

March 2024

Dear Exhibitor,

Thank you for your participation in the Fashion InStyle 2024. We are pleased to send you the second Exhibitor Package for your preparation:

A. Important Materials

- 1) Exhibitor Check-in Form [Appendix 1],
- 2) Protection of Intellectual Property Rights (IPR) [Appendix 2],
- 3) Circulars:
 - (1) Use of Badges,
 - (2) Special Move-in and Move-out Arrangements,
 - (3) Restriction on Movement of Oversized Exhibits / Goods during Move-out Day,
 - (4) Complimentary Ironing Facilities,
 - (5) Important Exhibition Rules,
 - (6) Security Measures Against Thefts and Losses at the Fair,
 - (7) Immigration Regulations to be Observed and Followed by Exhibitors,
 - (8) Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs,
 - (9) Construction Waste and Exhibit Sample Disposal,
 - (10) Points to note for exhibitors(onsite),
 - (11) Point to Note/New Measures on Custom-Built Participation,
 - (12) e-Badge for Exhibitors,
 - (13) Overnight Storage for Valuable Exhibits,
 - (14) Caution on Third Party Promotional Offers,
 - (15) Caution on Rental of Credit Card Payment Terminals,
 - (16) Special Circular - Move out Regulations,
 - (17) The New Regulation on Disposable Plastic Tableware and Other Plastic Products. **<NEW UPDATE>**

B. Exhibitor Check-in Procedure

Exhibitors are required to bring along the enclosed **Exhibitor Check-In Form (Appendix 1) with business card** and proceed to the Exhibitor Check-In Counter upon your arrival at the **Hall 3F Concourse** of the Hong Kong Convention & Exhibition Centre on the move-in day (19 April 2024) to collect the **booth curtain and important on-site circulars**.

Should you have any queries, please feel free to contact our colleagues below.

Name	Tel	Email	Fax
Ms. Writing Mok	2240 4076	writing.wt.mok@hktdc.org	3746 6716
Ms. Olivia Wong	2240 4118	olivia.yy.wong@hktdc.org	3521 3077

We wish you every success in the upcoming fair.

Hong Kong Trade Development Council

致: 各參展商

多謝 貴司參與香港貿發局香港時裝節 2024，隨函附上提供予 貴司準備參展的第二份重要文件，請查收：

A. 重要文件：

- 1) 參展商進館登記表[附件 1]、
- 2) 香港貿易發展局展覽會保護知識產權措施[附件 2]、
- 3) 展覽會通告：
 - (1) 工作證之使用、
 - (2) 進館及撤館之交通安排、
 - (3) 大型展品或貨物於撤館日之搬運安排及限制、
 - (4) 免費熨衣設施、
 - (5) 展覽會重要規則、
 - (6) 有關防止展品遺失或盜竊的保安措施、
 - (7) 參展商須遵守的入境規例、
 - (8) 參展商接待買家須知、
 - (9) 棄置建築廢料及展品、
 - (10) 參展商現場注意事項、
 - (11) 特裝參展新措施及注意事項、
 - (12) 參展商電子入場證、
 - (13) 貴重展品通宵貯存服務、
 - (14) 請小心處理由第三者提供之推廣優惠、
 - (15) 提防有關信用卡終端機租賃服務、
 - (16) 撤館規則、
 - (17) 管制即棄膠餐具和其他塑膠產品的新法例。 <最新資訊>

B. 參展商進場登記手續

請各參展商於進場日 (即 2024 年 4 月 19 日) 攜同隨函附上之 參展商進館登記表(附件 1)及公司名片 前往於香港會議展覽中心 展覽廳 3F 大堂 設置之「參展商登記進場櫃位」辦理進場登記手續，並領取展台掛簾及重要通告。

若貴公司對以上安排有任何疑問，請致電本局與以下同事聯絡。

姓名	電話	電郵	傳真
莫慧婷小姐	2240 4076	writing.wt.mok@hktdc.org	3746 6716
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祝 展出成功！

香港貿易發展局
2024 年 3 月

Appendix 1 附件 1

Exhibitor Check-In Procedure **參展商登記進場手續**

Thank you for your participation in the Fashion InStyle 2024.

The booth curtain*, together with a complimentary copy of the official magazine and fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **19 April 2024**. The Check-in counters will be set up at the **Hall 3F Concourse** of the Hong Kong Convention & Exhibition Centre from **10:00 a.m. to 8:00 p.m.** **Please bring along this letter and your business name card/company chop** to collect the said materials at the counters upon your arrival at the fairground.

We wish you every success in the Fair.

多謝 貴司參與香港貿發局香港時裝節 2024。請各參展商於 **2024 年 4 月 19 日上午 10 時至下午 8 時**，攜同此信及閣下之公司名片或公司印章前往於香港會議展覽中心 **展覽廳 3F 大堂** 設置之「參展商登記進場櫃位」領取展台掛簾*、大會雜誌及其他有關是次展覽會之資料。

謹祝 貴公司展出成功!

Company Name 公司名稱: _____
Booth No. 攤位號碼: _____
Contact Person 聯絡人: _____
Contact Tel 聯絡電話: _____

Signature and Company Chop 簽署及蓋章: _____

* The booth curtain is for standard and premium booth exhibitors only

展台掛簾只提供予標準及特級攤位之參展商

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

The Hong Kong Trade Development Council (referred to below as “TDC”, “Organiser”, “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 for handling any complaint that a product on display infringes someone else’s intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor’s Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“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 Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organiser and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“Exhibitors’ Brief”) that the Organiser may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors’ Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors’ Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its 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.

If a complainant (“Complainant”) files a complaint with the Organiser in accordance with the Exhibitors’ Brief and requests the Organiser to take action against an Exhibitor, the Complainant agrees to hold the Organiser, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organiser, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such

complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organiser, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the “**Fair Legal Advisor**”). The Fair Legal Advisor will be on-call during the opening hours of HKTDC’s trade fairs and will attend the HKTDC’s office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor’s Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors’ Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and have been infringed by the display of the Exhibitor’s product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC’s website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organiser’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organiser, 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 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’s Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, 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.

Penalties

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

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

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of 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, 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 right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

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

OR

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

OR

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

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

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

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

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

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

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

A. Copyright

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

OR

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

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

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).

C. Registered Design

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

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

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

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局（以下簡稱為「**本局**」、「**主辦機構**」）是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商（「**參展商**」），必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

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

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》（「**參展商須知**」），包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人（「**投訴人**」）按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員（包括但不限於所述各方的法律顧問）的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用（包括但不限於法律費用）、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員（包括但不限於所述各方的法律顧問）採取任何法律行動、或提出任何索償或要求。

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問（「**法律顧問**」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktcd.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務;
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

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

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

證明知識產權的存在及擁有權的所需文件

A. 版權

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

http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf

或

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

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

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載

[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

B. 商標

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

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

Circular (1) - Use of Badges

(1) Use of Badges

In a bid to step up the security level at the fairground, access to the venue has been tightened, only paper badge/ e-badge holders are allowed to enter the exhibition area. Contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

Quantity of Exhibitor Badge depends on booth size. All on-site requests will be charged at HK\$25 or US\$3 for each exhibitor badge.

(2) Use of wristbands (Applicable to Transportation Workers only)

All transportation workers must wear the valid wristband to enter the fairground. Non-wristband holders are **NOT** allowed to enter the exhibition area on 19 April 2024 (the move-in day) and 23 April 2024 (the move-out day). This wristband will be distributed by HKCEC at **loading area** to your appointed transportation workers. Exhibitors will be fully responsible for any misuses or losses of these wristband. Should you have any queries on this arrangement, please contact Miss Writing Mok at (852) 2240 4076.

Thank you for your kind attention.

通告(1) - 工作證之使用

(一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效實體或電子工作證件之人士方可進出展覽會場。承建商需佩帶有關工作證，方可於展品進場及離場時間進入會場。

參展商工作證的數量視乎攤位大小。所有現場申請之參展商工作證每張將收取 25 港元或 3 美元。

(二) 手帶之使用(只適用於運輸工人)

所有運輸工人於佈展日(2024年4月19日)及撤館日(2024年4月23日)必須佩戴由會展中心發出之手帶，方可進出展館。任何不佩戴此手帶之運輸工人均不得擅自進入展館。此手帶將會由會展中心於卸貨區派發予貴司所委託之運輸代理，請提醒他們務必於佈展日及撤館日佩戴，以便進出展館。請參展商小心保管此手帶及必須避免被他人濫用。如有查詢，請與莫慧婷小姐 [電話: (852) 2240 4076] 聯絡。

多謝合作!

Circular (2) – Move-in & Move-out Arrangements

Dear Exhibitors,

Thank you for your participation at the coming Fashion InStyle 2024. Same as previous year, in order to alleviate the traffic congestion and ensure smooth traffic in Wan Chai, there will be special traffic arrangements to minimize the traffic pressure on the **move-in day (19 April 2024)** and **move-out day (23 April 2024)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

Please be advised that there will be special traffic arrangements applied at the roads of the Hong Kong Convention and Exhibition Centre (HKCEC) on the move-in day (19 April) and move-out day (23 April). All Lorries/ Light Goods Vehicles must first report to the **vehicle marshalling area at Kwai Chung**. Please kindly pay attention to the details of the arrangement as below:-

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for lorries / light goods vehicles for move-in from **9:00 a.m.** on 19 April 2024. Control point will be set-up at the entrance and only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permits will be issued by separate email to each exhibitor for entering the loading /unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (19 April) and throughout the exhibition period including the move-out day (23 April). The permit is **only valid for use at the specified dates and times** indicated on the permit.

According to HKCEC's latest requirement, due to space constraints inside the loading area, and in a bid to facilitate efficiency of the loading area, starting from 1 January 2015, long vehicles including 45 foot container would **NOT** be accommodated.

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named "Go HKCEC" before entering HKCEC loading area**. Drivers have to download the newly launched "Go HKCEC" App to their mobile phones before accessing the loading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a 'ticket' and Entry QR code to enter loading area of HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.





- **HKCEC Marshaling App "Go HKCEC" <NEW>**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called "Go HKCEC". Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- Download "Go HKCEC" App from the [App Store](#), [Google Play](#), or via [APK file](#)



Apple Store	Google Play	APK File (Huawei / Xiaomi / VIVO)
		
		

Move-in /out Arrangement <IMPORTANT>

1. Move-in Day 19 April: Offsite Mode : TY
2. Move-Out Day 23 April: Offsite Mode : TY

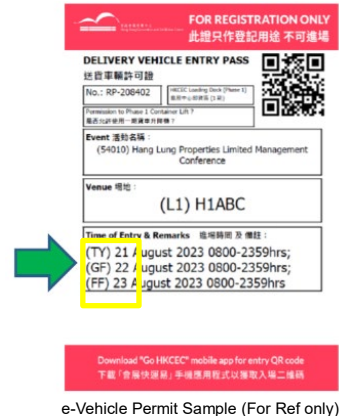
* They are **REQUIRED** to queue up at Kwai Chung vehicle marshalling area.

Types of Entry Mode

Please look for remarks under "Time of Entry" on vehicle pass

Offsite Mode (TY)

- Vehicle is required to get queue ticket from the App by scanning the e-Vehicle permit
- Drive to Kwai Chung Marshalling area when the queue ticket is called
- Security Staff will scan the App QR Code at the Marshalling Area.
- Drive to HKCEC after successful scanning.
- Staff in HKCEC will scan the QR Code again. Vehicle will be allowed to enter the loading area after successful scanning.



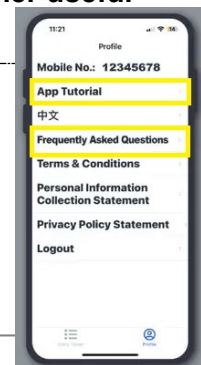
• "Go HKCEC" User Guide Video

- <https://www.youtube.com/watch?v=4p00gv9hQgs&t=109s>



• Browse App tutorial and other useful information on the App

- Click "Profile"
- Click "App Tutorial" and "Frequently Asked Questions"



"Go HKCEC" Hotline: 2582 7130

The e-Vehicle permit are for loading and unloading only. No Parking is allowed. Maximum time limit is **60 minutes**. Private vehicles are not permitted to enter the loading area. Use of Octopus Card / Visa / Master Card is required when entering the HKCEC loading/unloading area. No charge will be imposed if the vehicle leave the loading/ unloading area within 60 mins. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 60-minutes.

The HKCEC will impose charges on vehicles with extended stay on 19 and 23 April 2024.

The charges are as follows:

	Every 30 mins (or part thereof)
First 60-mins (after clock in)	Free
First 2 hours after 60 mins	HK\$100
After 3 hours	HK\$150

Payment (if any) will be collected at the exit gate by Octopus Card / Visa / Master Card. Please note that vehicle permits are not intended for parking purpose, and is not valid for private cars. The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

The above measure has been implemented in a number of exhibitions, and was proven to be effective in alleviating the traffic congestion. Please contact the Organiser for any further enquiries. Thank you for your understanding and cooperation.

Hong Kong Trade Development Council

Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.

附件3: 進館、撤館之交通安排及車輛許可證之使用須知

致各參展商：

多謝參加香港時裝節2024，本局將於上述展覽會之進館日（即2024年4月19日）及撤館日（即2024年4月23日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。敬請留意以下詳情。

香港會議展覽中心的所有道路將於進館日（即2024年4月19日）及撤館日（即2024年4月23日）起實施車輛進入管制。所有進場之貨車/輕型客貨車司機必須先前往青衣之車輛等候處排隊，方可前往灣仔會議展覽中心之裝卸區。請各參展商注意以下之特別安排。

進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

(一) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發進館及撤館之電子車證，方便於展品進場日(即4月19日)及展覽期間(4月23日)進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心最新規定，由於裝卸區內的空間有限，為提升裝卸區的效率，由2015年1月1日開始，大會將禁止45英尺長的貨車進入裝卸區，請各參展商注意。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

- 「會展快運易」手機應用程式 <新>

展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

- 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)
		
		

進場/撤館程序 <重要>

1. 進館日 4月19日: 葵涌模式 (TY Mode)
2. 撤館日 4月23日: 葵涌模式 (TY Mode)

*貨車/輕型客貨車必須先到葵涌車輛報到處。

入場模式

請留意許可證上「進場時段」的標示

葵涌模式 (TY Mode)

- 需要在手機應用程式上掃描電子版車輛通行證並取籌
- 籌號被叫後根據提示的時間前往葵涌車輛報到處
- 職員將於葵涌車輛報到處掃描用戶手機程式中的二維碼
- 用戶可於成功掃描後前往灣仔會展中心
- 會展中心職員將於灣仔會展中心卸貨區再次掃描用戶手機程式中的二維碼。如顯示有效，貨車將可以進入卸貨樓層



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

電子車證樣本(僅供參考)

• 「會展快運易」教學影片

- <https://www.youtube.com/watch?v=pgphCJW/vsQ>



• ~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



「會展快運易」熱線: 2582 7130

電子車輛許可證只供上落貨之用，時限為 **60 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機須使用八達通卡 / Visa / 萬事達卡拍卡進場。車輛若於 60 分鐘內離開貨物起卸區將不會收取任何費用。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨時限為 **60 分鐘**。香港會議展覽中心將於 **4月19 及 4月23 日** 實施進場車輛使用時間收費計劃。有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首 60 分鐘	免費
其後兩小時內	港幣 100 元
超過三小時	港幣 150 元

繳交費用(如適用)將於出口管制處辦理。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館其間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

以上的安排已在早前的數個展覽會實施，並能有效地紓緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

香港貿易發展局

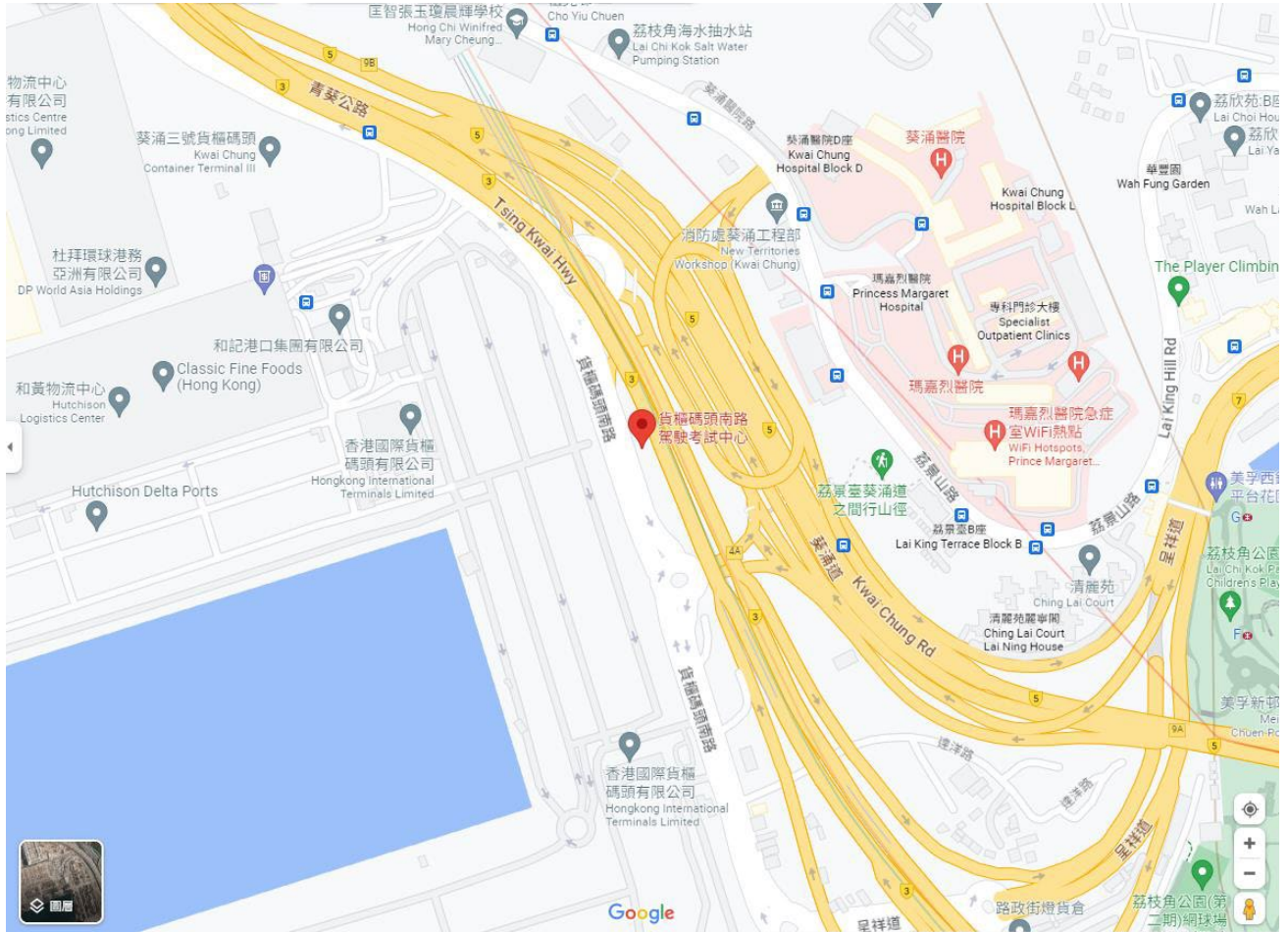
註：於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

香港時裝節2024

Kwai Chung - Offsite Marshalling Area 葵涌車輛報到處

Checkpoint Location: Container Port Road South Driving Test Centre

葵涌模式報到地點：貨櫃碼頭南路駕駛考試中心



Circular (3) – Restriction on Movement of Oversized Exhibits / Goods during Move-out Day

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out of the Fashion InStyle 2024 on 23 April 2024:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the following examples:



3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicles** for move-out.

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

通告(3) - 大型展品或貨物於撤館日之搬運安排及限制

基於安全理由，香港會議展覽中心將在撤館當日(即 4 月 23 日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出 81 厘米(闊) x 56 厘米(高) x 33 厘米(深)之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商/買家進出之物品大小。
- 2) 參展商/買家不可在會場內的公共通道上使用任何板車、手推車或腳車等工具車來運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：



- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日 自行安排運輸公司或貨車 撤館。

(參展商請注意：如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)

Circular (4) – Complimentary Ironing Facilities

We take pleasure to inform you that Hong Kong Trade Development Council will provide you Complimentary Ironing Facilities at the fairground with the following schedule:

<u>Date</u>	<u>Time</u>	<u>Venue</u>
19 April	1000 – 2000	V302
20 April	0830 – 1800	V302
21 April	0900 – 1800	V302
22 April	0900 – 1800	V302

Thank you very much for your attention.

通告(4)-免費熨衣設施

大會主辦機構將會於展覽會期間為參展商提供免費熨衣設施以供使用。開放時間如下：

<u>日期</u>	<u>時間</u>	<u>地點</u>
4月19日	1000-2000	V302
4月20日	0830-1800	V302
4月21日	0900-1800	V302
4月22日	0900-1800	V302

敬請留意!

Circular (5) – Important Exhibition Rules

We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. 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 HKTDC 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 employee; and
- (ii) allow its own employee 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.

2. 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.

通告(5) - 展覽會重要規則

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

1. 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本局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

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

2. 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，各參展商務須遵守，多謝合作。

Circular (6) - Security Measures Against Thefts and Losses at the Fair

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and revised procedures:

1. Opening Hours of the Fair

The morning set-up time for exhibitors will be 30 minutes before the official opening time of the fair except on the first exhibition day.

2. Strengthen Security Patrol

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

3. Exhibitors' Badge

Enlarged prints will be used for the booth number on all exhibitors' paper badges for easy identification.

4. Booth Curtain

Curtains for standard booths and premium booths exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

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

Thank you for your continuing support and we wish you every success at the forthcoming Fashion InStyle 2024.

通告(6)-有關防止展品遺失或盜竊的保安措施

香港貿易發展局(香港貿發局)一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

1. 展覽會開放時間

除展覽會開幕第一天外，各參展商每日之進館時間為 展覽會開放前 30 分鐘。

2. 加強保安巡邏

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

3. 參展商工作証

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商實體工作証上的攤位號碼，以方便分辨各參展商的身份。

4. 攤位布簾

本局將提供攤位布簾給標準攤位及特級攤位的參展商，以保障各攤位內於非開放時間的私隱。

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

多謝各參展商支持，謹預祝展出成功。

Circular (7) – Immigration Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong

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

In the case of a trade exhibition, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he/she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

2. Exhibitors from Chinese Mainland

Where Chinese Mainland exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Chinese Mainland authorities. For business visits, Mainland residents have to apply to the PSB Office in their place of domicile for permission to enter Hong Kong under the Business Visit Scheme. The PSB will issue an exit-entry permit with a business visit endorsement to Mainland business visitors. Exhibitors from Chinese Mainland are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

3. Hong Kong Exhibitors

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

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

通告(7) - 參展商須遵守的入境規例

1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作(無論受薪或非受薪)，亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

2. 中國內地參展商

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

3. 香港參展商

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

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

Circular (8) - Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at HKTDC Fairs

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

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

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

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

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

通告(8)-開放攤位予買家參觀及參展商接待買家須知

準時開放攤位予買家參觀

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。

參展商接待買家

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

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

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

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

Circular (9) - Construction Waste and Exhibit Sample Disposal

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 Hong Kong Trade Development Council's 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.

Thank you for your co-operation.


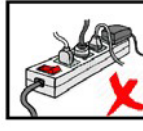


通告(9) - 棄置建築廢料及展品

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿易發展局所有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。



多謝合作！

Circular (10) - Attention to All Exhibitors (onsite) 通告(10) 參展商現場注意事項

Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量, 每一個插座均有其負電上限, 以及只供單一電器使用, 切勿超過負荷, 以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板, 一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用), 在自行安裝電燈後, 請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任, 切勿超過負荷。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西, 亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動, 請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由, 嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.
參展商保證, 對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償, 主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.
建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引, 參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

ES Onsite Circular – V4.1

Circular (11) – 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 has been implemented from July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 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, <u>i.e. 18-23 April 2024.</u></p> <p>Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.</p>															
4.2.4	Hall rental charges for over-time move-in and move-out															
4.2.5	<p><u>Maximum stand height of custom-built booths</u> In response to rising environmental and safety concerns, Hong Kong Trade Development Council will lower the maximum height of single-deck custom-built booths in all its fairs with details below:</p> <ol style="list-style-type: none"> Since 1 May 2023, all new designs of single-deck custom-built booths shall not exceed the height of 4 metres (note: The booth height limit may be lower for specific locations, please refer to exhibition manual, hall plan or check with the following contacts). Based on last circular RSC001/21 on 1 April 2021, re-used single-deck booths at "4.5m < booth height ≤ 5m" can be reset up until 30 April 2023. Starting from 1 May 2023, re-used single-deck booths at "4m < booth height ≤ 4.5m" can be reset up until 30 April 2025. The booth design must remain unchanged as it was previously submitted to HKTDC for the same show without modification. Any amendments to original design will be treated as new design and subject to height restriction of 4 metres. 															
4.2.6	<p><u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u></p> <table border="1"> <tbody> <tr> <td>Stands & temporary structures</td> <td>>2.5m & <4.5mH</td> <td>≥ 4.5mH or two-storey construction</td> </tr> <tr> <td>Stages or platforms</td> <td>>1.1m & <1.5mH</td> <td>≥ 1.5mH</td> </tr> <tr> <td>Suspended lighting truss & equipment</td> <td><100 kg</td> <td>≥ 100 kg</td> </tr> <tr> <td>Self-standing speakers and/or lighting towers</td> <td>≤2.5m</td> <td>>2.5m</td> </tr> <tr> <td>Authorized Person/ Registered Structural</td> <td>Verify stability of design drawings</td> <td>Verify stability of design drawings & prepare structural calculations</td> </tr> </tbody> </table>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m	Authorized Person/ Registered Structural	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
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Authorized Person/ Registered Structural	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations														

<p>Engineer (AP/RSE) should be deployed to</p>	<p>Supervise construction works at site</p> <p>Verify stability after completion by issuing structural safety certificate</p>
<p>Submit design drawings to Organiser by 8 March 2024</p>	<p>By email</p>
<p>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 19 April 2024</p>	<p>1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)</p>
<p>Submit to Official Electrical Contractor by 1500 hrs on 19 April 2024</p>	<p>Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)*</p>
<p>* 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.</p>	
<p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p>	
<p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE.</p>	
<p>Documentary Proof of Fire Services Compliance 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 Organiser upon request, as documentary proof of compliance. Please refer to https://www.hkfsd.gov.hk/eng/source/licensing/PPA106-Eng-Web.pdf for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>	
<p>4.2.7</p>	<p>Electricity In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.</p>
<p>4.2.9</p>	<p>Reflective Vest All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
<p>4.2.12</p>	<p>Waste Reduction and Recovery Measures 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 1A</p>

	loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	<p>Construction Industry Safety Training Certificate All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry Eng.pdf](#).

For queries, please feel free to contact:

Mr. Aston Fong at Tel: (852) 2240 5459, or Email: aston.wh.fong@hktdc.org

Thank you for your kind understanding and co-operation!

通告(11) - 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，香港貿易發展局於2009年7月開始，實施特裝參展自建攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

部份	內容													
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>													
4.2.2	<p>施工按金 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75000 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 2024 年 4 月 18-23 日)。 按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。</p>													
4.2.4	<p>進場及離場超時租場收費</p>													
4.2.5	<p>特裝展位高度限制 香港貿易發展局為促進環保及安全施工，將在其展覽會下調單層特裝展位最高可建高度，詳情安排如下：</p> <ol style="list-style-type: none"> 自 2023 年 5 月 1 日起，所有新設計的單層展位高度不得超越 4 米(註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。 根據 2021 年 4 月 1 日所發出的通告 RSC001/21，單層重用展位在”4.5 米<高度≤5 米”將於 2023 年 4 月 30 日後不可再使用。 由 2023 年 5 月 1 日起，單層重用展位在”4 米<高度≤4.5 米”可重用並延期保留至 2025 年 4 月 30 日。重用展位設計必須跟上一屆提交給貿發局同場展覽的圖則相同，並不可作出任何結構性改動。如有任何改動，本局將以新設計論，並將會把展位可建高度下調至 4 米。 													
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"> <thead> <tr> <th>攤位及臨時搭建物</th> <th>>2.5 米 而 <4.5 米高</th> <th>≥ 4.5 米高或雙層結構</th> </tr> </thead> <tbody> <tr> <td>平台或舞台</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> </tbody> </table> <p>認可人士/註冊結構工程師應</p> <p>證明其設計圖則穩定性</p> <p>證明其設計圖則穩定性及數據證明</p> <p>監督搭建工程</p> <p>在完成搭建後驗證並簽發結構安全證明書</p> <p>於 2024 年 3 月 8 日 或之前提交圖則予主辦機構</p> <p>以電郵方式</p> <p>於 2024 年 4 月 19 日 下午 3 時或之前投放到「攤位設施」展位之收集箱</p> <ol style="list-style-type: none"> 結構安全證明書〔詳情請參閱第 4.2.6 章〕* 消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕 		攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米
攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構												
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獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米												

	<p>於 2024 年 4 月 19 日 下午 3 時或之前交予 大會電力承建商</p> <p>電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕*</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-disclaimer.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 251〕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。 http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。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 及須於上述指定時間交予大會電力承建商，以茲證明。</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>
4.2.12	<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筒供棄置之用。</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」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</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

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

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。
請 貴公司及 貴公司委託的承建商仔細參閱以下網站：

[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry_chi.pdf](#)

如有查詢，請聯絡：

方先生 (電話: (852) 2240 5459 ; 電郵: aston.wh.fong@hktdc.org)

多謝合作！

Circular (12) – e-Badge for Exhibitors



Download Now
立即下載

HKTDC Marketplace App
香港貿發局商貿平台

A Smart Way for Exhibitors to Connect
Instantly with Business Partners
參展商智選平台
即時連繫商業夥伴

e-Business Card 電子名片
Make Instant Connections with Business Partners
更有效及快捷地與商業夥伴交流

Exhibitor e-Badge 參展商電子入場證
Enjoy Seamless Fairground Experience
通行無阻的展會體驗

With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, exhibitors can now redeem their electronic admission badges (e-Badge) before arriving at the fairground.

Please follow the instructions at [this website](#) to create your own account in the app and then key in the provided *Registration Numbers* to be sent via email separately.
After arriving at the fairground, you can enter the fairground directly by showing your e-Badge.

Please download and redeem your e-Badge by 18 April 2024. Physical badges will only be available for pickup at the Exhibitor Check-in Counters on 19 April 2024 at fairground.

The app not only provides latest fair information and promotions, it also serves as a bridge between buyers and exhibitors beyond the fair periods to extend the sourcing journey. Other key features include:

1. e-Business Card

Easily exchange contact details with buyers at the fairground by scanning their e-Business Card QR codes. Add notes, photos and tags to turn a brief encounter into a valuable long-term business connection in a tech-savvy and paperless manner.

2. DIY Photo upload

Post your products/ service information on Fashion InStyle for year-round exposure and business matching opportunities before, during and after the fair.

3. Small Orders Management & Message Centre

Check out and manage your online orders from hktcd.com Small Orders platform easily. Keep track of buyer enquiries instantly in Message Centre for faster deals.

通告(12) – 參展商電子入場證



**Download Now
立即下載**

**HKTDC Marketplace App
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現今流動技術日益普及，為了令中小企能夠在數碼時代把握商機，參展商現可在到達會場前換領電子入場證（e-Badge）。

請按照 [此網頁](#) 的說明，在應用程式中建立您自己的帳戶，然後輸入本局經電郵另行發出的登記編號。到達會場後，您即可以展示您的 e-Badge 直接進入展覽場地。

請於 2024 年 4 月 18 日前下載並換領您的 e-Badge。實體入場證只能在 2024 年 4 月 19 日於會場的參展商登機櫃檯領取。

此應用程式除了提供最新的展會信息及優惠，更是重要的工具為參展商和買家搭建橋樑，以延長採購之旅。其他主要功能包括：

1. 電子名片

通過掃描電子名片上的二維碼，便可輕鬆與會場的買家交換聯絡方法。您亦可添加筆記，照片和標籤，以方便與客戶保持長期的業務關係。

2. 自助照片上傳

在全年曝光的**香港時裝節**上發布您的產品/服務資料，以便在展會前後及期間增加商貿配對機會。

3. 小批量訂單管理和信息中心

輕鬆查看和管理來自 [hktcd.com Small Orders](#) 平臺的網上訂單。在信息中心則可即時跟進買家查詢，以更快完成交易。

Circular (13) – Overnight Storage for Valuable Exhibits

To facilitate storage of precious exhibits at night from **19–23 April 2024**, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement.

Format

A strong room will be arranged at Meeting Room **G305**. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the strong room. Each exhibitor will be assigned a designated area in the strong room for putting the container. Exhibitors can only deposit their containers in the designated area.

Cost

Use of the strong room is free. However, the area allocated for each exhibitor will be subject to the availability of space.

Deposit & Withdrawal Procedure

All exhibitors using this overnight storage facility are reminded that they should conduct the deposit and withdrawal themselves under the escort of security guards.

Operating Hours

Date	Withdrawal	Deposit
19 April	----	14:30 – 20:00
20-22 April	08:30 – 9:30	18:00 – 19:00
23 April	08:30 – 9:30	-----

The strong room will be closed during day time and exhibitors **must remove all their valuable exhibits from the strong room before 9:30 am**

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their merchandise, resulting from storing any of their belongings in the strong rooms. Exhibitors are advised to take out insurance coverage on their merchandise throughout the exhibition, including the overnight storage period.

通告(13)-貴重展品通宵貯存服務

為方便參展商於 **2024 年 4 月 19-23** 日晚上期間貯存貴重展品起見，主辦機構將提供免費通宵貯存服務。

服務方式

主辦機構將於會展中心會議室 **G305**。參展商應先將貴重展品放置在貯物箱內鎖好，然後才存放於保險庫。參展商可獲分配指定的貯物空間，貯物箱只可存放於指定位置。

費用

參展商在保險庫中貯存展品毋須繳費，但分配貯物空間則須視乎保險庫是否有足夠空位而作出安排。

展品存取

參展商應在護衛員陪同下自行在保險庫中存取展品。

保險庫存取時間

日期	提取時間	貯存時間
4 月 19 日	-----	14:30-20:00
4 月 20-22 日	08:30-09:30	18:00-19:00
4 月 23 日	08:30-09:30	-----

保險庫於日間不予開放。參展商 **必須於上午 9 時半前**提取所有存放於保險庫內之貴重展品。

參展商責任

參展商須知，在保險庫中存放貨品，如有任何遺失或損壞，概須自行負責。參展商應為展出貨品購買保險，以保障展覽以及通宵貯存期間可能造成的任何損失。

Circular (14) – Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/ AVRON/ Golfarelli Editori/ International Fairs Directory

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

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

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

Should you have any questions, please contact Miss Vicky Lui, Business Development Manager at Tel: (852) 2240 4821; or email address: vicky.cl.lui@hktdc.org of the Hong Kong Trade Development Council.

通告(14) -請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/ Golfarelli Editori/ International Fairs Directory)提供之推廣優惠

香港貿易發展局獲悉參展商曾接獲 Fair Guide (由 Construct Data 所擁有) 的邀請, 在其指南中刊登名錄, 費用由參展商負責。香港貿發局最近發現另外多家公司, 包括 Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有), Event Fair、AVRON、Golfarelli Editori 和 International Fairs Directory 及亦向參展商發出類似信件, 邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 Golfarelli Editori 或 International Fairs Directory 概與香港貿發局或本局的任何展覽完全無關。

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

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

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

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

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

如有任何問題, 請與本局業務發展經理呂智樂小姐聯絡, 電話: (852) 2240 4821 或 電郵: vicky.cl.lui@hktcdc.org。

Circular (15) – Caution on Rental of Credit Card Payment Terminals

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the Fashion InStyle. Should you have any questions, please contact Miss Vicky Lui, Business Development Manager at Tel: (852) 2240 4821; or email address: vicky.cl.lui@hktdc.org of the Hong Kong Trade Development Council.

通告(15) - 提防有關信用卡終端機租賃服務

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。香港貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動。如有任何問題，請與本局業務發展呂智樂小姐聯絡，電話：(852) 2240 4821 或 電郵：vicky.cl.lui@hktdc.org。

Circular (16) – 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 the exhibits well before the official closing time. In order to maintain a good image of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 23 April 2024**. According to clause 46 in the exhibition rules & regulations 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-checks in the afternoon on 23 April 2024. Those exhibitors who violated such rule will be served a warning letter.

Performance Bond

If an exhibitor violates the rules in Fashion InStyle 2024 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for Fashion InStyle 2025. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2025	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Fashion InStyle 2025.

The application of Fashion InStyle 2025 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during Fashion InStyle 2025, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

Exhibitions and Digital Business Department
Hong Kong Trade Development Council

通告(16) – 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 4 月 23 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 4 月 23 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。

違規罰款按金

如參展商於香港時裝節 2024 違反展覽會規則 46 條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與香港時裝節 2024 時，參展商必須繳付違規罰款按金。違規罰款按金將按展臺的大小而定：

2025 年展臺面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於香港時裝節 2025 的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於香港時裝節 2025 的申請。

如參展商於 2025 年再度違規，違規罰款按金將會被沒收。如參展商於 2025 年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來選擇攤位次序或取消該公司保留位置的權利，甚至取消未來參展香港時裝節的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

香港貿易發展局

Circular (17) – The New Regulation on Disposable Plastic Tableware and Other Plastic Products <NEW UPDATE>

The Government will implement the regulation on disposable plastic tableware and other plastic products on 22 April 2024.

1. Disposable plastic tableware

The sale of expanded polystyrene (EPS) tableware and four other types of disposable plastic tableware (namely straws, stirrers, cutlery (forks, knives, spoons) and plates) will be prohibited, and so will the provision of such tableware to takeaway customers. Moreover, the provision of all disposable plastic tableware (also including cups, cup lids, food containers and food container lids) to dine-in customers at catering premises will be prohibited.

2. Other disposable plastic products

The sale and free distribution of plastic-stemmed cotton buds, balloon sticks, inflatable cheer sticks, glow sticks, party hats, oxo-degradable plastic products (regardless of disposability), umbrella bags, food sticks and plastic toothpicks, and the manufacturing of any oxo-degradable plastics products will be prohibited. Free distribution of plastic-packaged tissue paper for promotional use and non-medical use transparent gloves will also be prohibited. Moreover, hotels and guesthouses are banned from providing specified plastic toiletries and plastic-bottled water for free in guest rooms.

3. Exclusions / Exemptions

For disposable plastic tableware, (i) pre-packaged food or drinks (e.g. disposable plastic straws attached to beverage cartons) and (ii) the supply of disposable plastic straws to people with medical needs can be exempted. For other disposable plastic products, exemptions are available for the sale or supply of relevant products* under certain circumstances, including the use for forensic analysis, scientific research or experiments, medical treatments or procedures, taking medicines, for resale purposes (e.g. a business sells or supplies to another business in B2B exhibitions) or for manufacturing process.

* These exemptions are not applicable to products including (i) oxo-degradable plastic products (unless in the event that a business sells or supplies to another business for export purpose), (ii) plastic-packaged tissue paper for promotional use and (iii) non-medical use transparent gloves (unless provide to the employees for carrying out duties or work).

For further information about the new regulation, please visit <https://www.cuttheplastics.hk/index.php/en/>, or contact the Environmental Protection Department at (852) 5467 2494 or email to info@cuttheplastics.hk.

Hong Kong Trade Development Council

通告(17) – 管制即棄膠餐具和其他塑膠產品的新法例 <最新資訊>

政府將於 2024 年 4 月 22 日實施管制即棄膠餐具和其他塑膠產品的新法例。

(一) 即棄膠餐具

將禁止銷售和向外賣顧客提供發泡膠餐具和四類即棄膠餐具（即飲管、攪拌棒、進食用具（叉、刀、匙）和碟），同時亦禁止餐飲處所向堂食顧客提供各種即棄膠餐具（同時包括杯、杯蓋、食物容器和食物容器蓋）。

(二) 其他即棄塑膠產品

將包括禁止銷售和免費供應膠柄棉花棒、氣球棒、充氣打氣棒、熒光棒、派對帽、氧化式可分解塑膠產品(不論是否屬即棄性質)、雨傘袋、食物膠籤、膠牙籤，並禁止製造任何氧化式可分解塑膠產品；禁止免費供應宣傳用塑膠包裝紙巾及非醫療用透明即棄膠手套；以及禁止酒店和賓館在房間內免費供應指明塑膠洗滌梳妝用品和即棄膠樽裝水。

(三) 不包括 / 豁免情況

一般而言，以下情況可獲豁免，不受新法例規管。就即棄膠餐具而言，(i)預先包裝的食品或飲品（例如附連在紙包飲品上的即棄膠飲管等）和 (ii)向有醫療需要的人供應即棄膠飲管可獲豁免。就其他即棄塑膠產品而言，在特定情況下銷售或供應相關產品* 可獲豁免，包括用於法證科學化驗、科學研究或實驗、醫治或醫療程序、進食藥物、用於轉售用途（例如企業於B2B展覽會中出售或供應予另一家企業）、製造過程等情況。

*這些豁免不適用於(i)氧化式可分解塑膠產品（除非企業向另一家企業出售或供應用作出口用途）、(ii)宣傳用塑膠包裝紙巾、和 (iii)透明即棄膠手套（除非向僱員提供以履行職責或工作）。

有關新法例的詳情，可瀏覽網站 <https://www.cuttheplastics.hk/index.php/tc/>，或致電 (852) 5467 2494 或電郵致 info@cuttheplastics.hk 向環境保護署查詢。

香港貿易發展局