

Exhibitor Package for Hong Kong International Stationery & School Supplies Fair 2025

香港國際文具及學習用品展 2025 (參展商須知)

Dear Exhibitor,

Thank you for your participation in the Hong Kong International Stationery & School Supplies Fair 2025.

Please note the items listed in your exhibitor package and read them carefully. We would also like to take this opportunity to remind exhibitors of the following **free promotional opportunities**:

Green Stationery Promotion (application deadline: 13 December 2024)

To meet the growing demand for green stationery, the Organisers are going to highlight exhibitors with green stationery products (i.e. those made of bio-degradable or recycled materials and products with environmental certificates, such as FSC or other green labels). For application or details, please click:

https://hkstationeryfair.hktdc.com/pdf/2025/Order_Form/EN/10.pdf

Central Display, Thematic Display and Product Demo & Launch Pad (application deadline: 29 November 2024)

A Central Display, Thematic Display and Product Demo & Launch Pad will be offered to interested exhibitors to display, introduce and demonstrate their products to buyers and visitors during the Exhibition. First-come first-served, interested exhibitors please apply via:

https://hkstationeryfair.hktdc.com/pdf/2025/Order_Form/EN/07.pdf

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

各位參展商：

感謝 貴公司參加香港國際文具及學習用品展 2025，煩請檢查已領取的資料是否齊全並仔細閱讀。

我們亦希望藉此機會提醒參展商有關以下**免費宣傳機會**：

綠色文具參展商額外推廣（報名截止日期：2024 年 12 月 13 日）

為配合買家對環保文具產品日益增長的需求，主辦機構將為綠色文具，例如利用可生物降解材料、循環再用物料製造的文具產品、獲得 FSC 認證或其他環保認證的產品作額外推廣。詳情及報名請瀏覽：https://hkstationeryfair.hktdc.com/pdf/2025/Order_Form/TC/10.pdf

產品中央展示、主題展示 及 產品推廣及發佈會（報名截止日期：2024 年 11 月 29 日）

今年主辦機構將提供產品中央展示、主題展示 及 產品推廣及發佈會，讓參展商作產品展示，介紹及示範。先到先得。有興趣參加之參展商請於以下鏈接報名：

https://hkstationeryfair.hktdc.com/pdf/2025/Order_Form/TC/07.pdf

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
6 - 8 January (Mon - Wed) 1月6至8日(星期一至三)	9:30am - 6:30pm 上午9時30分至下午6時30分	9am - 6pm 上午9時正至下午6時正
9 January (Thu) 1月9日(星期四)	9:30am - 5pm 上午9時30分至下午5時正	9am - 3:30pm 上午9時正至下午3時30分

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

請注意：進館及撤館車輛許可証會稍後寄給各參展商



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Special Circular (1) – e-Badge for exhibitors and buyers
特別通告 (1) -參展商及買家電子入場證

With rapid development of mobile technology, electronic admission badge (e-Badge) will be launched in Hong Kong International Stationery & School Supplies Fair 2025 to upgrade exhibitor's and buyer's experience at the fair and support environmental protection.

Exhibitors and buyers who downloaded the “**HKTDC Marketplace**” mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access.

To provide seamless fairground experience, more functions will be introduced in the app later based on the needs of exhibitors and buyers, such as display of customized information, enhanced ability to connect with exhibitors and buyers.

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

現今流動技術日益普及，大會亦與時並進，將於香港國際文具及學習用品展 2025 推出參展商及買家電子入場證 (e-Badge)，期望提升參展商及買家的展會體驗，同時響應環保。

參展商及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 e-Badge。進入會場時，參展商及買家須向工作人員展示 e-Badge。

大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

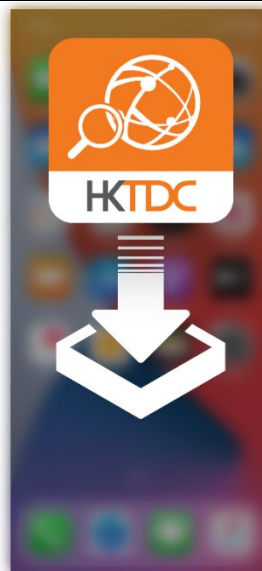
如要了解更多資訊，請瀏覽：http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html

Please find the details about Exhibitor e-badge:

有關參展商電子入場證的詳情可參考:

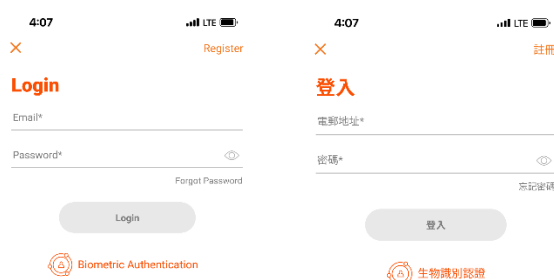
**1. Download and install
'HKTDC Marketplace' Apps.**

下載並安裝“HKTDC Marketplace”
應用程式。



**2. Login your Exhibitor Account with your
registered email.
If you forgot your password, please use 'forgot
password' button.**

使用您的註冊郵箱登錄參展商帳號。
如果您忘記密碼，請使用“忘記密碼”按鈕。



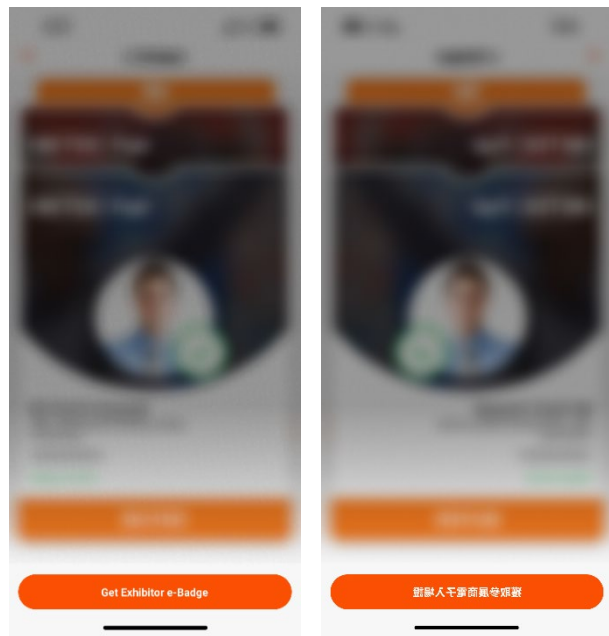
3. Tap 'e-Badge' button.

在主頁點擊橙色“電子入場證”按鈕。



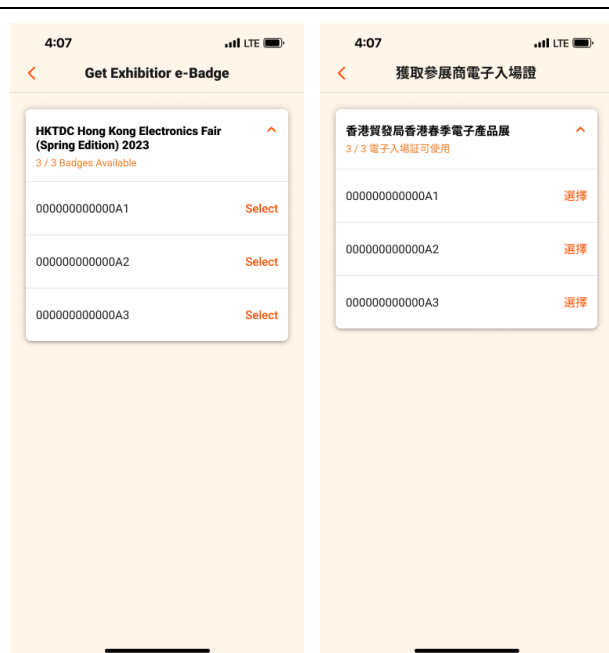
4. Select 'Get Exhibitor e-Badge' to redeem your e-badge.

選擇“獲取參展商電子入場證”
以兌換您的電子工作證。



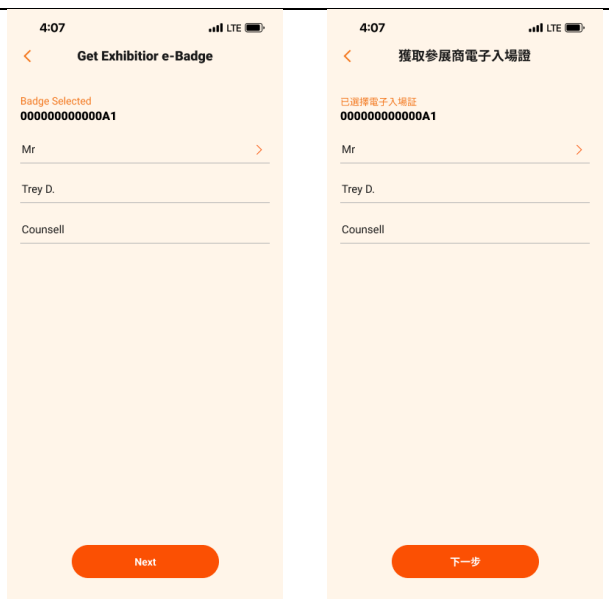
5. Redeem the badge. Please note that each device (e.g. mobile phone) can only redeem one badge.

兌換工作證。請注意，每台電子設備（如手機）只能
兌換一個工作證。

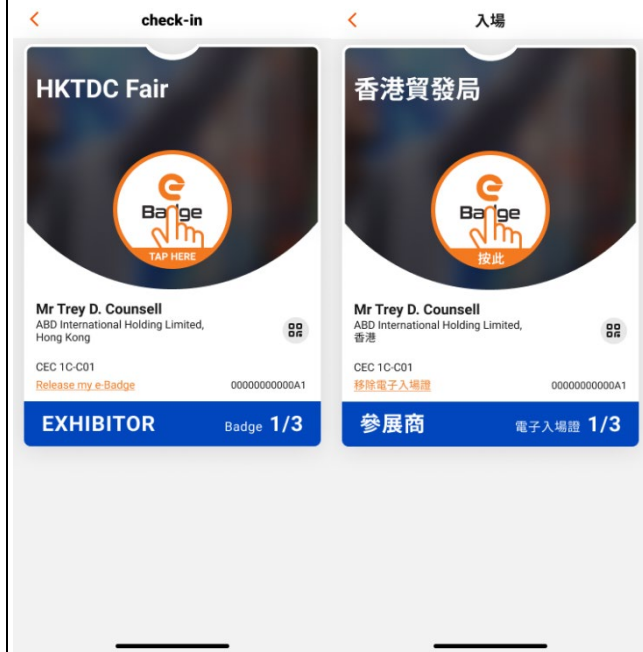


6. Input your name.

輸入您的名字。



7. The Exhibitor e-Badge is now ready to use!
參展商電子入場證現在可以使用了！



Circular 1 – Exhibitors’ Manual and Order Forms Electronic Version

通告 1 – 參展商手冊、額外設施及服務申請表格電子版本

Hong Kong International Stationery & School Supplies Fair 2025 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 2025 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

<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

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



Order Forms Deadline 額外設施及服務申請截止日期

Form 表格	Content 內容	Deadline 截止日期
1	Custom-built participation contractors' information 特裝參展承建商資料申請表 (For Custom-built participation exhibitors only) (只供特裝展位參展商用)	25/11/2024
2	Electricity Supply & Communication Facilities 特裝參展攤位供電及通訊設施申請表 (For Custom-built Participation Exhibitors Only) (只適用於特裝參展商)	25/11/2024
3A – 3B	Additional Furniture Facilities / Modification of Standard Facilities 租用額外傢具設施/改動標準設施申請表 (Not Applicable for Custom-built Participation Exhibitors) (不適用於特裝參展商)	25/11/2024
4	Additional Electricity Supply / Lighting Facilities 租用額外設施申請表 (供電照明) (Not Applicable for Custom-built Participation Exhibitors) (不適用於特裝參展商)	25/11/2024
7	Central Display, Thematic Display and Product Demo & Launch Pad Application Form 產品中央展示、主題展示及產品推廣及發佈會表格	29/11/2024
11	Fair e-Catalogue Advertising Space Order Form 電子版「展覽會場刊」 - 廣告位預訂表格	9/12/2024

20% surcharge will be applied if form received after 25 November 2024, and 30% surcharge for forms received after 23 December 2024 or on-site order.

若於 2024 年 11 月 25 日後交回表格需繳付 20%附加費。若於 2024 年 12 月 23 日後或即場租用額外設施需繳付 30%附加費。

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

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

Circular 2 – Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge for Move-in & Move out

Please kindly note the below move-in and move-out schedules of Hong Kong International Stationery & School Supplies Fair 2025:

		Custom-built Participation	Standard Booth & Premium Booth
Booth construction	4 Jan 2025 5 Jan 2025	1pm – 10pm 9am – 1pm	N/A
Booth decoration	5 Jan 2025	10am – 8:30pm All booths must be fully decorated by 8:30pm	
Move-in exhibits	5 Jan 2025	Please refer to schedule as shown on the Vehicle Permit	
Move-out exhibits	9 Jan 2025	Please refer to schedule as shown on the Vehicle Permit	
Termination of booth electricity	6 – 8 Jan 2025 9 Jan 2025	7pm 6pm	
Booth dismantling including additional lighting	9 Jan 2025	8pm – 12midnight	N/A

2.1 Exhibitor's 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.**

2.2 Over-time Penalty claimed by 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 4, 5 and 9 January 2025, 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 5.2.4

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:

I) **Charges for overtime move-in** i.e. working after 2400hrs (midnight) during move-in period. Charges will be calculated on multiple of hours and according to the stand area assigned.

Stand Area	Charges per stand per hour
Up to 20 sqm	HK\$ 2,990
21~50 sqm	HK\$ 4,310
51~100 sqm	HK\$ 5,860
101~500 sqm	HK\$ 7,200

II) **Charges for overtime move-out** *i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its stand location.

Location	Stand dismantling From 0001 hrs	Stand dismantling / Waste clearing From 0301 hrs
Hall 5B+C	HK\$ 54,350	HK\$ 108,700

- * 1) Charges for reference only. Subject to the final rate charged by CEC.
 2) Over-time work less than an hour will be rounded up to one hour.

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

Thank you for your cooperation.

通告 2 – 有關進館及撤館時間及進館 / 撤館超時租場收費

敬請留意以下香港國際文具及學習用品展 2025 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	2025 年 1 月 4 日 2025 年 1 月 5 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	2025 年 1 月 5 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	2025 年 1 月 5 日	請依照車輛許可證上所列的時間	
展品撤場	2025 年 1 月 9 日	請依照車輛許可證上所列的時間	
終止攤位電源	2025 年 1 月 6 至 8 日 2025 年 1 月 9 日	下午 7 時 下午 6 時	
攤位拆卸 包括照明裝置	2025 年 1 月 9 日	晚上 8 時 至 午夜 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 2025 年 1 月 6 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 2025 年 1 月 7 至 9 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，參展商如未滿十八歲均不准進場。

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 2025 年 1 月 4、5 及 9 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第 5.2.4 條。

6 - 9 / 1 / 2025

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** 即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費
20 平方米或以下	2,990 港元
21~50 平方米	4,310 港元
51~100 平方米	5,860 港元
101~500 平方米	7,200 港元

二. **撤館超時租場收費** * 即離場日午夜 12 時後進行工作，收費將按攤位面積計算

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+C	54,350 港元	108,700 港元

* 1) 收費只供參考，以會展中心最終收費為準。

2) 超時工作不足一小時亦作一小時計。

敬請各參展商準時完成攤位搭建、攤位佈置及拆卸工作，以免除不必要的罰款。

多謝合作！

Circular 3 – Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before the official closing time – 5p.m. on 9 January 2025**. 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 9 January 2025; those exhibitors who violated the captioned rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organisers reserve the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

通告 3 – 撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於 1 月 9 日下午 5 時前把展品搬離會場**。參展申請表內的展覽會規則第 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 1 月 9 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，主辦機構保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。



Circular 4 – 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
4.2	<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 <Electrical> installation, inspection & testing" (Form WR1) are also required.</p>
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300 / US\$40 per sqm. For two-storey 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>
4.2.3	<p>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. 4 - 9 January 2025</p>
4.2.4	<p>Hall rental charges for over-time move-in and move-out</p>
4.2.5	<p>Maximum stand height for Two-Storey Construction is 5 metre; Maximum stand height for Single-Storey Construction is 4.5 metre</p>


4.2.6 Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance

Stands & temporary structures	>2.5m & <4.5mH (Regarding Booth Height Limitation, Pls refer 4.2.5)	≥ 4.5mH or two-storey construction (Regarding Booth Height Limitation, Pls refer 4.2.5)
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Self-standing speakers and/or lighting towers	≤2.5m	>2.5m
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings to Organisers by <u>25 November 2024</u>	By email	
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>5 January 2025</u>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)	
Submit to Official Electrical Contractor by 1500 hrs on <u>5 January 2025</u>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)	

Any alterations after drawing submission should be addressed to the Organisers and relevant parties for review.

**** Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.**

Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.

An 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 **AP/RSE** registry, please visit

https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE.



	<p><u>Documentary Proof of Fire Services Compliance</u> In compliance with the Venue's Rules & 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.</p> <p>Please refer to https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premise_type.html for details. For <u>Registered Fire Service Installation Contractor</u> registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>
4.2.7	<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 & testing" (Form WR1) should be submitted to the <u>Official Electrical Contractor</u> by 1500 hrs on the last move-in day, i.e. <u>5 January 2025</u>.</p>



<p>4.2.8</p>	<p><u>Fire Precaution / Fire Service Certificate</u> In compliance with the Venue's Rules & 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 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.</p> <p>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.</p> <p>Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.</p> <p>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.</p> <p>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 3pm on exhibitor's move-in day. (that is 5 Jan 2025).</p> <p>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.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
<p>4.2.9</p>	<p><u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
<p>4.2.10</p>	<p><u>Scaffold & Ladders</u> 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</p>



	<p>in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately.</p> <p>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 for the Code of Practice for Metal Scaffolding Safety.</p> <p>If this rule is still not observed, HKTDC, MFHK 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: http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf for the Selection of Ladders and Safety Standards.</p>
4.2.12	<p>Waste Reduction and Recovery Measures</p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p>Construction Industry Safety Training Certificate</p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcecepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Requirements must be complied with by the Exhibitor and his / her appointed Contractor
4.2.15	Deduction of site work deposit

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will 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@hktdc.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 4 – 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																										
4.2	<p>提交資料 請留意特裝參展承建商資料申報表（表格一）、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商 / 承建商收取 3,000 港元（400 美元）的逾期行政費。</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>																										
4.2.2	<p>施工按金 按金以每平方米 300 港元（40 美元）計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元（667 美元）及 75,000 港元（10,000 美元）。</p>																										
4.2.3	<p>承建商必須購買有效的公眾責任保險，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 2025 年 1 月 4-9 日）。</p>																										
4.2.4	<p>進場及離場超時租場收費</p>																										
4.2.5	<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>																										
4.2.6	<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"> <tbody> <tr> <td>攤位及臨時搭建物</td> <td>>2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)</td> <td>≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)</td> </tr> <tr> <td>舞台或平台</td> <td>>1.1 米 而 <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><100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td>獨立揚聲器和/或照明燈架連燈</td> <td>≤2.5 米</td> <td>>2.5 米</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簽發數據證明</td> </tr> <tr> <td colspan="2">監督搭建工程 在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td>於 2024 年 11 月 25 日 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 2025 年 1 月 5 日 下午 3 時或之前投放到 「攤位設施」之收集箱</td> <td colspan="2">1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕</td> </tr> <tr> <td>於 2025 年 1 月 5 日 下午 3 時或之前 交予大會電力承建商</td> <td colspan="2">電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕</td> </tr> </tbody> </table>	攤位及臨時搭建物	>2.5 米 而 <4.5 米高 (攤位高度限制, 請參考 4.2.5)	≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)	舞台或平台	>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	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米	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簽發數據證明	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 2024 年 11 月 25 日 或之前提交圖則予主辦機構	以電郵方式		於 2025 年 1 月 5 日 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕		於 2025 年 1 月 5 日 下午 3 時或之前 交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕	
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	<p>所有已交到主辦機構之圖則如有改動，亦須交予主辦機構及相關機構審閱。</p> <p>**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。</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： https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch.html?reg_type=RSE</p> <p>符合相關消防規定證明書 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 FS251〕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 https://www.hkfsd.gov.hk/chi/fire_protection/licensing/premise_type.html。 有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁： http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p>電力裝置 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 2025 年 1 月 5 日下午 3 時前交予大會電力承建商，以茲證明。</p>
4.2.8	<p>防火措施 / 消防證明書 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 251〕，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： http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</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 2025 年 1 月 5 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 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.9	<p>反光背心 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.10	<p>金屬棚架及梯具 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： http://www.labour.gov.hk/tc/public/content2_8b.htm。</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： http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf。</p>
4.2.12	<p>減少廢物及回收措施 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箱供棄置之用。</p>
4.2.13	<p>建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示。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 hkcepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

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

如有查詢，請聯絡陳小姐 電郵: 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 5 – 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 25 November 2024.

Deletions of standard items are free of charge only if the Organisers are notified no later than the deadline of 25 November 2024.

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 5 – 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2024年11月25日前交回主辦機構。

如有需要拆除任何標準設施，請於2024年11月25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 (6) Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals
Typhoon Attack and Black Rainstorm Warning Signal**

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal or “Extreme Conditions[^]” during the Hong Kong International Stationery & School Supplies Fair 2025.

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 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.

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 within two hours before the signal comes into effect. 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 & EXTREME CONDITIONS

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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 or “Extreme Conditions” is **issued before 8:30am**, the fair will remain **closed**.
2. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal or “Extreme Conditions” 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 or “Extreme Conditions” is **cancelled after 2pm**.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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.
- ^ Under “extreme conditions” caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

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 **“Rules & Regulations”**

D. Other Issues

1. The Organisers will make an announcement on the above special arrangements through the fair website, social media and send the announcement to the mass media, as appropriate. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, 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.



通告 (6) 熱帶氣旋及黑色暴雨警告信號及「極端情況」下之特別安排

敬請各參展商留意，以下是熱帶氣旋襲港或黑色暴雨警告信號或「極端情況」下，主辦機構對香港國際文具及學習用品展 2025 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，主辦機構將立刻作出廣播，宣布展覽會將於信號生效前兩小時內關閉，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，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

乙、黑色暴雨警告信號或「極端情況」下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」於 下午 2 時或之前 取消，展覽會將會在黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」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或「極端情況」取消為止，以策安全。

^如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況（包括公共運輸及其他範疇），決定是否需要發出「極端情況」公布。

丙、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。

丁、其他注意事項

1. 主辦機構會透過展覽會網頁及社交媒體公布以上特別安排，並視乎情況向大眾媒體發送公告。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 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。



Circular 7 - Nomination of Buyers for Hotel Sponsorship

Thank you very much for your keen support to the Hong Kong International Stationery & School Supplies Fair 2025! In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign over the past year, which includes:

- Global advertising campaign and special editorial coverage in major Stationery & School Supplies publications and international newspapers
- Promotional counters at major international Stationery & School Supplies fairs

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note that, however, we shall have the final discretion in selecting the buyers for extending the offer.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of 17 November 2024.

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

For queries, please contact Ms. Kristy Chiu at tel: (852) 2240 4099 or via e-mail: hkstationery.visitor@hktcd.org.

通告 (7) - 酒店贊助買家推薦

感謝 貴司對香港國際文具及學習用品展 2025 的支持。為了吸引更多海外買家到場與 貴司洽談業務，主辦機構在過去一年積極實行了全球買家推廣計劃，其中包括：

全球媒體廣告計劃，遍及世界各地著名的國際文具及學習用品雜誌
於世界著名國際文具及學習用品展設置宣傳攤位

為進一步吸引更多高質素國際買家到來採購，主辦機構將提供香港酒店贊助予被挑選的海外買家。因此，我們誠邀閣下提名合適的買家。被揀選邀請的海外買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。主辦機構將保留最終選擇權利。

為了給予主辦機構充足的時間安排，請閣下填妥買家推薦表格，並於 2024 年 11 月 17 日前回覆。

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

詳情請電 (852) 2240 4099 或 電郵 hkstationery.visitor@hktcd.org 與趙惠儀小姐洽。

祝 各參展商展出成功。

To 致 : Ms. Kristy Chiu, Hong Kong Trade Development Council (HKTDC)
香港貿易發展局: 趙惠儀小姐

Email 電郵 : hkstationery.visitor@hktcd.org



From 由: (Exhibitor's Name 參展商姓名) : _____
 (Contact Person 聯絡人) : _____
 (Telephone 聯絡電話) : _____

Hong Kong International Stationery & School Supplies Fair 2025

香港國際文具及學習用品展 2025

6 - 9 / 1 / 2025

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

截止日期 Submission Deadline - 17 / 11 / 2024

買家資料 Information of Nominated Buyer

*必須填寫 Mandatory data

*公司名稱 Name of Company: _____

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

職位 Position: _____

公司地址 Address: _____

*國家 Country: _____ 郵編 Postal Code: _____

電話 Tel: _____ *傳真 Fax: _____

*電子郵件 E-mail: _____

網址 Web-site: _____

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

I agree that the above information may be used by the Hong Kong Trade Development Council for incorporation in all or any of its database for business matching (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement. I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein. 本人同意香港貿易發展局可將上述資料編入其全部或任何資料庫內作為商貿配對 (因而可能成為可供本地及/或海外公眾人士使用), 以及用於本局在私隱政策聲明中所述之其他用途。本人確認已獲得此表格上所述人士同意, 將其個人資料提供予本局。

Please tick here if you do not wish to receive any promotional and other materials from the HKTDC via email, fax, postage and any other appropriate means. 若閣下不欲繼續收取香港貿易發展局以電郵、傳真、郵遞或其他途徑發送的任何宣傳及其它資料, 請於方格內加上號。

Name 姓名 _____ Signature/Co. Chop 簽署/公司印鑑 _____ Date 日期 _____

Copies of the Privacy Policy Statement are available any time on request from our Customer Service Hotline at (852) 1830668 or by visiting our website at: <<http://www.hktdc.com/mis/pps/en>>

如欲索取私隱政策聲明, 可致電客戶服務部 (852) 1830668 或瀏覽網頁 <<http://www.hktdc.com/mis/pps/tc>>

Circular 8 – Fair Notices**通告 (8) – 展會通告****Table of Contents 目錄**

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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, website: 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 5825 or Email: 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覽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
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 5825 或 電郵：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 MFHK would like to clarify that they have **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC or MFHK fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The Organisers would also like to remind exhibitors that no retail sales should be conducted at the Hong Kong International Stationery & School Supplies Fair. Should you have any questions, please contact Ms. Ailsa Chu at Tel: (852) 2240 5825 or via email address: 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 5825 或 電郵：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 Mainland China

Where Mainland China exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Chinese Mainland authorities. For business visits, Mainland China 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 China business visitors. Exhibitors from Mainland China are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

3. Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1 and 2) will also apply.

For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site (www.info.gov.hk/immd/). If you have any queries regarding the above, please do not hesitate to contact 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/)。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.

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

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).
- AVRON, and
- International Fairs Directory

此等出版人或組織包括但不限於:

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

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

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

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

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

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

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

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fair Directory, please visit

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

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

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

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

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

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

9. Free Wireless LAN service 免費無線上網服務

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by Hong Kong Convention and Exhibition Centre (HKCEC) (Please refer to Form 2C in the "Order Forms"). All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and / or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途（如網頁示範、檔案下載或遠程連接電腦伺服器等等），主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，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。

Circular (9) – GO HKCEC 會展快運易

HKCEC has launched a new truck application for vehicles entering HKCEC. All vehicle drivers are required to download an application called "Exhibition Express" before entering the CEC to obtain tickets (i.e. collect tickets). The previous Tsing Yi waiting area has been cancelled. Please read the instructions in the link carefully.

香港會議展覽中心（會展）為進入會展的車輛推出新的卡車應用程序。所有車輛司機在進入會展前均需下載名為「會展快運易」的應用程式以獲取門票（即取籌），以往的青衣等候區已經取消。請仔細閱讀鏈結中的教學。

Please contact HKCEC hotline (852) 2582 7130 during 5-11 Jan for enquiries about the GO HKCEC App.
請於 1 月 4 至 10 日期間致電會熱線（852）2582 7130 查詢有關會展快運易應用程式的事宜。

User Guide 教學指南

EN:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_EN.pdf

中文:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20General%20User%20Guide%20%E2%80%93%20Exhibition_TC.pdf

FAQ 問與答

EN:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_EN.pdf

TC:

https://www.hkcec.com/sites/default/files/2023-09/Go%20HKCEC%20Mobile%20App%20Frequently%20Asked%20Questions_TC.pdf

Youtube Video 視頻教學

English: <https://www.youtube.com/watch?v=4p00qv9hQgs&t=109s>

Chinese: <https://www.youtube.com/watch?v=pgphCJWVvsQ>



Marshalling App – “Go HKCEC”

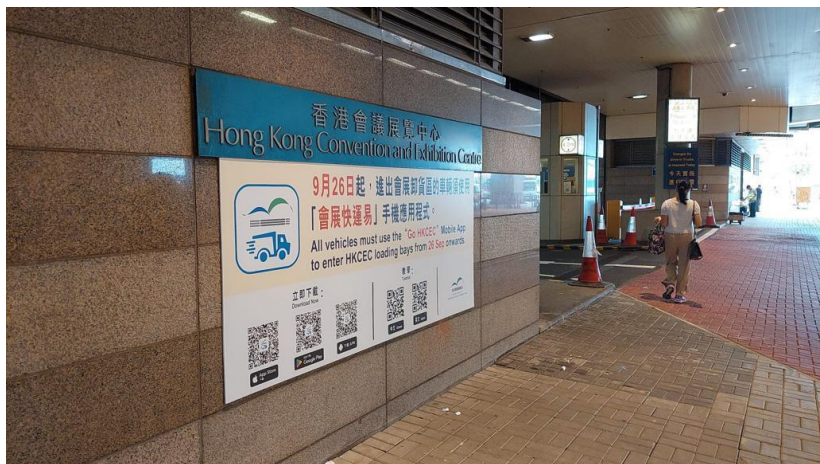
Promotion – Video

- ▷ Chinese: <https://youtu.be/zkU3qEP7isA>
- ▷ English: <https://youtu.be/brVUg74pakI>



Marshalling App – “Go HKCEC”

Promotion – Signage





Marshalling App – “Go HKCEC”

Chinese Name: 會展快運易

1) App Background

- ▷ To safeguard smooth traffic around HKCEC
- ▷ To minimise the waiting time of truck
- ▷ To avoid problems after termination of Marshalling Area in Tsing Yi



Marshalling App – “Go HKCEC”

2) App Download (Already Available)

- ▷ Apple Store
- ▷ Google Play
- ▷ Apk (QR Code)



Apk.



Marshalling App – “Go HKCEC”

3) App Setting Requirement

- ▷ In-App Notification to receive calling
- ▷ GPS to check-in
- ▷ Camera to scan Vehicle Pass QR Code



Marshalling App – “Go HKCEC”

4) App Support





Marshalling App – “Go HKCEC”

▷ FAQ (CHI/ENG)

常見問題

使用「會展快運易」手機應用程式

- 1. 誰人需要使用「會展快運易」手機應用程式？**
所有需要進入會展中心一期或二期卸貨區的活動的相關車輛，包括主辦機構、承建商、參展商、客運貨車等。
- 2. 為什麼要使用「會展快運易」？**
只有在「會展快運易」手機應用程式上完成登記、領取籌號並完成所需程序，才可取得有效入場二維碼，以進入會展中心卸貨區。
- 3. 我已領有送貨車輛許可證，可以直接按證上顯示的時間內進入會展中心嗎？**
不可以。送貨車輛許可證只用作登記用途。所有活動車輛必須透過「會展快運易」手機應用程式領取入場二維碼，才可進入會展中心。

啟動帳戶

- 4. 如何下載「會展快運易」手機應用程式？**
「會展快運易」手機應用程式可於 Apple Store 或 Google Play Store 免費下載。
- 5. 如何申請及啟動「會展快運易」帳戶？**
申請人必須持有有效送貨車輛許可證，並按以下程序啟動帳戶：
 - 開啟「會展快運易」手機應用程式
 - 掃描許可證上的二維碼
 - 填寫電話號碼以接收電話短訊
 - 進行認證後就能成功申請及啟動帳戶
- 6. 我早前已成功啟動「會展快運易」帳戶，是否需要再次登記或進行認證嗎？**
不需要。只須在手機應用程式內掃描送貨車輛進入許可證上的二維碼，即可登入。
- 7. 使用「會展快運易」手機應用程式時有什麼需要留意？**
使用「會展快運易」手機應用程式時，請開啟及允許手機設定中的「接收提示功能」、「定位功能」和「相機功能」。

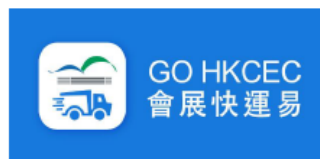
登記車輛進入許可證

- 8. 如何取得送貨車輛許可證？**
送貨車輛許可證經由活動主辦機構或參展商於活動開始日期前分發。



Marshalling App – “Go HKCEC”

▷ User Guide (CHI/ENG)



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



Marshalling App – “Go HKCEC”

- ▷ Youtube Video with subtitle (CHI/ENG)





Marshalling App – “Go HKCEC”

 **FOR REGISTRATION ONLY**
 香港會議展覽中心
 Hong Kong Convention and Exhibition Centre
此證只作登記用途 不可進場

DELIVERY VEHICLE PASS

送貨車輛許可證

No.: <Serial No>

HKCEC Loading Dock (Phase 2)
會展中心卸貨區 (2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:

Venue 場地:

Time of Entry & Remarks 進場時間及備註:

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

1) 下載手機應用程式 Download Mobile App



於 Apple、Google Play 商店或以 APK 檔案下載
「會展快運易」手機應用程式

Download "Go HKCEC" mobile app from the
App Store, Google Play, or via APK file



2) 了解入場模式及安排 Entry Mode and Arrangement



留意許可證上「進場時段」的標示:

Look for remarks under "Time of Entry" on vehicle pass:

(TY) = 需在 App 上取籌 > 籌號被叫後前往青衣報到區 > 再前往會展

Get queue ticket from the App > Drive and report to Tsing Yi
marshalling area upon ticket is called > Drive to the HKCEC.

(GF) = 需在 App 上取籌 > 籌號被叫後於禁區外打卡 > 再前往會展

Get queue ticket from the App > Check-in outside of the restricted
area upon ticket is called > Drive to the HKCEC.

(FF) = 需在 App 上取籌 > 無需等待叫號, 於指定時段內直接前往會展

Get queue ticket from the App > No need to wait for ticket to be
called, drive to the HKCEC at the designated time period.

3) 手機應用程式教學 User guide for Mobile APP

中文



English



4) 會展卸貨區地圖及使用規則 HKCEC loading bay map and T&C

詳情 Details





Marshalling App – “Go HKCEC”

- ▷ Hotline (Tel No: TBC)
- ▷ Monday to Friday Office Hour
- ▷ Support on weekends (MI & MO)



Marshalling App – “Go HKCEC”

5) App Registration

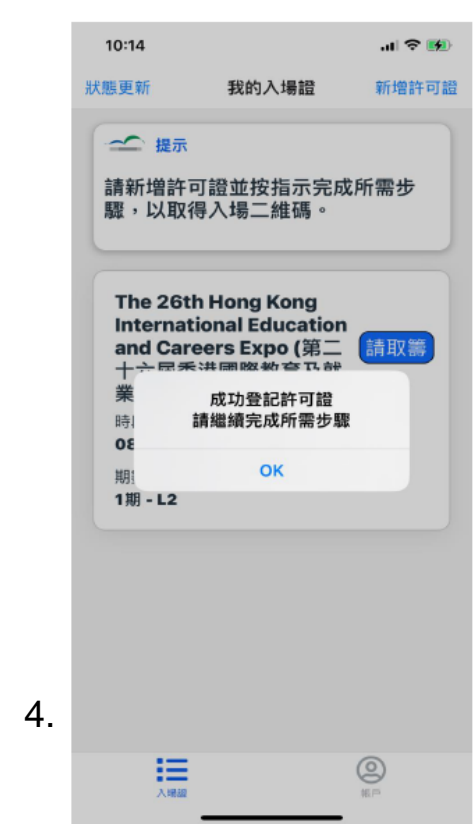
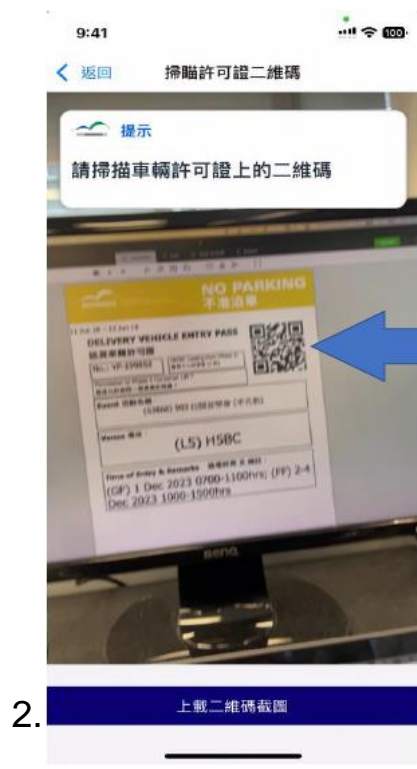
- ▷ HK Mobile Number Only
- ▷ To receive SMS
- ▷ To contact under emergency situation





Marshalling App – “Go HKCEC”

6) Vehicle Pass Registration





Marshalling App – “Go HKCEC”

7) Types of Entry Mode

- ▷ Free Flow Mode (FF)
- ▷ Geofence Mode (GF)
- ▷ Offsite Mode (TY)



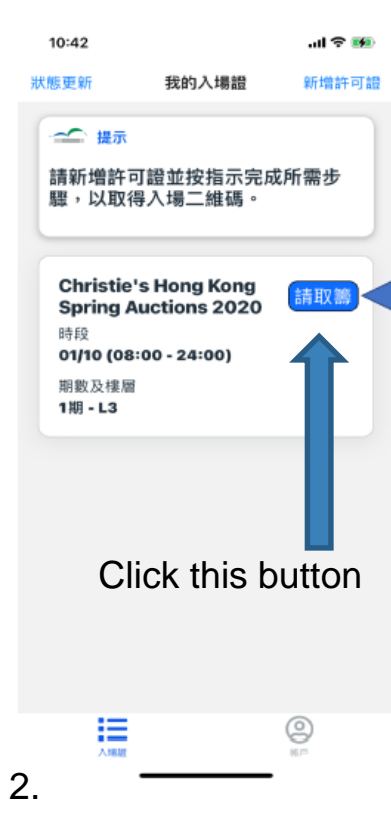
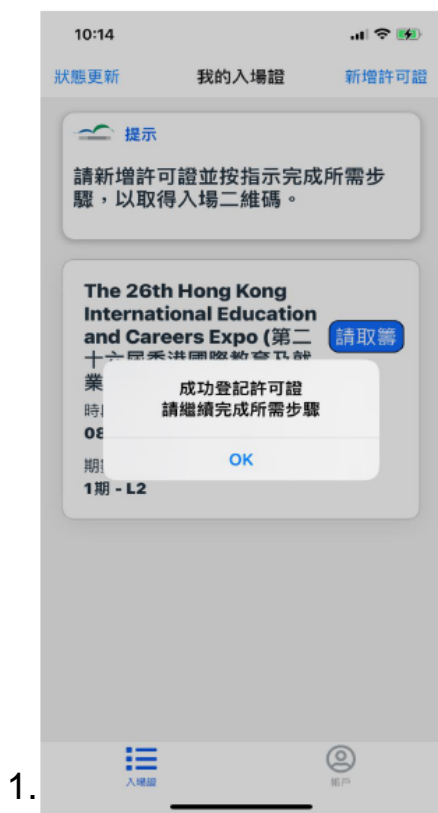
 FOR REGISTRATION ONLY 此證只作登記用途 不可進場	
DELIVERY VEHICLE ENTRY PASS 送貨車輛許可證	
No.: RP-208402	HKCEC Loading Dock (Phase 1) 貨展中心卸貨區 (1期)
Permission to Phase 1 Container Lift? 是否允許使用一期貨車吊鉤機?	
Event 活動名稱: (54010) Hang Lung Properties Limited Management Conference	
Venue 場地: (L1) H1ABC	
Time of Entry & Remarks 進場時間及備註: (TY) 21 August 2023 0800-2359hrs; (GF) 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



Marshalling App – “Go HKCEC”

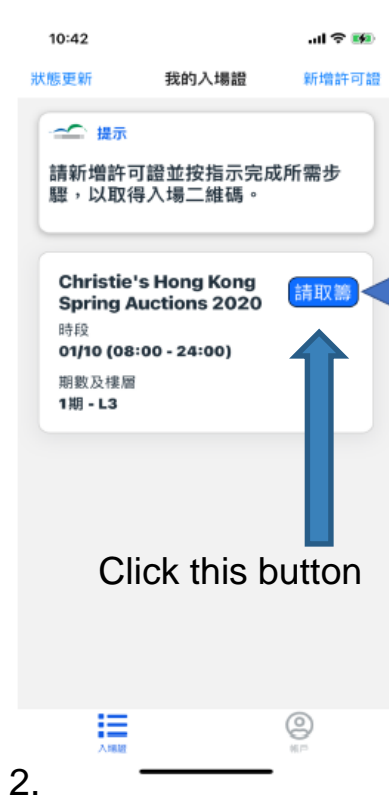
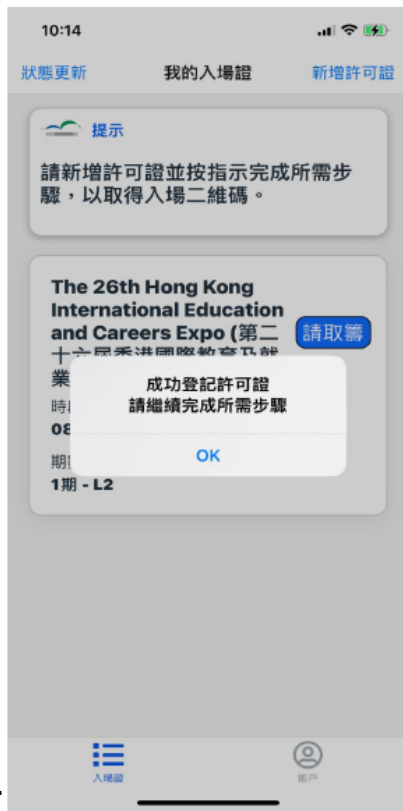
Free Flow Mode (FF)





Marshalling App – “Go HKCEC”

Offsite Mode (TY)





Marshalling App – “Go HKCEC”

Offsite Mode (TY) – Con’t

5.



On the event day, driver will receive an in-app Notification when his loading is ready for the truck

6.





Marshalling App – “Go HKCEC”

Offsite Mode (TY) – Con’t

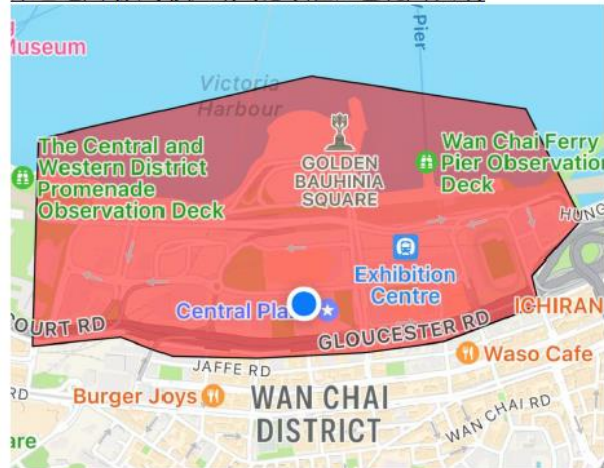




Marshalling App – “Go HKCEC”

Geofence Mode (GF)

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

- ▷ Setup of geofence aims at avoiding trucks waiting too early around HKCEC and cause traffic congestion.
- ▷ The implementation of this mode is according to scale of fair/number of vehicle pass/ raw space/ past traffic record and etc.



Marshalling App – “Go HKCEC”

Geofence Mode (GF)- Con't

- 10:14 狀態更新 我的入場證 新增許可證

提示

請新增許可證並按指示完成所需步驟，以取得入場二維碼。

The 26th Hong Kong International Education and Careers Expo (第二十六屆香港國際教育及職業展) 請取籌

成功登記許可證 請繼續完成所需步驟

OK

1期 - L2
- 10:42 狀態更新 我的入場證 新增許可證

提示

請新增許可證並按指示完成所需步驟，以取得入場二維碼。

Christie's Hong Kong Spring Auctions 2020 請取籌

時段 01/10 (08:00 - 24:00)

期數及樓層 1期 - L3

Click this button
- 10:42 返回 我的入場證 狀態更新

提示

請領取籌號。

2023-07-11 10:42:50

按此取籌

取消登記許可證

Click this button
- 10:12 返回 我的入場證 狀態更新

提示

籌號已領。請於活動日等候叫號。

2023-07-11 10:12:38

籌號 002

現時叫號 -

取消原有籌號並重新領取



Marshalling App – “Go HKCEC”

Geofence Mode (GF) – Con’t



On the event day, driver will receive an in-app Notification when his loading is ready for the truck





Marshalling App – “Go HKCEC”

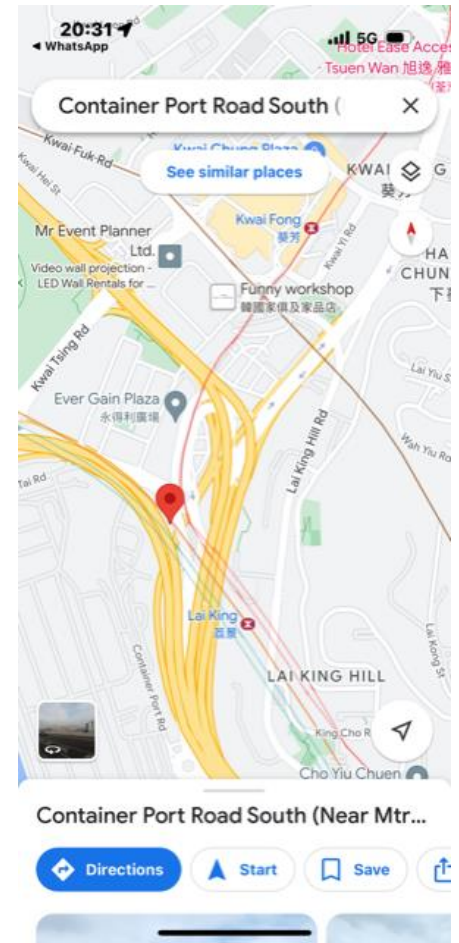
Geofence Mode (GF) – Con’t



New Offsite Truck Control Area

New Site: Container Port Road South, Kwai Chung

貨櫃碼頭南路駕駛考試中心



- ▷ On Co-use basis with Govt. Departments
- ▷ Not Marshalling Area with NO space for parking inside and outside of this area
- ▷ Relocation starts on 1 November 2023.

Traffic Control Challenge



- ▷ Cutting the line
- ▷ Argue with staff
- ▷ Self Arrange van
- ▷ Holding special pass
- ▷ Truck with Order

Offsite Mode

- 30pcs of Purple Pass per day with offsite arrangement
- **Purple Pass holder still have to queue instead of entering with first priority!**

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

Organisers

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 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.”

Organisers

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:

Organisers

Organisers

- (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.

Organisers

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. **Organiser's**
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

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 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，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">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。 |
|---|

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 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 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,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/修订或移除任何广告，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 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 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。

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 / 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」。

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

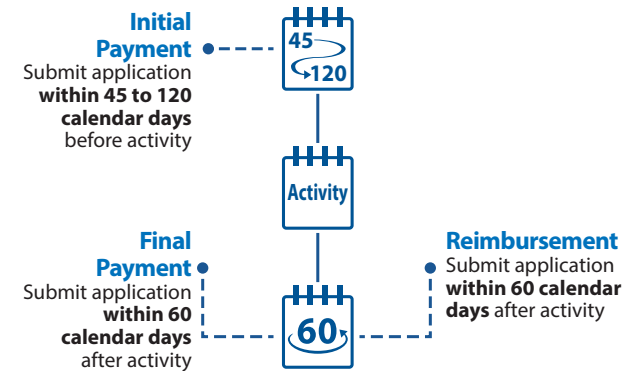


Corporate website/mobile apps

* 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

Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City,
Hong Kong

Tel. : 2398 5127
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : <https://emf.tid.gov.hk/en>



Seize the Chances
Expand Markets

SME Export
Marketing Fund

中小企業市場推廣基金

申請資格



在香港按照商業登記條例(第310章)登記並在本港有實質業務運作的**非上市企業***。

資助金額



- 每家企業：累計**80萬元**
- 每宗申請：核准開支總費用的50%或**10萬元**(以較低者為準)

資助範圍



境外/本地展覽會(實體/網上)*



商貿考察團(實體/網上)



貿易刊物廣告



電子平台/媒介的出口推廣

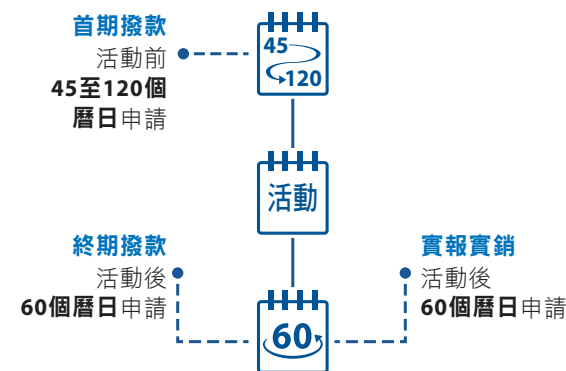


公司網站/流動應用程式

*由2021年4月30日起，資助範圍擴大至涵蓋以本地市場為目標及具規模的展覽會和網上展覽會；以及放寬只限中小企業申請的要求，為期兩年。

申請方法

申請企業可選擇首期撥款暨終期撥款**或**實報實銷。



提交申請

- 網上電子表格
- 郵遞 / 投遞 / 親身送遞



有關申請方式及手續的詳情，請參閱申請指引。申請表格及申請指引可從基金網頁(<https://emf.tid.gov.hk/tc>)下載。

如有查詢，歡迎聯絡：

工業貿易署
中小企業市場推廣基金科
香港九龍城協調道3號
工業貿易大樓13樓1301室

電話：2398 5127
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網站：<https://emf.tid.gov.hk/tc>



把握良機
開拓市場

中小企業
市場推廣基金