

September 2023

Dear Exhibitor,

Thank you for your participation in the HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023. We are pleased to send you the Exhibitor Package for your preparation:

**A. Important Materials**

- 1) Exhibitor Check-in Form [Appendix 1],
- 2) Circulars on :
  - **Special circular on e-Badge for exhibitors and buyers**
  - **Special circular on Move-out Regulations**
  - Use of Badges (Circular 1),
  - Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) (Circular 2)
  - Special Move-in and Move-out Arrangements (Circular 3),
  - Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge (Circular 4),
  - Immigration Regulations to be Observed and Followed by Exhibitors (Circular 5),
  - New Measures on Custom-Built Stand (Circular 6),
  - Electrical Installation & Connection for Custom-Built Participation Exhibitor (Circular 7),
  - The Energy Efficiency (Labeling of Products) Ordinance, Cap. 598 (Circular 8),
  - Security Measures Against Thefts and Losses at the Fair (Circular 9),
  - Subletting & Displaying Relevant Exhibits (Circular 10),
  - Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs (Circular 11),
  - Caution on Third Party Promotional Offers (Circular 12),
  - Caution on Rental of Credit Card Payment Terminals (Circular 13),
  - Charges on Vehicles with Extended Stay during Move-in & Move-out Days (Circular 14),
  - Special Issues at Expo Drive Hall [for exhibitors at Expo Drive Hall only] (Circular 15),
  - Inappropriate Disposal of Exhibits / Stand Materials / Wooden Structures (Circular 16),
  - Safety Regulation on the Use of Trolleys (Circular 17),
  - Lighting Condition Inside Hall (Circular 18),
  - Move-out Arrangement on 30 October 2023 (Circular 19),
  - Packing Materials with form (Circular 20),
  - Insurance (Circular 21),
  - Attention to All Exhibitors (onsite)(Circular 22),
  - Exhibits and lighting effect (Circular 23),
  - Nomination of Overseas Buyers for Hotel Sponsorship (Circular 24),
  - Free Exhibit Storage Service (Circular 25).

**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 **Expo Drive Entrance of the Hong Kong Convention & Exhibition Centre** on the move-in day (26 October 2023) to collect the **booth curtain and important on-site circulars**. (Booth curtain is not applicable for custom-built participation exhibitor.)

We wish you every success in the upcoming fair.

致：各參展商

多謝 貴司參與香港貿發局香港國際秋季燈飾展 2023，隨函附上提供予 貴司準備參展的重要文件，請查收：

**A. 重要文件：**

- 1) 參展商進館登記表[附件 1]
- 2) 展覽會通告：
  - 特別通告 - 參展商及買家電子入場證
  - 特別通告 - 撤館規則
  - 工作證之使用 (通告 1)
  - 有關保護知識產權措施及參展商須知(通告 2)
  - 進館及撤館之交通安排 (通告 3)
  - 有關進館及撤館時間及超時租場收費 (通告 4)
  - 參展商須遵守的入境規例 (通告 5)
  - 特裝攤位新措施 (通告 6)
  - 特裝參展攤位的電力安裝及接駁 (通告 7)
  - 香港法律第 598 章《能源效益(產品標籤)條例》的實施 (通告 8)
  - 有關防止展品遺失或盜竊的保安措施 (通告 9)
  - 分租及展品類別 (通告 10)
  - 開放攤位予買家參觀及參展商接待買家須知 (通告 11)
  - 請小心處理由第三者提供之推廣優惠 (通告 12)
  - 提防有關信用卡終端機租賃服務 (通告 13)
  - 車輛進館及撤館期間延期停留之額外費用 (通告 14)
  - 博覽道展廳注意事項 [博覽道展廳參展商適用] (通告 15)
  - 有關參展商不當地自行裝修攤位並/或於展覽會結束後將展品/攤位物料/木製結構遺留在展覽場地 (通告 16)
  - 使用手推車安全細則 (通告 17)
  - 展覽館燈光 (通告 18)
  - 2023 年 10 月 30 日之撤館安排 (通告 19)
  - 包裝物料 (通告 20)
  - 保險 (通告 21)
  - 參展商現場注意事項 (通告 22)
  - 展品擺放與燈光效果 (通告 23)
  - 酒店贊助海外買家推薦 (通告 24)
  - 免費儲存服務 (通告 25)

**B. 參展商進場登記手續**

請各參展商於進場日 (即 2023 年 10 月 26 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 **香港會議展覽中心博覽道入口大堂** 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**。(展台掛簾不適用於特裝參展展商)

祝 展出成功!

2023 年 9 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 HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023.

The booth curtain and fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **26 October 2023**. The Check-in counters will be set up at **Expo Drive Entrance** of the Hong Kong Convention & Exhibition Centre from **8:30 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 貴公司參與香港貿發局香港國際秋季燈飾展 2023。請各參展商於 2023 年 10 月 26 日上午 8 時 30 分至下午 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 博覽道入口大堂 設置之「參展商登記進場櫃位」領取展台掛簾\*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

## **Special Circular on e-Badge for exhibitors and buyers**

Dear Exhibitors:

Thank you for your participation in the HKTDC Hong Kong International Lighting Fair 2023. Please note the special circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade exhibitor's and buyer's experience at the fair as well as support environmental protection.

Exhibitors and buyers are required to download the "HKTDC Marketplace" mobile App and complete registration, then login to retrieve e-Badge. When entering fairground, bluetooth service of the mobile device has to be enabled to obtain a "green tick" on the e-Badge and show to staffs for seamless fairground access.

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

Hong Kong Trade Development Council

### **特別通告 - 參展商及買家電子入場證**

致參展商:

感謝 貴司參與香港國際秋季燈飾展 2023。請留意以下有關電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，於燈飾節推出參展商及買家電子入場證（e-Badge），期望提升展會體驗，同時響應環保。

參展商及買家只需下載香港貿發局商貿平台（HKTDC Marketplace）流動應用程式，完成登記後，便可索取電子入場證。進入會場時，先啟動藍牙，並向工作人員展示「綠別」，即可進入會場。

大會將在燈飾展後逐步加入更多功能，稍後 App 能針對參展商及買家需求及喜好設定，提供個人化資訊；方便展商連繫目標買家，更容易獲取最新展會資訊及優惠，帶來更便捷及全面的展會體驗。

香港貿易發展局

**Important Circular: Brand-new Scan2Match Service**

**SCAN 2 MATCH**  
掃碼易

Offline-to-Online Connection



To enhance your experience for HKTDC's EXHIBITION+ experience, we have launched a brand-new service called "Scan2Match".

**A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 26 October (move-in day).** Buyers can use the HKTDC Marketplace app to initiate business connections with you by scanning the QR code. This allows buyers to chat with exhibitors, make enquiries, schedule meetings, view products/service details, add them to their favourites and view the e-floorplan.

Exhibitors can access the dashboard via the fair website or [hktdc.com](http://hktdc.com) Sourcing, which provides a summary of the buyers' profile including the buyer's name, company, country/region and scan date. Using the Message Centre, exhibitors can initiate a chat with the buyer to start a conversation and build business connections even after physical fair ends.

For more information, please visit:

<https://eplussupport.hktdc.com/hc/en-us/articles/20414911990041-Scan2Match-Introduction-Who-has-scanned-my-QR-Code-English-5-min-32-sec>

Sample illustrations and recommended placement of the QR Code could be found at:

<https://hkelectronicfairae.hktdc.com/pdf/2023/circular/Scan2Match-QR-Code-Illustration-Recommended-Placement.pdf>



**重要通告：全新「掃碼易」(Scan2Match) 服務**

**SCAN2MATCH**

掃碼易

線下到線上 無縫聯繫



為提升您的「展覽+」參展體驗，大會今年推出全新的「掃碼易」(Scan2Match) 服務。在 10 月 26 日 (進館日) 或之前，大會將於當日派發或預先在展商攤位安裝一個實體二維碼展示板。買家可以使用 HKTDC Marketplace (香港貿發局商貿平台) 應用程式，在展位和產品陳列櫃中掃描 Scan2Match 二維碼，與展商建立商貿聯繫。方便買家與展商聯絡、發送訊息、預約會議、瀏覽產品 / 服務詳細信息、將其添加入我的最愛以及查看電子平面圖。

展商則可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 提供買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。更多資訊，可瀏覽：

<https://eplussupport.hktdc.com/hc/zh-hk/articles/20414911990041-%E6%8E%83%E7%A2%BC%E6%98%93%E7%B0%A1%E4%BB%8B-%E8%AA%B0%E6%8E%83%E6%8F%8F%E4%BA%86%E6%88%91%E7%9A%84%E4%BA%8C%E7%B6%AD%E7%A2%BC-%E5%BB%A3%E6%9D%B1%E8%A9%B1-6%E5%88%86-42%E7%A7%92->

二維碼展示板的樣本和建議擺放方法可參考：

<https://hkelectronicfairae.hktdc.com/pdf/2023/circular/Scan2Match-QR-Code-III-ustration-Recommended-Placement.pdf>





## Scan2Match FAQ 掃碼易常見問題

### 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)。

簡



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EN





# Scan2Match QR Code Illustration / Recommended Placement

Date  
Oct 2023

# Standard Booth

- Material:
  - 5mm Foamboard, with a clip can open 8mm both sides
  - **OR**
  - 5mm Foamboard, with double-sided and removable tape at the back's top and bottom
- Size: 210 x 210mm
- Recommended Placement: 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s)



**OR**



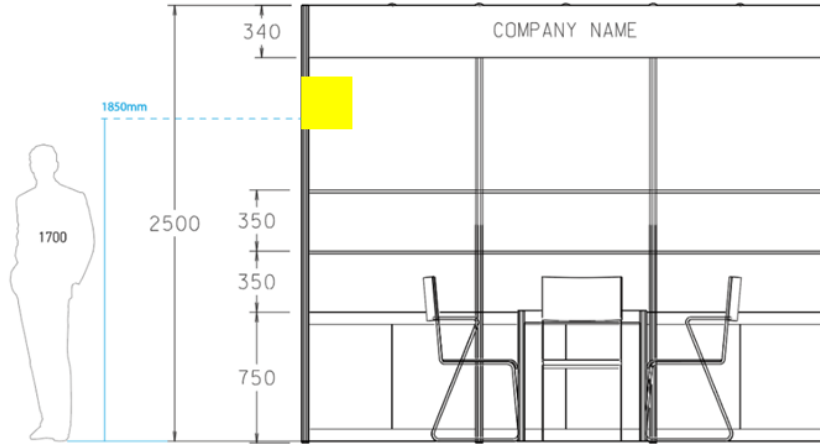
# Custom-built Participation (a.k.a. Raw Space)

- Material: 5mm Foamboard, with double-sided and removable tape at the back's top and bottom
- Size: 210 x 210mm
- Recommended Placement: 1850mmH eye-level, facing the main aisle(s), and/or at the main entrance, reception table



# Placement (Standard Booth)

- Eye level (1850mmH) on the Left Pole and/or Corner Pole

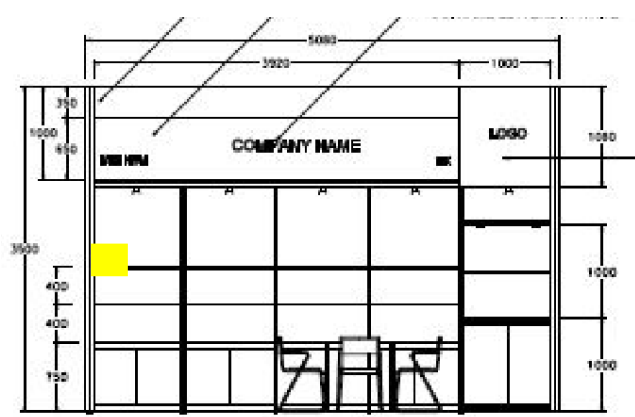


FOAMBOARD ON STANDARD TRADE BOOTH 3X3

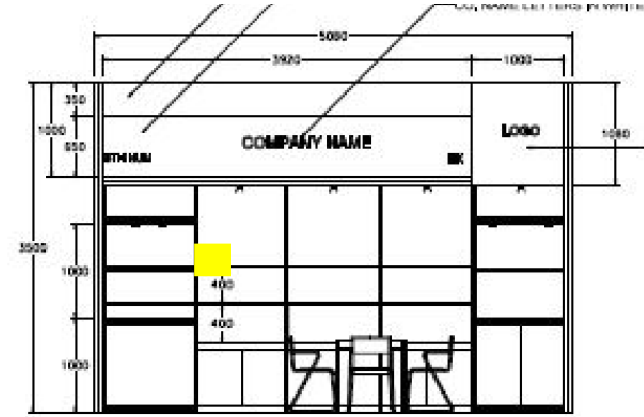
Not Drawn to Scale

# Recommended Placement (Deluxe Booth )

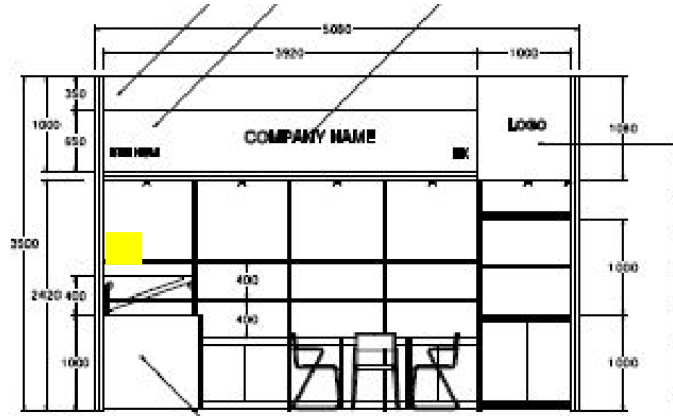
Not Drawn to Scale



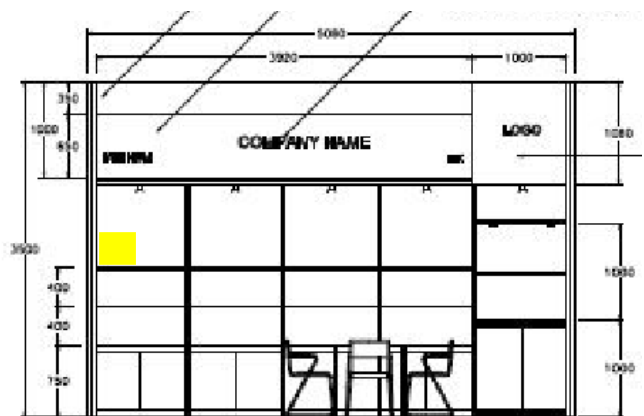
Deluxe A



Deluxe C



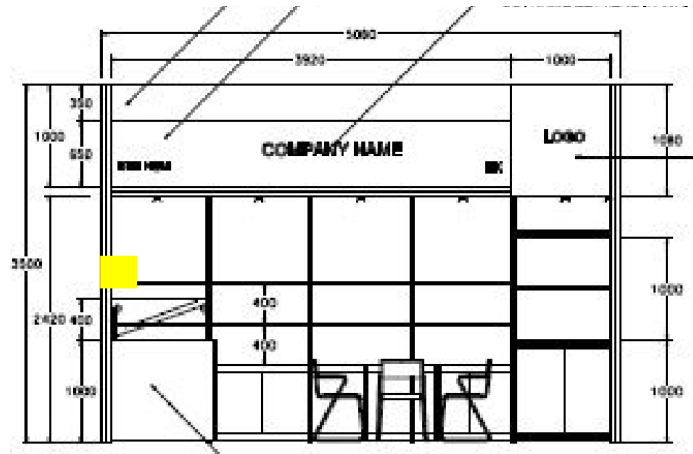
Deluxe B



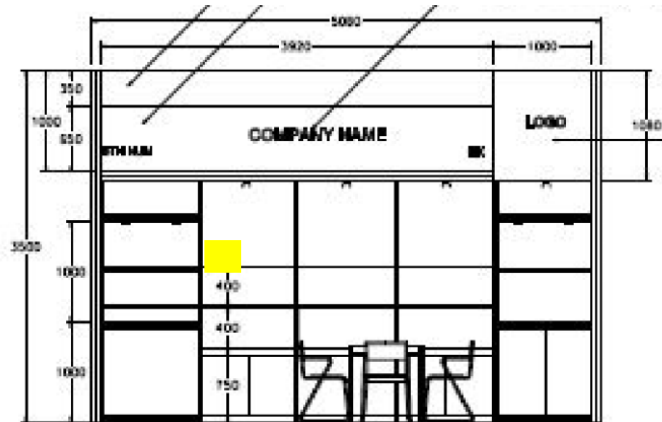
Deluxe D

# Recommended Placement (Deluxe Booth )

Not Drawn to Scale

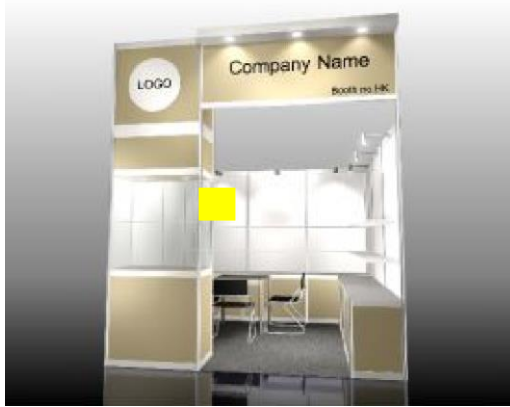


Deluxe E



Deluxe F

# Recommended Placement (Premium Booth )



Premium A



Premium C



Premium B



Premium D

Not Drawn to Scale

# Recommended Placement (Start Up Booth )



Not Drawn to Scale  
Booth Layout for ref only



# Recommended Placement (Raw Space)



Photo for ref only

## **Special Circular on 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 4:00 p.m. on 30 October 2023**. 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 of 30 October 2023. Exhibitors who violated such rule will be served a warning letter.

## **Performance Bond**

If an exhibitor violates the rules in Hong Kong International Lighting Fair (Autumn Edition) 2023 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 Hong Kong International Lighting Fair (Autumn Edition) 2024. The amount of the performance bond is based on the exhibitor's booth size as follows:

<b>Booth Area in 2024</b>	<b>Performance Bond Amount</b>
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

Concerned exhibitors have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Hong Kong International Lighting Fair (Autumn Edition) 2024.

Application to the Hong Kong International Lighting Fair (Autumn Edition) 2024 will not be accepted if the exhibitor fails to pay the performance bond on or before the deadline.

**If an exhibitor violates the rule again during the Hong Kong International Lighting Fair (Autumn Edition) 2024, the 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 exhibitors 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 the exhibitor, including but not limited to delaying the exhibitor's turn in the booth selecting process, or to cancel its entitlement to exhibit at the Fair in the future.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council

**特別通告 - 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 10 月 30 日下午 4 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 10 月 30 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 2023 年香港國際秋季燈飾展展覽會規則 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「2024 年香港國際秋季燈飾展」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2024 年展台面積	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 2024 年香港國際秋季燈飾展的參展邀請函。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「2024 年香港國際秋季燈飾展」的申請。

**如參展商於 2024 年再度違規，違規罰款按金將會被沒收。**如參展商於 2024 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該公司未來於香港國際秋季燈飾展的選擇攤位次序，甚至取消其將來參展香港國際秋季燈飾展的資格。

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 (1) - Use of Badges

In a bid to step up the security level at the fairground, access to the venue has been tightened, only badge/wristband holders are allowed to enter the exhibition area.

### (1) Use of Badges

Exhibitors and contractors must present proper badges to enter the fairground during the move-in and move-out periods.

### (2) Use of wristband (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 26 October 2023 (the move-in day) and 30 October 2023 (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.

## 通告(1) - 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。唯持有有效工作證件/手帶之人士方可進出展覽會場。

### (一) 工作證之使用

參展商及承建商均需出示有關工作證，方可於展品進場及離場時間進入會場。

### (二) 手帶之使用(只適用於運輸工人)

所有運輸工人於佈展日(2023年10月26日)及撤館日(2023年10月30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。

## Circular 2 - Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizer**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs 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 Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organizer and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors’ Brief**”) that the Organizer 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 Organizer 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 Organizer in accordance with the Exhibitors’ Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors)

may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to 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 Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, 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](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

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

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

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

### B. Trade Mark

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

### 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.



## 通告(2) - 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.hktdc.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以及其有關物品，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.hktcd.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktcd.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](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 (3) – Special Move-in & Move-out Arrangements

### Special Move-in and Move-out Arrangements

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. 26 October) and move-out day (i.e. 30 October) of the **HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the arrangement as below:

### Special Move-in Arrangement (26 October 2023)

#### A. Lorry / Light Goods Vehicle

(Goods vehicles will **only be allowed** to enter the HKCEC loading areas with the **Vehicle Permit** issued by HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area)

#### Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) issues a **Move-in Vehicle Permit** to all exhibitors in mid-October.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **vehicle marshalling area** according to the time specified on the **Vehicle Permit** issued by HKTDC. The vehicle marshalling area will be opened at 7:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi vehicle marshalling area** (please refer to the attached map).
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit** issued by HKTDC, queue up and wait for the further instructions given from the attendant of the vehicle marshalling area. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area **within 2 hours** with the **HKTDC Vehicle Permit AND the Trip Ticket**.
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter HKCEC loading area.
6. If the vehicle marshalling area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.
7. Maximum loading and unloading time limit – 60 minutes.

#### B. Private Car / Taxi

#### Move-in procedure

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

## 通告(3) - 進館及撤館交通安排

### 進館及撤館交通安排

本局將於上述展覽會之進館日(即10月26日)及撤館日(即10月30日)實施特別交通安排,以舒緩所引起之交通阻塞,為各參展商及公眾人士帶來更大的方便。請留意以下詳情:

### 進館交通安排(2023年10月26日)

#### 一) 貨車/輕型客貨車

(必須同時持有由貿發局預先發出之 車輛許可証 及 進場當天由青衣車輛等候處發出之 往來證明書 方可進場)

#### 進場程序

1. 香港貿易發展局(香港貿發局)將於10月中向各參展商發出10月26日之進場車輛許可証。
2. 在進入會展中心貨物起卸區前,所有貨車及輕型客貨車必須在 車輛許可証上之指定時間 到車輛等候處報到。車輛等候處將於10月26日上午7時開放,直至所有進場程序完成。車輛等候處將設於青衣區(請參閱附件地圖)。
3. 當貨車及輕型客貨車到達車輛等候處後,必須出示由香港貿發局發出,適用於該時段之車輛許可証,並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
4. 青衣車輛等候處將根據交通情況向輪候之司機發出一張 往來證明書。司機攜同 車輛許可証 及 往來證明書 於2小時內前往會展中心貨物起卸區進場。
5. 未能同時出示上述兩種證件者將均不能進入會展中心卸貨區。
6. 如等候處的車輛超出可停泊車輛數目時,主辦機構將酌情採取其他措施。
7. 車輛在卸貨區的上落貨時限為60分鐘。

#### 二) 私家車/的士

#### 進場程序

進入會展中心範圍之私家車及的士不需要持有車輛許可証,惟所有私家車及的士 必須經博覽道/港灣道入口 進入會展中心範圍,並只能於博覽道/港灣道正門進行落貨。司機於落貨後必須儘快離開會展中心範圍, 不得停留或等候。



## Special Move-out Arrangement (30 October 2023)

### A. Exhibitors who wish to use your own goods vehicles or other forwarder's service

Exhibitors could also choose to use your own goods vehicles or forwarder's service. A **move-out vehicle permit** would be issued accordingly by **mid-October 2023** with the following details:

#### Lorry / Light Goods Vehicle

(Entries to the HKCEC will **only be allowed** to goods vehicles with the **Vehicle Permit** issued by HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area)

#### Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the **Move-out Vehicle Permit** issued by the HKTDC **AND** the **Trip Ticket** issued at the Tsing Yi vehicle marshalling area are allowed to enter the HKCEC **after 4:00 p.m. on October 30, 2019.**
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the Tsing Yi vehicle marshalling area (please refer to the attached map). The vehicle marshalling area will open from 2:00 p.m. on October 30 and operate until all move-out activities have finished.
3. Upon arrival at the vehicle marshalling area, the driver **MUST** first present the **Vehicle Permit** issued by HKTDC. Drivers should then queue up and wait for further instructions. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. After 4:00 p.m. on the October 30, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area **within 2 hours** with the **HKTDC Vehicle Permit AND the Trip Ticket.**
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter HKCEC loading area.
6. If the vehicle marshalling area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.
7. Maximum loading and unloading time limit – 60 minutes.

### B. Other Transportations

**Private vehicles** and **taxis** will be allowed to enter the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.

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

For enquiries, please call the **HKTDC Customer Service Line: (852) 1830 668.**

## 撤館交通安排 (2023 年 10 月 30 日)

一) 自行安排撤館

各參展商亦可選用閣下之貨車或貨運代理。本局將於10月中向選擇自行安排撤館之參展商派發有關之撤館車輛許可証以供使用。敬請留意以下詳情：

貨車/輕型客貨車

車輛必須 同時持有 a) 由香港貿易發展局發出之車輛許可証 及  
b) 由指定車輛等候處發出之往來證明書

撤場程序

1. 將於撤館當日在臨近香港會議展覽中心路段設置控制點，只准同時持有由本局所發出之 撤館車輛許可証 及由青衣車輛等候處所發出之 往來證明書 之貨車駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到青衣車輛等候處報到（請參閱附件地圖）。車輛等候處將於 2023 年 10 月 30 日，由下午 2 時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須出示由香港貿易發展局發出 適用於該時段之車輛許可証，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 指定車輛等候處將於下午 4 時正開始，根據交通情況向輪候之司機發出一張 往來證明書。司機須攜同 車輛許可証 及 往來證明書 於 兩小時內 前往會展中心貨物起卸區。
5. 未能同時出示上述兩種證件者將均不能進入會展中心卸貨區。
6. 如等候處的車輛超出可停泊車輛數目時，主辦機構將酌情採取其他措施。
7. 車輛在卸貨區的上落貨時限為 60 分鐘。

二) 其它交通安排

於撤館其間將酌情准許的士及私家車駛入會展範圍，但不得停留或候客。

於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，  
酌情採取交通管制及改道措施。

如有疑問，參展商可致電香港貿易發展局客戶服務熱線查詢：(852) 1830 668。

Tsing Yi Vehicle Marshalling Area 青衣車輛等候處



**Circular (4) – Reminder on Move-in & Move-out Schedule and  
Rate of Overtime Charge for Move-in & Move out**

Please kindly note the below move-in and move-out schedules of HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023:

Move-in / Move-out	Date / Time
Booth Construction	Oct 25 9:00am – 10:00pm
	Oct 26 9:00am – 1:00pm
Booth Decoration	Oct 26 8:30am – 8:00pm
Booth Dismantling (including Additional Lighting)	Oct 30 6:00pm – 12:00 midnight

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 25 & 26 October 2023) and move-out day (i.e. 30 October 2023), they shall pay to the Organiser the overtime penalty claimed by HKCEC against the Organiser as follows:

- I) **Charges for Overtime Move-in**, i.e. work after 12:00 midnight on 25 and 26 October 2023, will be calculated in accordance with the booth area assigned, regardless of its location:

Booth Area	Overtime Charge (per hour)
20sqm or Below	HKD2,900 / hr
Exceeding 20sqm to 50sqm	HKD4,200 / hr
Exceeding 50sqm to 100sqm	HKD5,650 / hr
Exceeding 100sqm to 500sqm	HKD6,900 / hr

- II) **Charges for Overtime Move-out\***, i.e. work after 12:00 midnight on 30 October 2023, will be calculated according to its exact booth location :

Location	Overtime Charge between 0:01 – 3:00am (per hour)	Overtime Charge beyond 3:00am (per hour)
Hall 1A, 1B, 1C, 1E, 3C or 3E	HKD28,900 / hr	HKD57,800 / hr
Hall 1D or 3D	HKD20,850 / hr	HKD41,700 / hr
Hall 3B	HKD24,050 / hr	HKD48,100 / hr
Hall 3F, 3G, 5F or 5G	HKD30,550 / hr	HKD61,100 / hr
Hall 5B + 5C	HKD52,050 / hr	HKD104,100 / hr
Hall 5D	HKD8,150 / hr	HKD16,300 / hr
Hall 5E	HKD31,350 / hr	HKD62,700 / hr
Grand Hall	HKD30,600 / hr	HKD61,200 / hr
Grand Foyer	HKD16,550 / hr	HKD33,100 / hr
Convention Hall A or C	HKD4,150 / hr	HKD8,300 / hr
Convention Hall B	HKD6,050 / hr	HKD12,100 / hr
Convention Foyer	HKD13,750 / hr	HKD27,500 / hr
Theatre Foyer	HKD3,650 / hr	HKD7,300 / hr

\* The charge for overtime move-out is subject to HKCEC's final decision.

Finally, **please complete your jobs on time so as to avoid unnecessary penalties.**

Thank you for your cooperation.

## 通告(4) - 有關進館及撤館時間及進場/離場超租場收費

敬請留意以下「香港貿發局香港國際秋季燈飾展 2023」之進場及離場時間：

進場及離場	日期 / 時間
攤位搭建	10月25日 上午9時至晚上10時 10月26日 上午9時至下午1時
攤位布置	10月26日 上午8時30分至下午8時
攤位拆卸(包括照明裝置)	10月30日 下午6時至午夜12時

假若貴參展公司或其委託之承建商於進場日(即2023年10月25及26日)及離場日(即2023年10月30日)午夜12時後進行工作，必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的租場收費：

- I) **進場超時租場收費**(即於2023年10月25及26日午夜12時後進行工作)，將按攤位面積計算，與其位置無關：

攤位面積	超時租場費用(按每小時計算)
20平方米或以下	每小時2,900港元
20平方米 - 50平方米	每小時4,200港元
超越50 - 100平方米	每小時5,650港元
超越100 - 500平方米	每小時6,900港元

- II) **離場超時租場收費\***(即於2023年10月30日午夜12時後進行工作)，將按攤位所在的展館位置計算：

攤位所在的展覽館	凌晨12時至3時工作超時租場收費(按每小時計算)	凌晨3時後工作超時租場收費(按每小時計算)
展覽廳1A、1B、1C、1E、3C或3E	每小時28,900港元	每小時57,800港元
展覽廳1D或3D	每小時20,850港元	每小時41,700港元
展覽廳3B	每小時24,050港元	每小時48,100港元
展覽廳3F、3G、5F或5G	每小時30,550港元	每小時61,100港元
展覽廳5B+C	每小時52,050港元	每小時104,100港元
展覽廳5D	每小時8,150港元	每小時16,300港元
展覽廳5E	每小時31,350港元	每小時62,700港元
大會堂	每小時30,600港元	每小時61,200港元
大會堂前廳	每小時16,550港元	每小時33,100港元
會議廳A或C	每小時4,150港元	每小時8,300港元
會議廳B	每小時6,050港元	每小時12,100港元
會議廳前廳	每小時13,750港元	每小時27,500港元
演講廳前廳	每小時3,650港元	每小時7,300港元

\*香港會議展覽中心有最終決定權計算離場超時罰款額之收費。

最後，各參展商若準時完工，則可免除不必要的罰款。 多謝合作！

## Circular (5) – 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 Mainland China

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

### 3. Exhibitors from India (NEW)

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals are being implemented from 23 January 2017 onwards. Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

[http://www.immd.gov.hk/eng/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html)

### 4. Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1, 2 and 3) will also apply.

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

## 通告(5) - 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. 來自印度參展商 (新入境安排)

跟據香港特別行政區(香港特區)入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」於 2017 年 1 月 23 日開始實施。請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

[http://www.immd.gov.hk/hkt/services/visas/pre-arrival\\_registration\\_for\\_indian\\_nationals.html](http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html)

### 4. 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至3項)亦同樣適用。

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

**Circular (6) – Points to Note/New Measures on Custom-Built Participation**

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items																	
4.2	<p><u>Information submission</u>                      Please note the deadline (15 September 2023) for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and a valid copy of public liability insurance. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>																	
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><u>Public liability insurance</u>                      Contractors are required to carry out and maintain <b>public liability insurance</b> in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum <b>not less than HK\$10 million for any single claim, unlimited in aggregate</b>. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.</p> <p>The insurance should be maintained in force at all times during <b>move-in period, exhibition period and move-out period, i.e. 25 – 31 October 2023</b>. A copy of the public liability insurance policy should be provided to the Organiser by <b>15 September 2023</b>.</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>Maximum stand height</p> <table border="1"> <thead> <tr> <th>Location</th> <th colspan="2">Maximum Stand Height</th> </tr> </thead> <tbody> <tr> <td rowspan="2">*Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall</td> <td>Single-Storey Construction</td> <td>4m</td> </tr> <tr> <td>Two-Storey Construction</td> <td>5m</td> </tr> <tr> <td>Convention Foyer, Grand Foyer</td> <td colspan="2">4m</td> </tr> <tr> <td>Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer</td> <td colspan="2">4m</td> </tr> <tr> <td>Meeting Rooms</td> <td colspan="2">3.5m</td> </tr> </tbody> </table>	Location	Maximum Stand Height		*Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall	Single-Storey Construction	4m	Two-Storey Construction	5m	Convention Foyer, Grand Foyer	4m		Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4m		Meeting Rooms	3.5m	
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	Hall 3E~G Concourse, Hall 3E South Concourse		3m
	Hall 5E South Concourse, Hall 5FG Concourse		
	Hall 5BC Concourse, Mezzanine 2, Mezzanine 4		2.5m
<b>* Applicable for two-storey construction</b>			
<b>Remark : For any stand situated within <math>\pm 0.5m</math> of the smoke curtain, the maximum allowable stand height is 2.5m or 3m. Please refer to the hall plan or check with Organiser, if required.</b>			
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u>		
	Stands & temporary structures	>2500mm & <4500mmH	$\geq 4500mmH$ or two-storey construction
	Stages or platforms	>1100mm & <1500mmH	$\geq 1500mmH$
	Suspended lighting truss & equipment	<100 kg	$\geq 100$ kg
	Self-standing speakers and/or lighting towers	$\leq 2.5m$	>2.5m
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
		Supervise construction works at site	
		Verify stability after completion by issuing structural safety certificate	
	Submit design drawings to Organiser by <b>15 Sep 2023</b>	By email	
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>26 Oct 2023</b>	1. Structural Safety Certificate* 2. Fire Services Certificate (submit upon request) (refer to section 4.2.8)	
	Submit to Official Electrical Contractor by 1500 hrs on <b>26 Oct 2023</b>	Certificate of installation, inspection & testing (Form WR1 *) (please refer to section 4.2.7)	
	Upon Venue Operator's / Government Authority's request	Documentary Proof of Fire Services Compliance	
* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.			
Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.			
An Authorized Person could 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 the AP/RSE registry, please visit <a href="https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a> .			
4.2.7	<u>Electricity</u>		
	The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by <b>15 September 2023</b> . Electricity can be supplied in 220 volt ( <input type="checkbox"/> 6%), single phase, 50 Hz or 380 volt ( <input type="checkbox"/> 6%), three phases, 50 Hz.		
	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 <b>Official Electrical Contractor by 1500 hrs</b> on the last move-in day, i.e. <b>26 October 2023</b> . Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.		

<p>4.2.8</p>	<p><b>Fire Precaution / Fire Service Certificate</b> In compliance with the Venue's Rules &amp; Regulations, all construction and decoration of stands (including, but not limited to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and be in accordance with all applicable fire prevention and building regulations. Authorized personnel of Venue Operator or the Hong Kong Government may need to inspect and verify its compliance.</p> <p>A documentary proof of compliance for all Custom-built stands with the use of combustible materials shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser upon request.</p> <p>Fire services certificate should be certified by Registered Fire Services Installation Contractors. For the List of <b>Registered Fire Services Installation Contractors</b>, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a>.</p> <p>Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.</p> <p>For all construction with two-storey construction, at least one functional extinguisher <b>MUST</b> be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.</p> <p>Based on the rules &amp; regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is <b>26 October 2023</b>).</p> <p>Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules &amp; regulations is violated.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
<p>4.2.9</p>	<p><b>Reflective Vest</b> All visitors and persons 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. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.</p>
<p>4.2.10</p>	<p><b>Using scaffold &amp; ladders</b> Using ladders of height on or above 2 meters is strictly prohibited in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately.</p> <p>All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform, platform ladder etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at <a href="http://www.labour.gov.hk/eng/public/content2_8b.htm">http://www.labour.gov.hk/eng/public/content2_8b.htm</a> for the Code of Practice for Metal Scaffolding Safety.</p> <p>If this rule is still not observed, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.</p> <p>According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at <a href="http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf">http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf</a> for the Selection of Ladders and Safety Standards.</p>

4.2.12	<p><u>Waste Reduction and Recovery Measures</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention &amp; Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p><u>Green Card Policy</u></p> <p>Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.</p> <p>With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as “Green Card”). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.</p> <p>All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator’s security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 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.

For queries, please feel free to contact:

Hall 1 – Mr Abel Kwan <email ([abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org)) or phone (852 2240 5466)>

Hall 3, 5 , Grand Hall & Other halls – Mr. Andrew Cheung <email ([andrew.mf.cheung@hktdc.org](mailto:andrew.mf.cheung@hktdc.org)) or phone (852 2240 5460)>

Thank you for your kind understanding and co-operation!

### 通告(6) – 特裝參展新措施及注意事項

為提升展覽的整體安全及效率，有關特裝攤位的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

部份	內容																													
4.2	<p><b>提交資料</b> 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(2023年9月15日)。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。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><b>施工按金</b> 按金以每平方米300港元(40美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為5,000港元(667美元)及75,000港元(10,000美元)。</p>																													
4.2.3	<p><b>公眾責任保險</b> 承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣1,000萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第282章僱員補償條例(“該條例”)第40條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間(包括進場及離場)就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。</p> <p><b>保險有效期須包括進場、展覽期間及離場〔即2023年10月25至31日〕。承建商須於2023年9月15日或之前將其公眾責任保險單副本交予主辦機構。</b></p> <p>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><b>進場及離場超時租場收費</b></p>																													
4.2.5	<p><b>攤位高度限制</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">位置</th> <th colspan="2">攤位高度限制</th> </tr> </thead> <tbody> <tr> <td rowspan="2">*展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂</td> <td>單層結構</td> <td>4 米</td> </tr> <tr> <td>雙層結構</td> <td>5 米</td> </tr> <tr> <td>會議廳前廳、大會堂前廳</td> <td colspan="2">4 米</td> </tr> <tr> <td>展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳</td> <td colspan="2">4 米</td> </tr> <tr> <td>會議室</td> <td colspan="2">3.5 米</td> </tr> <tr> <td>展覽廳 3E~G 大堂、3E 南面大堂、5E 南面大堂</td> <td colspan="2">3 米</td> </tr> <tr> <td>5FG 大堂</td> <td colspan="2">3 米</td> </tr> <tr> <td>展覽廳 5BC 大堂、大堂中樓 2 及 4</td> <td colspan="2">2.5 米</td> </tr> <tr> <td colspan="3">*可搭建雙層結構</td> </tr> </tbody> </table> <p><b>備註:在防煙閣下±0.5米的範圍內，攤位高度不得超過2.5米或3米。請參閱展覽廳平面圖或與主辦機構查詢。</b></p>	位置	攤位高度限制		*展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂	單層結構	4 米	雙層結構	5 米	會議廳前廳、大會堂前廳	4 米		展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳	4 米		會議室	3.5 米		展覽廳 3E~G 大堂、3E 南面大堂、5E 南面大堂	3 米		5FG 大堂	3 米		展覽廳 5BC 大堂、大堂中樓 2 及 4	2.5 米		*可搭建雙層結構		
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展覽廳 5BC 大堂、大堂中樓 2 及 4	2.5 米																													
*可搭建雙層結構																														
4.2.6	<p><b>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>攤位及臨時搭建物</td> <td>&gt;2.5 米 而 &lt;4.5 米高</td> <td>≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>舞台或平台</td> <td>&gt;1.1 米 而 &lt;1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td>&lt;100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td>獨立揚聲器和/或照明燈架連燈</td> <td>≤2.5 米</td> <td>&gt;2.5 米</td> </tr> </tbody> </table>	攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米																	
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認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明
	監督搭建工程 在完成搭建後驗證並簽發結構安全證明書	
於 <b>2023年9月15日</b> 或之前提交圖則予主辦機構	以電郵方式	
於 <b>2023年10月26日</b> 下午3時或之前投放到「攤位設施」之收集箱	1. 結構安全證明書 * [詳情請參閱第 4.2.6 章] 2. 消防證明書 [按要求下提交] [詳情請參閱第 4.2.8 章]	
於 <b>2023年10月26日</b> 下午3時或之前交予大會電力承建商	電力裝置完工證明書 [表格 WR1 *] [詳情請參閱第 4.2.7 章]	
應展館營運者、政府部門要求才需提供	符合相關消防規定證明書	
<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：  <a href="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</a></p>		
4.2.7	<p><b>電力裝置</b></p> <p>所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。電力裝置設計草圖及圖則須連同上述攤位設計圖，於 <b>2023年9月15日</b> 前呈交主辦機構審閱。會場供應電力為 220 伏特 [±6%]、單相、50 赫或 380 伏特 [±6%]、三相、50 赫。</p> <p>按電力條例 [第 4 0 6 章] 電力 [線路] 規例，所有電力安裝、檢查及測試<b>必須</b>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 <b>2023年10月26日</b> 下午 3 時前交予大會電力承建商，以茲證明。如未能於當晚 10 時前交妥，展期內將不獲電力供應。</p>	

<p>4.2.8</p>	<p><b>防火措施 / 消防證明書</b>            按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料及符合防火和建築規定。展館營運者或香港政府授權代表可要求檢查這些材料的合規性。</p> <p>所有用作裝飾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間提交一份證書〔消防表格 251〕，以證明符合規定。在主辦機構要求下，須提交相關證書。</p> <p>有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：  <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p> <p>不論是否經過防火處理，展館營運者一概禁止使用禾稈草。</p> <p>為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。</p> <p>按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於 <b>2023 年 10 月 26 日</b>下午 3 時前直接提交消防裝置及設備證書(FS251)予展館營運者。</p> <p>展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> 或致電〔852〕2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
<p>4.2.9</p>	<p><b>反光背心</b>            任何訪客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。若有不遵守者，展館營運者有權禁止該人士進入展廳。</p>
<p>4.2.10</p>	<p><b>使用金屬棚架及梯具</b>            香港會議展覽中心已全面禁止使用 2 米或以上的梯具。若有不遵守者，將被立即要求離開會展中心。</p> <p>該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台、梯台等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。同時，工人在離地 2 米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址：  <a href="http://www.labour.gov.hk/tc/public/content2_8b.htm">http://www.labour.gov.hk/tc/public/content2_8b.htm</a>。</p> <p>若再有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。</p> <p>香港會議展覽中心已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址：  <a href="http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf">http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf</a>。</p>
<p>4.2.12</p>	<p><b>減少廢物及回收措施</b>            根據《廢物處置(化學廢物)(一般)規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
<p>4.2.13</p>	<p><b>平安咭 - 建築業安全訓練證明書</b></p>

	<p>勞工處、香港展覽會議業協會、展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施（即「平安咭」），並已生效。凡進入展館裝拆攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的�基本安全訓練。</p> <p>凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電〔852〕2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
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。

如有查詢，請聯絡：

展覽廳 1 - 關志文先生 <電郵 [abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org); 電話 852-2240 5466>

展覽廳 3 號、5 號、大會堂及其他展館 - 張銘暉先生 <電郵 [andrew.mf.cheung@hktdc.org](mailto:andrew.mf.cheung@hktdc.org); 電話 852-2240 5460>

多謝合作！

## Circular (7) – Electrical Installation & Connection for Custom-Built Participation Exhibitor

To All Exhibitors and Contractors,

This is to notify you that the Custom-Built Participation exhibitors must have their own electrician. The official contractor will not provide installation and connection services for those electricity supply items in order form 2. Total power consumption shall not exceed the current specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The electrical worker needs to present the registered certificate issued by Electrical and Mechanical Service Department. "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 damage caused if the electrician fails to comply with the above requirements. Organizer reserves the right to suspend the electricity supply until the problem is rectified to comply with the above requirements. The license of the electrician and the employer must be submitted to the Hong Kong Trade Development Council accompanied with Form 2 by fax at (852) 3521 0450. No separate order for individual power socket. Exhibitor should take full responsibility for daily on/off their own main switch and maintenance.

Thank you for your co-operation.

Hong Kong Trade Development Council

## 通告(7) – 特裝攤位的電力安裝及接駁

致：各參展商及承建商

特裝攤位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申請表格二之供電設施項目及參展商所使用的自攜電燈及電器用品。參展商不可使用至超過供電設施項目上已標明總電量。所有在展覽會場工作的電器工人必須遵守香港政府電力條例的電力註冊規定。電器工人須出示由香港機電工程署發出的有效註冊證明書，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。主辦機構有權不提供電源供應，直至電力裝置符合法例要求為止。參展商須於遞交表格二時連同所聘用的電力工人及公司牌照副本，傳真至 (852) 3521 0450。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。參展商須負責其攤位之每日配電總制開關及維修。

多謝合作！

香港貿易發展局 謹啟



## Circular (8) – The Energy Efficiency (Labelling of Products) Ordinance, Cap. 598

Please note that with the coming into effect of the Energy Efficiency (Labelling of Products) Ordinance, Cap. 598, (the "Ordinance") on 9 May 2008, compact fluorescent lamps ("CFLs") are now prescribed products in Hong Kong subject to the provisions of the Ordinance.

Starting from 9 November 2009, CFLs are required to be supplied with energy labels in Hong Kong. Any person who supplies CFLs without energy labels in Hong Kong will commit an offence and may be liable to a fine of HK\$100,000.

Accordingly, Exhibitors should be aware that CFLs supplied at the HKTDC Hong Kong International Lighting Fair (Spring Edition) and HKTDC Hong Kong International Lighting Fair (Autumn Edition) will have to bear the necessary energy labels.

For further information on the provisions of the Ordinance and the application for energy labels, please contact the Electrical and Mechanical Services Department ("EMSD") (Public Enquiry Hotline: (852) 28083465; website: <http://www.emsd.gov.hk>) which has issued a "Code of Practice on Energy Labelling of Products" (downloadable at [http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20\(Chi\)%20\(Final\).pdf](http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20(Chi)%20(Final).pdf)) as a technical guide for manufacturers, importers and suppliers of prescribed products to apply for the necessary energy labels and comply with the provisions of the Ordinance.

Thank you very much for your attention.

## 通告(8) – 香港法律第 598 章《能源效益(產品標籤)條例》的實施

緊湊型熒光燈已經從 2008 年 5 月 9 日起，成為被實施的香港法律第 598 章《能源效益(產品標籤)條例》(“該條例”)所規管的訂明產品。

該條例規定從 2009 年 11 月 9 日開始，所有在香港供應的緊湊型熒光燈必須附有該條例規定的能源標籤。任何人士在香港供應沒有能源標籤的緊湊型熒光燈即屬違法，可能被判處港幣 10 萬元罰款。

因此，參展者應注意，在《香港貿發局香港國際春季燈飾展》及《香港貿發局香港國際秋季燈飾展》供應的緊湊型熒光燈將需要附有法例規定的能源標籤。

有關該條例之內容和申請能源標籤的進一步資料，參展者可以查詢機電工程處(公眾諮詢熱線：(852) 2808 3465；互聯網址：<http://www.emsd.gov.hk>)。機電工程處已根據該條例發出《產品能源標籤實務守則》，幫助生產商、進口商和供應商遵守該條例的規定和申請必須的能源標籤。參展者可於 [http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20\(Chi\)%20\(Final\).pdf](http://www.energylabel.emsd.gov.hk/tc/doc/2014%20MEELS%20Code%20of%20Practice%20(Chi)%20(Final).pdf) 下載該實務守則。

敬請留意。

## Circular (9) - 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 opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
27 October 2023 (Fri)	9:00 am	9:30 am
28-30 October 2023 (Sat-Mon)	9:00 am	9:30 am

### 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' 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 fair.

## 通告(9) - 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

各參展商每日之進館時間為:

	參展商	參觀人士
2023年10月27日(星期五)	上午九時正	上午九時三十分
2023年10月28至30日(星期六至一)	上午九時正	上午九時三十分

### 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 (10) – Subletting & Displaying Relevant Exhibits

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 70% 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. The concerned Exhibitor will also be banned from taking part in future Lighting Fairs.

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(10) - 分租及展品類別

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) 容許其僱員招攬生意。

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

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

### 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七成，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。相關參展商亦會被禁止參加往後的燈飾展。

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 (11) – 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 HK International Lighting Fair (Autumn Edition), 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(11) - 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 (12) – Caution on Third Party Promotional Offers from  
Fair Guide / Expo Guide / Event Fair / AVRON /  
International Fairs Directory / FairExpo**

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, International Fairs Directory and FairExpo 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, the International Fairs Directory and FairExpo 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, International Fairs Directory and FairExpo. 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, International Fairs Directory and FairExpo 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 International Fairs Directory, and/or FairExpo. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, and/or FairExpo, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory and/or FairExpo 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, International Fairs Directory and FairExpo, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact Mr. Brian Poon, Exhibitions Project Manager at Tel: (852) 2240 4071; or email address: [brian.cy.poon@hktdc.org](mailto:brian.cy.poon@hktdc.org) of the Hong Kong Trade Development Council.



**通告(12) – 請小心處理由第三者(例如 Fair Guide/Expo Guide/Event Fair/  
AVRON/International Fairs Directory/FairExpo) 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、International Fairs Directory 和 FairExpo 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 International Fairs Directory 或 FairExpo 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、International Fairs Directory 和 FairExpo。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, International Fairs Directory 與 FairExpo 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 International Fairs Directory 及/或 FairExpo 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 International Fairs Directory 及/或 FairExpo 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 及/或 FairExpo 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, 請與本局展覽項目經理潘政賢先生聯絡, 電話: (852) 2240 4071 或 電郵: [brian.cy.poon@hktcdc.org](mailto:brian.cy.poon@hktcdc.org)。

## Circular (13) – 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 HKTDC Hong Kong International Lighting Fair (Autumn Edition). Should you have any questions, please contact Mr. Brian Poon, Exhibitions Project Manager at Tel: (852) 2240 4071; or email address: [brian.cy.poon@hktdc.org](mailto:brian.cy.poon@hktdc.org) of the Hong Kong Trade Development Council.

## 通告(13) – 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，請與本局展覽項目經理潘政賢先生聯絡，電話：(852) 2240 4071 或 電郵：[brian.cy.poon@hktdc.org](mailto:brian.cy.poon@hktdc.org)。

## Circular (14) – Charges on Vehicles with Extended Stay During Move-in & Move-out days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during move-in and move-out days of the HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023.

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

The key points of this measure are summarized as below:

### 1. Days where charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **26 October** and **30 October 2023**.

### 2. The Charges

1st 60 minutes	: Free
First 2 hours after 60 minutes	: HK\$100/30 mins or part thereof
After 3 hours	: HK\$150/30 mins or part thereof
Lost Ticket	: HK\$500 (per ticket per day)

### 3. Entry and Exit Control

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

### 4. Payment Collection

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

### 5. Notice

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

The above measures had been practiced in previous years and it worked well and contributed to the alleviation of traffic congestion. However, your support and understanding is the most important to facilitate an efficient move-in / move-out practice for the HKTDC Hong Kong International Lighting Fair (Autumn Edition).

Thank you for your cooperation.

## 通告(14) – 車輛進館及撤館期間延期停留額外費用

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

### 1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 2023 年 10 月 26 日及 30 日，實施進場車輛使用時間收費計劃。

### 2. 費用

	每半小時收費(或不足半小時)
車輛進場後首一小時	: 免費
其後兩小時內 (或不足半小時)	: 港幣\$100
超過三小時內 (或不足半小時)	: 港幣\$150
遺失進場計時咭 (每張/每日)	: 港幣\$500

### 3. 出入口處的控制

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

### 4. 繳費方法

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

### 5. 注意事項

新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

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

敬請各參展商合作，使香港貿發局香港國際秋季燈飾展的進館及撤館程序能順利進行。

## Circular (15) – Special Issues at Expo Drive Hall (for exhibitors at Expo Drive Hall only)

Due to different design of the exhibition hall, we would like to draw your attention to the following issues if you are located at the Expo Drive Hall:

1. All exhibitors have to use the special standard booth design (please refer to the Exhibitors' Manual for the booth layout of Expo Drive Hall). Custom-built stands or premium booth options will not be allowed.
2. In order to avoid activating the sprinklers, any hanging exhibits, stand materials or booth structures are strictly prohibited.
3. Ceiling grid, ceiling beam and height extension for booths are inapplicable for exhibitors at Expo Drive Hall.
4. If self-made structures or stand materials will be prepared, please make sure the materials are adhere to the followings:
  - All exhibits or stand materials should not exceed 1.6m; and
  - All exhibits or stand materials will be placed inside booth area; and
  - All stand materials must be fire resistant.

## 通告(15) – 博覽道展廳注意事項(博覽道展廳參展商適用)

由於博覽道展廳結構特殊，故請有關之參展商特別注意以下事項：

1. 參展商必須使用指定的標準攤位設計(攤位設計圖請參閱參展商手冊)，不能選用特裝及特級攤位等類別。
2. 為免啟動自動灑水系統，參展商不得於攤位天花懸掛任何展品或物品。
3. 天花格、天花橫樑及攤位加高不適用於此類攤位。
4. 參展商若自行攜帶攤位裝飾品，必須確保所有物品符合以下規定：
  - 物品不得高於 1.6 米；及
  - 物品必須放置於攤位內；及
  - 物品必須用防火物料製造。

**Circular (16) - Inappropriate Disposal of Exhibits/ Stand Materials/ Wooden Structures**  
通告(16)：有關參展商於自行裝修攤位後並/或於展覽會結束後不當地將展品/攤位物料/木製結構遺留在展覽場地

It has come to our attention that extra construction materials have been brought to the fairground by exhibitors and / or inappropriate disposal of exhibits / stand materials / wooden structures and / or these items were left unattended on the move-out day after the fair closed at Hong Kong International Lighting Fair (Autumn Edition) 2019.

Should any wooden structures required early move in for decoration, please **complete and submit Form 6**, the related documents and deposit along with the application of Hong Kong International Lighting Fair (Autumn Edition) 2023 by **20 September 2023**.

If any inappropriate disposal of exhibits / stand materials / wooden structures or being left unattended at the fairground (i.e. without proper dismantling and/or clearing away from the HKCEC's premises) is found without submission of **Form 6** by the aforementioned deadline in the 2023 edition, a **double deposit will be charged in 2024**. **We also reserve the right to decline your participation at Hong Kong International Lighting fair (Autumn Edition) 2024 should you fail to submit the related documents and deposit.**

The whole deposit will be deducted if any inappropriate disposal of the exhibits / stand materials / wooden structures or being left attended happens again in 2024. Also, **we reserve the right to decline your participation at future Hong Kong International Lighting Fair (Autumn Edition).**

All deposits will be refunded within **THREE** months after conclusion of the Fair if their exhibition sites are, from the Organiser's view, clear of damage to the exhibition hall, and all disposals are properly dismantled and cleared away from the HKCEC's premises according to the time schedule of the Organiser and without violating the conditions.

If you have any questions regarding the above, please contact Mr. Roger Cheung (Hall 1, Grand Hall, Expo Drive Hall & Other Halls ) [Email: roger.kl.cheung@hktcd.org / Tel: (852) 2240 5400/ Fax:(852) 2169 9751] or Ms. Fanny Mok (Hall 3 & Hall 5) [Email: fanny.sl.mok@hktcd.org / Tel: (852) 2240 5266/ Fax:(852) 3521 3240].

於香港國際秋季燈飾展 2019 中，若干參展商在未經申請下自行裝修攤位並/或於展覽會結束後將展品/攤位物料/木製結構不當地遺留在展覽場地(即未有妥當地拆除及/或清離會展中心範圍)，引起本局嚴重關注。

本局特意通知，香港國際秋季燈飾展 2023 之參展商如將使用木製結構自行佈置攤位，必須於 **2023 年 9 月 20 日或之前填妥並提交 表格 6 及按金**提交有關資料。如在 2023 年將展品/攤位物料/木製結構等不當地遺留在展覽場地或置之不理，參展商須於香港國際秋季燈飾展 2024 時繳付 **雙倍按金**，否則 **本局有權不接受貴司參與香港國際秋季燈飾展 2024 之申請**。

如 2024 年再有以上不當行為，所繳付的按金將會全數扣除，**本局亦有權不接受貴司參與來屆香港國際秋季燈飾展之申請**。

假若主辦機構認為攤位已在大會指定時間內，妥當地拆除展品/攤位物料/木製結構及清離會展中心範圍、展館裝置並無任何損壞，按金將於展覽會結束後 **3** 個月內退回。

如有任何查詢，請聯絡張景林先生(展覽廳 1 號、大會堂、博覽道展廳及其他展館) [電郵: roger.kl.cheung@hktcd.org / 電話: (852) 2240 5400/ 傳真:(852) 2169 9751] 或莫瑞蘭小姐(展覽廳 3 號 及 展覽廳 5 號) [電郵: fanny.sl.mok@hktcd.org / 電話: (852) 2240 5266/ 傳真:(852) 3521 3240]。

## Circular (17) – Safety Regulation on the Use of Trolleys

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue.

All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m.

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.

For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

\* Please note that there will be NO trolley rental service at the fairground.

## 通告(17) - 使用手推車安全細則

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。

所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

為免貨物於運送期從手推車上塌下，傷及他人，參展商 不得 運送體積 超過 1 米 x 1 米 x 1 米 之貨物。

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

\* 請留意展覽會現場 不設 手推車租借服務。

## Circular (18) – Lighting Condition Inside Hall

### Lighting Condition

To facilitate the presentation of lighting product displays, the lights inside the exhibition hall will be dimmed during the fair period.

Thank you for your kind attention.

## 通告(18) – 展覽館燈光

### 展館燈光

為突出展品，主辦機構將於展覽會舉行期間把場館的燈光調暗。

敬請留意！



## Circular (19) – Move-out Arrangement on 30 October 2023

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 HKTDC Hong Kong International Lighting Fair (Autumn Edition) on 30 October 2023:

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. As usual, all goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised goods vehicles will be allowed to enter the HKCEC during the move-out period.
5. As a joint traffic operation by the Police and Transport Department, between 3:00pm and 7:00pm on the move-out day, the HKCEC Phase 2 and the entire Expo Drive will also be closed to all unauthorised vehicles including private cars and taxis. Such vehicles should use the Harbour Road Entrance of HKCEC Phase 1 for pick-up and drop-off of passengers during this period.

**(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(19) - 2023年10月30日之撤館安排

基於安全理由，香港會議展覽中心將在撤館當日(即10月30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、手推車或唧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：

准許使用 ✓	不准使用 ✗
	

- 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。所有自行安排撤館之貨車，必需前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。
- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之貨車駛進會展範圍。
- 5) 另外運輸署將聯同警方，於撤館日下午 3 時至 7 時正，禁止所有未經授權之車輛(包括私家車及的士)進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

**(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 (20) – Packing Materials

Dear Exhibitor,

Thank you for your support for exhibiting at the HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023.

Kindly note that the rules and regulations regarding the packing materials will be strictly enforced by the Hong Kong Convention & Exhibition Centre (HKCEC). Placing packing materials, such as carton boxes, wooden boxes and plastic bags, above the ceiling or the booth, near the power sockets or inflammable items and any public area are strongly prohibited. **No electricity will be provided to the concerned booth if any materials found leaving improperly at above mentioned locations.**

In order to avoid any inconvenience, please arrange the packing materials to be taken away and stored by your own forwarder, or to be stored in a proper and safe location within your booth, or you may consider applying the storage service provided Hansen Exhibition Forwarding Ltd. on or before 19 Oct 2023 17:00.

Attached please find the reply slip on the storage service provided by Hansen Exhibition Forwarding Ltd. for your necessary follow up.

Thank you for your kind co-operation.

Hong Kong Trade Development Council

通告(20) – 包裝物料

致各參展商：

感謝 貴司參加香港貿發局香港國際秋季燈飾展 2023。

有鑒於香港會議展覽中心的鄭重聲明，今年展會內將會嚴厲執行有關違規放置包裝物料之規例。若發現於攤位上、橫樑上、靠近電力裝置或易燃物品等地方放有包裝物料，**該攤位將不獲供電**。

為免延誤 貴司佈置展位及開展的時間，展商有責任妥善處置所有包裝物料。請參展商將包裝物料儲存於攤位內的安全地方，或自行與運輸公司安排代為存放。

如有興趣選用韓生展覽貨運有限公司提供之包裝物料存放服務，敬請於 2023 年 10 月 19 日 17:00 前填妥。隨函附上之表格，直接交回韓生展覽貨運有限公司。

多謝合作！  
香港貿發局



## HANSEN EXHIBITION FORWARDING LTD

韓生展覽貨運有限公司

From: Hansen Exhibition Forwarding Limited  
To: HKTDC HK INT'L LIGHTING FAIR (AUTUMN EDITION) 2023 ALL EXHIBITORS  
Tel: (852) 2367 2303 Fax: (852) 2369 0479 E-mail: info@hansenhk.com

### STORAGE OF EMPTIES/PACKING MATERIALS PRE-ORDER FORM

DATE: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Mobile Phone: \_\_\_\_\_

COLLECTION DATE & TIME: \_\_\_\_\_

Estimate Packages: \_\_\_\_\_ (Cartons / Wooden Case / Pallet)

Estimate Size: \_\_\_\_\_ CBM (L X W X H CM)

COMPANY CHOP AND SIGNATURE: \_\_\_\_\_

Onsite Representative

**Mr. Ken Chan** +852 9106 6113

**PRE-ORDER DEADLINE: 19 Oct., 2023 (Thursday) 17:00**

**ONSITE ORDER DEADLINE: 26 Oct., 2023 (Thursday) 17:00**

Charges:

Before Deadline: HK\$ 150.00/CBM (Min 1 CBM)

Onsite Order: HK\$ 300.00/CBM (Min 1CBM)

Pickup and delivery charge HK\$ 200.00/CBM/Routing(Min 1CBM)

Hansen's Pickup and Delivery Schedule:

Move-in: 26 Oct., 2023 10:00a.m. – 10:00p.m.

Move-Out: 30 Oct., 2023 05:00p.m. – 07:00p.m.

**REMARK: No collection of cartons boxes / wooden cases / pallets during the fair period**

Disclaimer: The Exhibitor further acknowledges and agrees that Hansen and HKTDC shall not be responsible for any liability of damage or loss for any goods contains in packing material as carton box, pallet and wooden case.

ALL TRANSACTIONS ARE SUBJECT TO HKTDC EXHIBITION'S RULES & REGULATIONS

(COPIES AVAILABLE ON REQUEST FROM EXHIBITOR MANUAL)



## HANSEN EXHIBITION FORWARDING LTD

韓生展覽貨運有限公司

From: 韓生展覽貨運有限公司  
To: 香港國際秋季燈飾展2023 各展商  
Tel: (852) 2367 2303 Fax: (852) 2369 0479 E-mail: info@hansenhk.com

### 展覽期間包裝物料存放申請表

DATE: \_\_\_\_\_

展商名稱: \_\_\_\_\_

展位號: \_\_\_\_\_ 聯絡人: \_\_\_\_\_

公司地址: \_\_\_\_\_

\_\_\_\_\_ 手機號碼: \_\_\_\_\_

收取物料時間: \_\_\_\_\_

預計件數: \_\_\_\_\_ (紙箱 / 木箱 / 托盤)

預計體積: \_\_\_\_\_ 立方米(長X闊X高 厘米)

公司蓋印及代表簽名: \_\_\_\_\_

本司現場同事聯絡資料:

陳先生 +852 9106 6113

預訂及付款限期: **19 Oct., 2023 (Thursday) 17:00** (以付款日為準)

即場申請及付款限期: **26 Oct., 2023 (Thursday) 17:00**

標準收費:

預訂限期前: HK\$ 150.00/立方米 (最低消費 1立方米)

即場申請: HK\$ 300.00/立方米(最低消費 1立方米)

展位收/送服務 HK\$ 200.00/立方米/程(最低消費 1立方米)

韓生存放及退還包裝箱時間為: (包裝物料只能在指定時間存取, 展覽期間不設提取或儲存服務)

進館日: 26 Oct., 2023 10:00a.m. – 10:00p.m.

撤館日: 30 Oct., 2023 05:00p.m. – 07:00p.m.

註: 以上價格及服務只適用於截止日期之前之申請。逾期或展會期間的服務請自行與韓生展覽貨運有限公司聯絡, 價格及接受申請與否以韓生展覽貨運有限公司擁有最終決定權。

請注意: 申請者需為本展覽會之參展商, 簽署後即了解及明白有關服務只作包裝物料存放, 其他物料一律不作處理; 韓生及貿發局並不負責有關包裝物料(如紙箱、木箱及托盤)以外之損失及破壞。

以上規則及條款以貿發局及韓生為最後決定權

(有關守則及條款可跟據展商手冊及本司條文為準)

## Circular (21) – Insurance


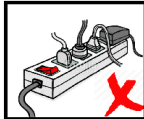
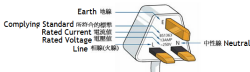

The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For insurance coverage details, please refer to Exhibitor Manual Point 69-72 under “Rules & Regulations”.

## 通告 (21) – 保險



參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險。有關投保範圍，詳情請參閱參展商手冊的展覽會規則第 69 至 72 條：

## Circular (22) - Attention to All Exhibitors 參展商請注意

### 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 <b>one</b> electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>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></b> 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<b>單一</b>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<b>港幣五十元</b>。<b>參展商切勿於插座上安裝萬能插頭或拖板</b>，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 <b>only support weight under 3kg</b>. 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<b>不超過三公斤</b>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。

## Circular (23) – Exhibits and lighting effect

In order to provide a suitable environment for business exchange, kindly be reminded that all exhibits have to be placed within the booth area and the overall lighting scheme and effect should be fine-tuned.

The organiser reserves the right to request the exhibitors to adjust their overall lighting schemes if necessary. Thank you for your kind attention.

Hong Kong Trade Development Council

## 通告（23） – 展品擺放與燈光效果

為提供一個合適的商貿平台供參展商及買家作商業交流，各展商於擺放展品或設計攤位時請注意：所有展品必須安放於展台之內，燈光效果應盡量避免干擾鄰近參展商。主辦機構有權要求展商作出相應的燈光調整。

多謝合作！

香港貿發局



## Circular (24) – Nomination of Overseas Buyers for Hotel Sponsorship

Thank you very much for your keen support to our fair, which is expected to be patronised by more than 2,000 exhibitors from over 30 different countries and regions. In order to maximise the effectiveness of your participation, we have launched a worldwide visitor promotion campaign over the past year, which includes:

- Global advertising campaign and special editorial coverage in major lighting publications and international newspapers;
- Promotional counters at major international lighting fairs;

To encourage the participation of more quality buyers, we are launching a hotel sponsorship programme in Hong Kong for selective overseas buyers to visit our fair. In this regard, we would like to ask for your nomination of the appropriate buyers. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer, and that priority will always be given to those who have not visited our fair before.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline of **29 September 2023.**

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

For queries, please contact Mr Cyril Fok on tel: (852) 2240 4203, fax: (852) 2169 9169 or e-mail: [hklighting.visitor@hktcdc.org](mailto:hklighting.visitor@hktcdc.org).

Hong Kong Trade Development Council

## 通告(24) – 酒店贊助海外買家推薦

感謝 貴司對香港貿發局香港國際秋季燈飾展的支持。今屆舉行的香港國際燈飾展，預計有來自 30 多個國家及地區 2,000 多家參展商參與是次盛會。為了吸引更多海外買家到場與 貴司洽談業務，主辦機構在過去一年積極實行了全球買家推廣計劃，其中包括：

- 全球媒體廣告計劃，遍及世界各地著名的燈飾雜誌；
- 於世界著名燈飾展設置宣傳攤位；

為進一步吸引國際高質素燈飾進口商及連鎖店買家到場採購，主辦機構將提供 香港酒店贊助 予被挑選的主要買家。因此，我們誠邀 閣下提名合適的海外買家。被揀選邀請的買家將會收到列出提名公司名稱的邀請函。同時，我們亦會通知 貴公司提名的結果。從未參觀過香港國際秋季燈飾展的新買家將可獲優先權，主辦機構將保留最終選擇權利。

為了給予主辦機構充足的時間安排，請閣下填妥買家推薦表格，並於 **2023年9月29日前** 回覆。

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

詳情請電 (852) 2240 4203 或 傳真 (852) 2169 9169 或 電郵 [hklighting.visitor@hktcdc.org](mailto:hklighting.visitor@hktcdc.org) 與 霍竟昌先生洽。

祝各參展商展出成功。

香港貿易發展局



To : Mr. Cyril Fok, Hong Kong Trade Development Council (HKTDC)  
Fax : (852) 2169 9169

From (Exhibitor Name): \_\_\_\_\_

**HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023**  
**香港貿發局香港國際秋季燈飾展 2023**  
**27 – 30 / 10 / 2023**

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

**截止日期 Submission Deadline – 29 / 9 / 2023**

**推薦買家資料 Information of Nominated Buyer**

公司名稱

Name of Company: \_\_\_\_\_

買家姓名 (先生/小姐)

Name of Person: Mr. / Ms. \_\_\_\_\_

職位 Position: \_\_\_\_\_

公司地址 Address: \_\_\_\_\_

國家 Country: \_\_\_\_\_ 郵編 Postal Code: \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_

網址 Web-site: \_\_\_\_\_

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

買家首次參觀香港國際秋季燈飾展? Buyer would be visiting the fair for the first time?

是 Yes

否 No

請復印此表格作更多買家提名。本局保留最終選擇權利，從未參觀過香港國際秋季燈飾展的買家將獲優先考慮。如有查詢，請致電(852) 2240 4203 與霍先生聯絡。

Please copy this nomination form for nominating more than 1 buyer. Priority of hotel sponsorship will be given to new overseas visitor, and is subject to sole discretion of the HKTDC. For further queries, please contact Mr Cyril Fok at tel: (852) 2240 4203.

## Circular 通告 (25) – Free Exhibit Storage Service 免費儲存服務

In order to provide better service to our valued exhibitors and avoid the heavy traffic during the move-in and move-out day, HKTDC is providing 3 different types of Exhibit Storage Services **for free** as listed below: 為向各參展商提供更完善服務及避免進館/撤館日嚴重交通擠塞，主辦機構現設有 3 種不同的 **免費展品儲存服務**，詳情如下：

Type 種類	Installment Time & Date 存放日期及時間	Retrieval Time & Date 提取日期及時間	Venue 地點
Move-in Storage 進場日儲存	October 24, 2 – 6 pm 10月24日下午二時至六時	October 26, 8:30am – 6 pm 10月26日上午八時三十分 至下午六時	Meeting Room N211-212 會議室 N211-212
Move-out Storage (Overnight) 撤館日儲存 (通宵)	October 30, 4 – 8 pm 10月30日下午四時至八時	October 31, 10 am – 12 nn 10月31日上午十時至 中午十二時	Meeting Room N211-212 會議室 N211-212
Move-out Storage (Temporary) 撤館日儲存 (臨時)	October 30, 4 – 9 pm 10月30日下午四時至九時	October 30, 4 – 9 pm 10月30日下午四時至九時	Meeting Room N211-212 會議室 N211-212

The above service is **free of charge** but you need to pre-register in advance by filling the Reply Form at the back and faxing return to us **on or before 20 September 2023**. In view of limited storage space, this service will be available on a **first-come-first-serve basis**. Please note **NO on-site request** will be entertained. 以上所有展品儲存服務**完全免費**，但參展商需預先登記，填妥背頁的回覆通知書並於 **2023年9月20日前** 傳真回本局。由於儲存空間有限，將以**先到先得**的形式安排。請注意：**所有現場申請將不會受理**。

**Registration Deadline 截止日期: 20/9/2023**

----- **REPLY FORM 回條** -----

**Fax傳真: (852) 2169 9122**

Please tick {✓} wherever appropriate 請在適當位置填上{✓}號

	Type 種類	Installment Time & Date 存放日期及時間	Retrieval Time & Date 提取日期及時間	Venue 地點
<input type="checkbox"/>	Move-in Storage 進場日儲存	October 24, 2 – 6 pm 10月24日下午二時至六時	October 26, 8:30am – 6 pm 10月26日上午八時三十分 至下午六時	Meeting Room N211-212 會議室 N211-212
<input type="checkbox"/>	Move-out Storage (Overnight) 撤館日儲存 (通宵)	October 30, 4 – 8 pm 10月30日下午四時至八時	October 31, 10 am – 12 nn 10月31日上午十時至 中午十二時	Meeting Room N211-212 會議室 N211-212
<input type="checkbox"/>	Move-out Storage (Temporary) 撤館日儲存 (臨時)	October 30, 4 – 9 pm 10月30日下午四時至九時	October 30, 4 – 9 pm 10月30日下午四時至九時	Meeting Room N211-212 會議室 N211-212

**Terms and conditions 使用條款**

*In consideration of the use of these storage service at the HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023 without charge or other form of consideration, I acknowledge and agree that the Organiser of HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2023, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties herein before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.*

基於主辦機構為香港貿發局香港國際秋季燈飾展 2023參展商提供免費展品儲存服務，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。

**I have read the above statement and I agree to the terms thereof. 本人已閱讀以上條款並同意遵守。**

Company Name 公司名稱: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Booth No 展台編號: \_\_\_\_\_

Company Tel 公司電話: \_\_\_\_\_ Mobile Tel 手提電話: \_\_\_\_\_

No. of Boxes 展品件數 (箱): \_\_\_\_\_ Estimated size 預計體積: \_\_\_\_\_

Signature and Company Chop 簽名及公司印章: \_\_\_\_\_ Date 日期: \_\_\_\_\_