

July 2018
 2018年7月

Exhibitor Package for Eco Expo Asia 2018
國際環保博覽 2018 (參展商須知)

Dear Exhibitors,
 各位參展商:

Thank you for your participation in the **Eco Expo Asia 2018**. Please note the items listed on the Index Page will be included in your exhibitor package. The Exhibitors' Manual and Order Forms have also been uploaded to the fair website www.ecoexpoasia.com. If you have any questions, please feel free to contact our colleagues below. 感謝 貴公司參加**國際環保博覽 2018**, 煩請檢查列載於「索引表」內的所有資料是否齊全。參展商亦可於博覽會網站 www.ecoexpoasia.com 下載「參展商手冊」電子版本。如有任何疑問, 請與以下同事聯絡。

Thank you for your attention and wish you every success in the Fair.
 預祝 展出成功!

Hong Kong Trade Development Council & Messe Frankfurt (HK) Ltd
 香港貿易發展局 及 法蘭克福展覽(香港)有限公司 謹啟

Hong Kong Trade Development Council 香港貿易發展局

Name 姓名	Tel 電話	Email 電郵	Fax 傳真
Ms Lolita Chan 陳穎欣小姐	(852) 2240 4614	lolita.wy.chan@hktdc.org	(852) 2169 9707
Ms Kiki Tam 譚司琦小姐	(852) 2240 4615	kiki.sk.tam@hktdc.org	(852) 3543 8725
Mr John Lam 林賢耀先生	(852) 2240 4439	john.yy.lam@hktdc.org	(852) 2270 5758
Ms Sky Shek 石嘉欣小姐	(852) 2240 4054	sky.ky.shek@hktdc.org	(852) 3521 3152
Mr Kenny Kan 簡志雄先生	(852) 2240 4930	kenny.ch.kan@hktdc.org	(852) 2169 9574

Messe Frankfurt (HK) Ltd 法蘭克福展覽(香港)有限公司

Name 姓名	Tel 電話	Email 電郵	Fax 傳真
Ms Jenny Leung 梁依文小姐	(852) 2238 9929	jenny.leung@hongkong.messefrankfurt.com	(852) 2519 6079
Ms Dominique Kwan 關婷小姐	(852) 2238 9903	dominique.kwan@hongkong.messefrankfurt.com	

* Venue: Hall 3 & 6, AsiaWorld-Expo, Hong Kong
 地點: 香港亞洲國際博覽館 3 號及 6 號展館

Fair Dates 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
25 Oct 2018 (Thu) 10月25日(星期四)	10:30am - 6:00pm 上午10時30分至下午6時正	10:00am - 5:30pm 上午10時正至下午5時30分
26 - 27 Oct 2018 (Fri - Sat) 10月26至27日(星期五至六)	10:00am - 6:00pm 上午10時正至下午6時正	9:30am - 5:30pm 上午9時30分至下午5時30分
28 Oct 2018 (Sun) 10月28日(星期日)	10:00am - 5:00pm 上午10時正至下午5時正	9:30am - 3:30pm 上午9時30分至下午3時30分

Note: Exhibitor Badge, vehicle permit for move-in and move-out will be sent separately later.
 請注意: 參展商工作證、進館及撤館車輛許可證會稍後寄給各參展商。

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Special Circular (1) – Checklist of Important Dates
特別通告 (1) – 重要日期清單

Confirmation of Company Information 參展商資料最後確認日期	September 2018 2018 年 9 月
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日期	13 September 2018 2018 年 9 月 13 日
Advertising and Promotion Opportunities Deadline 廣告及宣傳截止申請日期	13 September 2018 2018 年 9 月 13 日
Order Additional Exhibitor Badges Deadline 額外參展商工作證截止申請日期	13 September 2018 2018 年 9 月 13 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Early October 2018 2018 年 10 月上旬
Visitor Pre-Registration Deadline 參觀人士預先登記截止日期	<u>Receive Free Admission Badge by Mail:</u> For Buyers from HK: Please pre-register before 18 October 2018 For Buyers from outside HK: Please pre-register before 3 October 2018 <u>郵寄免費入場證:</u> 香港買家: 請於 2018 年 10 月 18 日前登記 香港以外地區買家: 請於 2018 年 10 月 3 日前 登記
Delivery of Exhibitor Badge 參展商工作證	Mid October 2018 2018 年 10 月中旬

Note :

1. The above schedule is subject to change without advance notice

注意:

1. 主辦機構保留更改以上日期的權利，恕不另行通知。

Circular (1) – Exhibitor Online Manual

Exhibitors' Manual and Order Form in PDF format can be downloaded at the Fair Website. Exhibitors can read the rules and regulations of the Expo and the details for ordering additional facilities and advertising and promotion opportunities.

Exhibitor Manual: www.ecoexpoasia.com/ex/exhibitor-manual

Order Forms: www.ecoexpoasia.com/ex/order-form

* Remarks: Hardcopy will not be distributed

Kindly observe all the rules and deadlines specified on the Order Forms. Should you require any further information or assistance, please do not hesitate to contact Ms Sky Shek, Mr Kenny Kan or Ms Lolita Chan of Hong Kong Trade Development Council on (852) 2240 4614; Fax: (852) 2169 9707 or Ms Jenny Leung or Ms Dominique Kwan of Messe Frankfurt (HK) Ltd on (852) 2238 9929; Fax: (852) 2519 6079.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (1) – 參展商在線手冊

主辦機構已將 PDF 版的參展商手冊及額外設施及服務申請表格上載至展會網站，參展商可於網上詳閱有關展會的各項規則，以及申請租用各項額外設施及服務、廣告及推廣機會等。

參展商手冊: www.ecoexpoasia.com/ex/exhibitor-manual/tc

展會服務申請表格: www.ecoexpoasia.com/ex/order-form/tc

*註: 主辦機構將不會製作及郵寄印刷版本。

請留意各項規則及額外設施及服務申請表上所列明的截止呈交日期。如有任何查詢或需要協助，請與香港貿易發展局石嘉欣小姐，簡志雄先生或陳穎欣小姐聯絡，電話: (852) 2240 4614; 傳真: (852) 2169 9707, 或與法蘭克福展覽(香港)有限公司梁依文小姐或關婷小姐聯絡，電話: (852) 2238 9929; 傳真: (852) 2519 6079。

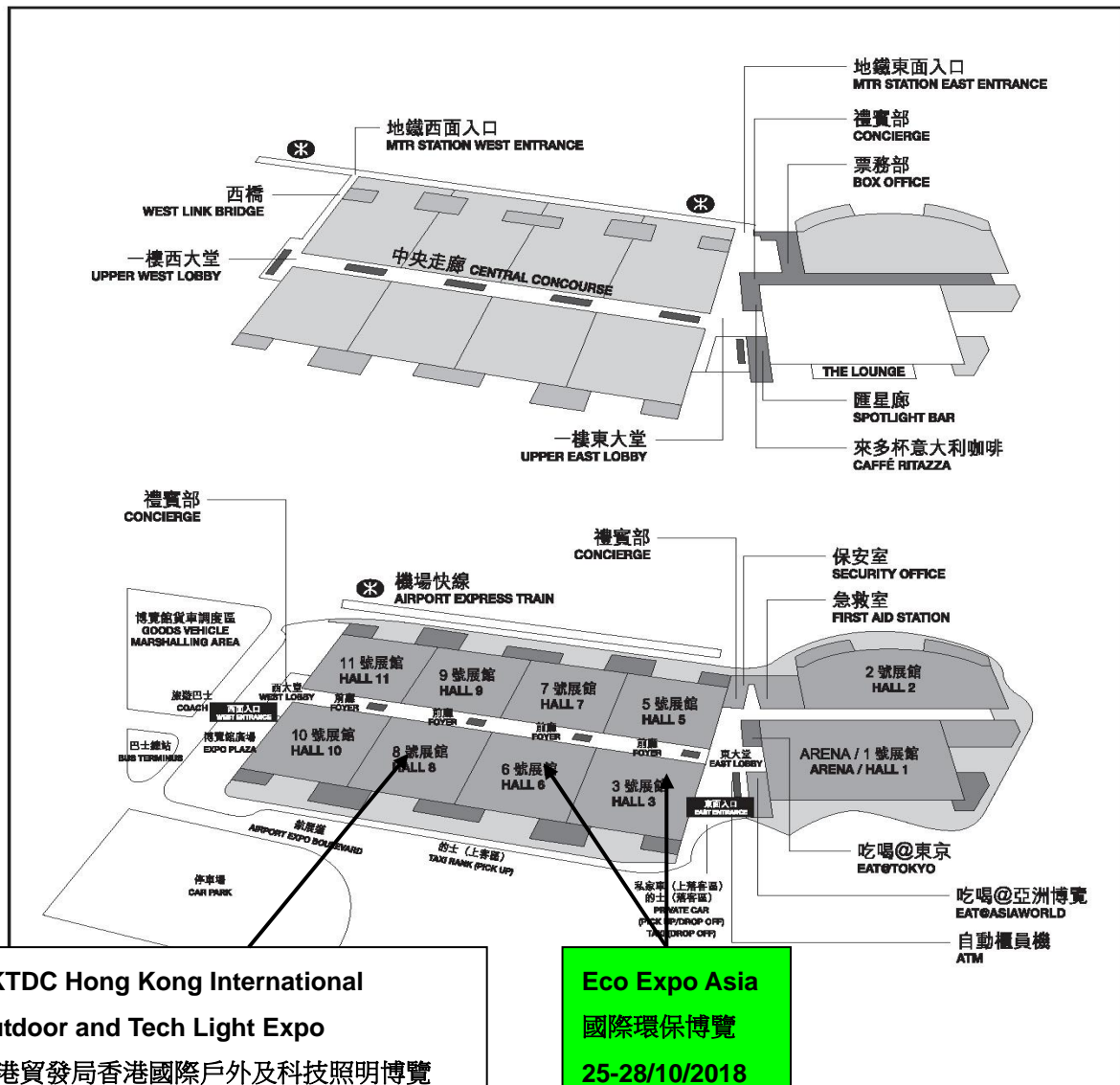
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法蘭克福展覽(香港)有限公司

Circular (2) – Location of Eco Expo Asia 2018
通告 (2) – 國際環保博覽 2018 位置圖

Eco Expo Asia will be held from 25 – 28 Oct 2018 at **Hall 3 & 6, AsiaWorld-Expo** coincide with HKTDC Hong Kong International Outdoor and Tech Light Expo will be held from 26 – 29 Oct 2018.

國際環保博覽將於 2018 年 10 月 25 日至 28 日假亞洲國際博覽館 3 號及 6 號展館舉行，與香港貿發局香港國際戶外及科技照明博覽將於 2018 年 10 月 26 日至 29 日同場舉行。

Section Plan of AsiaWorld-Expo
亞洲國際博覽館切面圖



**HKTDC Hong Kong International
Outdoor and Tech Light Expo**
香港貿發局香港國際戶外及科技照明博覽
26-29/10/2018

Eco Expo Asia
國際環保博覽
25-28/10/2018

Circular (3) – Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD / BASIC / PREMIUM / OPEN BOOTH
Booth Construction	23 Oct 2018 2:00pm – 10:00pm 24 Oct 2018 9:00am – 1:00pm	N/A
Booth Decoration	24 Oct 2018 11:00am – 8:00pm All booths must be fully decorated by 8:00pm	
Move-In Exhibits	24 Oct 2018 (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	28 Oct 2018 (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	25 – 27 Oct 2018 7:00pm 28 Oct 2018 6:30pm	
Booth Dismantling including Additional Lighting	28 Oct 2018 6:30pm – 12:00 midnight	N/A

Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will open for exhibitors at 9:30am. **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under age 18 will be admitted (except on Public Day, i.e. 28 Oct 2018, Sunday).**

Over-time penalty claimed by AsiaWorld-Expo (AWE)

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 23, 24 and 28 Oct 2018, they shall pay to the Organisers the over-time penalty claimed by AsiaWorld-Expo against the Organisers. The rate of the over-time penalty for individual hall is listed on section 4.2.4 of the Exhibitors' Manual.

Please contact Ms Sky Shek, Mr Kenny Kan or Ms Lolita Chan of Hong Kong Trade Development Council on (852) 2240 4614; Fax: (852) 2169 9707 or Ms Jenny Leung or Ms Dominique Kwan of Messe Frankfurt (HK) Ltd on (852) 2238 9929; Fax: (852) 2519 6079 if you have questions.

Hong Kong Trade Development Council
 Messe Frankfurt (HK) Ltd

通告 (3) – 進場及離場時間表

	特裝展台用戶		標準/基本/特級/ 開放式展台用戶
攤位搭建	10月23日 10月24日	下午2時至晚上10時 上午9時至下午1時	不適用
攤位布置	10月24日 上午11時至下午8時 所有攤位布置必須於下午8時前完成		
展品進場	10月24日	(請依照車輛通行證上的時間)	
展品離場	10月28日	(請依照車輛通行證上的時間)	
終止攤位電源	10月25至27日 10月28日	下午7時 下午6時30分	
攤位拆卸 包括照明裝置	10月28日	下午6時30分至午夜12時	不適用

進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午9時30分開放。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。(公眾日2018年10月28日，星期日除外)

亞洲國際博覽館徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於2018年10月23、24及28日午夜12時後進行工作，必須向主辦機構繳交由亞洲國際博覽館向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於參展商手冊第4.2.4條。

如有任何疑問，請與香港貿發局石嘉欣小姐，簡志雄先生或陳穎欣小姐聯絡，電話：(852) 2240 4614；傳真：(852) 2169 9707，或與法蘭克福展覽(香港)有限公司梁依文小姐或關婷小姐聯絡，電話：(852) 2238 9929；傳真：(852) 2519 6079。

香港貿易發展局

法蘭克福展覽(香港)有限公司

Circular (4) – E-invitations to your Buyers

For the sake of the environment, we encourage exhibitors to make use of the e-invitation to send to buyers. A customised e-invitation will be provided to assist you in inviting your buyers to the Eco Expo Asia 2018. The e-invitation will be sent to you in late August. Your buyers can access to the buyer online registration page on the official fair website through the e-invitation to register for free admission badges.

Please contact Ms Sky Shek, Mr Kenny Kan or Ms Lolita Chan on (852) 2240 4614; Fax: (852) 2169 9707 or Ms Jenny Leung or Ms Dominique Kwan of Messe Frankfurt (HK) Ltd on (852) 2238 9929; Fax: (852) 2519 6079 if you have questions.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (4) – 電子買家請柬

為保護環境，我們鼓勵參展商善用電子買家請柬邀請買家參觀國際環保博覽2018。買家可以透過由主辦機構提供的電子買家請柬連結到展會網站進行網上免費買家登記。

如有任何疑問，請與石嘉欣小姐，簡志雄先生或陳穎欣小姐聯絡，電話：(852) 2240 4614；傳真：(852) 2169 9707或與法蘭克福展覽(香港)有限公司梁依文小姐或關婷小姐聯絡，電話：(852) 2238 9929；傳真：(852) 2519 6079。

香港貿易發展局
法蘭克福展覽(香港)有限公司

Circular (5) – Nomination of Buyers for Hotel Sponsorship

Thank you very much for your support to the upcoming Eco Expo Asia 2018. To encourage buyers' participation from around the world, we are offering hotel sponsorship program for selected new overseas buyers to visit our fair.

In this regard, you are invited to nominate new buyers for our selection. We shall give you due credit when extending the offer to the buyers and advise you the result 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 return by fax or e-mail to the Organisers before **21 Sep 2018**.

With the wide range of promotional programs, we hope that you will be able to capture the greatest business opportunities at the forthcoming trade show. If you have any questions, please do not hesitate to contact Ms Chloe Yeung Tel: (852) 2240 4099; Fax: (852) 2169 9402; E-mail:ecoexpo.visitor@hktdc.org.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (5) – 酒店贊助買家推薦

感謝 貴公司對國際環保博覽 2018 的支持。為了吸引更多海外買家到場與 貴公司洽談業務，主辦機構將提供酒店贊助予被挑選的海外新買家。因此，主辦機構誠邀 閣下提名合適的新買家。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，主辦機構亦會通知 貴公司提名的結果。請注意優先權將給予從未參觀過國際環保博覽的海外買家，主辦機構保留最終選擇權利。

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 **2018年9月21日前** 傳真或電郵至主辦機構。主辦機構將繼續以 貴公司的利益為依歸，務求利用展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。詳情請電 (852) 2240 4099 或 傳真至 (852) 2169 9402 或 電郵至 ecoexpo.visitor@hktdc.org 與楊潔儀小姐洽。

香港貿易發展局
法蘭克福展覽(香港)有限公司

To 致 : Hong Kong Trade Development Council 香港貿易發展局
Attn 收件人 : Ms Chloe Yeung 楊潔儀小姐
Fax 傳真 : (852) 2169 9402
E - mail : ecoexpo.visitor@hktdc.org
From 發件人 : _____ (Exhibitor Name 參展商名稱)

Eco Expo Asia 國際環保博覽 2018
25-28/10/2018

Buyers Nomination Form for Hotel Sponsorship 酒店贊助買家推薦

Submission Deadline 截止日期
21 / 9 / 2018

Information of Nominated Buyer 被推薦買家資料

Name of Company

公司名稱: _____

Name of Person: Mr / Ms

買家姓名: (先生/小姐) _____

Position 職位: _____

Office Address 公司地址: _____

Country 國家: _____ Postal Code 郵編: _____

Company Tel 公司電話: _____ Company Fax 公司傳真: _____

Company Email 公司電郵: _____

Company Website 公司網址: _____

Nature of Business 公司業務: _____

Products of Interest 有興趣之產品: _____

Please copy this nomination form for nominating more than 1 buyer. The offer is subject to sole discretion of the Organisers. For further queries, please contact **Ms Chloe Yeung** at tel. no: (852) 2240 4099.

請複印此表格作更多買家提名。主辦機構保留最終選擇權利。如有查詢，請致電 (852) 2240 4099 與楊潔儀小姐聯絡。

Circular (6) – Measures on Custom-built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built participation have been implemented since July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items																											
4.2	<p><u>Information submission</u> Please note the deadline for submission of custom-built participation contractors' information (Form 1), construction drawings, lighting plan, site work deposit and insurance copy by 6 Sep 2018. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor/Contractor.</p>																											
4.2.1	<p><u>Plans & Design Proposals</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Stands & temporary structures</td> <td style="text-align: center;">>2.5m & <4.5mH</td> <td style="text-align: center;">≥ 4.5mH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">>1.1m & <1.5mH</td> <td style="text-align: center;">≥ 1.5mH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss & equipment</td> <td style="text-align: center;"><100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> <tr> <td style="text-align: center;">Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to</td> <td style="text-align: center;">Verify stability of design drawings</td> <td style="text-align: center;">Verify stability of design drawings & endorse structural calculations</td> </tr> <tr> <td style="text-align: center;">Submit design drawings to Organisers by 6 Sep 2018</td> <td style="text-align: center;">By email</td> <td style="text-align: center;">4 original copies with structural calculations*</td> </tr> <tr> <td style="text-align: center;">Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 24 Oct 2018</td> <td colspan="2" style="text-align: center;"> 1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8) </td> </tr> <tr> <td style="text-align: center;">Submit to Official Electrical Contractor by 1500 hrs on 24 Oct 2018</td> <td colspan="2" style="text-align: center;">Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)</td> </tr> <tr> <td colspan="3" style="text-align: center;">* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license</td> </tr> <tr> <td colspan="3" style="text-align: center;"><u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.</u></td> </tr> </tbody> </table>	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations	Submit design drawings to Organisers by 6 Sep 2018	By email	4 original copies with structural calculations*	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 24 Oct 2018	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)		Submit to Official Electrical Contractor by 1500 hrs on 24 Oct 2018	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)		* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license			<u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.</u>		
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Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH																										
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Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 24 Oct 2018	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)																											
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* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license																												
<u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.</u>																												
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey booth, 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>Insurance</u> Contractors are required to take out and maintain public liability insurance in respect of the contractor's liability for death or injury to any person, or loss or damage to property arising out of the performance of the Services in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 23-29 Oct 2018. The said insurance copy should be</p>																											

	provided to the Organisers by 6 Sep 2018 .														
4.2.4	<p><u>Hall rental charges for over-time move-in and move-out</u> Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organisers during move-in and move-out period, they should bear the over-time charges claimed by the Venue Operator against the Organisers as follows:</p> <p>Over-time Move-in (only applicable to last move-in day), i.e. working after 2400hrs (midnight) on last move-in day. Charges will be calculated on multiple of hours and according to the booth area assigned.</p> <table border="1"> <thead> <tr> <th>Booth Area</th> <th>Charges per stand per hour (only applicable to last move-in day)</th> </tr> </thead> <tbody> <tr> <td>Up to 50 sqm</td> <td>HK\$ 5,000</td> </tr> <tr> <td>51-100 sqm</td> <td>HK\$ 6 000</td> </tr> <tr> <td>101-500 sqm</td> <td>HK\$ 7,000</td> </tr> </tbody> </table> <p>Over-time Move-out, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its booth location.</p> <table border="1"> <thead> <tr> <th>Booth Area</th> <th>Charges per booth for working on the day following last show day</th> </tr> </thead> <tbody> <tr> <td>Below 910 sqm</td> <td>HK\$ 10,000/hour</td> </tr> <tr> <td>910 sqm and above</td> <td>HK\$ 11/sqm/hour</td> </tr> </tbody> </table> <p>Remarks: 1) Over-time work less than an hour will be rounded up to one hour. 2) Over-time hall rental subject to availability and at AWE's discretion. 3) Not applicable to split booths.</p>	Booth Area	Charges per stand per hour (only applicable to last move-in day)	Up to 50 sqm	HK\$ 5,000	51-100 sqm	HK\$ 6 000	101-500 sqm	HK\$ 7,000	Booth Area	Charges per booth for working on the day following last show day	Below 910 sqm	HK\$ 10,000/hour	910 sqm and above	HK\$ 11/sqm/hour
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4.2.5	<p><u>Maximum booth height</u> Maximum booth construction height shall not exceed 4m or 5m, depending on its location. Please refer to the hall plan or check with Organisers if required.</p>														
4.2.6	<p><u>Structural Safety Certificate</u> A structural safety certificate must be submitted for all custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organisers and/or the Venue Operator. All stand constructions must be conducted under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE). The AP/RSE should verify the stability of the stand by completing structural safety certificate.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>The aforesaid certificate (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organisers at Technical Services Counter by 1500hrs on the last move-in day, i.e. 24 Oct 2018. The Organisers will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organisers and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.</p> <p>Exhibitors are advised to maintain stability of the booth by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.</p>														
4.2.7	<p><u>Electricity</u> The Official Contractor appointed by the Organisers shall only carry out any electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must be submitted to reach the Organisers for review together with aforementioned stand design proposals before 6 Sep 2018. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.</p> <p>In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical</p>														

25-28/10/2018

	installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor by 1500hrs on the last move-in day, i.e. 24 Oct 2018 . Failing to provide by 2200hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.
4.2.13	<p>Construction Industry Safety Training Certificates 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 ("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 properly displayed when working at the Venue. The Venue Operator's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance.</p>
4.2.14	Points should 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 even forfeiting totally the site work deposits lodged with us.

A Guide on "Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention.

For queries, please feel free to contact Mr. John Ng at john.ng@hktdc.org or (852) 2240 5460.

Thank you for your kind understanding and cooperation in advance.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (6) – 特裝參展措施

為提升展覽的整體安全及效率，主辦機構於2009年7月開始，實施特裝展台新措施。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>提交資料 請留意承建商資料申報表(表格一)、設計圖則、燈圖、施工按金及有效的公眾責任保險保單副本的遞交日期為 2018 年 9 月 6 日。主辦機構會向參展商/承建商收取 3000 港元(400 美元)的遞交罰款。</p>																																	
4.2.1	<p>設計圖則</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">攤位及臨時搭建物</td> <td style="text-align: center;">>2.5 米 而 <4.5 米高</td> <td style="text-align: center;">≥ 4.5 米高或雙層結構</td> </tr> <tr> <td style="text-align: center;">舞台或平台</td> <td style="text-align: center;">>1.1 米 而 <1.5 米高</td> <td style="text-align: center;">≥ 1.5 米高</td> </tr> <tr> <td style="text-align: center;">懸空照明支架及設備</td> <td style="text-align: center;"><100 公斤</td> <td style="text-align: center;">≥ 100 公斤</td> </tr> <tr> <td style="text-align: center;">認可人士/註冊結構工程師 應</td> <td style="text-align: center;">證明其設計圖則 穩定性</td> <td style="text-align: center;">證明其設計圖則 穩定性 及簽發數據證明</td> </tr> <tr> <td colspan="3" style="text-align: center;">監督搭建工程</td> </tr> <tr> <td colspan="3" style="text-align: center;">在完成搭建後驗證並簽發結構安全證明書</td> </tr> <tr> <td style="text-align: center;">於 2018 年 9 月 6 日 或之前提交圖則予 主辦機構</td> <td style="text-align: center;">以電郵方式</td> <td style="text-align: center;">一式四份設計圖則 及數據證明*</td> </tr> <tr> <td style="text-align: center;">於 2018 年 10 月 24 日 下午 3 時或之前投放到 「攤位設施」之收集箱</td> <td colspan="2"> 1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕 </td> </tr> <tr> <td style="text-align: center;">於 2018 年 10 月 24 日 下午 3 時或之前 交予大會電力承建商</td> <td colspan="2" style="text-align: center;">電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕</td> </tr> <tr> <td colspan="3"> * 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前，轉交予食物環境衛生署署長審閱 </td> </tr> <tr> <td colspan="3"> 按照《電子交易條例》〔2000 年第一號〕第 11〔1〕條訂立的《電子交易〔豁免〕令》，署長不會接受以電子形式提出申請牌照的圖則。 </td> </tr> </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	認可人士/註冊結構工程師 應	證明其設計圖則 穩定性	證明其設計圖則 穩定性 及簽發數據證明	監督搭建工程			在完成搭建後驗證並簽發結構安全證明書			於 2018 年 9 月 6 日 或之前提交圖則予 主辦機構	以電郵方式	一式四份設計圖則 及數據證明*	於 2018 年 10 月 24 日 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕		於 2018 年 10 月 24 日 下午 3 時或之前 交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕		* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前 ，轉交予食物環境衛生署署長審閱			按照《電子交易條例》〔2000 年第一號〕第 11〔1〕條訂立的《電子交易〔豁免〕令》，署長不會接受以電子形式提出申請牌照的圖則。		
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4.2.2	<p>施工按金 按金以每平方米 300 港元/40 美元計算。搭建雙層展覽攤位必須繳交雙倍施工按金。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>保險 承建商必須購買有效之公眾責任險。每次事故賠償限額不少於港幣 1000 萬，而保險期內累積賠償額則須無限。</p>																																	

保險有效期須包括進場、展覽期間及離場（即 2018 年 10 月 23 日至 29 日）。承建商須於 2018 年 9 月 6 日或之前將其保險副本交予主辦機構。

4.2.4

進場及離場超時租場收費

參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須向主辦機構繳交由亞洲國際博覽館向主辦機構徵收的超時場租如下：

進場超時租場〔只適用於參展商佈展當晚〕－即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費 〔只適用於參展商佈展當晚〕
50 平方米或以下	5,000 港元
51-100 平方米	6,000 港元
101-500 平方米	7,000 港元

離場超時租場－即離場日午夜 12 時後進行工作，收費將按攤位面積計算。

攤位面積	每攤位於展覽會完結日翌日工作收費
910 平方米以下	每小時 10,000 港元
910 平方米及以上	每小時 每平方米 11 港元

備註：

1. 超時工作不足一小時亦作一小時計。
2. 需視乎場地情況而定，亞洲博覽館對超時工作有絕對的決定權。
3. 不適用於分散的攤位。

4.2.5

攤位高度限制

攤位高度上限為 4 米或 5 米，視乎攤位所在位置。請參閱展覽廳平面圖或與主辦機構查詢。

4.2.6

結構安全證明書

所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或主辦機構及/或展館營運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由註冊結構工程師監督下搭建。該註冊結構工程師須驗證其結構安全並簽發結構安全證明書。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。

所有結構安全證明書須連同《攤位穩定性的數據證明（按照第 4.2.1 章規定）》於最後進場日（即 **2018 年 10 月 24 日**）下午 3 時或之前投放到「攤位設施」展位之收集箱。主辦機構將轉交展館營運者。如未能於當晚 10 時前交妥，主辦機構或展館營運者有權在整個展期禁止所有人士進入有關攤位。

參展商亦須注意平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工程師商討。

4.2.7	<p>電力裝置</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展台設計圖，於 2018年9月6日 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 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日（即 2018年10月24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。</p>
4.2.13	<p>建築業安全訓練證明書</p> <p>勞工處、香港展覽會議業協會及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根本安全訓練。</p> <p>凡進入展館工作的承建商，必須持有平安咭並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可致電（852）3606 8888與展館營運者之項目策劃部聯絡。</p>
4.2.14	參展商及其承建商必須注意及遵守事項。
4.2.15	施工按金扣款制。

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

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」廣泛地涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商能仔細的參閱。

如有查詢，請透過電郵或致電 < john.ng@hktdc.org 或 (852) 2240 5460 > 與吳永成先生聯絡。

多謝合作！

香港貿易發展局
法蘭克福展覽(香港)有限公司 謹啟

Circular (7) – Alteration of Standard/Basic/Premium Booth Structures

We would like to draw your attention that alteration of standard booth structures is strictly prohibited by the Organisers as shown in the following exhibition rules and regulations 4.1 stated in the Exhibitors' Manual:

4.1. Standard/Basic/Premium Booth

All standard/basic/premium booths are designed, erected and decorated by the Organisers. Facilities provided include partitions, company fascia, table, chairs, display shelves (except Basic Booth), cabinets (except Basic Booth), spotlights, power socket (except Basic Booth) and carpet. The Organisers reserve the right to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the organisers' discretion.

Fascia board with company name will be provided for free. Exact wording of the company name (in English) provided in your application form will be used for its fascia board.

Exhibitors are not allowed to make all kinds of alterations in whatever nature to the structure of the booths or removal of any integral parts from the booths on their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request using the "Booth Layout" and "Additional/Modification of standard facilities" forms which download at the fair website (www.ecoexpoasia.com/ex/order-form) to the Organisers no later than **13 Sep 2018**.

Deletions of standard items are free of charge only if the Organisers is notified no later than the deadline of **13 Sep 2018**.

Standard/Basic/Premium booth exhibitors must adhere to the following:

- 1) No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels or fascia of the Standard/Basic/Premium Booth structure. Any drilling/nailing to that Standard/Basic/Premium Booth Panels and shelves is strictly prohibited.
- 2) No tapes, stickers, graphics, adhesives, glues, nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling and shelves. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Organisers reserve the right to claim the cleaning and damage cost from the corresponding exhibitor if these items are not removed.
- 3) No items could exceed a height of 2.5 m (3.5 m for Premium Booth) or extend beyond the boundaries of the booth allocated. These include but not limited to fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organisers reserve the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) If any booth which fittings differs from the approved specifications or does not confirm to the Organisers' rules and regulations, the Organisers reserve the right to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 6) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organisers' option the Organisers may impose a surcharge determined by it.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organisers reserve the right to terminate your future participation in the Eco Expo Asia should we found any violations of the above rules and regulations.

通告 (7) – 自行更改標準/基本/特級展台設施

主辦機構嚴禁各參展商在其標準攤位內自行加建設施，現特請各標準攤位之參展商注意以下事項(參展商手冊第4.1條)：

4.1 標準/基本/特級展台

所有標準/基本/特級展台的設計、蓋建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架(基本展台除外)、地櫃(基本展台除外)、射燈、插座(基本展台除外)及地毯等。主辦機構有權在展覽會開幕前，更改所提供的設施，並有權要求將開關掣及過載保護分線箱安裝於展台內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將根據申請表格所提供之名稱作準。

一般而言，參展商不得以任何形式改動任何展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站內(www.ecoexpoasia.com/ex/order-form)下載「攤位規格圖」之「額外/改動設施服務申請表」之表格，並於**2018年9月13日**前交回主辦機構。

如有需要刪除任何標準設施，請於**2018年9月13日**前通知主辦機構，可免收費用。

租用標準/基本/特級展台的參展商及其委托之承建商必須注意及遵守下列各項規定：

- 1) 標準/基本/特級展台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、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 圍板、地板、天花板和陳列架上，嚴禁使用強力黏貼劑、膠紙或膠布，亦不得釘上釘子或加裝任何裝置。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 3) 任何物品的高度不得超過2.5米(特級展台高度限制為3.5米)，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 4) 展覽會完結時，所有結構展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 6) 參展商裝設的電器設備(包括照明裝置)必須嚴格遵循香港《電力條例》之《電力(線路)規例》(第406E章)。嚴禁參展商安裝任何未符標準的裝置或電線。
- 7) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。

如發現有參展商違反上列規定，主辦機構有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加國際環保博覽的權利。

香港貿易發展局
法蘭克福展覽(香港)有限公司

Circular (8) – Green Tips to Exhibitors

To make Eco Expo Asia a greener trade fair, the following green tips are suggested for your participation at Eco Expo Asia.

Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

Booth Operation

- To arrive the fairground by public transports or shuttle bus provided by the Organisers
- To use e-brochure or e-catalogues and minimize the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

通告 (8) – 參展商綠色小貼士

為支持國際環保博覽成為綠色展覽，在參與國際環保博覽同時，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

Circular (9) – Fair Notices 通告 (9) – 展會通告

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1. Booth Decoration and Exhibits should be Ready before the Opening 準時開放攤位予買家參觀

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Eco Expo Asia, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

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

2. Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Organisers' Trade Fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred.

If you wish to report the dumping of any materials in such areas, please contact the Fair Management Office. Thank you for your co-operation.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在主辦機構所有展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。

如發現棄置在上述範圍的物料，請與主辦機構辦事處聯絡。多謝合作。

3. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務

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

The Organisers would also like to remind exhibitors that no retail sales should be conducted at the Eco Expo Asia (except on 28 October Public Day). Should you have any questions, please contact Ms Sky Shek, Exhibitions Project Manager at Tel: (852) 2240 4054; or via email address: sky.ky.shek@hktdc.org of the Hong Kong Trade Development Council.

主辦機構獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。主辦機構特此澄清主辦機構並沒有委託或指派任何第三者提供信用卡終端機租賃服務，並提醒所有參

展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。

主辦機構並提醒所有參展商不得在展覽會期間進行零售活動(10月28日公眾日除外)。如有任何問題，請與主辦機構展覽項目經理石嘉欣小姐聯絡，電話：(852) 2240 4054 或 電郵：sky.ky.shek@hktdc.org。

4. Important Exhibition Regulations 展覽會重要規則

Sub-letting

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the Organisers' trade fairs.

By way of clarification, an Exhibitor is ONLY permitted to:-

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employees; and
- (ii) allow its own employees to solicit business for itself, at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

Display relevant exhibits

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

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

分租

參展商一律嚴禁將展覽攤位分租予第三者或與以任何其他方式與第三者共用。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，費用由該參展商自付，該參展商亦會被禁止參加主辦機構舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位內進行以下活動：

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

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得

擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的產品，必須與展覽會攤位確認信所述的產品類別展區相符。

展品類別

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商須遵守，多謝合作。

5. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例

1) Exhibitors from outside Hong Kong

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

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

2) Exhibitors from Chinese Mainland

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

3) Hong Kong Exhibitors

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

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

1) 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，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。需要在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

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

2) 中國內地參展商

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

3) 香港參展商

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

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

6. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

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

The Organisers 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 Organisers' 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 and International Fairs Directory have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The Organisers would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the Organisers 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 and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

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

主辦機構獲悉參展商曾接獲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。主辦機構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和International Fairs Directory亦向參展商發出類似信件, 邀請參展商更新或更正他們於其指南中之資料作為免費刊登名錄。主辦機構特此澄清及重申: Fair Guide或Expo Guide或Event Fair或AVRON或International Fairs Directory一概與主辦機構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和International Fairs Directory。UFI還報告說, 收債公司和這些指南和組織有夥伴的關係, 從而恐嚇參展商付款。Construct Data之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示, Construct Data、Event Fair及AVRON已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

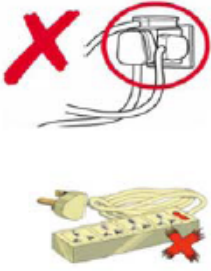


由於Fair Guide及Expo Guide的信件及訂單內容及語句幾乎完全相同, Construct Data、Commercial Online Manuals、Event Fair、AVRON與International Fairs Directory可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請, 以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前, 應細閱有關文件和尋求法律意見, 以保障閣下本身的利益。

本局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訂立合約, 閣下應以書面通知Construct Data及/或Commercial Online Manuals及/或Event Fair及/或AVRON及/或International Fairs Directory指出基於錯誤或被誤導之情況下簽署該文件, 有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。


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/>。

7. Electricity Supply and Fair System & Furniture 電力供應與攤位結構及傢俱

Electricity Supply 電力供應

	<p>For the standard socket (if included in the booth package) provided by the organizer, please be reminded that the fuse maximum capacity is 500watt for one electrical appliance only. Exhibitor should also check which type of socket you have ordered (if any) and its power limitation. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>攤位若附設大會提供之電力插座，其最大用電量只限於 500watt 以下之單一電器使用。參展商請留意閣下所租用之插座供電量，每一個電力插座均有其負電上限，切勿超過負荷，以免保險絲斷路。重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.</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“攤位設施服務處”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擔負所有責任。</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. 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。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。</p> <p>For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</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>

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。

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

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

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

9. Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by AsiaWorld-Expo (Please refer to Form 5 for ordering).

All exhibitors are kindly reminded that the free Wireless LAN service operated by AsiaWorld-Expo intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

If you encounter any problem with the Wireless LAN service onsite, please contact the service hotline at 3606 8000

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器)，主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴亞洲國際博覽館提供之無線上網服務(申請請見表格5)。

各參展商亦必須注意博覽館提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗，不穩定或緩慢等情況，且若連線後停止瀏覽網頁超過10分鐘，無線上網服務亦會自行中止。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助，請致電熱線 3606 8000。

Hong Kong Trade Development Council
香港貿易發展局

Messe Frankfurt (HK) Ltd
法蘭克福展覽(香港)有限公司

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.

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

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

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

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

處理投訴程序

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

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