

October 2018

Exhibitor Package for Eco Expo Asia 2018

Thank you for your participation in **Eco Expo Asia 2018**. Attached is the 2nd batch of Exhibitor Information for preparing your participation in the captioned event. Please find below the items included in this package.

- 1) Special Circular - Arrangement of Exhibitor Check-In
- 2) Exhibitor Badges, Vehicle Permits for Move-in and Move-out*
- 3) Circular 1 : Move-in & Move-out Schedule
- 4) Circular 2 : Use of Badge and Vehicle Permits
- 5) Circular 3 : Location of Eco Expo Asia 2018
- 6) Circular 4 : Green Tips to Exhibitor
- 7) Circular 5 : Safety Regulation on the Use of Trolleys
- 8) Circular 6 : Free shuttle Bus Service to/from Eco Expo Asia (During Fair Period)
- 9) Circular 7 : Fair Notices -
 - 1 Booth Decoration and Exhibits should be Ready before the Opening
 - 2 Move-out Regulation
 - 3 Security Measures Against Thefts and Losses at the Fair
 - 4 Caution on Rental of Credit Card Payment Terminals
 - 5 Important Exhibition Regulations
 - 6 Receiving Buyers at the Fair
 - 7 Immigration Regulations to be Observed and Followed by Exhibitors
 - 8 Caution on Third Party Promotional Offers
 - 9 Trolley Rental Service NOT Available
 - 10 Internet Access at the Fair
- 10) Circular 8 : Caution on Fraudulent Emails
- 11) Circular 9 : Tropical Cyclones & Black Rainstorm Warning Arrangement
- 12) Appendix 1 : Protection of Intellectual Property Rights (IPR)
- 13) Appendix 2 : Attention to All Exhibitors (onsite) (Electricity Supply and Fair System & Furniture)
- 14) Appendix 3: Recycling Points

If you have any questions, please feel free to contact our colleagues below.

Hong Kong Trade Development Council

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Messe Frankfurt (HK) Ltd

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Venue: Hall 3 & 6, AsiaWorld-Expo, Hong Kong

Fair Dates	Opening Hours	Buyer Registration Hours
25 Oct 2018 (Thu)	10:30am – 6:00pm	10:00am – 5:30pm
26 - 27 Oct 2018 (Fri - Sat)	10:00am – 6:00pm	09:30am – 5:30pm
28 Oct 2018 (Sun)	10:00am – 5:00pm	09:30am – 3:30pm

Hong Kong Trade Development Council
 Messe Frankfurt (HK) Ltd

2018年10月

國際環保博覽 2018 (參展商須知)

 歡迎 貴公司參加**國際環保博覽 2018**，現附上以下幾項參展商重要資料，煩請檢查已領取的資料是否齊全。

- 1) 特別通告 - 參展商進場登記之安排
- 2) 參展商工作證, 進館/撤館車輛許可證各乙張*
- 3) 通告 1 : 進場及離場時間表
- 4) 通告 2 : 工作證及車輛許可證之使用
- 5) 通告 3 : 國際環保博覽 2018 位置圖
- 6) 通告 4 : 參展商綠色小貼士
- 7) 通告 5 : 使用手推車安全細則
- 8) 通告 6 : 免費穿梭巴士來往國際環保博覽 (展會期間)
- 9) 通告 7 : 展會通告 -
 - 1 準時開放攤位予買家參觀
 - 2 撤館守則
 - 3 有關防止展品遺失及盜竊的保安措施
 - 4 提防有關信用卡終端機租賃服務
 - 5 展覽會重要規則
 - 6 參展商接待買家須知
 - 7 參展商須遵守的入境規例
 - 8 請小心處理由第三者提供之推廣優惠
 - 9 展覽會不設租用手推車服務
 - 10 展覽會連線上網安排
- 10) 通告 8 : 提醒參展商小心提防欺詐電郵的通知
- 11) 通告 9 : 熱帶氣旋或黑色暴雨警告訊號下的安排產權措施
- 12) 附件 1 : 保護知識
- 13) 附件 2 : 參展商現場注意事項 (電力供應及攤位結構及傢俱)
- 14) 附件 3 : 資源回收點

若 貴公司對以上安排有任何疑問，請與以下同事聯絡。

香港貿易發展局

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法蘭克福展覽(香港)有限公司

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地點: 香港亞洲國際博覽館 3 號及 6 號展館

展覽日期	開放時間	買家登記時間
10月25日(星期四)	上午10時30分至下午6時正	上午10時正至下午5時30分
10月26至27日(星期五至六)	上午10時正至下午6時正	上午9時30分至下午5時30分
10月28日(星期日)	上午10時正至下午5時正	上午9時30分至下午3時30分

October 2018

2018年10月

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

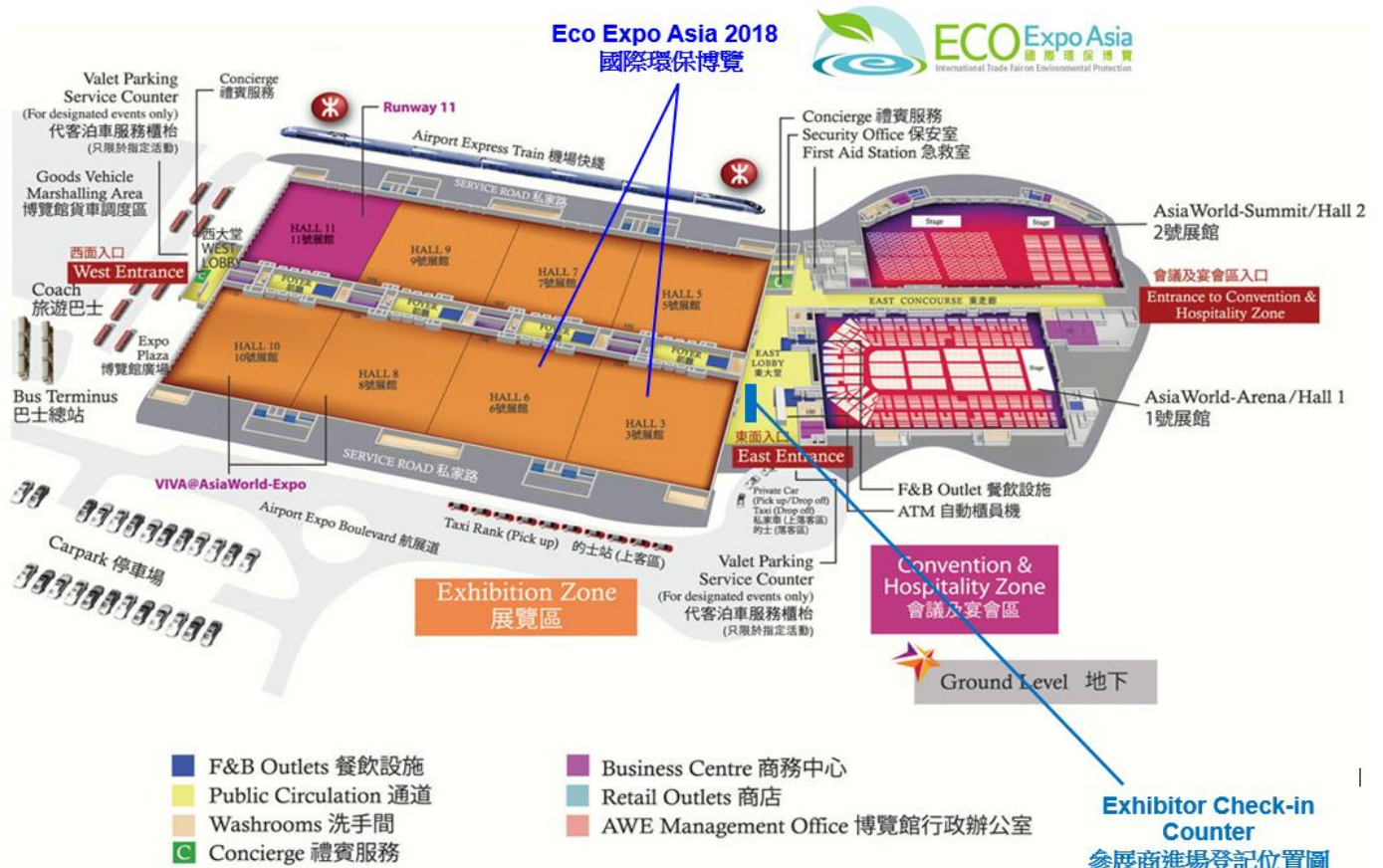
Thank you for your participation in **Eco Expo Asia 2018**. Please find below the items included in this package. The 2nd batch of Exhibitor Circular in PDF format can be downloaded at the Fair Website (www.ecoexpoasia.com).

Exhibitors can read the exhibitions regulations and arrangement on Move-in and Move-out day.

歡迎 貴公司參加**國際環保博覽 2018**，現附上以下幾項參展商重要資料，煩請檢查已領取的資料是否齊全。此外，主辦機構已將 PDF 版的參展商通告二上載至展會網站 (www.ecoexpoasia.com)，煩請參展商於網上詳閱有關展會的各項規則及進場及離場的注意事項。

Special Circular - Arrangement of Exhibitor Check-In and Exhibitor Check-In Form 特別通告 - 參展商進場登記之安排及參展商進場登記表

- * Remarks: The number of badges you will receive depends on your booth size. You are advised to keep the exhibitor badges with care and bring along the exhibitor badges during the Exhibitor move-in day (24 October 2018) and the fair period (25-28 October 2018). All on-site orders will be charged at HK\$25 for each exhibitor badge.
- * 備注: 參展商工作證數量視乎攤位大小而定。請小心保管參展商工作證，並於參展商進場日 (即 2018 年 10 月 24 日) 及展覽期間 (即 2018 年 10 月 25 至 28 日) 攜帶進場。所有現場申請之參展商工作證每張將收取 25 港元。
- * 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



Special Circular - Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the Eco Expo Asia 2018 will be located at East Entrance, the AsiaWorld-Expo. In order to avoid a long queue waiting for picking up exhibitor badges at the same time on the check-in day, the following measures will be implemented:

- 1) All the exhibitor badges have been sent to you in this exhibitor kit. Please make sure you bring these badges to the fairground for admission. If you have lost or have forgotten to bring these exhibitor badges to the fairground, or making onsite replacement requests, a cost of HKD25 per badge will be charged. Please also note that the exhibitor badge is only valid during 25-28 October 2018. NO early admission to the fairground is permitted.
- 2) Exhibitors are required to bring along the enclosed **Exhibitor Check-in Form with business card** and proceed to the Exhibitor Check-In Counter any time during **11:00am - 8:00pm** at **East Entrance, AsiaWorld-Expo** on the move-in day (24 October 2018) to collect the **fair catalogue, booth curtain and important on-site circulars**. Exhibitor badge holders can be picked up at the fairground.

Please contact 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

特別通告 - 參展商進場登記之安排

國際環保博覽 2018 之參展商進場登記櫃位將設於亞洲國際博覽館，東大堂。為免參展商於進場日在同一時間排隊輪候領取參展商工作證，主辦機構將實施以下特別安排：

1. 參展商工作證已在此文件包中附上。請檢查一下是否收悉妥當，並緊記在進場日一併帶到會場。如參展商因遺失或忘記攜帶工作證而需現場補領，參展商需繳付每張港幣 25 元之費用。參展商工作證只限於 2018 年 10 月 25 日至 28 日期間使用，不可提早進場。
2. 參展商可以在 10 月 24 日上午 11 時至下午 8 時之任何時間內，憑附上之參展商進場登記表及公司名片前往於亞洲國際博覽館，東大堂設置之「參展商登記進場櫃位」辦理進場登記手續，並領取大會場刊、展台掛簾及重要通告等。工作證掛套可於會場內索取。

如有任何疑問，請與香港貿發局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

Exhibitor Check-In Form

參展商進場登記表

Welcome to Eco Expo Asia 2018. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting *fair catalogue, booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed as below.

Date : 24 October 2018 (move-in day)
Time : 11:00am to 8:00pm
Location : East Entrance, AsiaWorld-Expo

In case you find any error in your information in the fair catalogue, please kindly report it to the Fair Management Office (Rm 103) before 5:00pm on 24 October 2018.

We wish you every success at the fair.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

歡迎參加國際環保博覽 2018。煩請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商進場登記櫃位」辦理進場登記手續，領取大會場刊、展台掛簾及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點如下：

日期： 2018 年 10 月 24 日 (進館日)
時間： 上午 11 時至下午 8 時
地點： 亞洲國際博覽館，東大堂

如發現大會場刊中 貴公司的資料有誤，煩請於 10 月 24 日下午 5 時前通知於主辦機構辦事處(103 室)的同事。

敬祝 貴司參展成功！

香港貿易發展局
法蘭克福展覽(香港)有限公司

Company Name 公司名稱: _____

Booth No. 攤位號碼: _____

Contact Person 聯絡人: _____

Contact No. 聯絡電話: _____

Signature 簽署: _____

Circular (1) – Move-in & Move-out Schedule

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

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 October 2018, they shall pay to the HKTDC the over-time penalty claimed by AsiaWorld-Expo against the HKTDC. The rate of the over-time penalty for individual hall is listed on section 4.2.4 of the exhibitor service manual.

Please contact 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(1) – 進場及離場時間表

	特裝參展用戶		基本 / 標準 / 特級攤位用戶
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
攤位佈置	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。

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 (2) – Use of Badge and Vehicle Permits

(A) Use of Badges

In a bid to step up the security at the fairground, access to the venue has been tightened. Only badge holders are allowed to enter the exhibition area. Exhibitors and contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

(B) Use of Vehicle Pass

One Vehicle Pass will be issued to each exhibitor for entering the loading/unloading area of AsiaWorld-Expo on the move-in day and move-out day (i.e. 24 and 28 October). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit. The maximum loading/unloading time is 45 minutes (Please refer to the below charge scheme for details).

All vehicles without this Vehicle Pass will be denied admittance into AsiaWorld-Expo Marshalling Area. Before proceeding to the Marshalling Area, all vehicles must first proceed to the Expo Goods Staging Area (as indicated at the back of the Vehicle Pass) according to the time specified on this vehicle pass. Upon arrival at the Expo Goods Staging Area, the driver must present this Vehicle Pass, queue up and wait for further instructions from the security. An Entry Pass will be issued by the security, and the driver must then proceed to the AsiaWorld-Expo Marshalling Area within 30 minutes with this Vehicle Pass and the Entry Pass.

(C) Conditions

1. With an aim to alleviate traffic congestion due to high usage of loading/unloading facilities, according to the regulations of AsiaWorld-Expo, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes (the charges imposed by AsiaWorld-Expo on vehicles with extended stay is shown on the table below).
 2. All vehicles must have an electric platform (tail lift) to unload the goods.
 3. The Vehicle Pass is not transferable.
 4. Photocopies and other copies of the Vehicle Pass are not valid.
 5. AsiaWorld-Expo or an authorised person has the right to refuse entry of the vehicle with this Vehicle Pass without prior notice.
 6. The Vehicle Pass is not suitable for parking purpose, and is not valid for private cars.
 7. All drivers must stay inside the vehicles at all times.
- * **The Vehicle Permit is valid for 7-seater Private Vehicle. Loading and unloading time limit for 7-seater Private Vehicle is 30 minutes. Goods vehicles (including 7-seater Private Vehicle are NOT allowed to enter the East & West Entrance.)**

AsiaWorld-Expo will impose charges on vehicles with extended stay on 24 and 28 October. The charges are as follows:

Free-of-charge loading and unloading time: Limited to 45 minutes.
(*For vehicles of 8 tons or above, maximum loading and unloading time is extended to 90 mins)

Charges for Overtime

1st hour or part thereof	: HK\$300
Every subsequent hour or part thereof	: HK\$500
Lost Ticket	: HK\$1000

Please contact the Organisers for any further inquiries. Thank you for your cooperation.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (2) – 工作證及車輛許可證之使用

(一) 工作證之使用

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

(二) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日(即 10 月 24 日及 28 日)進入亞洲國際博覽館之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。上落貨時限為 45 分鐘(詳情請留意下列收費計劃)。

沒有此許可證之貨車一概不准進入亞洲國際博覽館貨車調度區。在進入亞洲國際博覽館貨車調度區前，所有車輛必須在車證上之指定時間到達博覽館貨車等候區(如許可證背面所示)報到。當車輛到達貨車等候區後，必須出示由大會發出適用於該時段之車輛許可證，並於貨車等候區排隊等候在場保安人員指示。保安人員會根據會場貨車調度區之交通情況向輪候之司機發出一張往來證明書。司機必須攜同車輛許可證及往來證明書於 30 分鐘內前往亞洲國際博覽館貨車調度區進場。

(三) 車輛許可證之使用守則

1. 為有效紓緩當日貨物裝卸區交通緊張的情況，根據亞洲國際博覽館的規定，免費上落貨時限為 45 分鐘。(亞洲國際博覽館實施的超時收費如下表)。
2. 載貨車輛必須附有電動升降台(尾板)。
3. 此證不得轉讓他人使用。
4. 此證之影印副本及其他副本均一律無效。
5. 場館或授權人士可在沒有預先通知的情況下，拒絕持有此證之車輛進入。
6. 此證並非泊車證，亦不適用於私家車。
7. 司機必須留在車上。

* 車輛許可證可供七人私家車使用，上落貨時限為 30 分鐘，載貨用途之七人私家車嚴禁進入東面及西面入口。

亞洲國際博覽館將於 10 月 24 日及 28 日實施進場車輛使用時間收費計劃。有關收費如下：

免費上落貨限時 **45 分鐘**。

(8 噸以上的載貨車輛上落貨限時 90 分鐘)

超時收費如下

首一小時或不足一小時	: 港幣 300 元
其後每小時或不足一小時	: 港幣 500 元
遺失進場計時咭(每張/每日)	: 港幣 1000 元

如有查詢，請與主辦機構聯絡。多謝各參展商之合作。

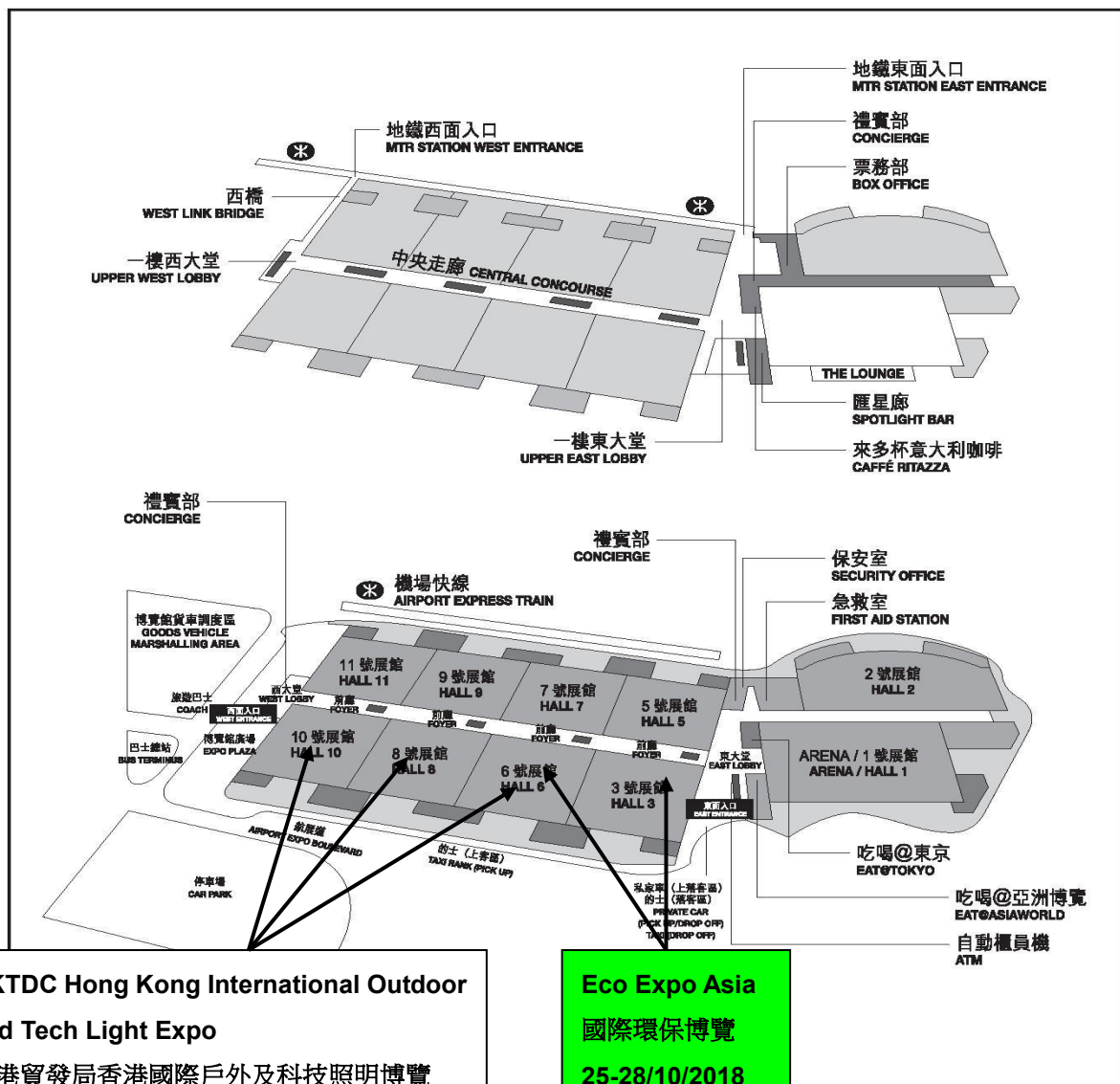
香港貿易發展局
法蘭克福展覽(香港)有限公司

Circular (3) – Location of Eco Expo Asia 2018
通告 (3) – 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.

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同場舉行。

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



Circular (4) – 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

Latest green measure: To further promote waste reduction, **NO** paper cup will be provided at the fairground (including water dispensers). Exhibitors are advised to bring their own reusable water bottles.

通告 (4) – 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

最新環保措施：為進一步減少廢物產生，會場內將沒有紙杯供應（包括飲水機），請展商自行攜帶可循環再用水樽。

Circular (5) – Safety Regulation on the Use of Trolleys

For safety reasons, the AsiaWorld-Expo (AWE) will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during the move-in (24 Oct) and move-out (28 Oct) period:

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

Allowed ✓	Not Allowed ✕
	



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

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (5) – 使用手推車安全細則

基於安全理由，亞洲國際博覽館將在進館(即 10 月 24 日)及撤館當日(即 10 月 28 日)執行以下措施，限制參展商手提大型展品或貨物從展覽廳正門進出，敬請各參展商留意：

- 1) 所有超出 **81 厘米(高) x 56 厘米(闊) x 33 厘米(深)**的手提物品，包括展品、貨物或行李，一律不可在展覽廳之正門進出。屆時將有保安人員在展覽廳正門進行檢查。
- 2) 參展商不可在會場內的公共通道和指定裝卸區(包括：大堂、自動電梯和客用升降機)上使用任何板車、手推車或腳車等工具車來運送展品或貨物從各展覽廳正門或大堂離場。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 ✕
	

(參展商請注意：如 貴公司的買家需攜帶任何展品/樣本/貨物離開展館，參展商必須通知及提醒他們以上有關措施。)

香港貿易發展局
法蘭克福展覽(香港)有限公司

Circular (6) – Free shuttle Bus Service to/from Eco Expo Asia (During Fair Period)

Free shuttle bus to AsiaWorld-Expo			
Pick-up Locations	25 – 27 October		28 October
Hung Hom / Tsim Sha Tsui – MTR Hung Hom Station (near Gate Yellow of the Hong Kong Coliseum) / InterContinental Grand Stanford Hotel / Middle Road (near Tsim Sha Tsui Post Office)	8:30am – 4pm (every 30 mins)		8:30am – 3pm (every 30 mins)
Causeway Bay / Admiralty – The Park Lane Hong Kong / Admiralty Centre (MTR Admiralty Station Exit A)	9am – 4pm (every 1 hour)		9am – 3pm (every 1 hour)
Pick-up Locations	25 – 26 October	27 October	28 October
Wan Chai – Hong Kong Convention and Exhibition Centre	8:30am – 4pm (every 30 mins)	8:30am – 4pm (every 15 mins)	8:30am – 3pm (every 15 mins)

Departure from AsiaWorld-Expo			
Drop-off Locations	25 – 27 October		28 October
Tsim Sha Tsui / Hung Hom – Middle Road / InterContinental Grand Stanford Hotel / MTR Hung Hom Station	12:30pm – 6:30pm (every 30 mins)		12:30pm – 6pm (every 30 mins)
Admiralty / Causeway Bay – Admiralty Centre (MTR Admiralty Station Exit A) / The Park Lane Hong Kong	12:30pm – 6:30pm (every 1 hour)		1pm – 6pm (every 1 hour)
Drop-off Locations	25 – 26 October	27 October	28 October
Wan Chai – Hong Kong Convention and Exhibition Centre	12:30pm – 6:30pm (every 30 mins)	12:30pm – 6:30pm (every 15 mins)	12:30pm – 6pm (every 15 mins)

Note: The above timetable will be subject to change according to the traffic condition. The Organisers reserve the final right to change the schedule without prior notice. Shuttle Bus Service is for the use of registered exhibitors and visitors to the Fairs only. This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds 56cm X 36cm X 23cm will not be allowed to carry onboard. The Organisers have sole discretion to deny access to the bus service. Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

Airport Express \$60 Special Fare Tickets Service at Hong Kong, Kowloon Station and AsiaWorld-Expo

Holders of valid event proof* are entitled to redeem round-trip Airport Express tickets between AsiaWorld-Expo Station and Hong Kong Station or Kowloon Station at just HK\$60 with an Octopus card

Redemption counters:

Hong Kong Station – L2 Trains to Airport and AsiaWorld-Expo (next to the Airport Express Shuttle Bus counter)

Kowloon Station – L2 Trains to Airport and AsiaWorld-Expo

AsiaWorld-Expo – 1/F, AsiaWorld-Expo Customer Service Counter (Near AEL Exit A)

Redemption counter opening hours:

Date	Hong Kong / Kowloon Stations	AsiaWorld-Expo
25 Oct	9:00am-4:00pm	12:30pm-7:00pm
26-28 Oct	8:30am-4:00pm	12:00noon-7:00pm
29 Oct	8:30am-3:00pm	12:00noon-6:00pm

For details: www.asiaworld-expo.com or (852) 3606 8880

***Event proof:**

For trade visitors: please present your buyer badge, pre-registration confirmation letter, e-invitation or business card.

For exhibitors: please present your exhibitor badge or business card.

For contractors: please present your contractor badge.

[Public Day Redemption Coupon download](#)

通告(6) - 免費穿梭巴士來往國際環保博覽（展會期間）

前往亞洲國際博覽館			
乘車地點	10月25至27日		10月28日
紅磡 / 尖沙咀 - 港鐵紅磡站（近香港體育館黃色閘口）/ 海景嘉福酒店 / 中間道（近尖沙咀郵政局）	上午8時30分至下午4時 （每30分鐘一班）		上午8時30分至下午 3時 （每30分鐘一班）
銅鑼灣 / 金鐘 - 柏寧酒店 / 海富中心（港鐵金鐘站A出口）	上午9時至下午4時 （每1小時一班）		上午9時至下午3時 （每1小時一班）
乘車地點	10月25日至26日	10月27日	10月28日
灣仔 - 香港會議展覽中心	上午8時30分至 下午4時 （每30分鐘一班）	上午8時30分至 下午4時 （每15分鐘一班）	上午8時30分至下午 3時（每15分鐘一班）

由亞洲國際博覽館開出			
下車地點	10月25至27日		10月28日
尖沙咀 / 紅磡 - 中間道 / 海景嘉福酒店 / 港鐵紅磡站	下午12時30分至下午6時30分 （每30分鐘一班）		下午12時30分至下午6時 （每30分鐘一班）
金鐘 / 銅鑼灣 - 海富中心（港鐵金鐘站A出口）/ 柏寧酒店	下午12時30分至下午6時30分 （每1小時一班）		下午1時至下午6時 （每1小時一班）
下車地點	10月25日至26日	10月27日	10月28日
灣仔 - 香港會議展覽中心	下午12時30分至 下午6時30分 （每30分鐘一班）	下午12時30分至 下午6時30分 （每15分鐘一班）	下午12時30分至下午6時 （每15分鐘一班）

註：以上之時間表會因應路面交通情況而有所調整，主辦機構將保留最終決定權更改有關服務，恕不另行通知。免費巴士僅供展覽會的登記參展商及訪客使用，恕不接受乘客攜帶大件行李（即體積超過56厘米 X 36厘米 X 23厘米）及運送貨物，坐位有限，先到先得。如有查詢，請致電香港貿發局客戶服務熱線（852）1830668。

機場快綫 -以特別車費港幣\$60 即日來回博覽館站及香港站或九龍站

只要憑即日活動證明* 即可於機場快綫香港站，九龍站或博覽館內之特設櫃台，使用八達通以港幣\$60 換購即日來回博覽館站車票乙張。

換購櫃台：

機場快綫香港站 - L 2 層 往機場/博覽館 (位於免費機場快綫穿梭巴士櫃位旁)

機場快綫九龍站 - L 2 層 往機場/博覽館

博覽館 - 亞洲國際博覽館一樓客戶服務 (近機鐵 A 出口)

換購櫃台開放時間：

日期	香港站或九龍站	博覽館
10 月 25 日	上午 9 時 00 分至下午 4 時	下午 12 時 30 分至下午 7 時
10 月 26-28 日	上午 8 時 30 分至下午 4 時	中午 12 時至下午 7 時
10 月 29 日	上午 8 時 30 分至下午 3 時	中午 12 時至下午 6 時

查詢：www.asiaworld-expo.com或 (852) 3606 8880

***活動證明：**

- 業內人士 : 請出示買家入場證、預先登記確認函、電子邀請函或名片
- 參展商 : 請出示參展商證或名片
- 展台承建商 : 請出示展台承建商證

[下載公眾日換領券](#)

Circular (7) – Fair Notices 通告 (7) – 展會通告

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6	Receiving Buyers at the Fairs 參展商接待買家須知
7	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例
8	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
9	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
10	Internet Access at the Fair 展覽會連線上網安排

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，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

2. Move-out Regulation 撤館守則

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair on 28 October 2018 at 5:00pm.** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist on moving out early, the Organisers reserve the right to reject future applications of the exhibitor.

特此通告各參展商須嚴格遵守大會的撤館時間，不得於展覽會指定結束前(即2018年10月28日下午5時前)將展品運走及開始收拾其攤位。敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

為進一步提高展覽會質素及避免同類事件發生，主辦機構會於展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，主辦機構有權取消違規公司往後的參展資格，敬希留意。

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

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the Fair, the Organisers will put in place the following measures and revised procedures:

- 1) 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, occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
- 3) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.

- 4) Curtains for exhibition stands to be provided during move-in periods 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 Organisers.

主辦機構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，主辦機構特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 主辦機構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。
- 2) **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，主辦機構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。
- 3) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
- 4) **攤位布簾** - 主辦機構將提供攤位布簾給各參展商，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。

4. 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 it has **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. Should you have any questions, please contact Mr. Kenny Kan, Exhibitions Project Manager at Tel: (852) 2240 4930; or via email address: kenny.ch.kan@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。如有任何問題，請與主辦機構展覽項目經理簡志雄先生聯絡，電話：(852) 2240 4930 或 電郵：kenny.ch.kan@hktdc.org。

5. 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。

6. Receiving Buyers at the Fair 參展商接待買家須知

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

鑒於以往在主辦機構舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，主辦機構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，我們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，主辦機構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。假若主辦機構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。

7. 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。

8. 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 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 and International Fairs Directory have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON and the International Fairs Directory has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON 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/>

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和International Fairs Directory及亦向參展商發出類似信件，邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申：Fair Guide或Expo Guide或Event Fair或AVRON或International Fairs Directory概與香港貿發局或本局的任何展覽完全無關。

UFI，一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕Fair guide、Expo Guide、Construct Data、Commercial Online Manuals和其他類似的指南和組織如Event Fair、AVRON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。

本局并不建議閣下簽署任何從Construct Data及/或Commercial Online Manuals及/或Event Fair及/或AVRON及/或International Fairs Directory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/>。

9. 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。

10. 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 in the "Order Forms").

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 (申請程序請見「申請表格」內的表格 5)。

各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

Circular (8) – Caution on Fraudulent Emails

In view of the recent incidents of fraudulent emails in the market, the Organisers would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

1) Ensure that the email is genuinely from the Organisers

- Always identify the sender of the email from its domain.

2) Check the the Organisers disclaimer

- All emails sent from the Organisers will carry the HKTDC / MFHK's disclaimer at the bottom of the email.

3) Reconfirm bank account number and beneficiary name

**Hong Kong Trade Development Council / Messe Frankfurt (HK) Ltd
when making payments**

4) Always use trusted Wi-Fi network

- There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at +852 1830 668 and quote the fair name concerned.

Hong Kong Trade Development Council
Messe Frankfurt (HK) Ltd

通告 (8) – 提醒參展商小心提防欺詐電郵的通知

有鑑於近日市面出現欺詐電郵騙案，主辦機構特意提醒各參展商注意以下事項，並時刻提高警覺。

1) 確保電郵由主辦機構發出

- 經常檢查電郵發件人之域名

2) 檢查電郵是否附有主辦機構之免責聲明

- 所有由主辦機構發出之電郵底部均附上免責聲明

3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱

香港貿易發展局 Hong Kong Trade Development Council

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

4) 避免使用公眾無線網絡

- 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線：+852 1830 668 並提供參展會的名稱。

香港貿易發展局

法蘭克福展覽(香港)有限公司

Circular (9) – Tropical Cyclones & Black Rainstorm Warning Arrangement

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8 and Black Rainstorm Warning Signal (or above) is hoisted during the Fair.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Pre-No. 8 Special Announcement is issued before 8:30am, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. If a Tropical Cyclone Warning Signal No. 8 is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is cancelled after 2:00pm.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a Pre-No. 8 Special Announcement, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organisers will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

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

II. Prior to Opening Hours

1. If a Black Rainstorm Warning Signal is issued before 8:30am, the fair will remain closed.
2. If a Black Rainstorm Warning Signal is cancelled at or before 2:00pm, the fair will re-open to the visitors two hours after the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation one hour after the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is cancelled after 2:00pm.

III. During Opening Hours

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

C. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organisers upon request. For details, please refer to point 70 and 72 under "Rules & Regulations" in Exhibitor Manual.

D. Other Issues

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

通告 (9) – 熱帶氣旋或黑色暴雨警告訊號下的安排

敬請各參展商留意，以下是八號熱帶氣旋襲港或黑色暴雨警告信號（或以上）發出後，主辦機構對國際環保博覽之開放時間所作出的特別安排。

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 如八號預警於上午8時30分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時30分前懸掛，展覽會同樣暫時關閉。
2. 如八號熱帶氣旋警告信號於下午2時或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告信號於下午2時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，展覽會將於兩小時後關閉。主辦機構將立刻作出相關廣播，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，展覽會即時關閉。主辦機構將立刻作出廣播，並請現場參展商及參觀人士立即離開會場。

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

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

(二) 展覽會開放前

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

(三) 展覽會進行期間

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

丙、 保險

1. 參展商應就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。有關詳情，請細閱參展商手冊「展覽會規則」第70及72條。

丁、 其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

Appendix 1 附件1

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


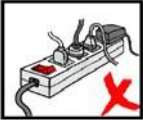
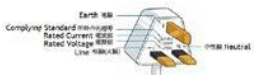

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明（註：任何非香港的註冊均不接受）；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

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。



Appendix 2 附件2

Attention to All Exhibitors (onsite) 參展商現場注意事項

Electricity Supply 電力供應

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

Fair System & Furniture 攤位結構及傢俱

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

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

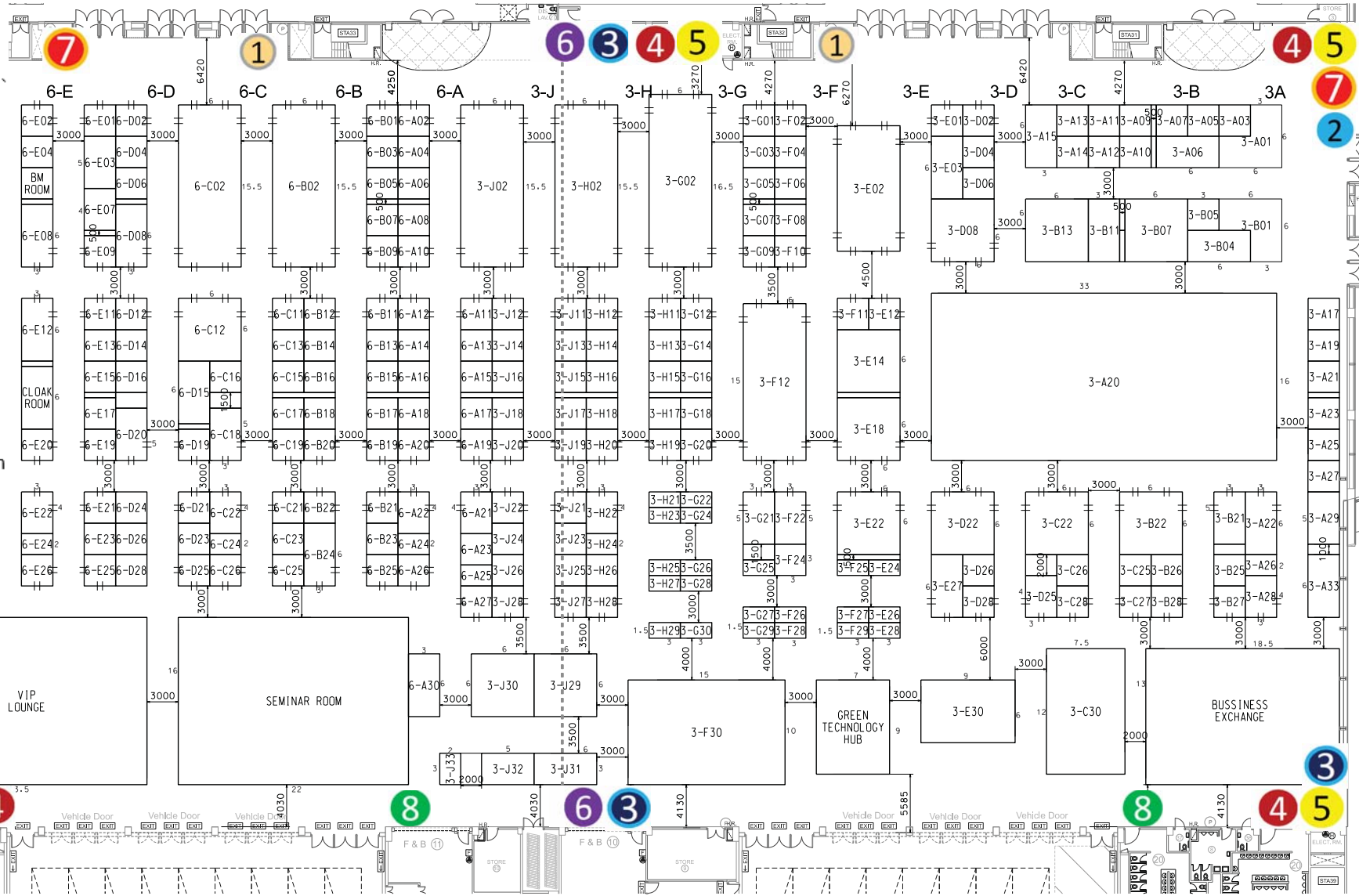
The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

Recycling Points 資源回收點

Move-in (23-24 Oct) 進場 (10月23至24日)

- 1 4-in-1 Recycling Bin (Waste Paper, Cans, Plastic Bottles, General Waste)
4合1回收箱 (廢紙、鋁罐、膠樽、一般廢料)
- 2 Waste Paper Recycling Cage
廢紙回收籠
- 3 Waste Paper Recycling Bin
廢紙回收箱
- 4 Plastic Bottle Recycling Bin
膠樽回收箱
- 5 Metal / Cans Recycling Bin
金屬 / 鋁罐回收箱
- 6 Glass Recycling Bin
玻璃回收箱
- 7 Fluorescent Lamp Recycling Bin
光管回收箱
- 8 PVC Banner and Foam Board Collection Point
PVC橫額和發泡膠收集點



Eco Expo Asia 2018 國際環保博覽2018

(Hall 3 & 6 at AsiaWorld-Expo) (亞洲國際博覽館3, 6號展館)

This floor plan was updated as of 18 Sept 2018 該平面圖於2018年9月18日更新

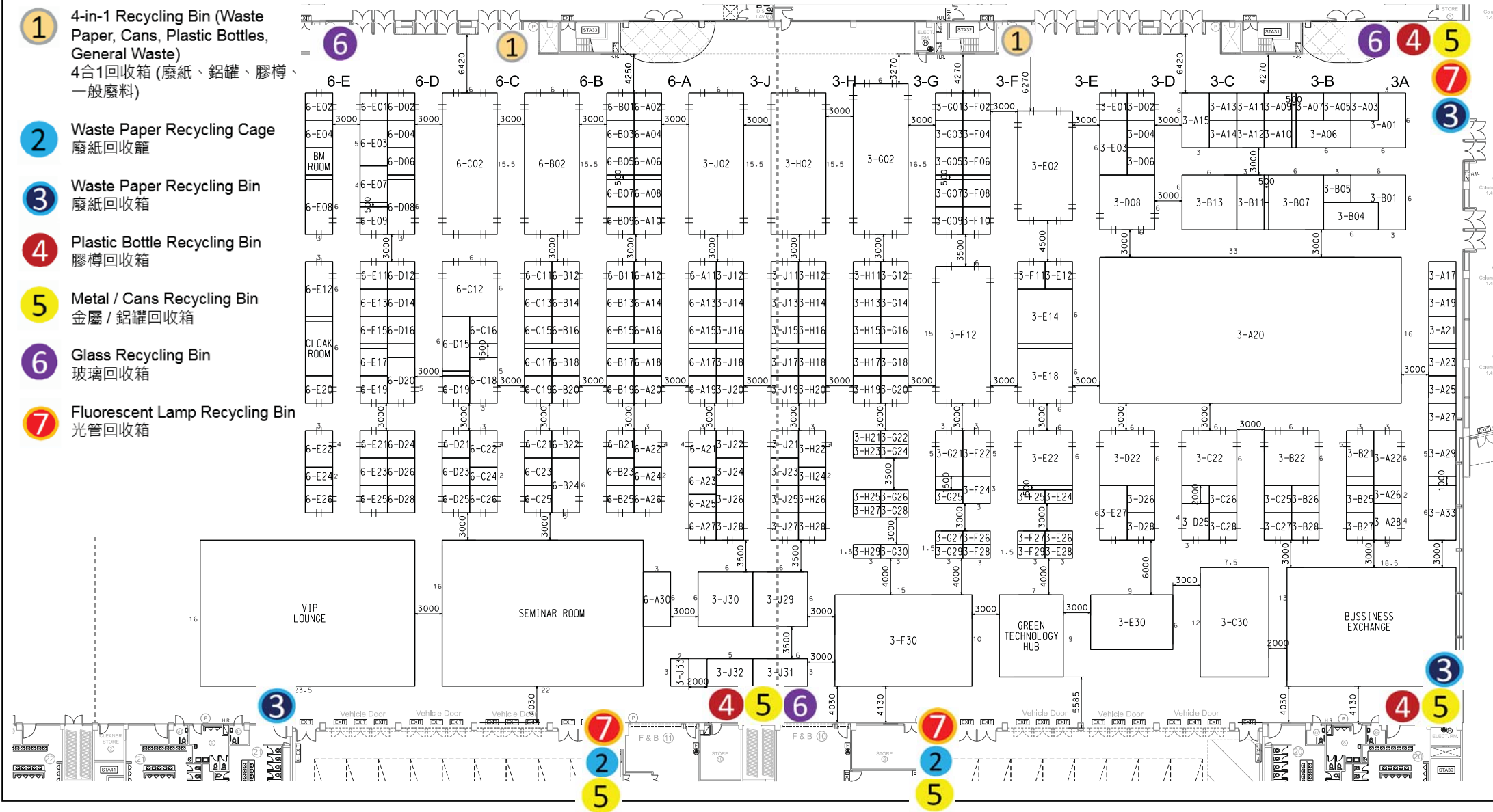
*All product zone arrangement and overall layout are subject to change without prior notice

*如有任何改動，恕不另行通知

Recycling Points 資源回收點

Show Day (25-28 Oct) 展覽期間 (10月25至28日)

- 1 4-in-1 Recycling Bin (Waste Paper, Cans, Plastic Bottles, General Waste)
4合1回收箱 (廢紙、鋁罐、膠樽、一般廢料)
- 2 Waste Paper Recycling Cage
廢紙回收籠
- 3 Waste Paper Recycling Bin
廢紙回收箱
- 4 Plastic Bottle Recycling Bin
膠樽回收箱
- 5 Metal / Cans Recycling Bin
金屬 / 鋁罐回收箱
- 6 Glass Recycling Bin
玻璃回收箱
- 7 Fluorescent Lamp Recycling Bin
光管回收箱



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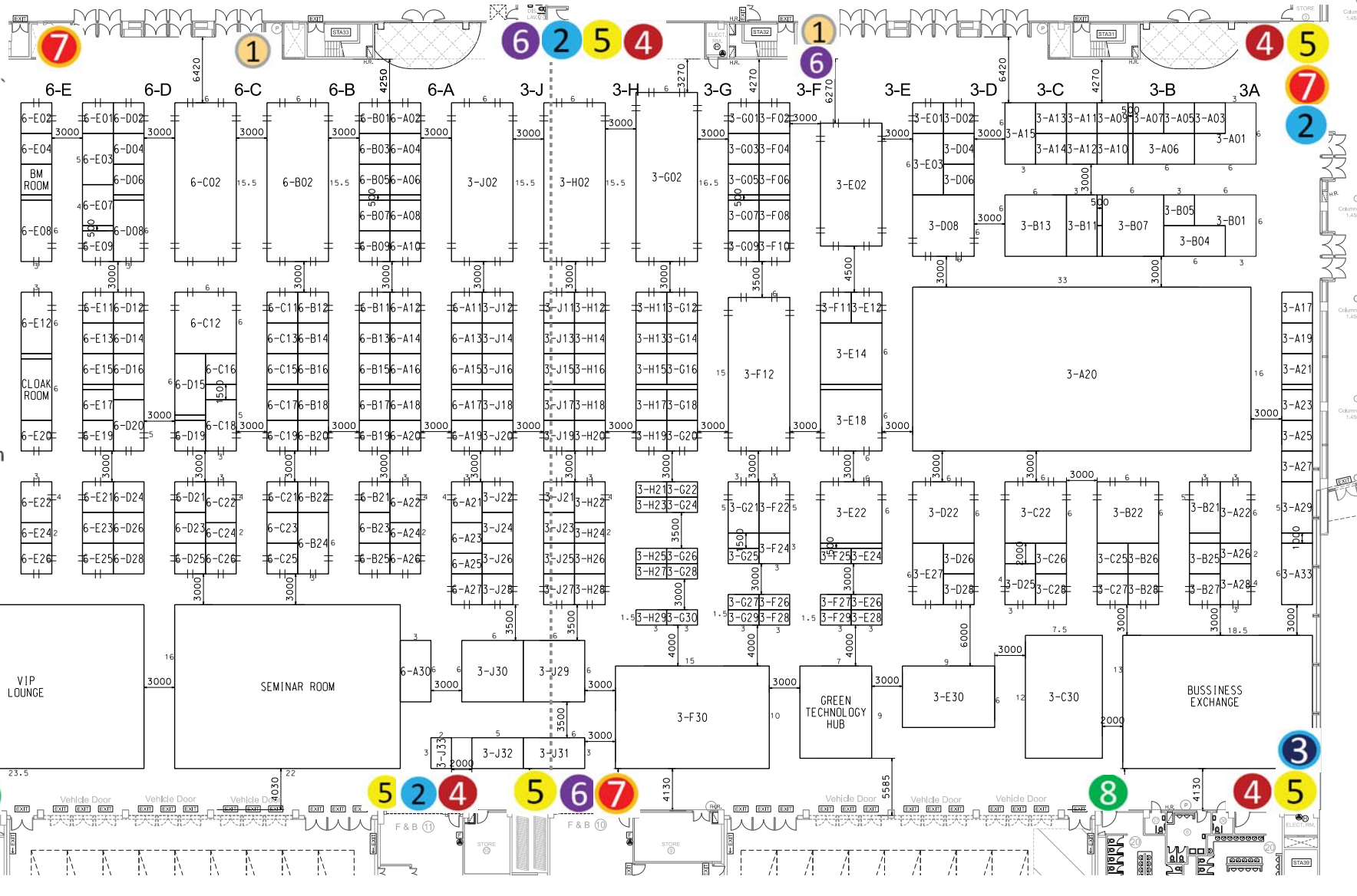
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*如有任何改動，恕不另行通知

Recycling Points 資源回收點

Move Out (28 Oct) 離場 (10月28日)

- 1** 4-in-1 Recycling Bin (Waste Paper, Cans, Plastic Bottles, General Waste)
4合1回收箱 (廢紙、鋁罐、膠樽、一般廢料)
- 2** Waste Paper Recycling Cage
廢紙回收籠
- 3** Waste Paper Recycling Bin
廢紙回收箱
- 4** Plastic Bottle Recycling Bin
膠樽回收箱
- 5** Metal / Cans Recycling Bin
金屬 / 鋁罐回收箱
- 6** Glass Recycling Bin
玻璃回收箱
- 7** Fluorescent Lamp Recycling Bin
光管回收箱
- 8** PVC Banner and Foam Board Collection Point
PVC橫額和發泡膠收集點



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