

Welcome Kit

Welcome to the Fashion InStyle. Please find the welcome kit, which contains various essential information for your perusal. Grateful if you could spend a few minutes to read through all the important circulars. Thank you and wish you every success in the event.

1. Important Information – Services to Exhibitors
2. Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)
3. Important Circular
 - Circular (1) : Restriction on Movement of Oversized Exhibits / Goods on 23 April
 - Circular (2) : Complimentary Ironing Facilities
 - Circular (3) : Security Measures Against Thefts and Losses at the Fair
 - Circular (4) : Overnight Storage for Valuable Exhibits
 - Circular (5) : Receiving Buyers at HKTDC Fairs
 - Circular (6) : Construction Waste and Exhibit Sample Disposal
 - Circular (7) : Regulating Disposable Plastic Tableware and Other Plastic Products **[NEW]**
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 - Circular (10) : Scan2Match
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 - Circular (12) : Guidance to Custom Built Exhibitors for On-site Usage of Electricity
 - Circular (13) : Notice on Electricity Supply

歡迎 貴公司參加香港時裝節，現附上以下幾項重要資料。希望閣下可花幾分鐘寶貴時間，詳細閱讀有關的各項注意事宜，在此多謝大家對我們的一貫支持，並祝展出成功！

1. 重要資料-主辦機構提供予參展商的服務
2. 有關保護知識產權措施及參展商須知
3. 重要通告
 - 通告 (1) : 大型展品或貨物於 4 月 23 日之搬運安排及限制
 - 通告 (2) : 免費熨衣設施
 - 通告 (3) : 有關防止展品遺失或盜竊的保安措施
 - 通告 (4) : 貴重展品通宵貯存服務
 - 通告 (5) : 參展商接待買家須知
 - 通告 (6) : 棄置建築廢料及展品
 - 通告 (7) : 管制即棄膠餐具和其他塑膠產品的新法例 **[新]**
 - 通告 (8) : 參展商及買家電子入場證
 - 通告 (9) : 撤館規則
 - 通告 (10) : 掃碼易
 - 通告 (11) : 熱帶氣旋及黑色暴雨警告信號下之特別安排
 - 通告 (12) : 特裝參展商現場使用電力指引
 - 通告 (13) : 電力供應注意事項

Important Information / 重要資料

1. Cluster of Servicing Facilities 綜合服務設施

FAIR MANAGEMENT OFFICE 主辦機構辦事處		Enquiries / assistance pertaining to your participation 處理參展商查詢及提供協助 Booth reservation and general sales enquiries 預訂來屆攤位及查詢參展事宜
<u>Location 地點</u> Rm G311, Hall 3F Entrance 展覽廳3F門口G311室	<u>Tel 電話</u> 2132 4734	
TECHNICAL SERVICE COUNTER 攤位設施服務台		Enquiries concerning booth facilities / electricity 攤位設施及電力查詢
<u>Location 地點</u> Rm G312, Hall 3G Entrance 展覽廳3G門口G312室	<u>Tel 電話</u> 2132 4739	
IPR OFFICE 知識產權辦事處		Handle the IPR cases & enquiries 處理有關知識產權事宜
<u>Location 地點</u> Rm G204, Mezzanine 2, Fair Management Office 主辦機構辦事處 2樓大堂中樓, G204室	<u>Tel 電話</u> 2582 8970	
BUSINESS CENTRE 商務中心		Photocopying, printing & fax services (by FUJIFILM Business Innovation Hong Kong Limited) 影印、列印及傳真服務 (由富士膠片商業創新(香港)有限公司提供)
<u>Location 地點</u> Rm G310, Hall 3E Concourse 展覽廳3E大堂G310室	<u>Tel 電話</u> 3720 6481 <u>Fax 傳真</u> 3720 6875	
CUSTOMER SERVICE CENTRE 客務中心		Official Air Express (by S.F. Express (Hong Kong) Limited) 速遞 (由順豐速運(香港)有限公司提供)
Hall 1C Concourse 展覽廳1C大堂	Official Freight Forwarder (by Hansen Exhibitions Forwarding Ltd) 大會貨運代理 (由韓生展覽貨運有限公司提供)	
MEDIA CENTRE 新聞中心		Exhibitors are welcome to place brand press kits 歡迎各參展商擺放品牌新聞稿件
<u>Location 地點</u> Expo Drive, Unit 16 博覽道16號舖	<u>Tel 電話</u> 2240 5671 / 2240-5672 <u>Fax 傳真</u> 3521 1705	

2. Concurrent Events & Special Highlights / 同期舉行之活動及特別推介項目

Concurrent Exhibition: Home InStyle (Hall 1A-E, Hall 3B-E)
同期舉行之展覽會：香港時尚家品家紡展（展覽廳1A-E, 展覽廳3B-E）

3. e-Badge for Exhibitors / 參展商電子入場證

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**). Please follow the instructions in the website: http://tpwebapp.hktcdc.com/fair/Multi_fairs/Exhibitor_e-Badge/index_en.html to create your own account in the app and then key in the provided registration number to be sent via email separately. Upon successful registration, you can enter the fairground directly by showing your e-Badge and enjoy the featured services including **e-Business Care**, **DIY Photo upload**, **Small Orders Management and Message Centre** etc.

現今流動技術日益普及，為了令中小企業能夠在數碼時代把握商機，參展商現在可換領電子入場證（e-



Badge)。請按照此網頁https://tpwebapp.hktdc.com/fair/Multi_fairs/Exhibitor_e-Badge/index_tc.html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。完成登記後，您即可以展示您的e-Badge直接進入展覽場地，並享用相關功能包括電子名片、自助照片上傳、小批量訂單管理及信息中心等。

4. Ironing Rooms /熨衣房

The Organiser will provide exhibitors complimentary ironing facilities at the fairground during the fair period. The schedule is as follows: 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:

Date日期	Time 時間	Venue地點
19 April 4月19日	10:00 am – 8:00 pm 上午8:30 – 下午8時	V302 Room V302 室
20 April 4月20日	8:30 am – 6:00 pm 上午8:30 – 下午6時	
21-22 April 4月21-22日	9:00 am – 6:00 pm 上午9時 – 下午6時	

5. Deposit-free Cabinet Keys /免按金地櫃鎖匙

Deposit-free keys are set in the cabinets provided by the Organiser. Please leave them in place when you move out on 23 April.

大會提供之地櫃均已配備免按金鎖匙。請各參展商於4月23日離開會場時把鎖匙放回原位。

6. Overnight Storage of Valuable Exhibits /貴重展品通宵貯存服務

To facilitate exhibitors to store valuable exhibits at night from 19-23 April, the Organiser provides free of charge exhibitors' overnight storage facility arrangement. Details as below:

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

Date日期	Withdrawal 提取時間	Deposit 貯存時間	Venue地點
19 April 4月19日	----	2:30 pm – 8 pm 下午2:30 – 8時	G305 room G305室
20-22 April 4月20-22日	8:30 am – 9:30 am 上午8:30 – 9:30	6 pm – 7 pm 下午6時 – 7時	
23 April 4月23日	8:30 am – 9:30 am 上午8:30 – 9:30	-----	

7. Protection of Intellectual Property Rights /保護知識產權

All exhibitors must observe Intellectual Property Rights. All infringement complaints must be reported to and handled at the Fair Management Office located at Room G204 at Level 2 Mezzanine (if you are approached by any complainant at your booth, you should refer the complainant or their representative to the Fair Management Office)(Please refer to the Exhibitors Brief for details)

各參展商必須保護知識產權。如有任何侵權投訴，請往二樓大堂中樓之G204室之主辦機構辦事處辦理。(詳情請參閱附件之參展商須知)

8. Protect the Environment, Reduce Wastage /保護環境，減少廢物

To protect the environment and encourage collection of recyclable materials, you are persuaded to minimize publicity materials printed and use recycled papers. In addition, the Organiser will set up waste separation bins to collect recyclable materials. 為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也會在場內設置分類回收箱，加強回收物料，循環再造。

9. Fire Emergency Procedures /火警發生應變措施

If you detect fire or smoke

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

In case of fire alarm

- 1) If you hear a fire alarm
 - Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
 - Continue as normal should fire alarm be discontinued.
- 2) If you hear a fire alarm evacuation announcement or instruction
 - Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
 - If you encounter smoke in the stairway, use alternate exits where available.
 - Do not attempt to remove vehicles from parking garage or loading docks.
 - Follow announcements over the PA system or instructions by HKCEC staff and/or fire/police officials.
 - Once outside building, stay clear of the building and do not return until declared safe to do so by officials.

當發現火警或煙霧

- 在安全情況下，按動最就近之火警鐘
- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 緊閉身後防煙門
- 由最就近出口(綠色緊急出口)離開大樓；切勿使用升降機

當火警鐘響起

- 1) 當聽到火警鐘聲
 - 當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
 - 火警鐘聲停止後一切活動回復正常
- 2) 當聽到火警疏散廣播指示
 - 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
 - 如在梯間遇到濃煙，改用其他出口
 - 切勿試圖把車輛駛離停車場或貨物起卸區
 - 遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
 - 離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

10. Move-in & Move-out of the Exhibits /展品進場及撤場安排

For security reason, exhibitors are required to pay special attention to their own exhibits during the move-in and move-out period. Exhibitors are strongly advised to station at the booth until their exhibits have been moved out by their freight forwarders. **Please do not leave any exhibits unattended.**

為保安理由，在進館及撤館期間，請特別小心看管參展商的展品。撤館期間，請參展商於展品撤離會場後才離開，**切勿將展品留於展台內。**

11. Move-out Regulation /離場規則

According to clause 46 in the exhibition rules & regulations – no stand or exhibits shall be dismantled or removed 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 5p.m. on 23 April 2024.** Our staff will conduct on-site spot-checks in the afternoon on **23 April**. Those exhibitors who violated such rule will be served a warning letter. If an exhibitor violates the rules 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

fairs next year. Please refer to Circular 16 of 2nd Circular for details.

請展商遵守展會規定第46項，於展覽時間完畢後才收拾展品。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**。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。如參展商違反展覽會規則有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與來年展會時，參展商必須繳付違規罰款按金。詳情請參閱第二份參展商通告的通告16。

12. Your Valuable Suggestions Welcome /歡迎提供寶貴意見

Your suggestions are valuable to us for the fair's improvement. Please complete the Questionnaire to be distributed to all exhibitors in the morning of 23 April. Our staff will collect the completed Questionnaire in the afternoon; or you can return it to TDC by mail or by fax after the Fair.

閣下提供之寶貴意見，將對我們日後展覽之改善工作有莫大幫助。請抽少許時間，填妥於4月23日早上送往攤位之問卷。當日下午將有工作人員到閣下攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到香港貿易發展局收。

13. Scan2Match / 掃碼易

The **Scan2Match** QR Code is provided for buyers to scan and open the You Company's (Exhibitor's) own profile page via the Marketplace APP. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas.

掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄打開貴公司的專有頁面。建議將貴公司專屬的**掃碼易**二維碼貼於展台可行範圍面向主通道、離地 1850 毫米的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。

For more information:

更多詳情:

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Thank you for your kind cooperation. May we wish you every success in the fair.

多謝合作。預祝貴公司展出成功。

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) – 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:



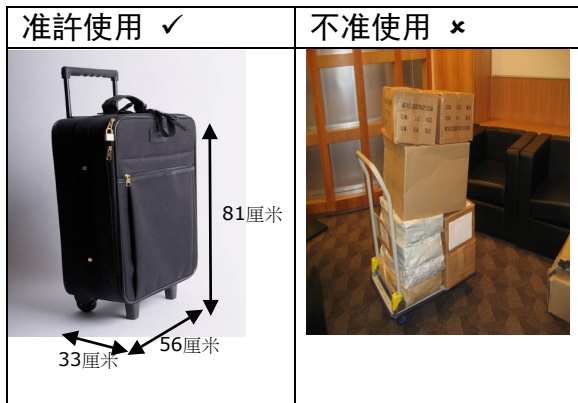
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicles** for move-out.

(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(1) - 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 (2) – 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(2)-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 (3) - 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(3)-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 (4) – 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(4)–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 (5) - 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(5)–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 (6) - 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(6) - 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 (7) – 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(7) – 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

Circular (8) – 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(8) – 參展商電子入場證



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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 (9) – 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(9) – 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 (10) Scan2Match 通告(10) 掃碼易

FAQ

常見問題

1. Is there any recommended placement?

有建議的黏貼位置嗎？

Ans:

Yes. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas. The recommended placement is illustrated for respective booth formats in the Appendix 1 for your reference.

有。建議將貴公司專屬的掃碼易二維碼貼於展台可行範圍面向主通道、離地 1850 毫米的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。有關不同展台形式的建議位置，請參閱附件。

2. Is the format of QR Code boards standardized?

二維碼展示版是統一的？

Ans:

Yes. All QR Code are standardised for Booths in 210x210mm size, made of 5mm foamboard. 是。大會統一為 210x210 四方形的 5 毫米厚泡沫板，背有雙面膠紙以便參展商自行黏貼。

3. What should I do if the QR Code broken / missing?

二維碼板損毀 / 遺失怎麼辦？

Ans:

Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO.

如需重印，請提供攤位號碼、聯絡方法予相關的營業代表以便我們為你安排重印及領取。領取地點為主辦機構辦事處。

4 . How long does a reprint take?

重印需時多少天？

Ans:

Please expect the reprint of QR Code would be ready on or before noon the next day.
最快當天或翌日的中午前。

5 . What is Scan2Match?

掃碼易是甚麼？

Ans:

The **Scan2Match** QR Code is provided for buyers to scan and open the You Company's (Exhibitor's) own profile page via the Marketplace APP. For more information, please visit the **Scan2Match** webpage

<https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match>.

掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄打開貴公司的專有頁面。了解更多，請瀏覽

掃碼易網頁 <https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match>

(繁)或 <https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match>

(簡)。

繁



EN



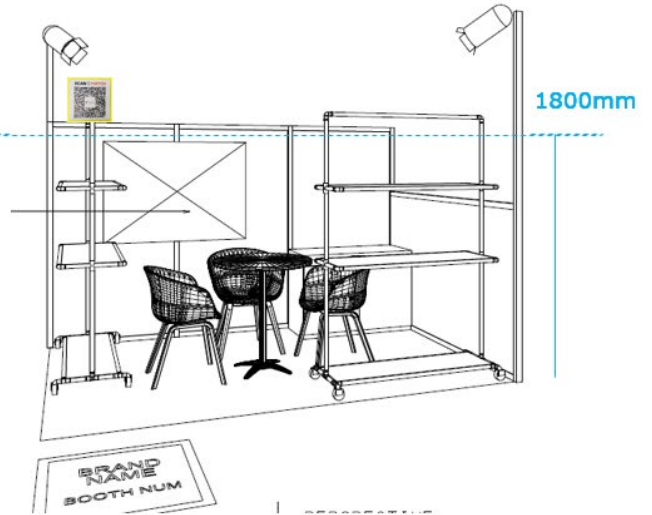
簡



Recommended Placement

A. Booth Format: Economy Booth

展台形式: 經濟展台

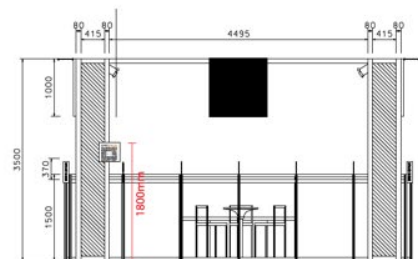


B. Booth Format: Showroom Booth

展台形式: Showroom Booth



1800mm



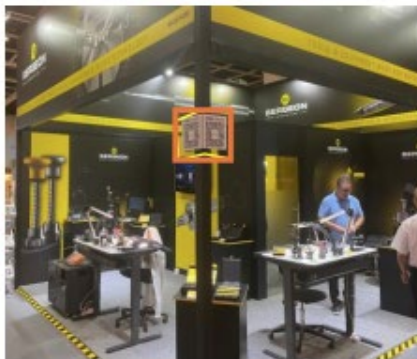
C. Booth Format: Premium Booth (Garment / Accessories)

展台形式: 時尚成衣及時尚飾品



D. Booth Format: Custom-built Participation

展台形式: 特裝參展



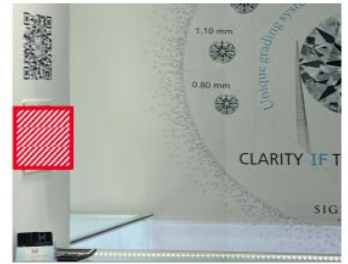
<DON'T 不建議>



Special booth design, e.g. painted walls, vulnerable structure & materials, and on the Fascia
特別設計·例如油漆牆·易損壞物料及招牌



Booth in dark color design
深色攤位設計



Next to exhibitors' own QR code / Company information
參展商二維碼及資料附近

Remarks: Not drawn to scale. For reference only.

註：未按比例繪製。 僅供參考。

Hong Kong Trade Development Council

香港貿易發展局謹啟

Circular (11) Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during **FASHION INSTYLE**.

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 in two hours. The Organiser 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 Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
2. If a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2pm**.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

C. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

通告(11) 熱帶氣旋及黑色暴雨警告信號下之特別安排

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號下，主辦機構於香港時裝節所作出之特別安排。

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，宣布展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。
2. 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、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如黑色暴雨警告信號於上午8時30分前發出，展覽會將暫時關閉。
2. 如黑色暴雨警告信號於下午2時或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若黑色暴雨警告信號於下午2時後取消，展覽會將繼續關閉。

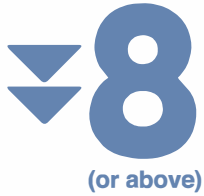
(三) 展覽會進行期間

1. 如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

丙、其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 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。

Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals



Tropical Cyclone Warning Signal

During Move-in, Move-out



The move-in and move-out procedure will continue if situation allows.

Prior to Opening Hours



Issued before 8:30am, the fair will remain closed.



Cancelled at or before 2pm, the fair will re-open to the visitors **two hours after** the Warning Signal is cancelled.



Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Warning Signal is cancelled if situation allows.



The fair will remain closed if the Warning Signal is **cancelled after 2pm**.

During Opening Hours



Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, the fair will close in two hours. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.



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. Exhibitors and visitors will be requested to leave the exhibition venue immediately.



Black Rainstorm Warning Signal

During Move-in, Move-out



The move-in and move-out procedure will continue if situation allows.

Prior to Opening Hours



Issued before 8:30am, the fair will remain closed.



Cancelled at or before 2pm, the fair will re-open to the visitors **two hours after** the Warning Signal is cancelled.



Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Warning Signal is cancelled if situation allows.



The fair will remain closed if the Warning Signal is **cancelled after 2pm**.

During Opening Hours



The fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

熱帶氣旋及黑色暴雨 警告信號下之特別安排



熱帶氣旋警告信號

進館日、撤館日



進館及撤館程序將在情況許可下繼續進行。

展覽會開放前



上午8時30分前懸掛，展覽會將暫時**關閉**。



下午2時或之前取消，展覽會將會在信號取消兩小時後重開予參觀人士。



在情況許可下，參展商可以在信號取消一小時後進入會場準備。



下午2時後取消，展覽會將繼續關閉。

展覽會進行期間



當香港天文台發出八號預警，展覽會將於兩小時後關閉，並請現場參展商及參觀人士盡快離開會場。



如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。



黑色暴雨警告信號

進館日、撤館日



進館及撤館程序將在情況許可下繼續進行。

展覽會開放前



上午8時30分前生效，展覽會將暫時**關閉**。



下午2時或之前取消，展覽會將會在信號取消兩小時後重開予參觀人士。



在情況許可下，參展商可以在信號取消一小時後進入會場準備。



下午2時後取消，展覽會將繼續關閉。

展覽會進行期間



展覽會將繼續舉行，參展商及參觀人士應留在會場，直至到黑色暴雨警告信號取消為止，以策安全。



特裝參展商注意事項 - 現場使用電力指引

Guidance to Custom Built exhibitors for on-site usage of electricity

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

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

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

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

- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

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

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


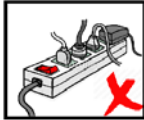
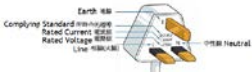

香港貿易發展局 展覽服務部上
Exhibition Services, HKTDC






Attention to All Exhibitors (onsite) 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。

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