

### Welcome Kit

Dear Exhibitor,

Welcome to the HKTDC Hong Kong International Lighting Fair (Autumn Edition) 2024. This Welcome Kit contains useful and important information, please spend a few minutes to read through the materials. Thank you and we wish you every success in the event.

1. Booth Curtain with Hooks (for standard and premium booth exhibitors only)
2. Services to Exhibitors
3. Servicing Facilities' Locations and Telephone Number

致各參展商:

歡迎貴公司參加香港貿發局香港國際秋季燈飾展 2024，現附上展覽的重要資料及通告，懇請閣下詳細閱讀各項注意事項。謹祝貴司展出成功！

1. 攤位掛簾連掛鈎 (只提供予標準及特級攤位之參展商)
2. 為參展商安排的服務
3. 綜合服務設施位置及電話

*To reduce paper consumption, the information below, which has been shared in the circulars with all exhibitors, is only available in electronic version. Please scan the QR code for accessing the information.*

下列資料已透過之前參展商通告發放予各參展商，為節約用紙，現謹提供電子版，請掃描二維碼檢閱：

1. **Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)** 有關保護知識產權措施及參展商須知
2. **Important Circular 重要通告**
  - **Circular 通告 1: Lighting Condition Inside Hall** 展覽館燈光
  - **Circular 通告 2: Special Issues at Expo Drive Hall [for exhibitors at Expo Drive Hall only]**  
博覽道展廳注意事項 [博覽道展廳參展商適用]
  - **Circular 通告 3: Security Measures Against Thefts and Losses at The Fair**  
有關防止展品遺失或盜竊的保安措施
  - **Circular 通告 4: Charges on Vehicles with Extended Stay during Move-in & Move-out Days**  
車輛進館及撤館期間延期停留之額外費用
  - **Circular 通告 5: Reminder on Move-in & Move-out Schedule and Rate of Overtime Charge**  
有關進館及撤館時間及進場/離場超時租場收費
  - **Circular 通告 6: Attention to All Exhibitors** 參展商現場請注意
  - **Circular 通告 7: Exhibits and lighting effect** 展品擺放與燈光效果
  - **Circular 通告 8: Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at the HKTDC Fairs** 開放攤位予買家參觀及展商接待買家須知
  - **Circular 通告 9: Subletting & Displaying Relevant Exhibits** 分租及展品類別
  - **Circular 通告 10: Caution on Third Party Promotion Offers** 請小心處理由第三者提供之推廣優惠
  - **Circular 通告 11: Caution on Rental of Credit Card Payment Terminals** 提防有關信用卡終端機租賃服務
  - **Circular 通告 12: Immigration Regulations to be Observed and Followed by Exhibitors**  
參展商須遵守的入境規例
  - **Circular 通告 13: Safety Regulation on the Use of Trolleys** 使用手推車安全細則
  - **Circular 通告 14: Inappropriate Disposal of Exhibits/Stand Materials/Wooden Structures**  
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
  - **Circular 通告 15: Fluorescent Lamps Recycling Programme** 慳電膽及光管回收計劃
  - **Circular 通告 16: Move-out Arrangement on 30 October** 10月30日之撤館安排
  - **Circular 通告 17: Products prohibited at LFAE & IOTLE** 香港貿發局秋燈及戶外照明燈展的最新安排
  - **Circular 通告 18: S2M 掃碼易**



**Services to Exhibitors 為參展商安排的服務**

**1. Deposit-free Cabinet Keys / 免按金地櫃鎖匙**

Deposit-free keys are set in the cabinets provided by the Organiser. Please leave them in place when you move out on 30 October.

大會提供之地櫃均已配備免按金鎖匙。請各參展商於 10 月 30 日離開會場時把鎖匙放回原位。

**2. Prayer Room / 祈禱室**

Prayer room is located at Expo Drive Entrance.

祈禱室將設於博覽道入口大堂。

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

All exhibitors must observe Intellectual Property Rights. All infringement complaints must be reported to and handled at the IPR Office located at Room G204 at Mezzanine 2 (if you are approached by any complainant at your booth, you should refer the complainant or their representative to the IPR Office); our IPR (Intellectual Property Rights) Task Force will be there to help you in accordance with our standard procedures. To substantiate your case, please bring along relevant documents such as patent, trademark, design certificate or original design drawings. If deemed necessary, we will arrange for our lawyer to offer legal advice on the case. *(Please refer to the Exhibitors Brief for details)*

各參展商必須保護知識產權。如有任何侵權投訴，請往設於大堂中樓 2 之 G204 室保護知識產權辦事處辦理。屆時本局將有保護知識產權之專責小組按既定程序為閣下處理有關投訴（若有任何人士在閣下攤位提出侵權投訴，請轉告有關人等前往保護知識產權辦事處辦理有關手續）。惟投訴人需備有足夠證明文件如註冊商標、專利權、設計證書或有關設計原稿，主辦機構方可受理有關個案。如有需要，本局會安排大會律師就個案提供法律意見。*(詳情請參閱附件之參展商須知)*

**4. IPR Inspection Team / 知識產權檢察小組**

Same as previous years, an IPR inspection team will be appointed by the Organiser to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

由主辦機構成立的知識產權巡查小組，將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品，展商必須遵從大會規定，立刻把展品收回。

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

To protect the environment and encourage collection of recyclable materials, you are persuaded to minimize publicity materials printed and use recycled papers. In addition, the Organiser will set up waste separation bins to collect recyclable materials.

為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也會在場內設置分類回收箱，加強回收物料，循環再造。

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

**If you detect fire or smoke**

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

**In case of fire alarm**

**1) If you hear a fire alarm**

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal should fire alarm be discontinued.

**2) If you hear a fire alarm evacuation announcement or instruction**

- Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.

- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

#### **當發現火警或煙霧**

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

#### **當火警鐘響起**

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

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

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

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

#### **8. Move-out Regulation / 離場規則**

In view of the size of the Fair, many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits. We have received several complains about exhibitors who had removed all the exhibits well before the official closing time. According to rule No. 46 in the exhibition regulation – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 30 October afternoon, and all exhibitors who violated such rule will be recorded down. The Organiser will consider to reject the participation of exhibitors who had violated the rule for 2 consecutive years or more. Grateful you could observe this rule. **Move-out of exhibits is not allowed before 4:00 pm on 30 October 2024.** Grateful if you could observe this rule.

由於展場面積龐大，不少買家亦需盡用四天展覽時間方能完成其預定的參觀計劃，而本局亦於去屆接到不少買家投訴參展商提早撤離展館。請展商遵守展會規定（展會規定第 46 項），於展覽時間完畢後才收拾展品。本局將於 10 月 30 日下午派員巡察各展台，如發現有展商違反此規定，本局會將資料紀錄。對連續違規兩次或以上的參展商，本局將考慮拒絕其參展申請。敬請各參展商合作。**各參展商請勿於 2024 年 10 月 30 日下午 4 時前把展品搬離會場。**敬請各參展商合作。

#### **9. Your Valuable Suggestions Welcome / 歡迎提供寶貴意見**

Your suggestions are valuable to us for the fair's improvement. Please complete the Questionnaire to be distributed to all exhibitors in the morning of 30 October. Our staff will collect the completed Questionnaire in the afternoon; or you can return it to TDC by mail or by fax after the Show.

閣下提供之寶貴意見，將對我們日後展覽之改善工作有莫大幫助。請抽少許時間，填妥於 10 月 30 日早上送往攤位之間卷。當日下午將有工作人員到閣下攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到香港貿易發展局收。

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

多謝合作。並祝貴公司展出成功。

## Cluster Of Servicing Facilities 綜合服務設施

<p><b>FAIR MANAGEMENT OFFICE 主辦機構辦事處</b></p> <ol style="list-style-type: none"> <li>Room G202, Level 2 二樓 G202 室 Tel 電話: 2582 8958 Fax 傳真: 2582 8959</li> <li>Room G107, Hall 1C Entrance 展覽廳 1C 入口之 G107 室 Tel 電話: 2582 8955</li> <li>Room G306, Hall 3C Entrance 展覽廳 3C 入口之 G306 室 Tel 電話: 2582 1342</li> <li>Room G505, Hall 5E Entrance 展覽廳 5E 入口之 G505 室 Tel 電話: 3720 6194</li> <li>Grand Hall 大會堂前廳 Tel 電話: 2582 1709</li> </ol>	<p>Enquiries / assistance pertaining to your participation 處理參展商查詢及提供協助</p>
<p><b>TECHNICAL SERVICE COUNTER 攤位設施服務台</b></p> <ol style="list-style-type: none"> <li>Expo Drive Hall 博覽道展廳 Tel 電話: 2582 8235</li> <li>Hall 1 (near 1A) 展覽廳 1A Tel 電話: 2582 1789</li> <li>Hall 3DE 展覽廳 3DE Tel 電話: 3720 6496</li> <li>Hall 5D 展覽廳 5D Tel 電話: 3720 6166</li> <li>Grand Hall 大會堂前廳 Tel 電話: 2582 1430</li> </ol>	<p>Enquiries concerning booth facilities / electricity 攤位設施及電力查詢</p>
<p><b>IPR OFFICE 知識產權辦事處</b></p> <p>Room G204, Level 2 二樓 G204 室 Tel 電話: 2582 8970</p>	<p>Handle the IPR cases &amp; enquiries 處理有關知識產權事宜</p>
<p><b>MEDIA CENTRE 新聞中心</b></p> <p>Expo Drive, Entrance, Unit 16 博覽道 Tel 電話: 2240 5671 Fax 傳真: 3521 1705</p>	<p>Exhibitors are welcome to place company press kits 歡迎各參展商擺放公司新聞稿件</p>

## **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 legal advisors (“**Legal Advisors**”), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors 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 Organiser and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors’ Brief**”) that the 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 TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' 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 Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website ([www.hktdc.com](http://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.

## 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，並聘有駐場法律顧問（「**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。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法律顧問將會處理有關投訴。
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](http://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/或任何其他代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

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

### 有關知識產權刑事罪行之刑罰

#### 版權條例 (香港法例第 528 章)

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

#### 商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

即屬犯罪。

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

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

[\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

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

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

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

### B. 商標

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

### C. 外觀設計



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

#### D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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

## Circular (1) – 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(1) – 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 (02) – 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.

Should you have any queries, please contact Ms. Yuki Chan on Tel: (852) 2240 4660.

## **通告(02) – 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。

如有查詢，請致電(852) 2240 4660 與陳可恩小姐聯絡。

## Circular (3) - Security Measures Against Thefts and Losses at the Fair

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

### 1. Opening Hours of the Fair

The opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
27 October 2024 (Sun)	9:00 am	9:30 am
28-30 October 2024 (Mon-Wed)	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(3) - 有關防止展品遺失或盜竊的保安措施

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

### 1. 展覽會開放時間

各參展商每日之進館時間為:

	參展商	參觀人士
2024年10月27日(星期日)	上午九時正	上午九時三十分
2024年10月28至30日(星期一至三)	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 (4) – 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) 2024.

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

The key points of this measure are summarized as below:

### **1. Days where charges will be imposed**

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas on **24 - 26 October** and **30 October 2024**.

### **2. The Charges**

Every 30 mins (or part thereof)

First 45 mins (after clock in) :	Free
First 2 hours after 45 mins :	HK\$100
After 2 hours and 45 mins :	HK\$150
Each Lost Ticket :	HK\$500

### **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(4) – 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 2024 的進館及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

### 1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 2024 年 10 月 24 – 26 日及 30 日，實施進場車輛使用時間收費計劃。

### 2. 費用

	<u>每半小時收費(或不足半小時)</u>
車輛進場後首四十五分鐘	: 免費
其後兩小時內	: 港幣\$100
超過兩小時及四十五分鐘	: 港幣\$150
遺失進場計時咭 (每張)	: 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 (5) – 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) 2024:

Move-in / Move-out	Date / Time
Booth Construction	Oct 25 9:00am – 10:00pm
	Oct 26 8:30am – 12noon
Booth Decoration	Oct 26 8:30am – 8:00pm
Booth Dismantling (including Additional Lighting)	Oct 30 7:00pm – 12pm

If you and / or your appointed contractors work after 12:00 midnight on move-in days (i.e. 25 & 26 October 2024) and move-out day (i.e. 30 October 2024), 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 2024, 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 2024, 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(5) - 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 2024」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2024年10月25及26日)及離場日(即2024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2024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2024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：


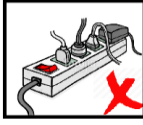
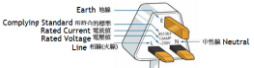

攤位所在的展覽館	凌晨12時至3時工作超時租場收費(按每小時計算)	凌晨3時後工作超時租場收費(按每小時計算)
展覽廳 1A、1B、1G、1E、3C 或 3E	每小時 28,900 港元	每小時 57,800 港元
展覽廳 1D 或 3D	每小時 20,850 港元	每小時 41,700 港元
展覽廳 3B	每小時 24,050 港元	每小時 48,100 港元
展覽廳 3F、3G、5F 或 5G	每小時 30,550 港元	每小時 61,100 港元
展覽廳 5B+C	每小時 52,050 港元	每小時 104,100 港元
展覽廳 5D	每小時 8,150 港元	每小時 16,300 港元
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 (6) - 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. No multi-plug or extension cord are allowed to be connected to the socket.</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，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。<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。</p> <p>基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

<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。</p>
<p>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。</p>

## **Circular (7) – 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（7） – 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 (8) – Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at HKTDC Fairs**

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of 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(8) - 開放攤位予買家參觀及參展商接待買家須知

### 準時開放攤位予買家參觀

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

### 參展商接待買家

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

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

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

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

## Circular (9) – 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 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.

## 通告(9) - 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六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，多謝合作。

**Circular (10) – 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(10) – 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。

本局並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@hktdc.org](mailto:brian.cy.poon@hktdc.org)。

## Circular (11) – 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 Ms. Yuki Chan at Tel: (852) 2240 4660; or email address: [yuki.hy.chan@hktdc.org](mailto:yuki.hy.chan@hktdc.org) of the Hong Kong Trade Development Council.

## 通告(11) – 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,請與本局陳可恩小姐聯絡,電話:(852) 2240 4660 或 電郵:[yuki.hy.chan@hktdc.org](mailto:yuki.hy.chan@hktdc.org)。

## **Circular (12) – 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(12) - 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 (13) – 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(13) - 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 (14) - Inappropriate Disposal of Exhibits/ Stand Materials/ Wooden Structures**  
通告(14)：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) 2024.

Should any wooden structures required early move in for decoration, please **complete and submit Form 6 or N (Each booths ONLY require provide either one form)**, the related documents and deposit along with the application of Hong Kong International Lighting Fair (Autumn Edition) 2024 by **26 September 2024**.

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 or N** by the aforementioned deadline in the 2025 edition, a **double deposit\* will be charged in 2025\***. **We also reserve the right to decline your participation at Hong Kong International Lighting fair (Autumn Edition) 2025 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.

於香港國際秋季燈飾展 2024 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)，引起本局嚴正關注。

本局特意通知，香港國際秋季燈飾展 2024 之參展商如將使用木製結構自行佈置攤位，必須於 **2024 年 9 月 26 日或之前填妥並提交表格 6 或 N 及按金**提交有關資料(每一個攤位只須提交其中一張表格)。如在 2025 年再次將展品/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 2025 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 2025 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。

\* Double Deposit Rate: Minimum deposit per exhibitor at **HK\$10,000/US\$1,333** or **HK\$600 / US\$80 per sqm (whichever is higher)** will be applied to the concerned Exhibitor.

\* 雙倍按金：該展商應付最低按金金額為 **10,000 港元/1,333 美元** 或 **每平方米 600 港元/80 美元**計算 (以較高者為準)

## Circular (15) - Fluorescent Lamps Recycling Programme

Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Some recycling bins have been placed in Hall 1, Hall 3, Hall 5, Grand Hall & Expo Drive Hall. Other lighting products that can be reused can also be placed at these recycling bins.

Please be considerate by making use of the facilities provided. For enquiries, please proceed to Fair Management Office which located at G202 room or call (852) 2582 8958.

Your cooperation is highly appreciated.

Hong Kong Trade Development Council

## 通告(15) - 慳電膽及光管回收計劃

各類熒光燈管（直管、圓管和慳電膽）及高強度氣體放電燈（如水銀蒸氣燈、金屬鹵化物燈和鈉燈）都含水銀。若燈管破爛，所釋出的水銀會污染附近環境，不慎吸入或接觸皮膚更會危害人體健康。故此應按相關法例規定作適當棄置處理。

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，於一樓展覽廳、三樓展覽廳、五樓展覽廳、大會堂及博覽道展廳內設置多個回收筒供棄置之用。其他仍可使用之照明產品亦可放置於以上回收筒作循環再用。

為保護環境及在場工作人士的健康著想，請各承建商充分善用該項設施。如有查詢，請前往設於 G202 室之主辦機構辦事處或致電(852) 2582 8958 向有關職員查詢。

感謝閣下之衷誠合作！

順祝

商祺  
香港貿易發展局



**Circular (16) – Move-out Arrangement on 30 October 2024**

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 2024:

5. 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.
6. 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:



7. Exhibitors with oversized exhibits or goods to move out are required to use either the **centralised local forwarding service** provided by the Organiser and/or 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.
8. 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.
9. As a joint traffic operation by the Police and Transport Department, between 4:00pm 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(16) - 2024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，請在撤館日使用由主辦機構提供之本地中央撤館服務，或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 4 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 17: Products prohibited at the HKTDC Hong Kong International Lighting Fair (Autumn Edition).**

In order to promote the sustainable development of the Hong Kong International Lighting Fair (Autumn Edition) (LFAE) and the Hong Kong International Outdoor and Tech Lighting Expo (IOTLE), **the display of the following products, which are not on the exhibit profile of LFAE, will be prohibited** (the following pictures are for reference only):

A · Street Light



B · Stadium Light



C · Solar Light



D · Flood Light



The abovementioned product categories will only be allowed at IOTLE. Please refer to Appendices 1 and 2 for the exhibit profile of LFAE and IOTLE.

To exhibitors fail to comply with the rule, we reserve the right and will have no hesitation to ask the Exhibitor to immediately relocate to conforming product section/fair and/or terminate its participation in the Exhibition, without any recourse on our part.

If you have any questions, please do not hesitate to contact us.

We would like to thank you in advance for your cooperation and understanding in complying with the abovementioned rule which have been brought to your special attention. This rule exists to keep a fair and profitable business environment for all participants in the Exhibition.

Thank you for your understanding and cooperation, and I wish you a smooth exhibition!

Yours faithfully



Hong Kong Trade Development Council

**通告(17)：關於禁止在香港貿發局香港國際秋季燈飾展展示的四類產品**

為促進香港國際秋季燈飾展（秋燈展）和香港國際戶外及科技照明博覽（戶外照明展）的健康發展，並明確兩展產品分類，現特此通知，以下四類不在秋燈展的展品清單之內的產品，將被禁止於秋燈展展出（以下圖片只供參考）：

A. 路燈



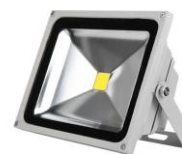
B. 體育場館燈



C. 泛光燈



D. 泛光灯



上述四類產品只可以在戶外照明展上展示。有關兩展可展出產品清單，請參考附件一和二。

此安排旨在維護展會的整體秩序和形象，保障所有參展商的利益，為所有參展商提供一個公平有利的展覽環境，推動展會的健康發展。請各參展商嚴格遵守展會規定，避免展示上述四類禁止產品。如有違反，敝局有權採取行動，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。請各參展商務必核對所展產品，確保合規。如有任何疑問，請及時與我們聯繫。

感謝您的理解與合作，祝您展會順利！

敬祝 商祺



香港貿易發展局

## Special Circular (18) : Brand-new Scan2Match Service



Continue generating sales leads during and even after the physical fair with **Scan2Match!** Have buyers scan your exhibitor QR code on your booth to obtain a list of potential buyers via Click2Match and continue to connect with them online to explore more business opportunities.

Scan2Match is a new feature of EXHIBITION+ model that enables offline-to-online connection for buyers and exhibitors. Using the HKTDC Marketplace App, buyers can scan the QR codes of exhibitors' booths and product showcases, allowing them to view product / service detail, schedule meetings, add them to favourites list, view the e-floorplan, and even chat with exhibitors and send enquiries during or after the fair to continue the sourcing journey.

**A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 26 Oct (move-in day).**

Exhibitors can **access the dashboard via the fair website or hktcdc.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.

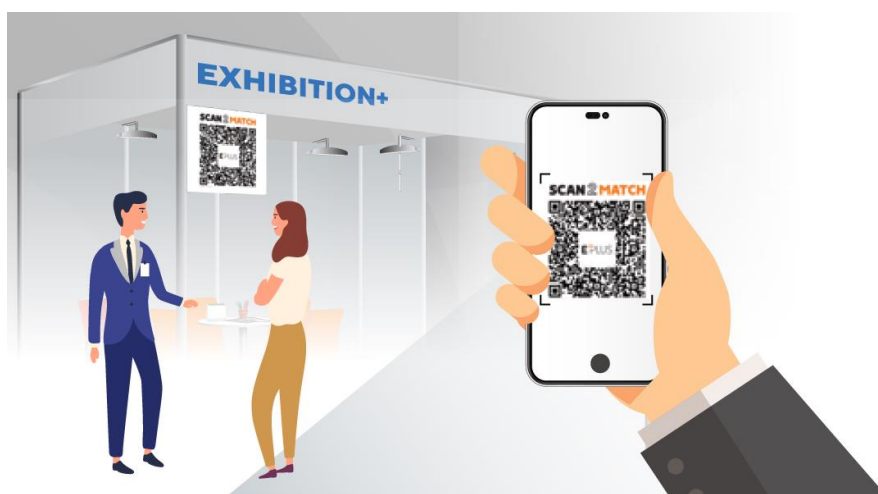
For more information, please visit:

<https://eplussupport.hktcdc.com/hc/en-us/articles/20414911990041Scan2Match-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 the Appendix to this Circular.

## Join the Most Scanned Exhibitors Campaign and Boost Your Business

“Scan2Match” is one of the key components of the *Exhibition Plus* hybrid exhibition model, enabling buyers to stay connected with exhibitors online, allowing the sourcing journey to continue even after the fair period. To foster even stronger business connections between buyers and exhibitors, the “**Most Scanned Exhibitors**” campaign will be launched during Hong Kong International Lighting Fair (Autumn Edition) to drive greater adoption and utilisation of the Scan2Match service.



If you have the Scan2Match QR codes, display them at your booth and encourage buyers to scan them so that you can stay connected with the buyers even after the fair. The top 5 exhibitors with the most accumulated scans will enjoy **FREE EXPOSURE** daily\* to highlight their achievements. Leaderboard will be shown on the digital screens located in different halls of the fairground and on our social media channels. Don't miss this chance to boost your exposure and business potential at the fair.

*\*The number of scans will be counted based on unique buyers. If a buyer scans an exhibitor more than once, it will only be counted as one scan. No campaign activities will be held on the last day of the fairs.*

## 重要通告 (18) : 全新「掃碼易」(Scan2Match) 服務



使用「掃碼易」(Scan2Match) 讓展商在展覽期間及之後與買家延續聯繫。買家在展覽期間掃描展商攤位內之專屬二維碼，展商便能透過「商對易」輕鬆收集買家名單並進行線上洽商，尋找更多商機。

「掃碼易」(Scan2Match) 是「展覽+」模式的新功能，為買家和參展商提供線下到線上的無縫聯繫。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。

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。

展商可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 獲取買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。另外，使用訊息中心，展商可以主動聯繫買家，在展會結束後，仍可繼續與已掃描二維碼的買家保持聯繫。

更多資訊，可瀏覽：

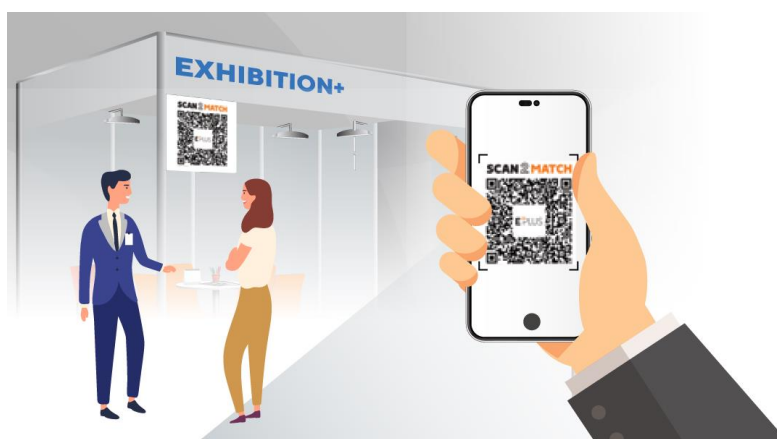
<https://eplussupport.hktdc.com/hc/zh-hk/articles/20414911990041-%E6%8E%83%E7%A2%BC%E6%98%93%E7%B0%A1%E4%BB%8B-%E8%AA%B0%E6%8E%83%E6%8F%8F%E4%BA%86%E6%88%91%E7%9A%84%E4%BA%8C%E7%B6%AD%E7%A2%BC-%E5%BB%A3%E6%9D%B1%E8%A9%B1-6%E5%88%86-42%E7%A7%92->

二維碼展示板的樣本和建議擺放方法可參考附件。

## 參加「最多買家掃描的參展商」活動 打開無限商機

「掃碼易」(Scan2Match)是「展覽+」線上線下融合展覽模式的重要元素之一，讓買家能夠在線上與展商保持聯繫，即使在實體展會後仍可繼續採購之旅。為了促進買家和展商之間更緊密的業務聯繫，

「最多買家掃描的參展商」活動將在香港國際秋季燈飾展舉行，以推動更多買家使用「掃碼易」服務。



請緊記在您的展位上展示「掃碼易」的二維碼，鼓勵買家掃描，即使展覽會結束後，您仍可以繼續與買家保持聯繫。累計的買家掃描次數最多的首 5 名參展商將每天獲得**免費宣傳機會\***。參展商名單將於社交媒體及場館內的電子屏幕公布。不要錯過這個讓您在展會增加曝光率的好機會！把握「最多買家掃描的參展商」活動，連繫更多買家。

*\*掃描次數按每一買家計算，如買家對同一展商進行多次掃描，也只會計算為一次掃描。展會最後一天將不會舉辦任何宣傳活動。*

### Scan2Match FAQ 掃碼易常見問題

#### Is there any recommended placement? 有建議的黏貼位置嗎？

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 for your reference.

有。建議將貴公司專屬的掃碼易二維碼貼於展台面向主通道、離地 1850 毫米高的地方。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。

#### Is the format of QR Code boards standardized? 二維碼展示版是統一的？

Yes. All QR Code are standardised in 210mmHx210mmW size, made of 5mm foamboard.

是。大會統一現場所有二維碼展示版之尺寸為 210 毫米高 x 210 毫米寬的 5 毫米厚方形泡沫板，背有雙面膠紙以便參展商自行黏貼。

#### What should I do if the QR Code broken / missing? 二維碼板損毀 / 遺失怎麼辦？

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。

#### How long does a reprint take? 重印需時多少天？

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

#### What is Scan2Match? 掃碼易是甚麼？

The **Scan2Match** QR Code is provided for buyers to scan and access your 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 掃瞄並開啟 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)。

EN



繁



簡





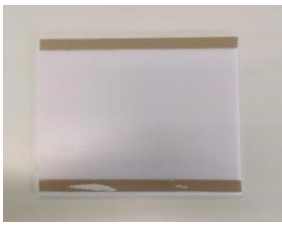


**Scan2Match QR Code Illustration / Recommended  
Placement**

**「掃碼易」(Scan2Match) 二維碼展示板安裝範例**

**Scan2Match QR Code Sample 「掃碼易」(Scan2Match) 二維碼展示板樣本**

<p><b>Standard Booth / Brand Name</b></p> <p><b>Gallery /</b></p> <p><b>Premium Booth</b></p> <p><b>Material:</b></p> <ul style="list-style-type: none"> <li><b>Type A:</b> 210mmH x 210mmW 5mm thick Foamboard, attached with a double-sided clip of 8mm width</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><b>Type B:</b> 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side</li> </ul> <p><b>Recommended Placement:</b></p> <ul style="list-style-type: none"> <li>1850mmH on the Left &amp; Corner Poles / Structures, facing the main aisle(s)</li> </ul>	<p><b>標準展台 / 品牌廊 / 特級展臺材質:</b></p> <ul style="list-style-type: none"> <li><b>A 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 附上 8 毫米寬雙面開合透明夾子<b>或</b></li> <li><b>B 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼</li> </ul> <p><b>建議展示位置:</b></p> <ul style="list-style-type: none"> <li>張貼於展台面向主通道、離地 1850 毫米高的可行範圍內</li> </ul>
<p><b>Custom-built Participation (Raw Space) Material:</b></p> <ul style="list-style-type: none"> <li><b>Type B:</b> 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side</li> </ul>	<p><b>特裝參展(淨地) 材質:</b></p> <ul style="list-style-type: none"> <li><b>B 款:</b> 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼</li> </ul> <p><b>建議展示位置:</b></p> <p>張貼於展台面向主通道、接待處、離地 1850 毫米高的可行範圍內</p>

<p><b>Recommended Placement:</b></p> <ul style="list-style-type: none"> <li>• 1850mmH eye-level, facing the main aisle(s), and/or at the main entrance, reception table</li> </ul>	
<p><b>Type A: A</b> 款:</p>	<p><b>Type B: B</b> 款:</p>
	 

## Scan2Match QR Code Recommended Placement

### 「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

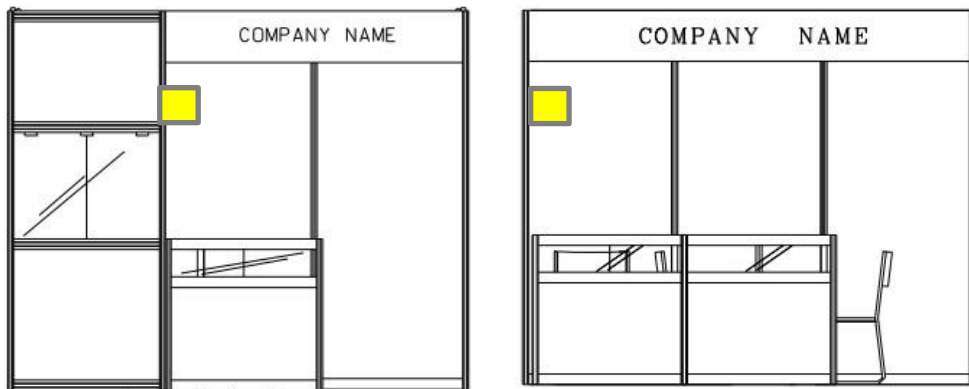
Please install the QR code at 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s). 請張貼於展台面向主通道之左面、離地 1850 毫米高之可行範圍內。

Scan2Match QR Code Foamboard recommended placement



「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

### Standard Booth 標準展台



### Premium Booth 特級展台



**Custom-built Participation (Raw Space) 特裝參展(淨地)**

