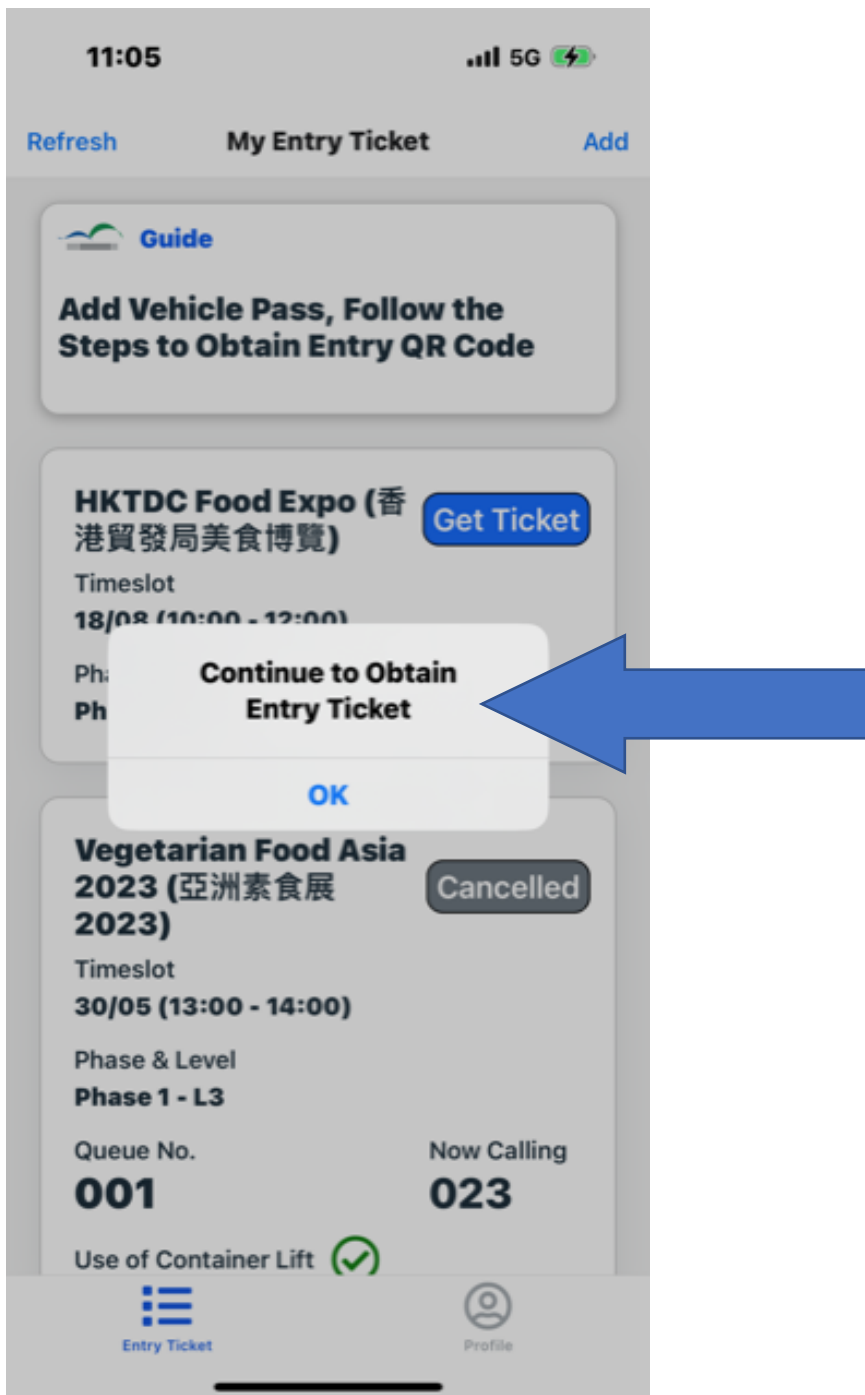
4. App will redirect to the page of “Enter Vehicle Details”.
5. Enter Vehicle Registration.
6. Choose Type of Vehicle.
7. Choose Floor of loading and Phase 1 & Phase 2.\*
8. Choose Time of Entry for loading.\*
9. Click “Submit”

\*The options for choosing is accordance with Vehicle Pass.

The screenshot shows a mobile application interface for entering vehicle details. At the top, the status bar displays the time 13:11, 5G signal strength, and a battery icon. Below the status bar, there is a navigation bar with a blue back arrow and the text 'Back Enter Vehicle Details'. The main content area is titled 'Vehicle Registration' and contains several input fields: a text box for 'Enter Vehicle Registration', a dropdown menu for 'Type of Vehicle' with the placeholder 'Select an item', two dropdown menus for 'Floor' (showing 'L1') and 'Phase' (showing '1'), and another dropdown menu for 'Time of Entry' with the placeholder 'Select an item'. At the bottom of the form is a large blue button labeled 'Submit'.

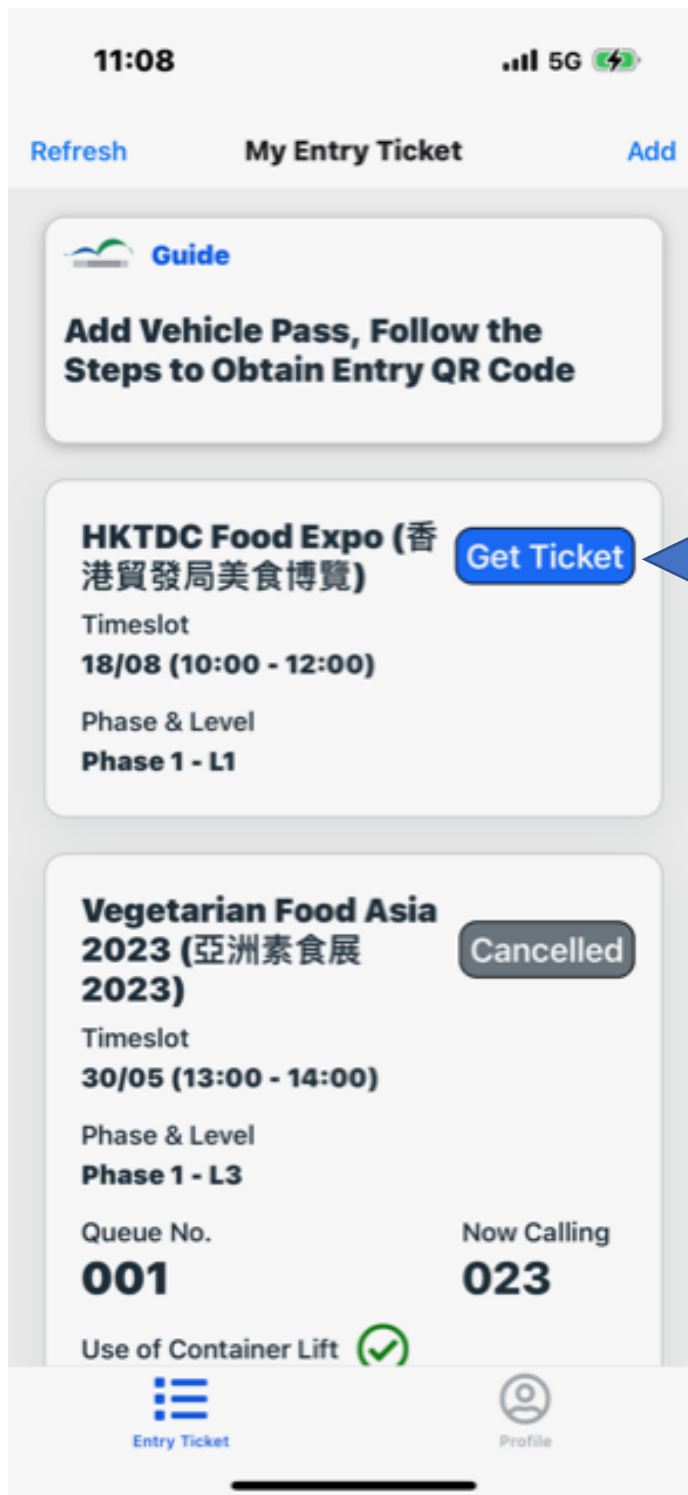
## Register Vehicle Pass

5. Registration completed with the message of “Continue to Obtain Entry Ticket”.



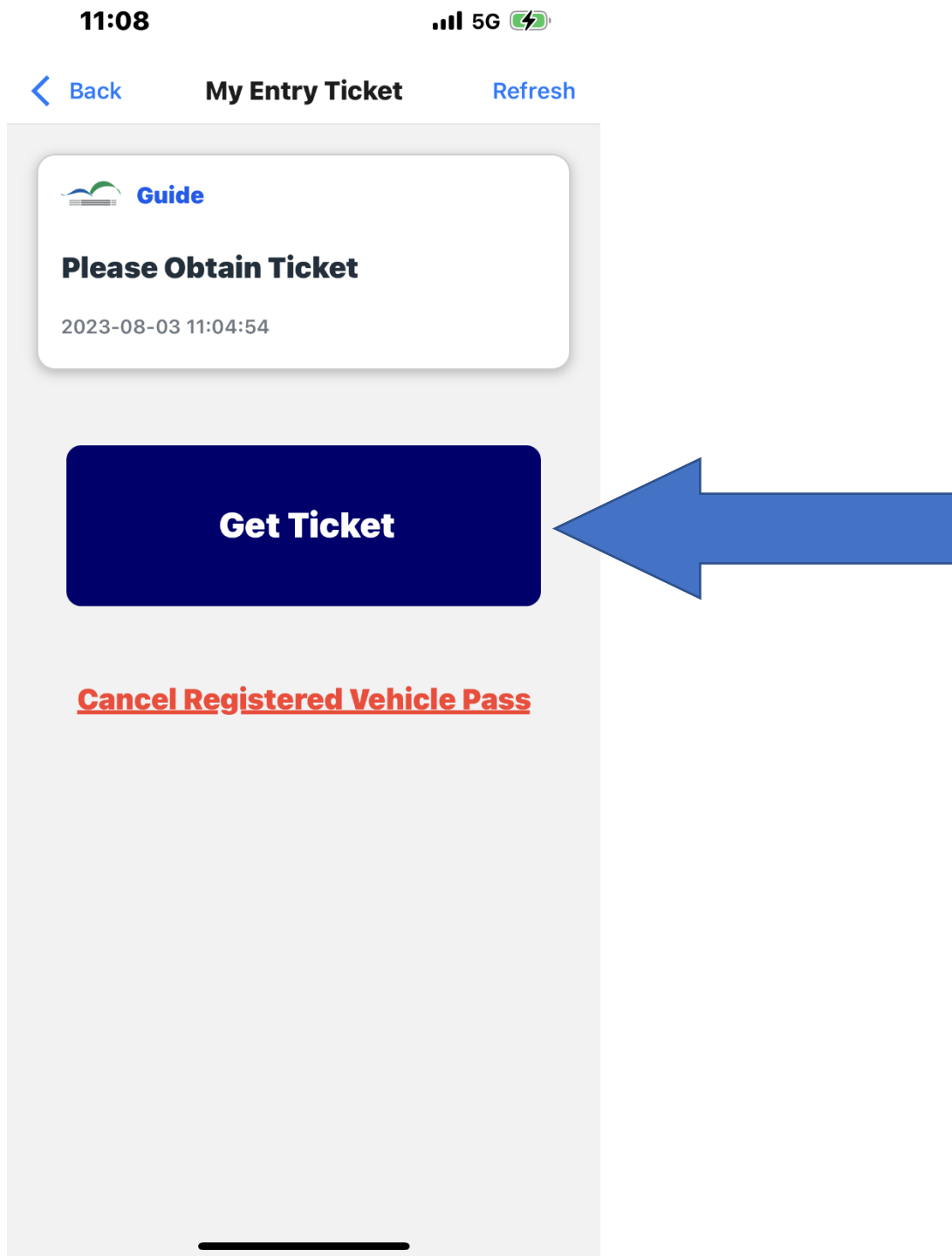
## Obtain Queuing Ticket

1. Click “Get Ticket”.



## Obtain Queuing Ticket

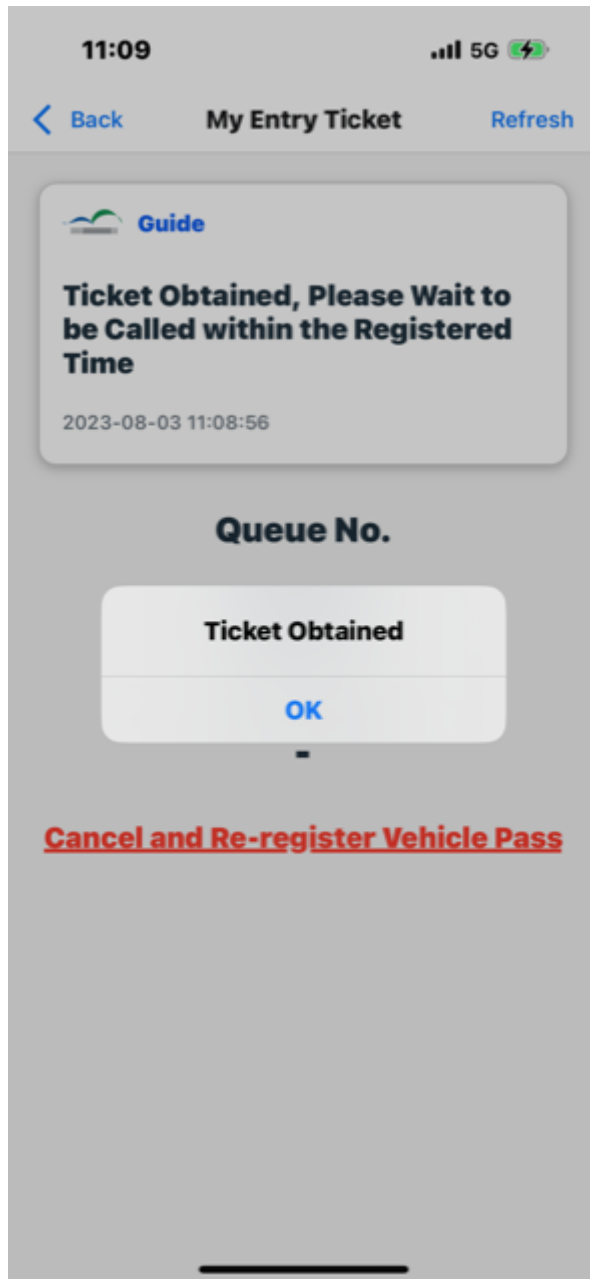
2. Click “Get Ticket”.





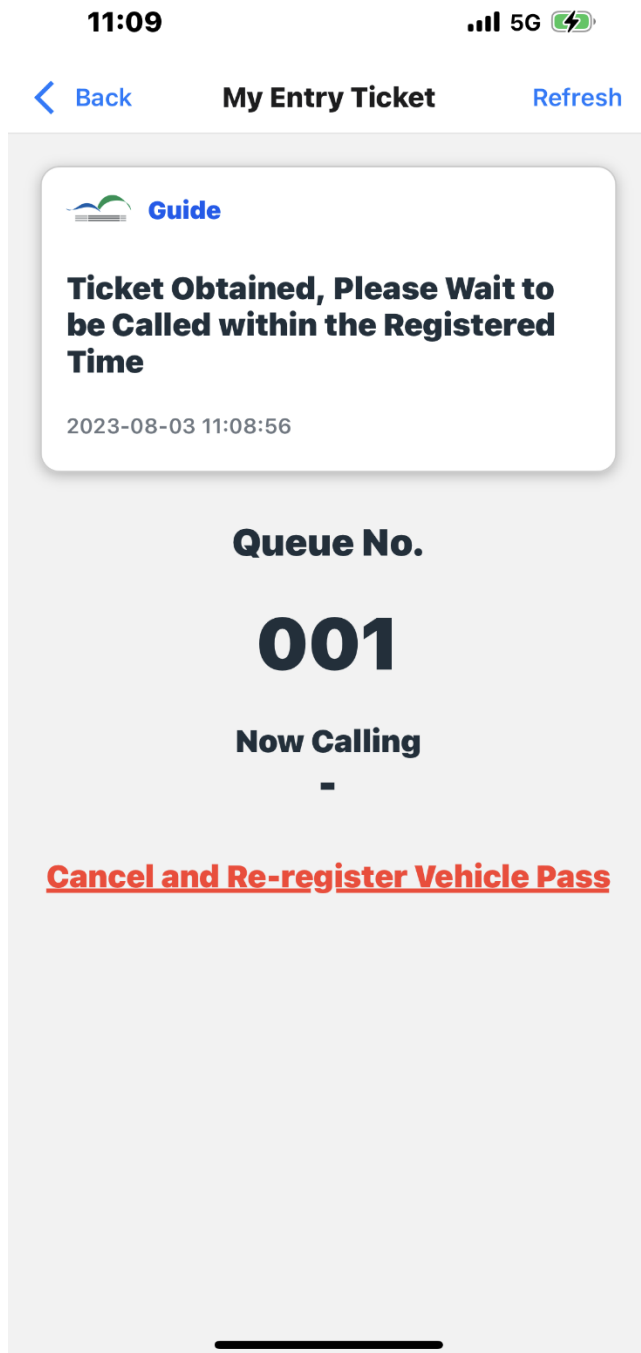
## Obtain Queuing Ticket

3. Ticket is obtained with message “Ticket Obtained”.
4. Click “OK”.



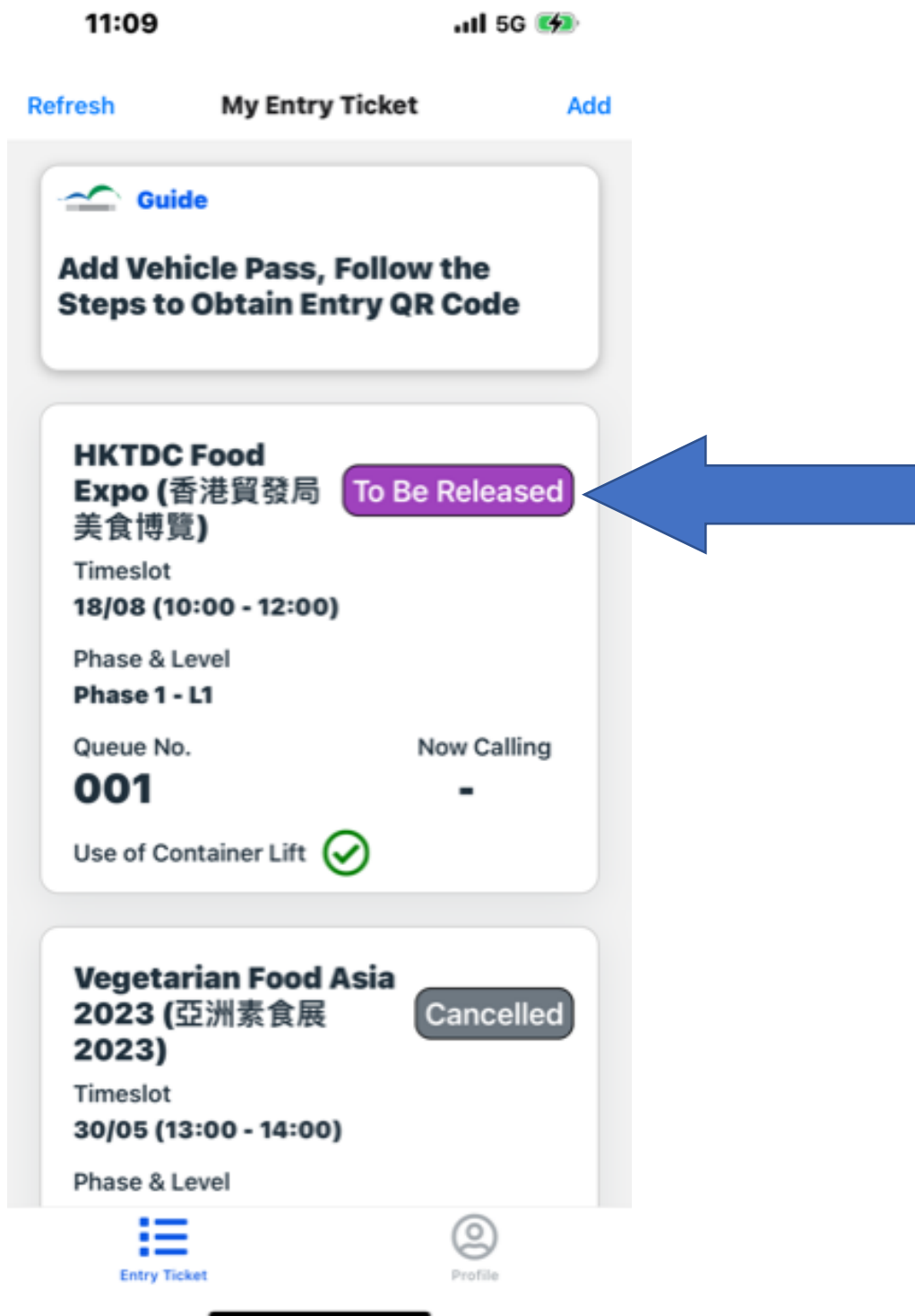
## Obtain Queuing Ticket

5. User will see the Queue No.
6. Click “Back” and wait for calling on registered Entry of Time.



## Obtain Queuing Ticket

6. Ticket is obtained when user see the status of registration to be shown as "To Be Released".



# **Part 2**

## **Event Days**

## Offsite Mode

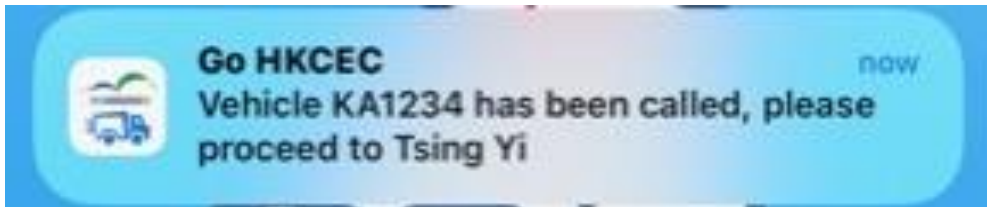
When the Time of Entry starts with (TY), it represents vehicle is required to reach Offsite Marshalling in Tsing Yi before driving to HKCEC.

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre	<b>FOR REGISTRATION ONLY</b> <b>此證只作登記用途 不可進場</b>
<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證	
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?	
<b>Event 活動名稱 :</b> (54010) Hang Lung Properties Limited Management Conference	
<b>Venue 場地 :</b> <b>(L1) H1ABC</b>	
<b>Time of Entry &amp; Remarks 進場時間及備註 :</b> (TY) [REDACTED] 0-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs	

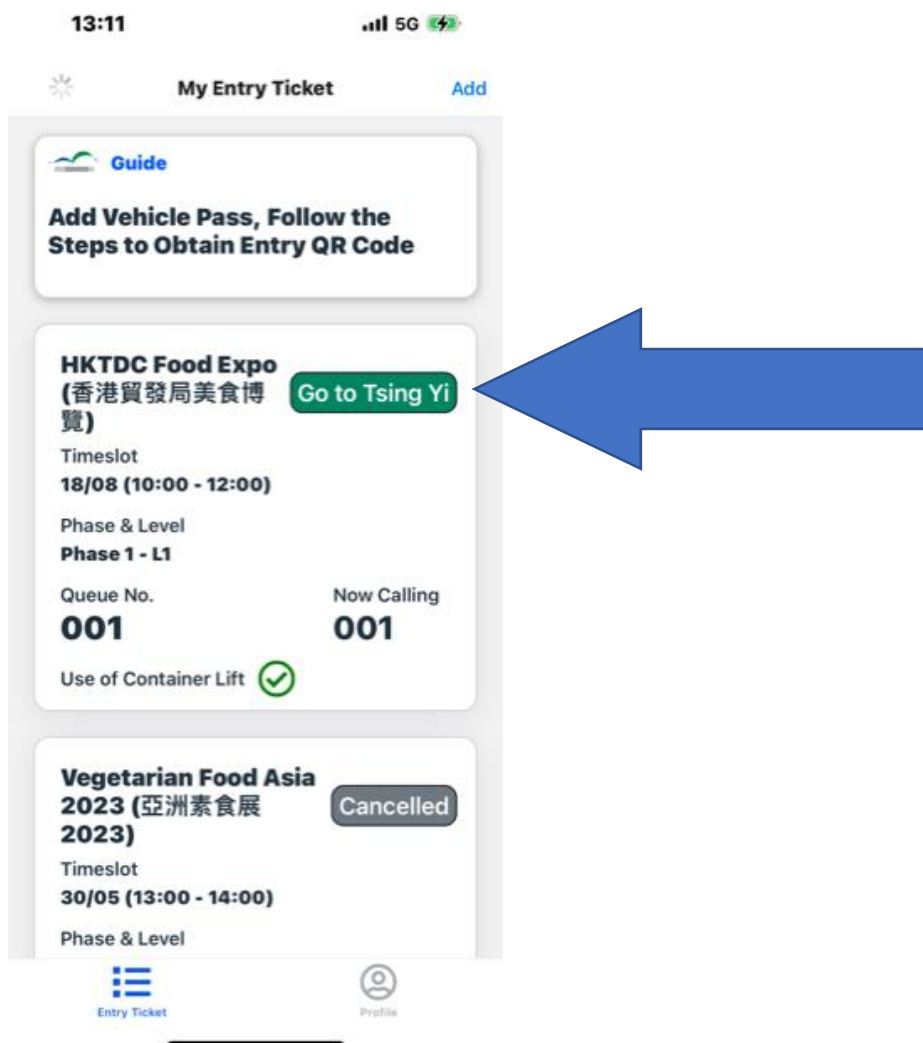
Download "Go HKCEC" mobile app for entry QR code  
下載「會展快運易」手機應用程式以獲取入場二維碼

## Offsite Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:

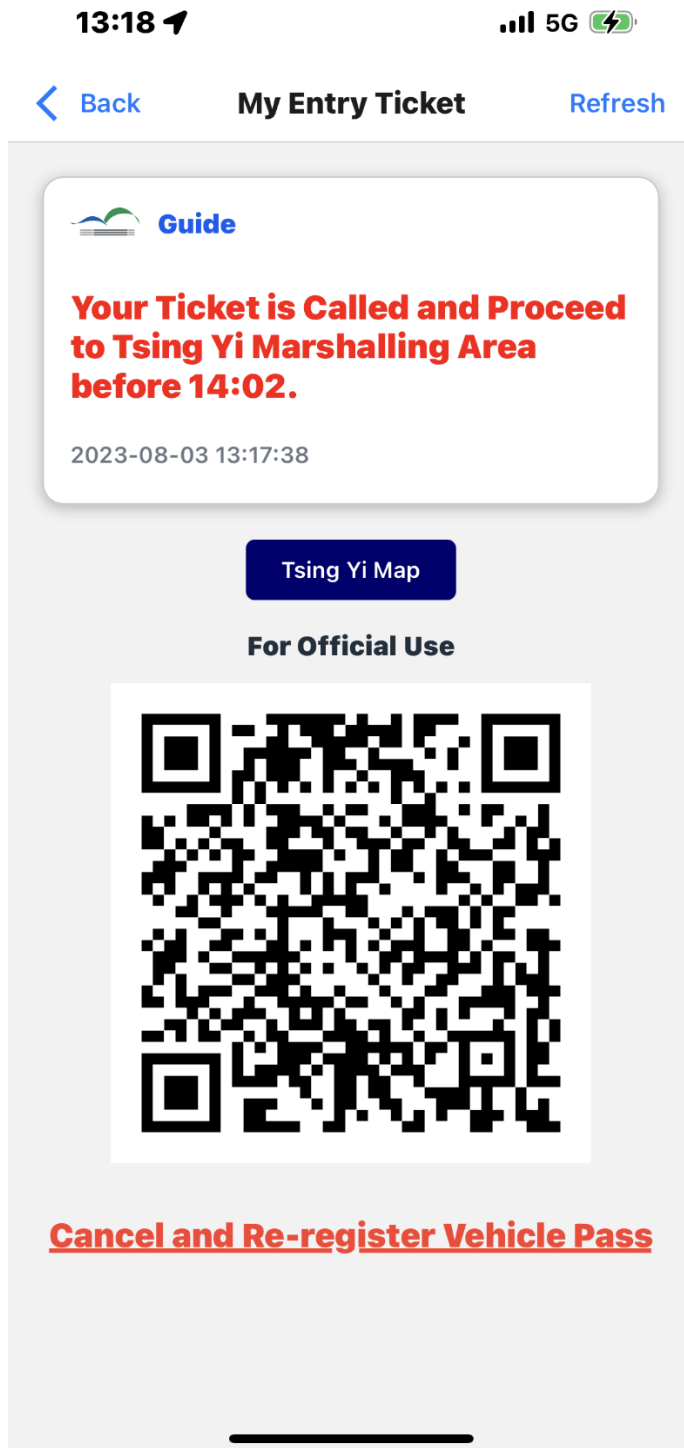


3. The vehicle status will be changed to Go to Tsing Yi. Click "Go to Tsing Yi".



## Offsite Mode

1. Go To Tsing Yi according to the time shown.
2. Click “Tsing Yi Map” for site location.



## Offsite Mode

Click into the map for more details. User can exit the map by clicking “Back”.





## Offsite Mode

1. Security Staff will scan the App QR Code in the site.
2. Driver can drive to HKCEC after successful scanning.
3. Staff in HKCEC will scan the QR Code again. Vehicle will be allowed to enter the loading area after successful scanning.



## Geofence Mode

When the Time of Entry starts with (GF), it represents vehicle is required to Check-in out of the restricted area before driving to HKCEC.

The reason for this is to avoid excessive vehicles parking around HKCEC during waiting and cause traffic congestion.



### DELIVERY VEHICLE ENTRY PASS

#### 送貨車輛許可證

No.: RP-208402

HKCEC Loading Dock (Phase 1)  
會展中心卸貨區 (1 期)



Permission to Phase 1 Container Lift ?

是否允許使用一期貨車升降機 ?

**Event** 活動名稱 :

(54010) Hang Lung Properties Limited Management  
Conference

**Venue** 場地 :

(L1) H1ABC

**Time of Entry & Remarks** 進場時間及備註 :

(TY) 21 August 2023 0800-2359hrs;

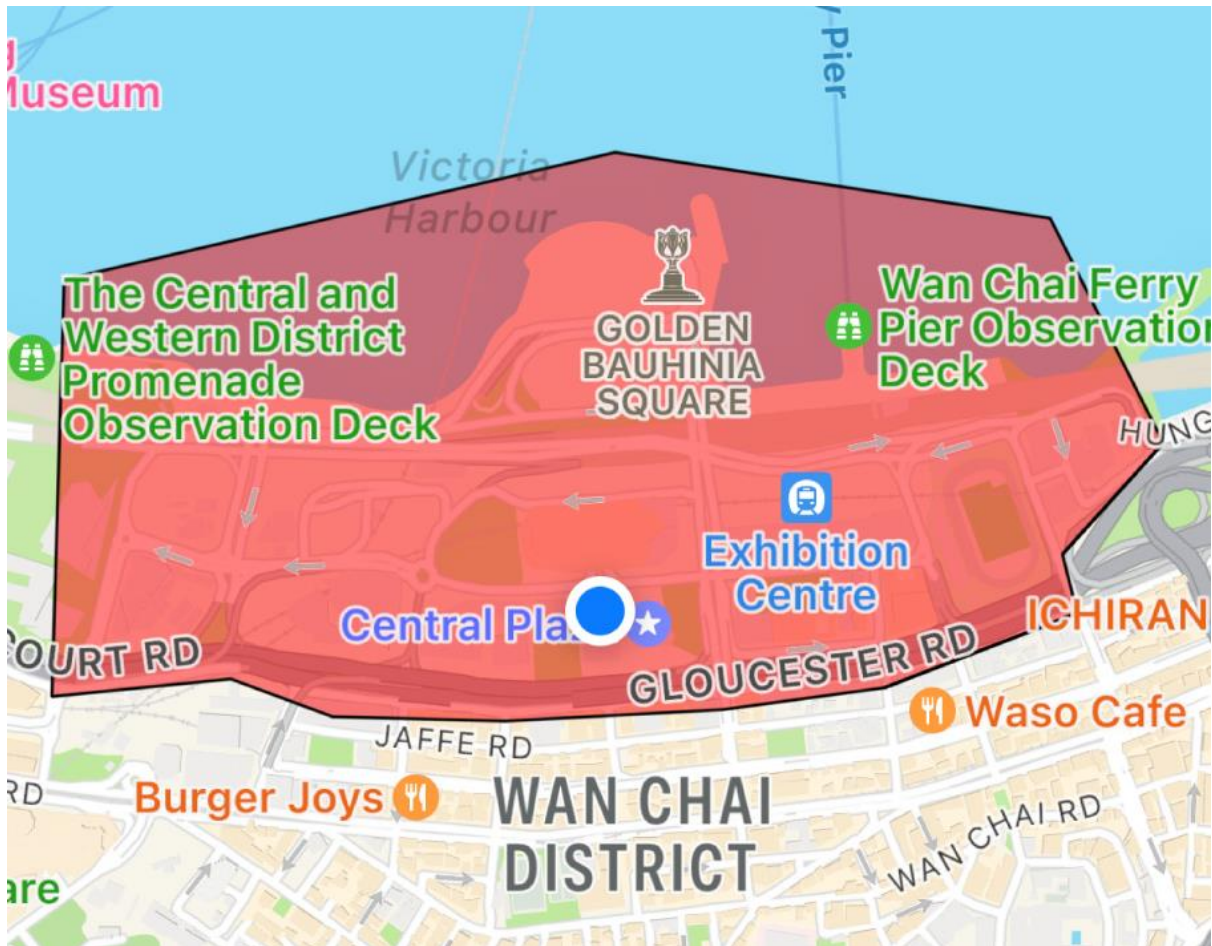
(GF) ← [Redacted] -2359hrs;

(FF) 23 August 2023 0800-2359hrs

Download "Go HKCEC" mobile app for entry QR code  
下載「會展快運易」手機應用程式以獲取入場二維碼

## Geofence Mode

Restricted Area (Driver should stay out of red zone when waiting for the calling of Queuing Ticket)

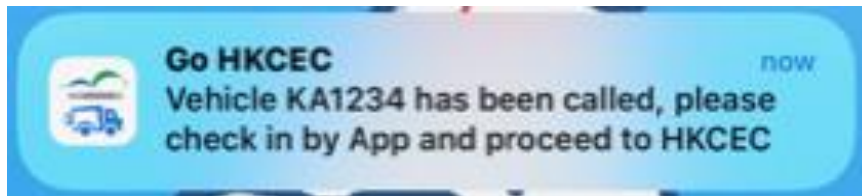


### Restricted Area Boundaries

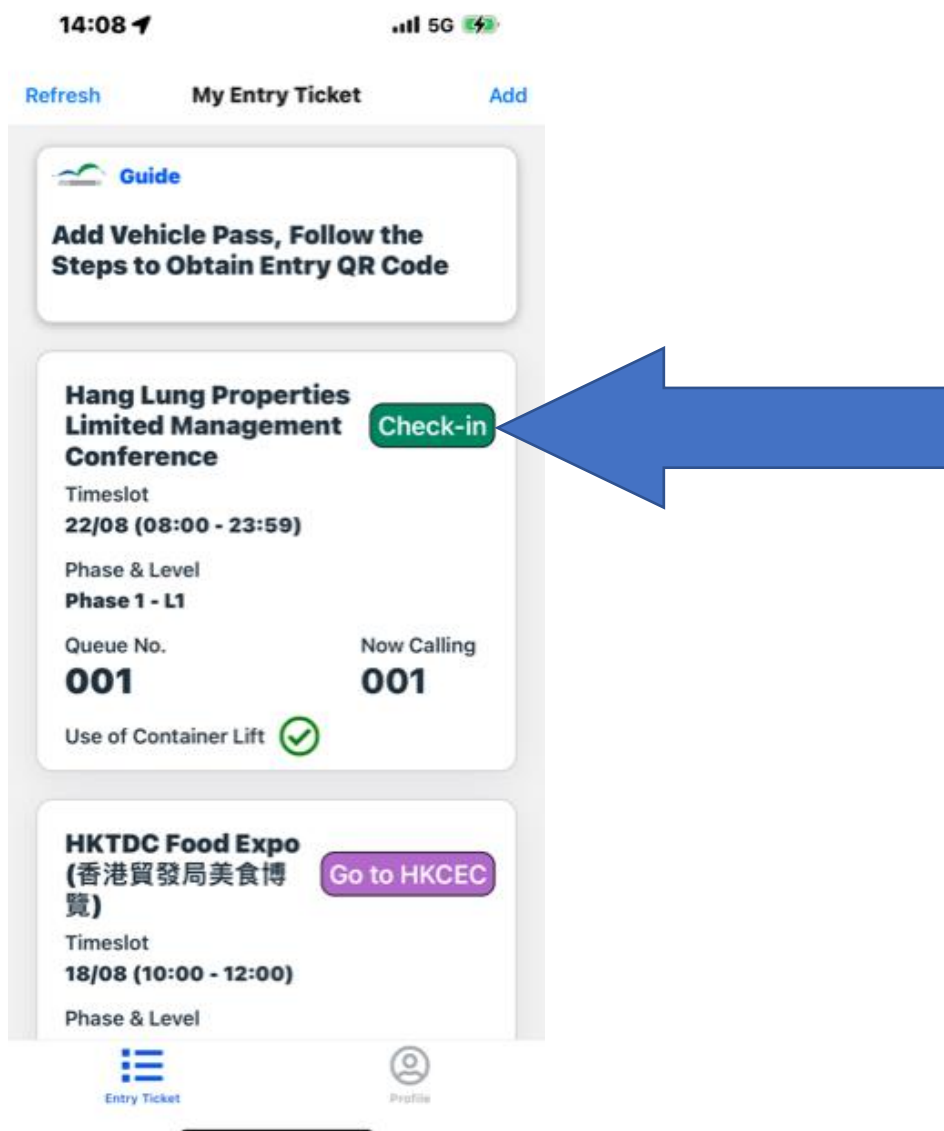
To the East Wan Chai Temporary Promenade  
To the West Tamar Park  
To the South Gloucester Road

## Geofence Mode

1. Allow Notification access.
2. When the Queue Ticket is called, User (Carplate: KA1234) will receive in-app pop up notification:



3. The status of the vehicle will change to Check-in. Click "Check-in".



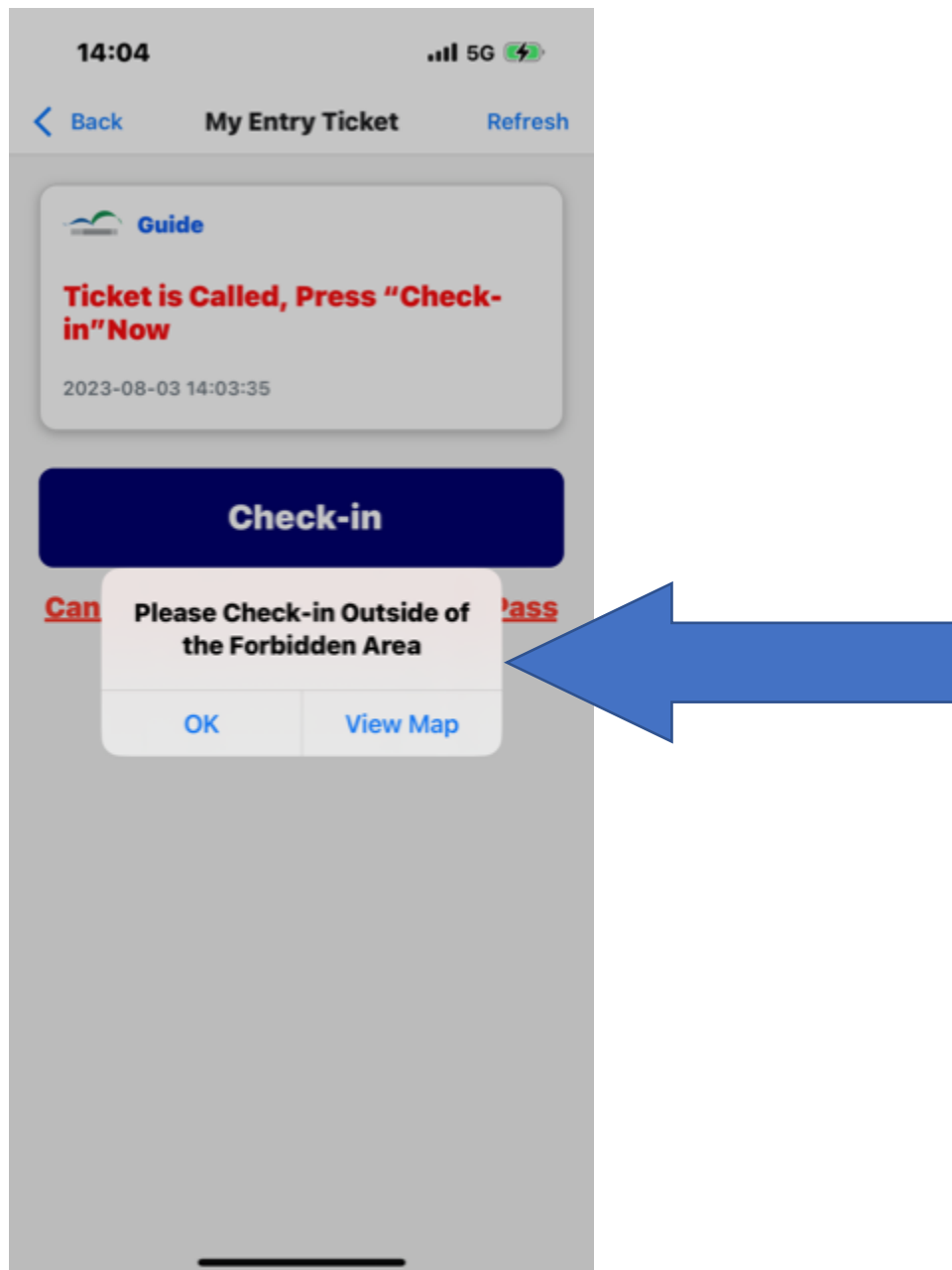
## Geofence Mode

4. Click "View Map" to see the restricted area before clicking "Check-in".



## Geofence Mode

5. Driver is required to stay out of restricted area to check-in and will receive a pop-up message.  
Click "View Map" to see the restricted area.



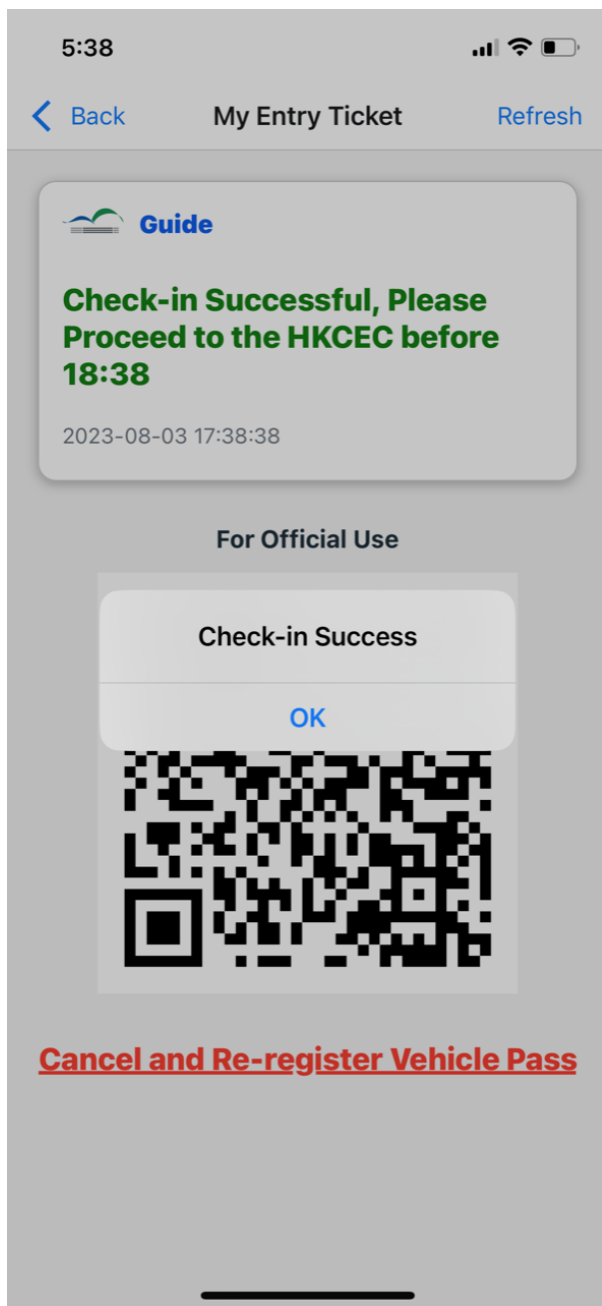
## Geofence Mode

6. The restricted area is shown.



## Geofence Mode

7. Pop up message will show the Check-in is successful.  
Click "OK".
8. Drive to HKCEC before the time as shown in the Guide.  
CEC Staff will scan the entry QR code and allow access if the scanning is successful.





## Free Flow Mode

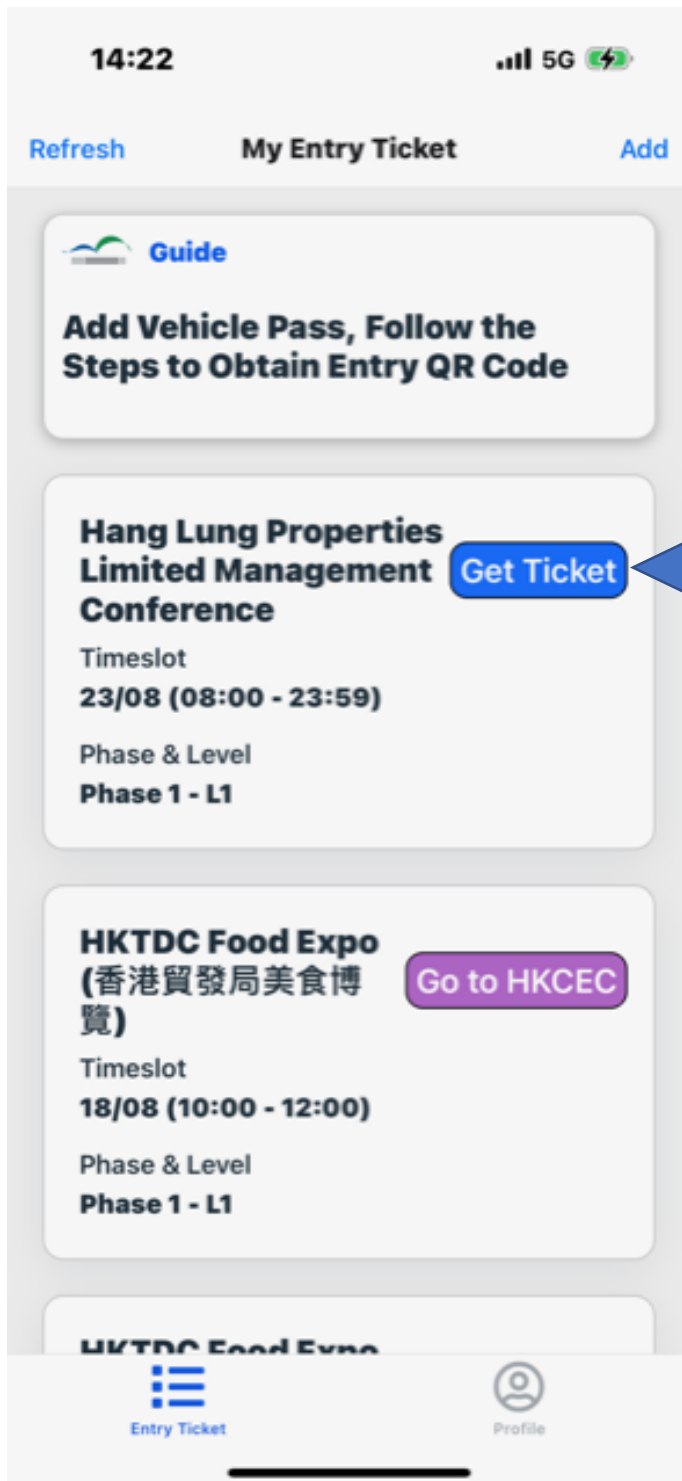
When the Time of Entry starts with (FF), it represents vehicle is allowed to go to HKCEC directly according to the timeslot on the vehicle pass after getting entry QR code on the app.

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		<b>FOR REGISTRATION ONLY</b> <b>此證只作登記用途 不可進場</b>
<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
<b>Event 活動名稱 :</b> (54010) Hang Lung Properties Limited Management Conference		
<b>Venue 場地 :</b> (L1) H1ABC		
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Download "Go HKCEC" mobile app for entry QR code  
下載「會展快運易」手機應用程式以獲取入場二維碼

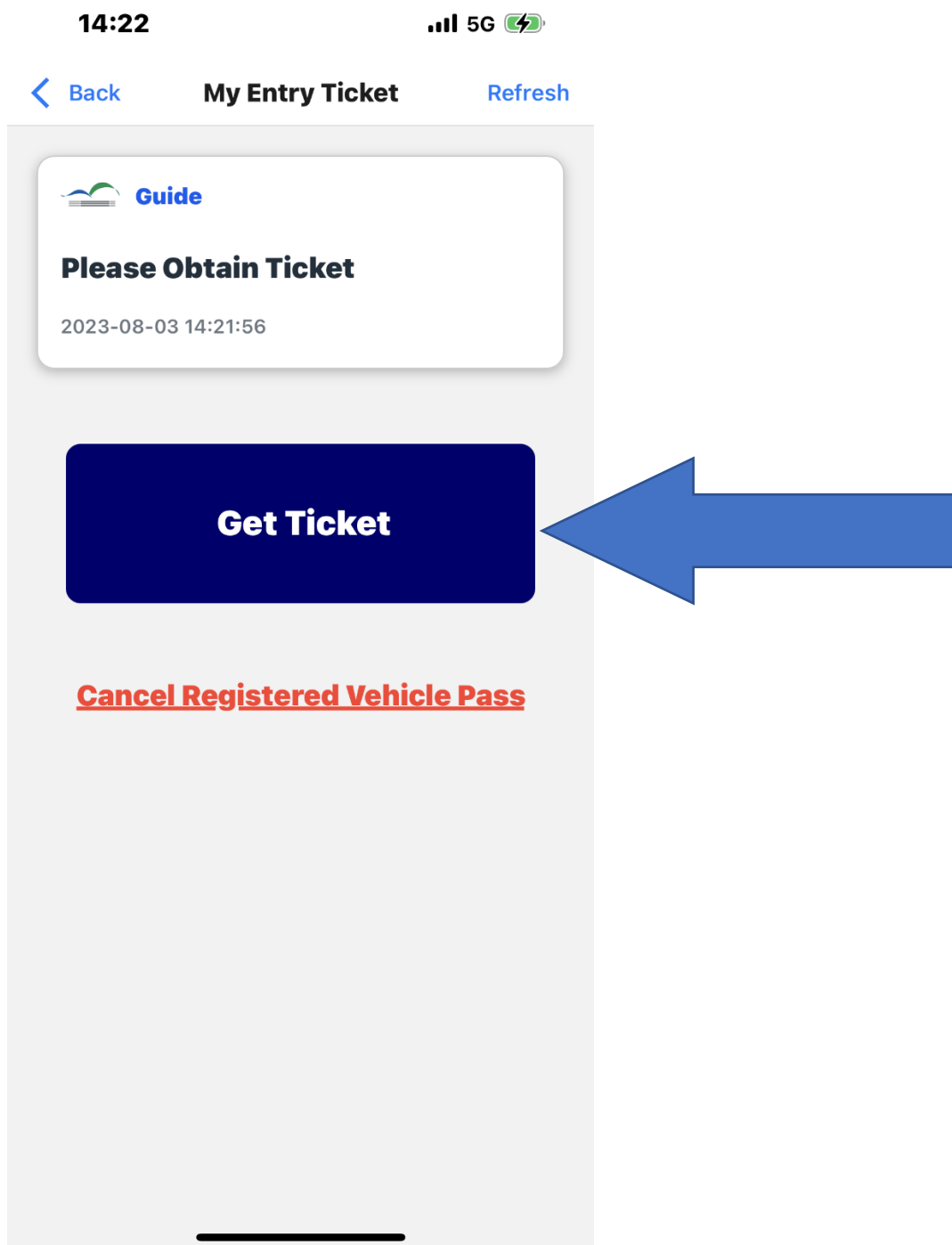
## Free Flow Mode

1. Click “Get Ticket”.



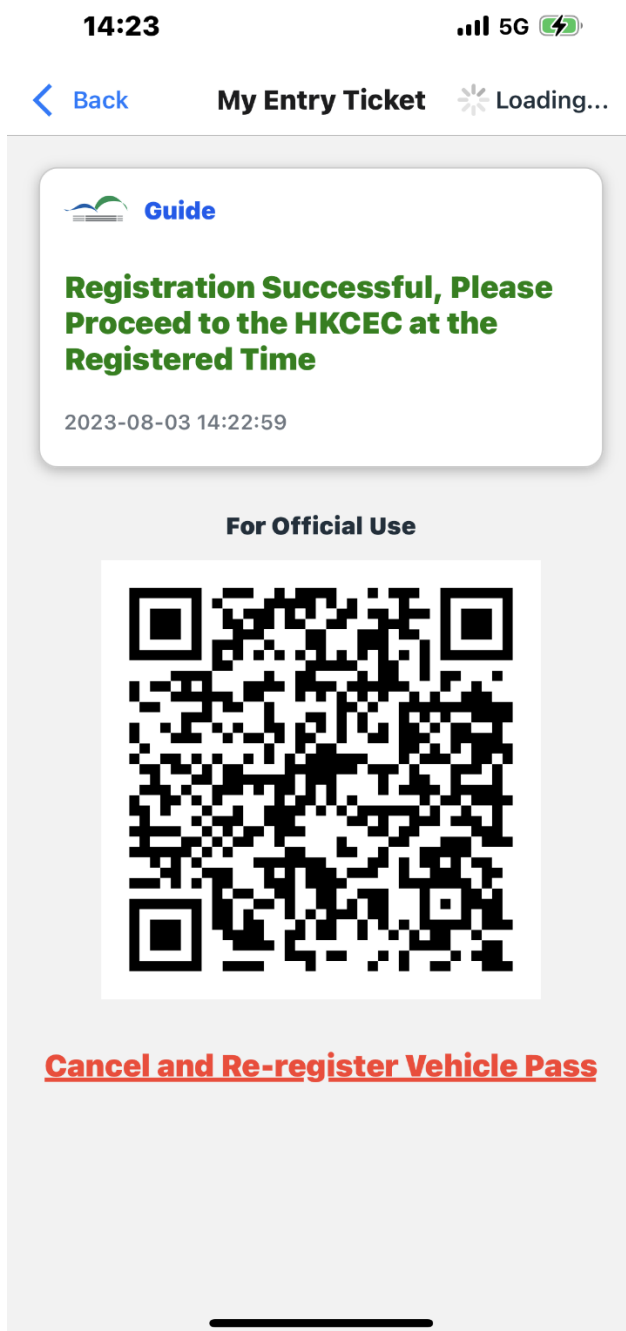
## Free Flow Mode

2. Click “Get Ticket”.



## Free Flow Mode

3. Driver can proceed to HKCEC at the registered time directly with the entry QR code on the app.



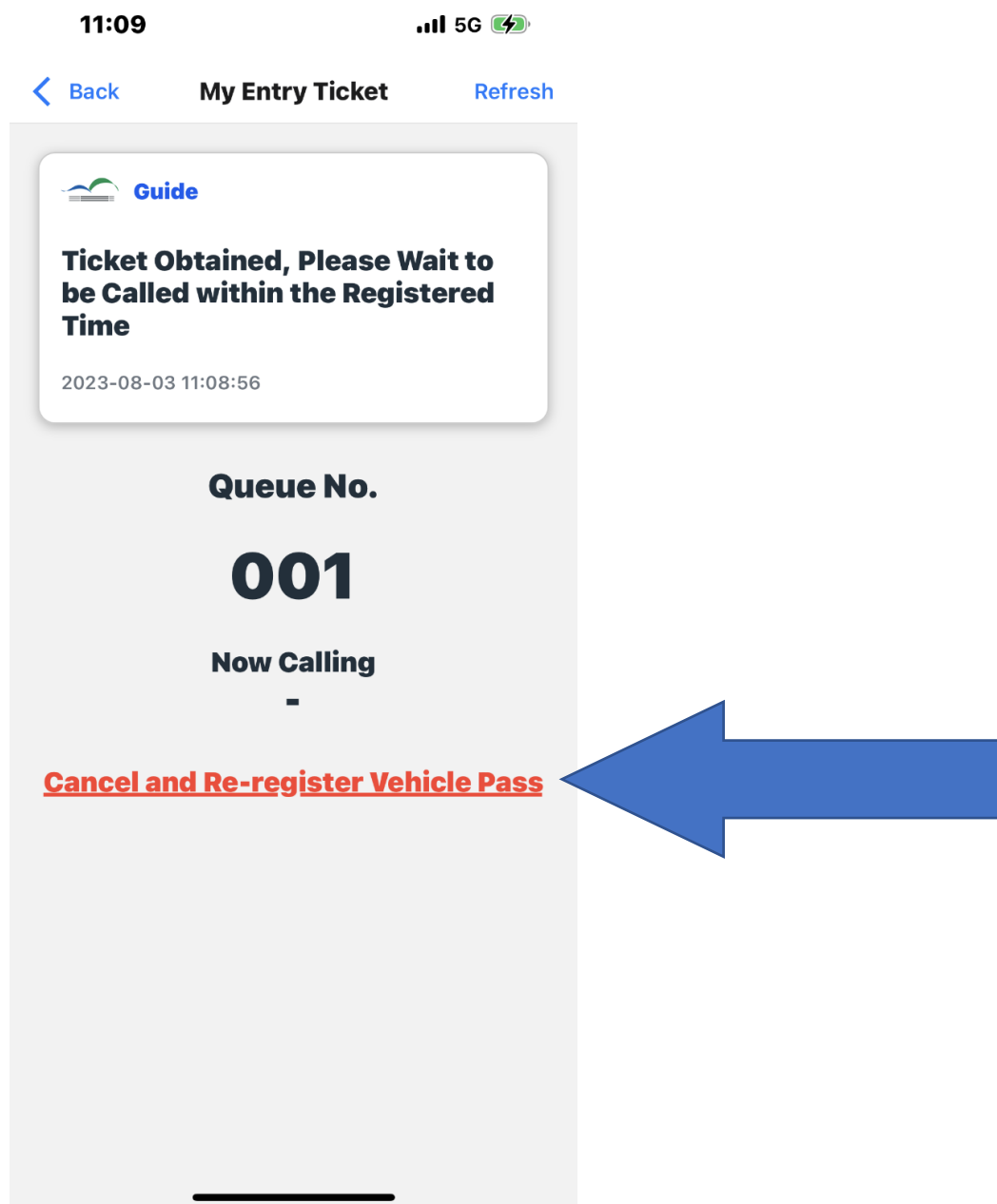
# **Part 3**

# **Others**

## Cancel Registration

User can cancel the registration only before the entry QR code to be scanned by HKCEC staff at loading area. The vehicle pass can be used to go through the registration process once again after cancellation.

1. Click “Cancel and Re-register Vehicle Pass”



# Cancel Registration

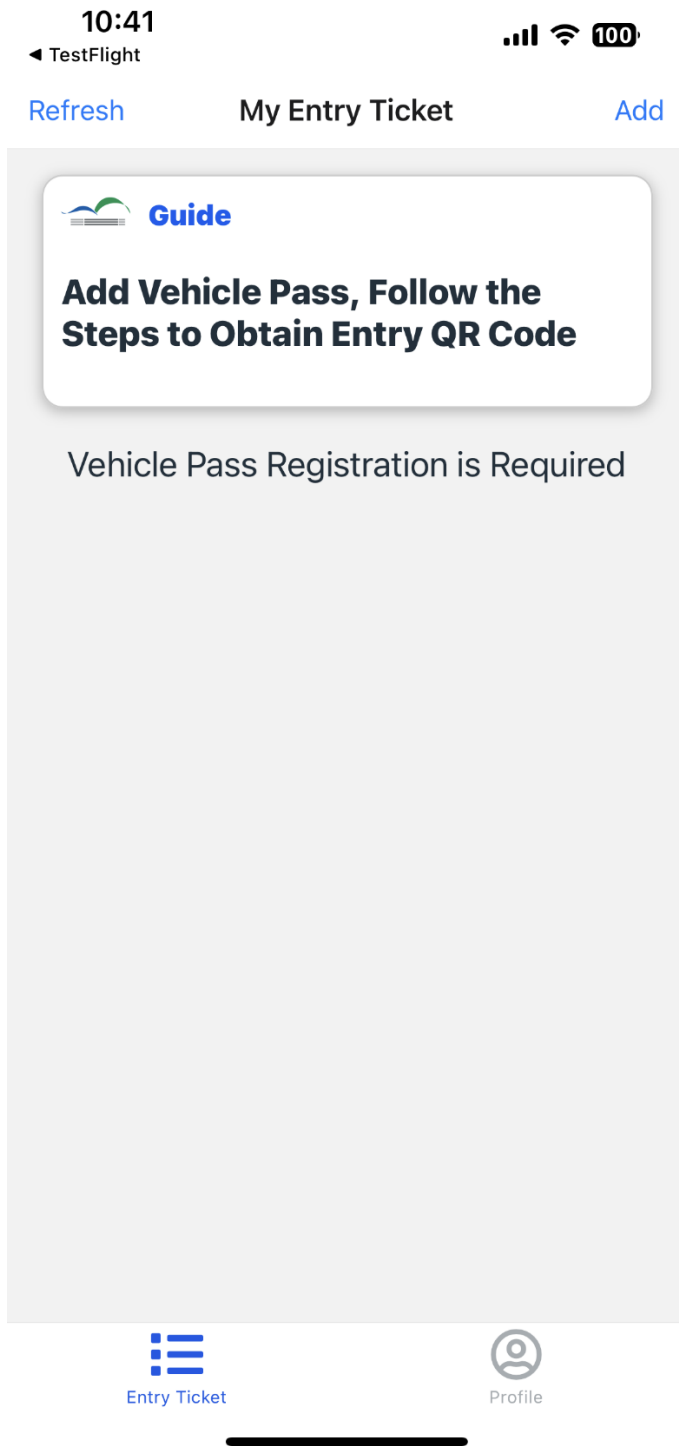


## 2. Confirm Cancellation ◦



## Cancel Registration

3. Vehicle Pass can be used to re-register.







GO HKCEC  
會展快運易

## 手機應用程式使用手冊 - 展覽活動

### 目錄

	內容	頁數
1.	用戶登記/登入	P.3
2.	登記送貨車輛許可證	P.6
3.	領取籌號	P.11
4.	青衣模式	P.17
5.	禁區打卡模式	P.22
6.	非打卡模式	P.29
7.	取消登記和籌號	P.34

# 第一部分

# 活動前準備

## 用戶登記/登入

1. 所有登記人士需要輸入香港手提電話號碼，以進行登記。
2. 按「我同意應用程式的...」以接受登記條款及細則。
3. 按「接收驗證碼」，以進行驗證。



9:41 📶 📶 100



### 用戶登記

手機號碼

我同意應用程式的[條款及細則](#)，及[私隱政策聲明](#)

接收驗證碼

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
0		✕

## 用戶登記/登入

4. 登記人士會接收一個六位數字的驗證碼。
5. 輸入該驗證碼及按「驗證」。

A screenshot of a mobile application interface for verifying a phone number. At the top, the status bar shows the time 9:41, signal strength, Wi-Fi, and 100% battery. Below the status bar, there is a navigation bar with a blue back arrow and the text '返回' (Return) on the left, and '認證手機號碼' (Verify phone number) in the center. The main content area has a light gray background. In the center, the text '驗證碼' (Verification code) is displayed in bold black font. Below this, a white rounded rectangular input field contains the number '193511'. Underneath the input field is a dark blue rounded rectangular button with the white text '驗證' (Verify).

## 用戶登記/登入

6. 登記完成。
7. 成功登記後將出現「我的入場證」頁面。



## 登記送貨車輛許可證

送貨車輛許可證以紅色、藍色、綠色、紫色、黃色為主

### 送貨車輛許可證樣本

 香港會議展覽中心 Hong Kong Convention and Exhibition Centre		<b>FOR REGISTRATION ONLY</b> 此證只作登記用途 不可進場
<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
<b>Event 活動名稱 :</b> (54010) Hang Lung Properties Limited Management Conference		
<b>Venue 場地 :</b>  (L1) H1ABC		
<b>Time of Entry &amp; Remarks 進場時間 及 備註 :</b> (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

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下載「會展快運易」手機應用程式以獲取入場二維碼

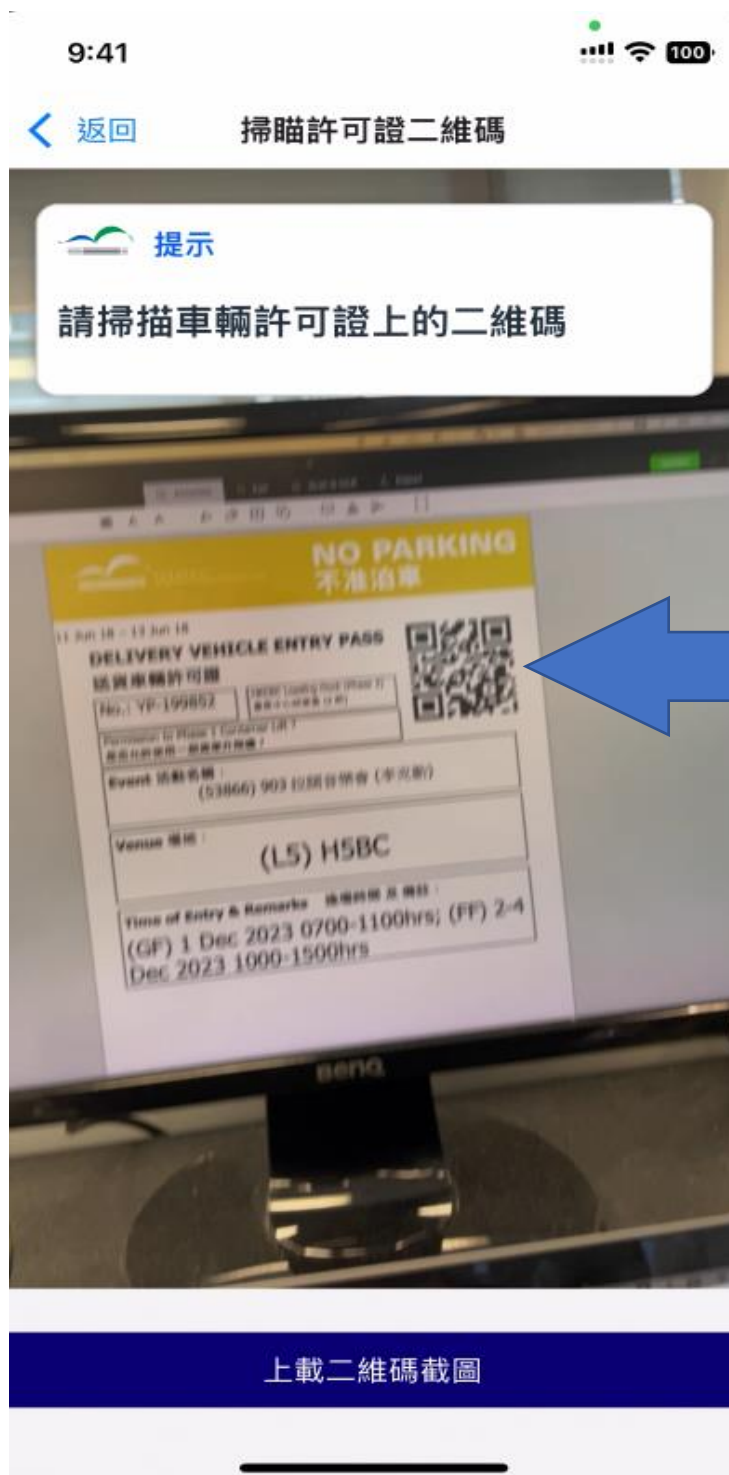
## 登記送貨車輛許可證

1. 於「我的入場證」頁面中按右上角「新增許可證」。



## 登記送貨車輛許可證

2. 請允許程式使用相機權限。
3. 掃描送貨車輛許可證右上角的二維碼或按上載二維碼截圖。





## 登記送貨車輛許可證

4. 成功掃描或上載二維碼後將進入「輸入車輛資料」頁面。
5. 用戶需輸入車牌。
6. 用戶需選擇車輛類型。
7. 用戶需選擇車輛上落貨時使用的樓層、一期/二期\*。
8. 用戶需選擇車輛上落貨時的日期和時段\*。
9. 按「提交」。

\*可供選擇的樓層/期數/進場時間只會根據送貨車輛許可證上所顯示的內容。

10:14 📶 🔋

[< 返回](#)    輸入車輛資料

**車牌**  
YA1233

**車輛類型**  
中型貨車 ▾

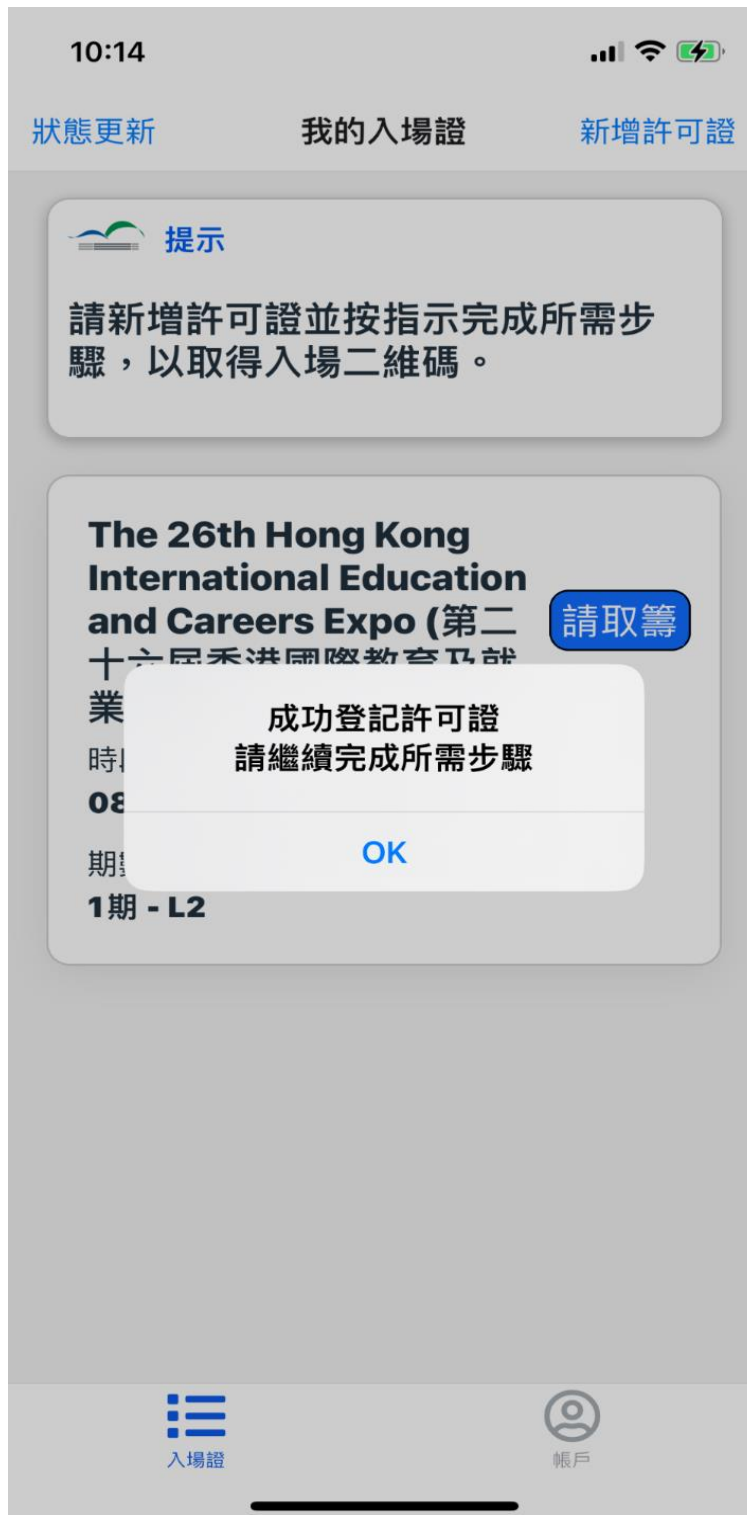
**樓層**      **一期/二期**  
L2 ▾      1 ▾

**進場時間**  
08/11 (15:00 - 16:00) ▾

**提交**

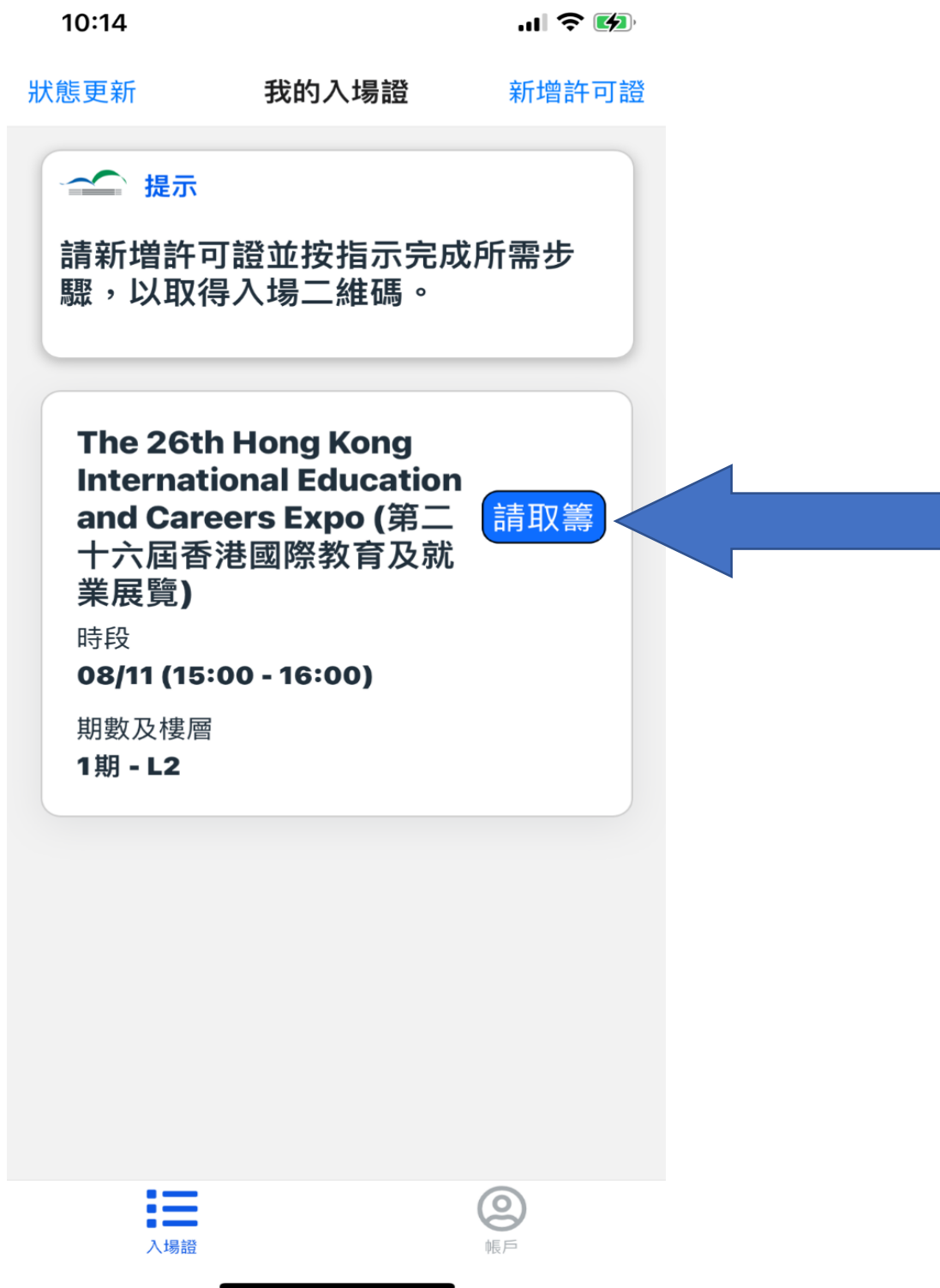
## 登記送貨車輛許可證

5. 當出現成功登記許可證的訊息，代表許可證已成功登記。



## 領取籌號

1. 在登記許可證上按「請取籌」。



## 領取籌號

2. 於「我的入場證」頁面中按「按此取籌」。



## 領取籌號

3. 當看到「已成功取籌」訊息，代表籌號已成功領取。
4. 按「OK」。



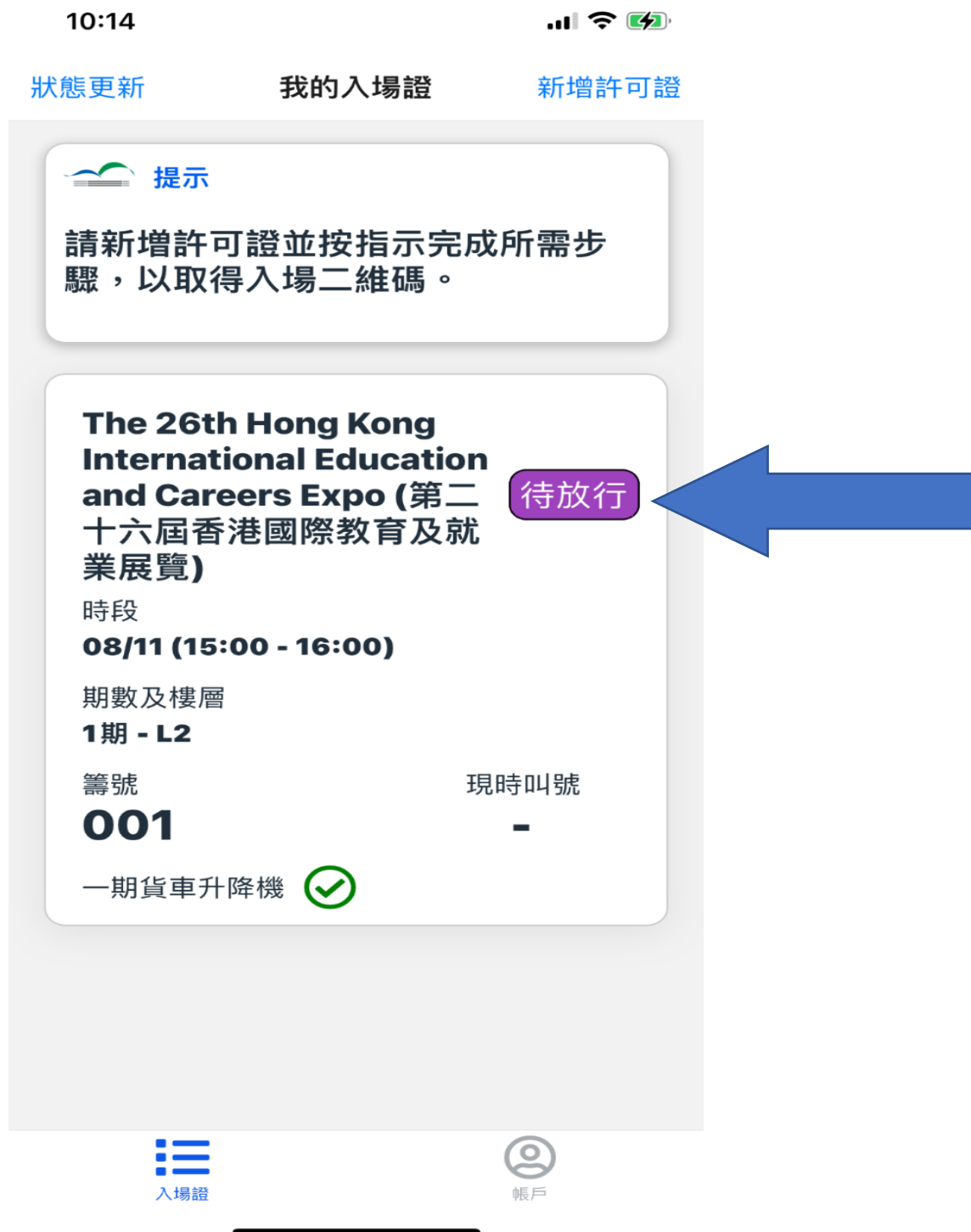
## 領取籌號

5. 用戶將看到他所領的籌號。
6. 可按「返回」並於活動當日等候叫籌號。



## 領取籌號

7. 當頁面出現「待放行」，代表用戶已完成領籌步驟。



# 第二部分

# 活動當日



## 青衣模式

送貨車輛許可證上的進場時段上看到括號中出現「TY」，代表此時段屬於青衣模式，亦代表前往會展中心前需要先駛到青衣。



### DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP-208402

HKCEC Loading Dock (Phase 1)  
會展中心卸貨區 (1期)



Permission to Phase 1 Container Lift ?

是否允許使用一期貨車升降機 ?

**Event** 活動名稱 :

(54010) Hang Lung Properties Limited Management  
Conference

**Venue** 場地 :

(L1) H1ABC

**Time of Entry & Remarks** 進場時間及備註 :

(TY) 2023-08-22 0800-2359hrs;

(GF) 22 August 2023 0800-2359hrs;

(FF) 23 August 2023 0800-2359hrs

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## 青衣模式

1. 請允許程式使用送達訊息權限。
2. 當籌號已到，用戶(車牌 KA6018)將收到以下訊息：



3. 在「我的入場證」頁面中，被叫許可證上出現「請往青衣」的狀態更新。此時請按「請往青衣」。



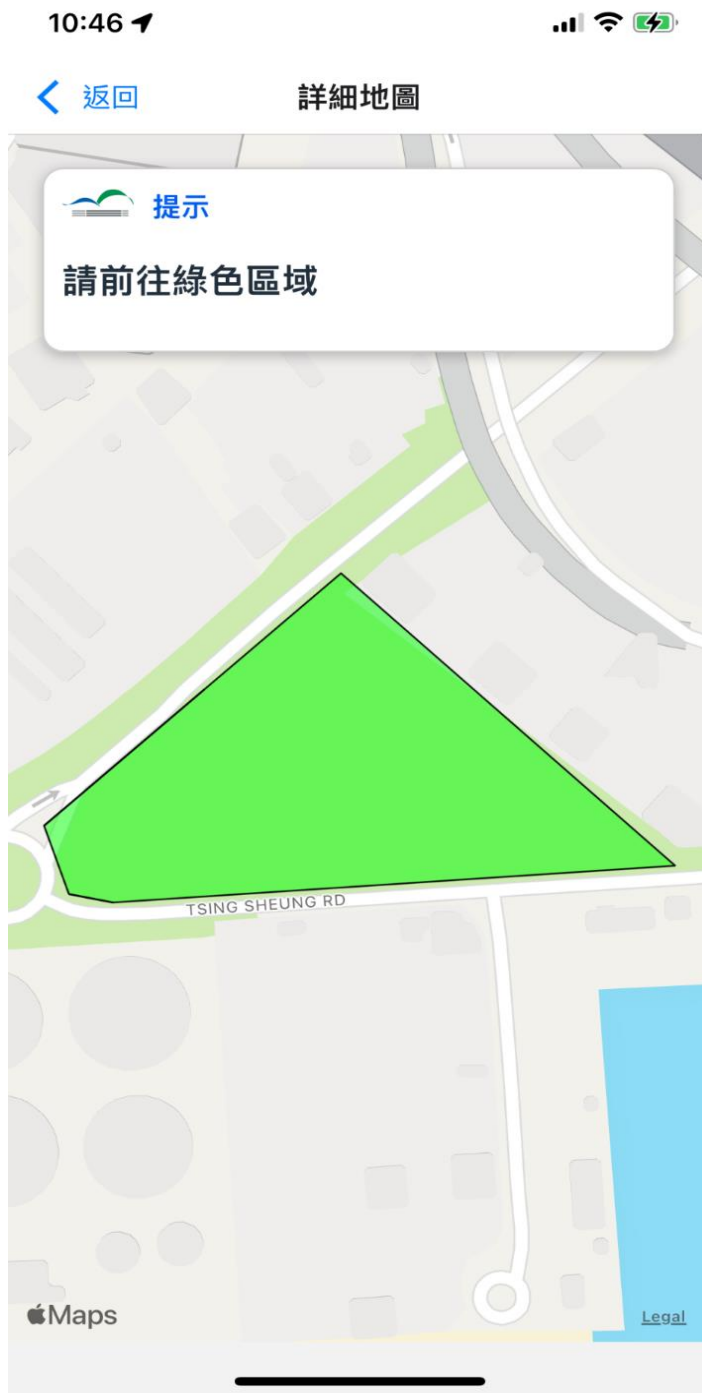
## 青衣模式

1. 根據提示的時間前往青衣。
2. 如果想知道位置，可按「青衣地圖」。



## 青衣模式

「青衣地圖」，亦可以點擊地圖以更深入了解位置。  
也可以按「返回」回到前頁。



## 青衣模式

1. 會展中心職員將於青衣車輛報到處掃瞄以下頁面中的二維碼。
2. 用戶可於成功掃瞄後前往灣仔會展中心。
3. 會展中心職員將於灣仔會展中心卸貨區再次掃瞄以下頁面中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



## 禁區外打卡模式

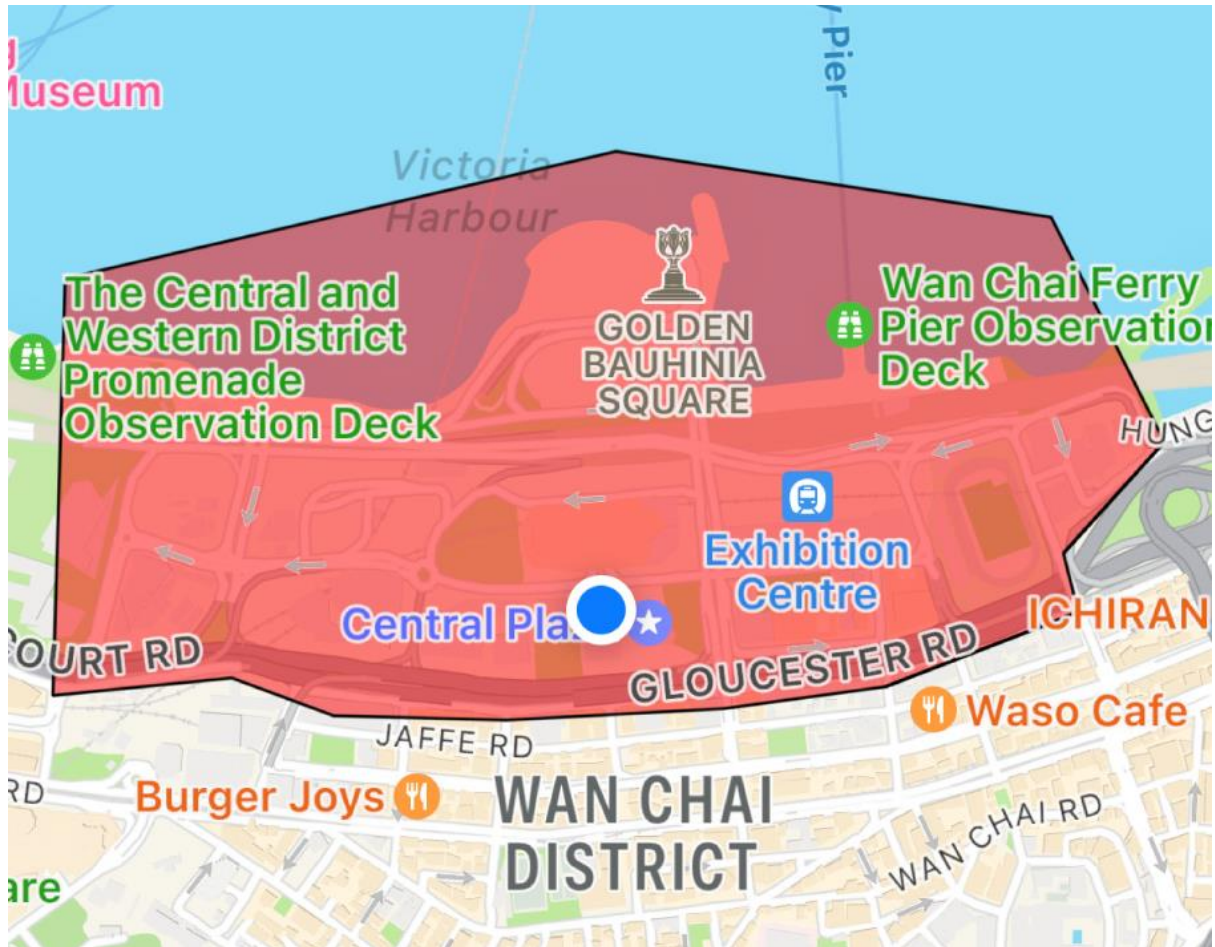
送貨車輛許可證上的進場時段上看到括號中出現「GF」，代表此時段屬於禁區模式，車輛需在前往會展中心前於禁區外打卡。設立禁區的目的旨在防止貨車於會展一帶等候，造成擠塞。

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<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
Permission to Phase 1 Container Lift ? 是否允許使用一期貨車升降機 ?		
<b>Event 活動名稱 :</b> (54010) Hang Lung Properties Limited Management Conference		
<b>Venue 場地 :</b> (L1) H1ABC		
<b>Time of Entry &amp; Remarks 進場時間及備註 :</b> (TY) 21 August 2023 0800-2359hrs; (GF) 22 August 2023 0800-2359hrs; (FF) 23 August 2023 0800-2359hrs		

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## 禁區外打卡模式

### 禁區地圖 (於等候入場時必須在紅色範圍以外)



### 禁區邊界

東至灣仔臨時海濱公園

西至添馬公園

南至告士打道

## 禁區外打卡模式

1. 請允許程式使用送達訊息及定位系統權限。
2. 當籌號已到，用戶(車牌 KA6018)將收到以下訊息：



3. 在「我的入場證」頁面中，被叫許可證上會出現「請打卡」的狀態更新。此時請按「請打卡」。





## 禁區外打卡模式

4. 根據提示按「確認位置」(俗稱打卡)，並可按「檢視地圖」以查看禁區範圍。



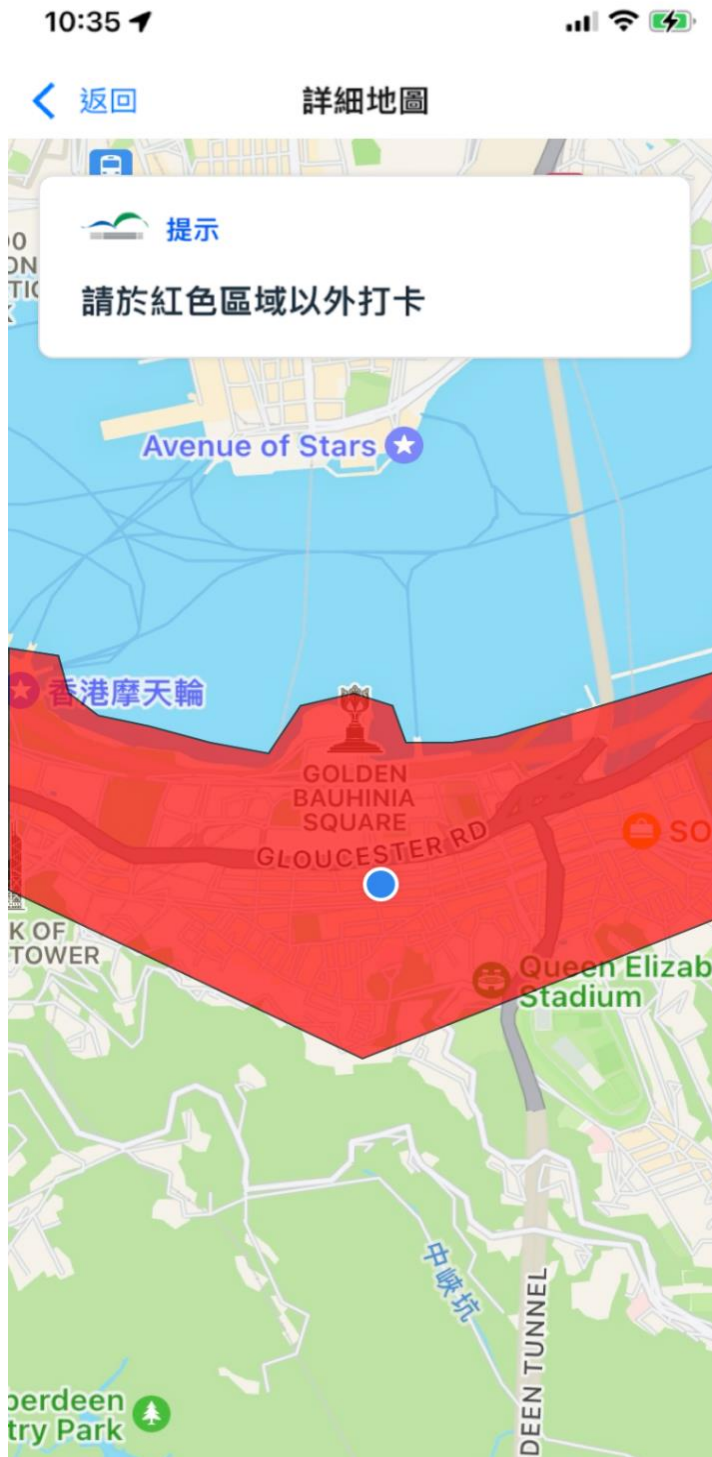
## 禁區外打卡模式

5. 如按「確認位置」(俗稱打卡)時身處禁區範圍，頁面將出現「請在禁區以外報到」的訊息。此時車輛需駛往禁區之外以完成打卡程序。
6. 如車輛忽略此程序，會展中心職員將不會允許車輛進入。可按「檢視地圖」以查看禁區範圍。



## 禁區外打卡模式

7. 可按「檢視地圖」以查看禁區範圍。



## 禁區外打卡模式

- 成功打卡後頁面會出現「打卡成功」。按「OK」。
- 根據提示的時間前往灣仔會展中心。會展中心職員將於灣仔會展中心卸貨區再次掃描以下頁面中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



## 非打卡模式

送貨車輛許可證上的進場時段上看到括號中出現「FF」，代表此時段屬於非打卡模式，車輛可在登記許可證後，根據時段直接前往灣仔會展中心。

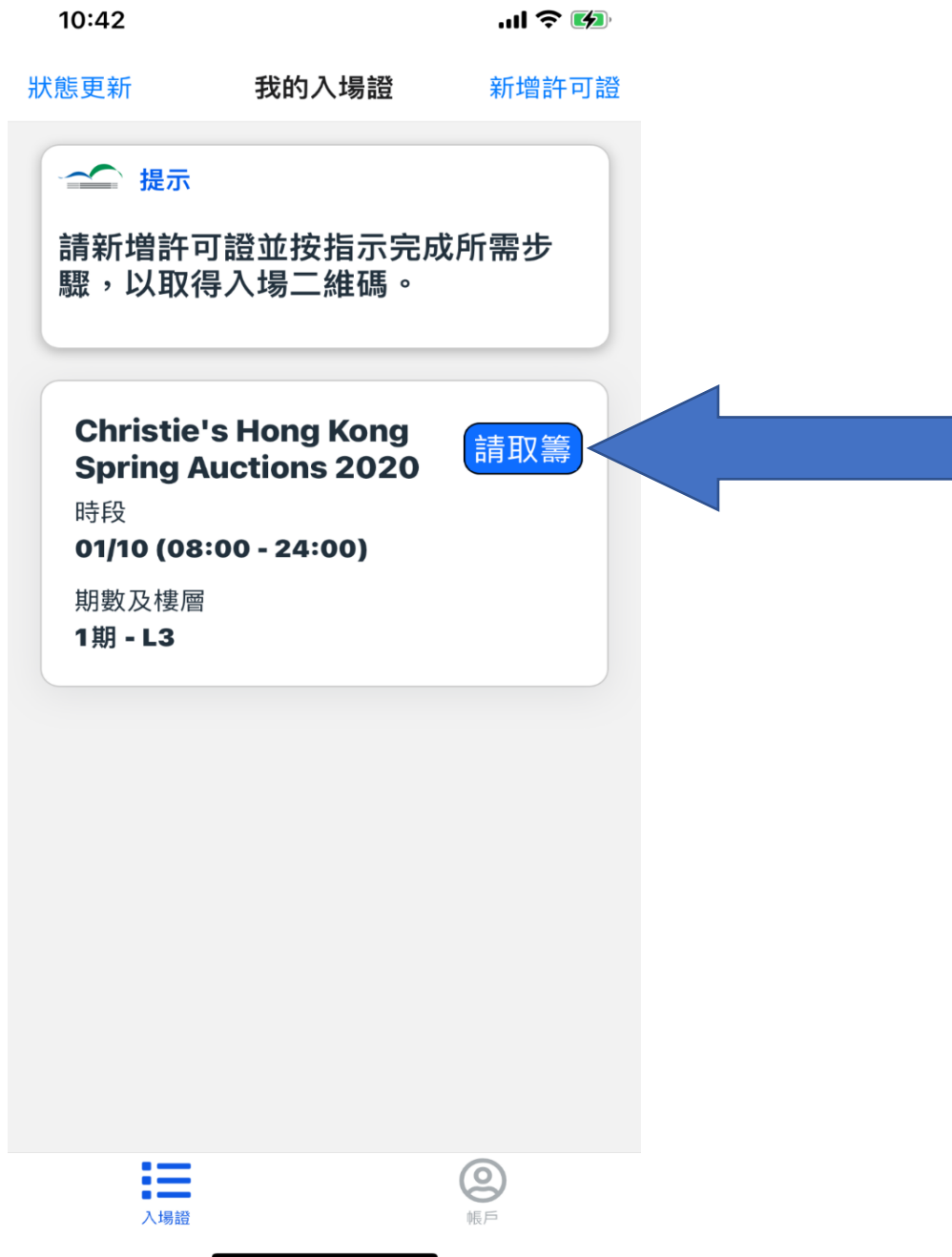
此模式並不需要等候叫籌號及打卡。用戶持許可證登記後手機程式上的二維碼進入灣仔會展中心便可。

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<b>DELIVERY VEHICLE ENTRY PASS</b> 送貨車輛許可證		
No.: RP-208402	HKCEC Loading Dock (Phase 1) 會展中心卸貨區 (1期)	
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## 非打卡模式

1. 在登記許可證上按「請取籌」。



## 非打卡模式

2. 於「我的入場證」頁面中按「按此取籌」。



## 非打卡模式

3. 頁面會出現二維碼。請根據提示於登記時段自己前往會展中心。此模式並不需要等候叫籌號及打卡。





# 第三部分

## 其他

## 取消登記和籌號

此功能可讓用戶在登記及取籌號後，取消該登記及重新使用許可證再次登記及領籌。此功能可以在進入灣仔會展中心前使用，如入場二維碼已被掃描過，將不能取消。

1. 在出現「取消原有籌號並重新領取」的頁面上選擇該功能。



# 取消登記和籌號



## 2. 確定取消。



## 取消登記和籌號

3. 已登記的許可證已取消及可重新登記及領籌。



## SME Export Marketing Fund (EMF)

### Eligibility



**Non-listed enterprises\*** registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

### Funding Ceilings



- Each enterprise: **Cumulative** amount of **\$800,000**
- Each application: 50% of the total approved expenditure incurred or **\$100,000**, whichever is the less

### Funding Scope



Trade exhibition held in/outside HK (physical/online)\*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

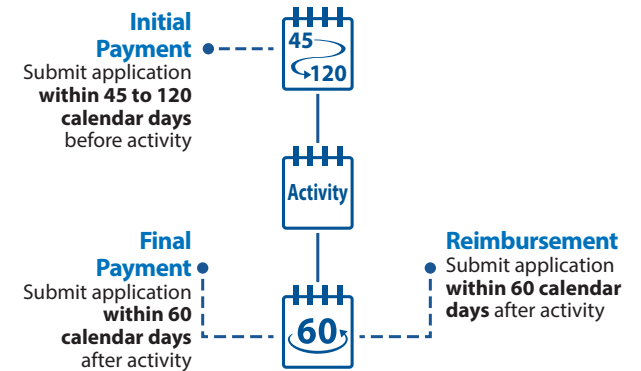


Corporate website/mobile apps

\* Effective from 30 April 2021, the funding scope of EMF has been expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria has been relaxed to cover non-SMEs, for a period of two years.

### Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



### Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<https://emf.tid.gov.hk/en>).

### For enquiries, please contact:

SME Export Marketing Fund Branch  
Trade and Industry Department

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