

October 2025

### Exhibitor Package for Eco Expo Asia 2025

Thank you for your participation in **Eco Expo Asia 2025**. Attached is the 2nd batch of Exhibitor Information for preparing your participation in the captioned event.

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

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\* Venue: Exhibition Hall 3 & 6, AsiaWorld-Expo, Hong Kong International Airport, Lantau, Hong Kong

Fair Dates	Opening Hours	Buyer Registration Hours
28 Oct 2025 (Tue)	10:30am – 6:00pm	10:00am – 5:30pm
29-30 Oct 2025 (Wed - Thu)	10:00am – 6:00pm	9:30am – 5:30pm
31 Oct 2025 (Fri)	10:00am – 5:00pm	9:30am – 3:30pm

Hong Kong Trade Development Council  
 Messe Frankfurt (HK) Ltd

2025 年 10 月

### 國際環保博覽 2025 (參展商須知)

歡迎 貴公司參加**國際環保博覽 2025**，現附上以下幾項參展商重要資料，煩請仔細查閱。

- 1) 特別通告 (1) - 參展商進場登記之安排
- 2) 特別通告 (2) - 買家電子入場證
- 3) 特別通告 (3) - 參展商電子入場證
- 4) 通告 (1) - 進場及離場時間表
- 5) 通告 (2) - 工作證及電子車輛許可證之使用
- 6) 通告 (3) - 參展商在撤館日棄置展品及其他物料安排
- 7) 通告 (4) - 使用手推車安全細則
- 8) 通告 (5) - 免費穿梭巴士來往國際環保博覽 (展會期間)
- 9) 通告 (6) - 展會通告 -
  - 1 準時開放攤位予買家參觀
  - 2 棄置建築廢料及展品
  - 3 提防有關信用卡終端機租賃服務
  - 4 展覽會重要規則
  - 5 參展商須遵守的入境規例
  - 6 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
  - 7 展覽會不設租用手推車服務
  - 8 展覽會連線上網安排
- 10) 通告 (7) - 參展商現場注意事項 (電力供應及攤位結構及傢俱)
- 11) 通告 (8) - 提醒參展商小心提防欺詐電郵的通知
- 12) 通告 (9) - 保險相關注意事項
- 13) 通告 (10) - 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排 參展商現場注意事項 (更新版)
- 14) 通告 (11) - 展覽活動施工場地安全守則 (適用於所有於亞洲國際博覽館舉行的展覽) [<最新資訊>](#)
- 15) 掃碼易宣傳單張
- 16) 附件 (1) - 保護知識 (更新版)
- 17) 附件 (2) - 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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地點：香港大嶼山香港國際機場亞洲國際博覽館 3 號及 6 號展覽館

展覽日期	開放時間	買家登記時間
10 月 28 日（星期二）	上午 10 時 30 分至下午 6 時正	上午 10 時至下午 5 時 30 分
10 月 29 至 30 日（星期三至四）	上午 10 時至下午 6 時正	上午 9 時 30 分至下午 5 時 30 分
10 月 31 日（星期五）	上午 10 時至下午 5 時正	上午 9 時 30 分至下午 3 時 30 分

香港貿易發展局  
法蘭克福展覽（香港）有限公司

## Special Circular (1) – Arrangement of Exhibitor Check-In

Please be informed that the Exhibitor Check-in Counter for the Eco Expo Asia 2025 will be located at East Lobby 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) The details for redeeming exhibitor e-Badges will be sent to your email soon, please make sure you have downloaded the app and redeemed the e-Badges beforehand for admission to the fairground. All on-site orders for printed badges out of the limited quota will be charged at HK\$25 for each exhibitor badge. Please also note that the exhibitor badge is only valid during 27-31 October 2025. 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 Lobby Entrance, AsiaWorld-Expo** on the move-in day (27 October 2025) to collect the **booth curtain and important on-site circulars**. Lanyards can be picked up there.

Please contact Ms. Josie Lam of Hong Kong Trade Development Council on (852) 2240 4811; Email: [josie.tk.lam@hktadc.org](mailto:josie.tk.lam@hktadc.org) or Ms. Dominique Kwan of Messe Frankfurt (HK) Ltd on (852) 2238 9903; Email: [dominique.kwan@hongkong.messefrankfurt.com](mailto:dominique.kwan@hongkong.messefrankfurt.com) if you have questions.

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

## 特別通告（1）－參展商進場登記之安排

國 環保博覽 2025 之參展商進場登記櫃位將設於亞洲國 博覽 東大堂入口。為免參展商於進場日在同一時間排 輪候 取參展商工作證，主辦機構將實施以下特別安排：

1. 有關換 參展商 子入場證的詳細資料將稍後發送至您的登記 郵地址，請確保閣下已下載其應用程式及換 子入場證以進入展 。所有現場 外申請之參展商工作證每張將收取港幣 \$25。參展商工作證只限於 2025 年 10 月 27 日至 31 日期間使用，不可提早進場。
2. 參展商可以在 10 月 27 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 博覽，東大堂入口設置之「**參展商登記進場櫃位**」辦理進場登記手續，並 取展台掛簾及重要通告等。工作證掛繩可於此索取。

如有任何疑問，請與 港貿發局林芷筠小姐聯絡， 話：(852) 2240 4811； 郵：[josie.tk.lam@hktadc.org](mailto:josie.tk.lam@hktadc.org)，或與法蘭克福展覽（ 港）有限公司關婷小姐聯絡， 話：(852) 2238 9903； 郵：[dominique.kwan@hongkong.messefrankfurt.com](mailto:dominique.kwan@hongkong.messefrankfurt.com) 聯絡。

港貿易發展局  
法蘭克福展覽（ 港）有限公司



## Exhibitor Check-In Form 參展商進場登記表

Welcome to Eco Expo Asia 2025. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting *booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed as below.

Date : 27 October 2025 (move-in day)  
Time : 11:00am to 8:00pm  
Location : East Lobby Entrance, AsiaWorld-Expo

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 2025。煩請貴司填妥以下資料，並攜同此登記表及閣下名片於進日到「參展商進場登記櫃位」辦理進場登記手續，取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： 2025 年 10 月 27 日（進日）  
時間： 上午 11 時至下午 8 時  
地： 亞洲國際博覽館，東大堂入口

敬祝 貴司參展成功！

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. 展台號碼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Contact No. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

**Special Circular (2) – e-Badge for Buyers**  
**特別通告（2）－買家電子入場證**

With rapid development of mobile technology, electronic admission badge (e-Badge) will be launched in Eco Expo Asia 2025 to upgrade buyer's experience at the fair and support environmental protection.

Buyers who downloaded the “**HKTDC Marketplace**” mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access.

To provide seamless fairground experience, more functions will be introduced in the App later based on the needs of buyers and exhibitors, such as display of customized information, enhanced ability to connect with exhibitors.

For more details, please visit: [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html)

現今流動技術日益普及，大會亦與時並進，將於國際環保博覽 2025 推出買家電子入場證（e-Badge），期望提升買家的展會體驗，同時響應環保。

買家只需下載香港貿發局商貿平台（**HKTDC Marketplace**）流動應用程式，完成登記後，便可索取電子入場證。進入會場時，買家須向工作人員展示電子入場證。

大會將繼續在應用程式針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

如要了解更多資訊，請瀏覽：[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/e-Badge/landing\\_tc.html](http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html)

## **Special Circular (3) – e-Badge for Exhibitors** **特別通告 (3) – 參展商電子入場證**



With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, exhibitors can now redeem their electronic admission badges (e-Badge) before arriving at the fairground.

Please follow the instructions download and redeem your e-Badge at [this website](#) to create your own account in the app. After arriving at the fairground, you can enter the fairground directly by showing your e-Badge. [Video Tutorial: How to Download Your Exhibitor e-Badge](#)

We strongly recommend the exhibitors to redeem e-Badge **on 27 Oct 2025 or before**.

The app not only provides latest fair information and promotions, it also serves as a bridge between buyers and exhibitors beyond the fair periods to extend the sourcing journey. Other key features include:

### 1. **e-Business Card**

*Easily exchange contact details with buyers at the fairground by scanning their e-Business Card QR codes. Add notes, photos and tags to turn a brief encounter into a valuable long-term business connection in a tech-savvy and paperless manner.*

### 2. **DIY Photo upload**

*Post your products/ service information on [sourcing.hktdc.com](http://sourcing.hktdc.com) for year-round exposure and business matching opportunities before, during and after the fair.*

### 3. **Small Orders Management & Message Centre**

*Check out and manage your online orders from [hktdc.com](http://hktdc.com) Small Orders platform easily. Keep track of buyer enquiries instantly in Message Centre for faster deals.*



現今流動技術日益普及，為了令中小企能夠在數碼時代把握商機，參展商現可在到達會場前換領電子入場證（e-Badge）。

請按照[此網頁](#)的說明下載並換領您的電子入場證，在應用程式中建立您自己的帳戶，到達會場後，您即可以展示您的電子入場證直接進入展覽場地。我們強烈建議 貴公司於 **2025 年 10 月 27 日**前完成電子入場證換領。

此應用程式除了提供最新的展會信息及優惠，更是重要的工具為參展商和買家搭建橋樑，以延長採購之旅。其他主要功能包括：

### 1. 電子名片

通過掃描電子名片上的二維碼，便可輕鬆與會場的買家交換聯絡方法。您亦可添加筆記，照片和標籤，以方便與客戶保持長期的業務關係。

### 2. 自助照片上傳

在全年曝光的 [sourcing.hktdc.com](http://sourcing.hktdc.com) 上發布您的產品/服務資料，以便在展會前後及期間增加商貿配對機會。

### 3. 小批量訂單管理和信息中心

輕鬆查看和管理來自 hktdc.com Small Orders 平臺的網上訂單。在信息中心則可即時跟進買家查詢，以更快完成交易。

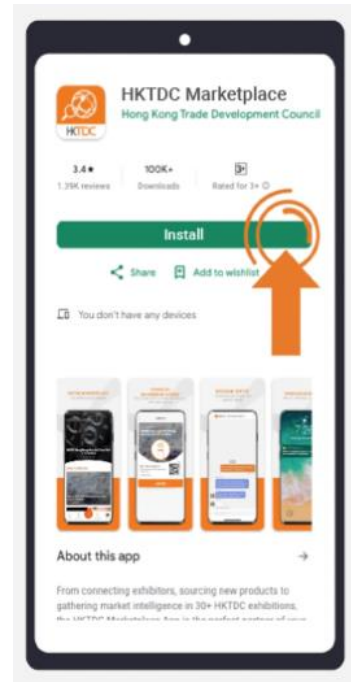
[Video Tutorial: How to Download Your Exhibitor e-Badge](#)  
教學短片：下載參展商電子工作證

**Please find the details about Exhibitor e-badge:**

有關參展商電子入場證的詳情可參考：

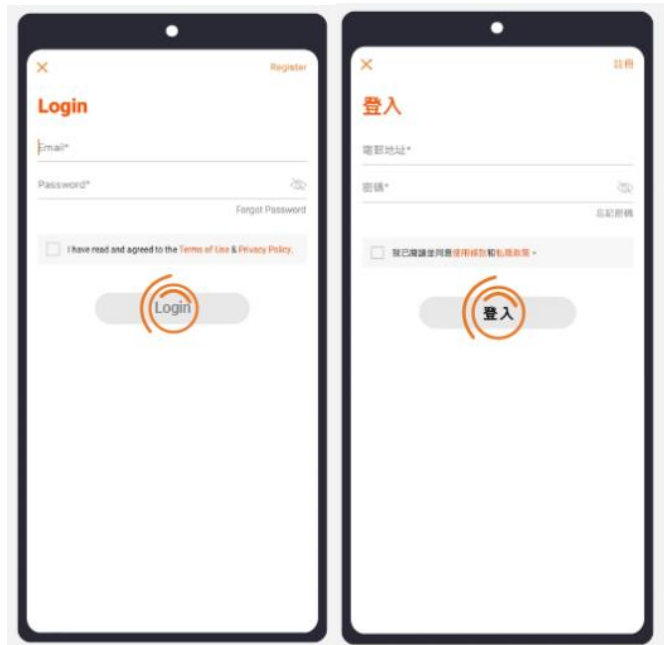
**1. Download and install  
'HKTDC Marketplace' Apps.**

下載並安裝 “HKTDC Marketplace”  
應用程式。



**2. Login your Exhibitor Account with  
your registered email.  
If you forgot your password, please  
use 'forgot password' button.**

使用您的註冊郵箱登錄參展商帳號。  
如果您忘記密碼，請使用“忘記密碼”按鈕。



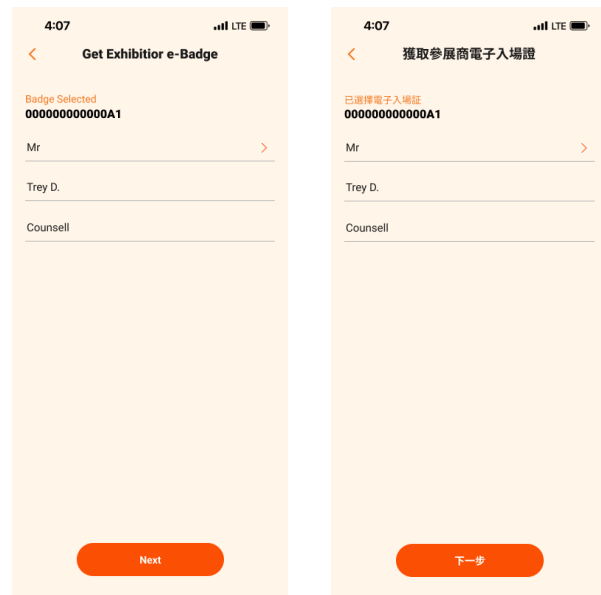
3. Select ‘available Exhibitor e-Badge’

選擇“可用的參展商電子入場證”



4. Input your name.

輸入您的名字。



**5. The Exhibitor e-Badge**  
**is now ready to use!**

參展商電子入場證現在可以使用了！



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

	CUSTOM-BUILT PARTICIPATION	STANDARD / OPEN / PREMIUM / STARTUP BOOTH
Booth Construction	26 Oct 2:00 pm – 10:00 pm 27 Oct 9:00 am – 1:00 pm	N/A
Booth Decoration	27 Oct 11:00 am – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move-In Exhibits	27 Oct (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	31 Oct (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	27 Oct – 30 Oct 7:30 pm 31 Oct 6:00 pm	
Booth Dismantling including Additional Lighting	31 Oct 6:30 pm – 12:00 midnight	N/A

### 1.1 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.**

### 1.2 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 12:00am on 26, 27 and 31 Oct 2025, they shall pay to the Organisers the over-time penalty claimed by AWE against the Organisers. The rate of the over-time penalty for individual hall is listed on section 4.2.4 of the Exhibitor Online Manual.



## 通告（1）－ 進場及離場時間表

	特裝展台	標準 / 開放式 / 特級及初創展台
攤位搭建	10 月 26 日 下午 2 時至晚上 10 時 10 月 27 日 上午 9 時至下午 1 時	不適用
攤位佈置	10 月 27 日 上午 11 時至晚上 8 時 所有攤位佈置必須於晚上 8 時前完成	
展品進場	10 月 27 日 （請依照車輛通行證上的時間）	
展品離場	10 月 31 日 （請依照車輛通行證上的時間）	
終止攤位電源	10 月 27 日至 10 月 30 日 下午 7 時 30 分 10 月 31 日 下午 6 時	
攤位拆卸 包括照明裝置	10 月 31 日 下午 6 時 30 分至午夜 12 時	不適用

### 1.1. 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。

### 1.2. 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撤場時間表。假若參展商或其委託之承建商於 2025 年 10 月 26、27 日及 31 日午夜 12 時後工作，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在線手冊第 4.2.4 條。

香港貿易發展局

法蘭克福展覽（香港）有限公司

## Circular (2) – Use of Badges and E-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, contractors and transportation workers must wear proper badges to enter the fairground during the move-in and move-out periods.

### **(B) Use of E-Vehicle Pass**

E-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. 27 October and 31 November). The permit 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). The E-Vehicle Pass will be distributed via email separately.

All vehicles without this Vehicle Pass will be denied admittance into AsiaWorld-Expo. Before proceeding to Asia World Expo, all vehicles must first proceed to the Expo Marshalling Area (as indicated at the back of the Vehicle Pass) according to the time specified on this vehicle pass. Upon arrival at the Expo Marshalling 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 with this Vehicle Pass and the Entry Pass.

### **(C) Conditions**

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Pass is not transferable.
4. AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reason.
5. All drivers must stay inside their vehicles at all times.
6. For articulated vehicles, only those containers and trailers are 40 feet or below will be allowed to enter AWE.
7. Trucks are allowed certain free dwell time depending on the vehicle type. Overtime charges may apply as follows:

Vehicle Type	Grace Period	Overtime Charges
• Private Car (7 seaters only)	30 minutes	1 <sup>st</sup> hour or part thereof: HK\$300 2 <sup>nd</sup> hour or part thereafter: HK\$500 per hour or part thereof
• Good Vehicle (8 Tons or below)	45 minutes	
• Good Vehicle (over 8 Tons)	90 minutes	

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

## 通告（2）－ 工作證及電子車輛許可證之使用

### （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、承建商及運輸工人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） 電子車輛許可證之使用

每間參展商均會獲發電子車輛許可證，方便於展品進場日及離場日（即 10 月 27 日及 10 月 31 日）進入亞洲國際博覽館之裝卸區。此證只適用於指定之日期及時間。上落貨時限為 45 分鐘（詳情請留意下列收費計劃）。電子車輛許可證稍後會以電郵分發給參展商。

沒有此許可證之貨車一概不准進入亞洲國際博覽館。在進入亞洲國際博覽館前，所有車輛必須在車證上之指定時間到達博覽館調度區(如許可證背面所示)報到。當車輛到達博覽館調度區後，必須出示由大會發出適用於該時段之車輛許可證，並於博覽館調度區排隊等候在場保安人員指示。保安人員會根據會場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前往亞洲國際博覽館進場。

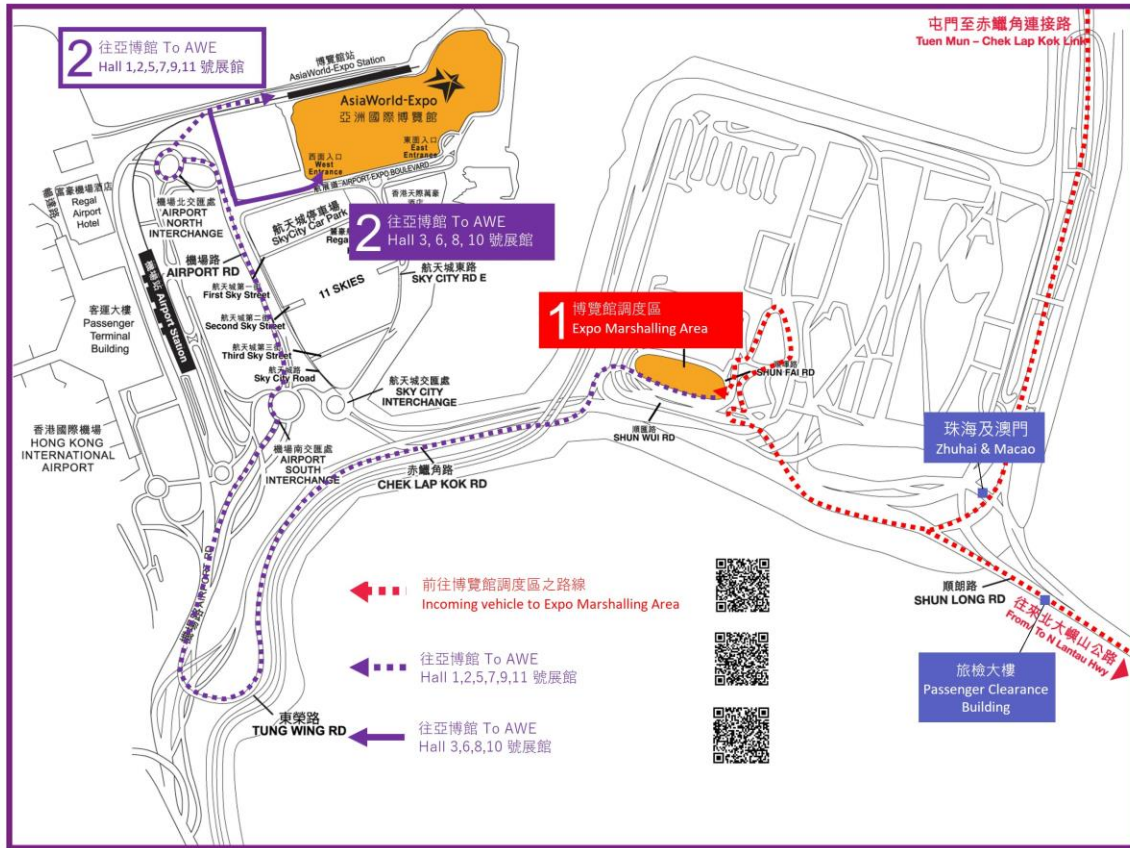
### （三） 車輛許可證之使用守則

1. 未能出示有效貨車許可證之車輛一概不准進入亞洲國際博覽館（“亞博館”）範圍。
2. 在亞博館範圍內，司機必須時刻遵從在場職員指示。
3. 車輛許可證不得轉讓他人。
4. 亞博館或其授權人士有權在沒有通知或給予理由的情況下，拒絕持有此證之車輛進入。
5. 任何時候司機必須留在車上。
6. 掛接式車輛（貨櫃車）只限 40 英尺或以下貨櫃及拖架進入亞博館範圍。
7. 貨車限時上落貨時間根據車輛類型而定，類型及超時收費如下

車輛類型	限時上落貨時間	超時收費
• 私家車	30 分鐘	首小時或不足一小時：港幣 300 元整 其後每小時為港幣 500 元整（不足一小時：亦當作一小時計算）
• 貨車牌（8 噸或以下）	45 分鐘	
• 貨車牌（8 噸以上）	90 分鐘	

如有查詢，請與主辦機構聯絡。多謝各參展商之合作。





使用守則:

- 未能出示有效貨車許可證之車輛一概不准進入亞洲國際博覽館(“亞博館”)範圍
  - 在進入亞博館範圍前, 所有車輛必須根據貨車許可證之指定時間前往博覽館調度區等候在場職員指示;
  - 在場職員指示車位後, 會根據交通情況指示司機進場並向司機發出一張車輛進出入記錄;
  - 在亞博館範圍內, 司機必須時刻遵從在場職員指示。
- 貨車許可證及車輛進出入記錄均不得轉讓他人。
- 此證之影印副本均一律無效。
- 亞博館或其授權人士有權在沒有預先通知或給予理由的情況下, 拒絕持有此證之車輛進入。
- 任何時候司機必須留在車上。
- 掛接式車輛(貨櫃車)只限40英尺以下貨櫃及拖架進入亞博館範圍。
- 貨車限時上落貨時間(以車輛進出入記錄為準)根據車輛類型而定, 類型及超時收費如下:

車輛類型	限時上落貨時間	超時收費
私家車(只限7人車)	30分鐘	首小時或不足一小時為: 港幣300元正 其後每小時為: 港幣500元正(不足一小時亦當作一小時計算)
貨車(8噸或以下)	45分鐘	
貨車(8噸以上)	90分鐘	

TERMS AND CONDITIONS:

- All vehicles without a valid Goods Vehicle Pass will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
  - Before entering the premises of AWE, all vehicles must first proceed to the Expo Marshalling Area according to the time specified on the Goods Vehicle Pass, and wait for instructions from security personnel.
  - After confirming the Goods Vehicle Pass, the security personnel will instruct the driver to enter the premises of AWE and issue a Goods Vehicle - In-Out Record to the driver according to the traffic condition.
  - The driver must comply with instructions from the security personnel at all times within AWE.
- The Goods Vehicle Pass and Goods Vehicle - In-Out Record are not transferable.
- The Goods Vehicle Pass must be prominently displayed on the windshield of your vehicle.
- Copies of the Goods Vehicle Pass are not valid.
- AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Pass at their absolute discretion without prior notice and giving reason.
- All drivers must stay inside their vehicles at all times.
- For articulated vehicles, only those containers and trailers below 40 feet will be allowed to enter AWE.
- Trucks are allowed certain free dwell time (according to Goods Vehicle - In-Out Record) depending on the vehicle type. Overtime charges may apply as follows:

Vehicle Type	Grace Period	Overtime Charges
Private Car (7 seaters only)	30 minutes	1st Hour or part thereof: HK\$300 2nd Hour or part thereof: HK\$500 per hour or part thereof
Good Vehicle (8 Tons or below)	45 minutes	
Good Vehicle (over 8 Tons)	90 minutes	

### **Circular (3) – Exhibitors’ Removal of Exhibits and Other Materials on Move-out Day**

Some exhibitors were found leaving large amount of exhibits after the fair closes on move-out day. This act constitutes wastage and violates the principle for environmental protection. This year, the Organisers have set up **recycling points near the hall entrances and the loading area**. Furthermore, exhibitors shall put the recyclable wastes such as promotional leaflets and foamboards at the recycling bins inside the fairground on move-out day.

The rules and regulations of the Fair are extracted below for your reference:

#### Exhibitors’ Removal of Exhibits and Other Materials on Move-out Day

Removal of exhibits, goods, equipment, stand materials, publicity and other materials (collectively, “Exhibits and Other Materials”) on the move-out day may commence only after 5:00pm on 31 October 2025. In order to reduce wastage and protect the environment, exhibitors, their agents, representatives and/or contractors are responsible for ensuring that all remaining stock of exhibits shall not be disposed of as refuse/waste and shall be fully removed from the exhibition venue. Wastepaper and other recyclable wastes shall be disposed of at the relevant recycle bins in the exhibition venue. If an exhibitor fails to comply with the above requirements, the Organisers reserve the right to penalize such exhibitor, including but not limited to requesting the exhibitor concerned to pay an extra deposit for the exhibitor’s participation at any future Eco Expo Asia, delaying the exhibitor’s turn in selecting a stand at any future Eco Expo Asia, or to cancel its entitlement to exhibit at any future Eco Expo Asia. The Organisers are not liable for any loss or damage to or any other claims arising out of any Exhibits and/or Other Materials left behind at the exhibition venue. All such left behind Exhibits and Other Materials shall be deemed abandoned and shall be dealt with or disposed of by the Organisers in the manner as the Organisers see fit and at the expense of the exhibitor concerned. All proceeds (if any) of such dealing or disposal shall be retained by the Organisers and the Organisers shall not be obliged to account such proceeds to the exhibitor concerned.

## **Performance Bond**

If an exhibitor violates the rules on exhibits display in Eco Expo Asia 2025 (i.e. removal of exhibits and other materials on move-out day) and receives a warning letter issued by the Hong Kong Trade Development Council and Messe Frankfurt (HK) Ltd, the exhibitor must place a deposit (performance bond) when they apply for Eco Expo Asia 2026. The amount of the performance bond is based on exhibitor's booth size as follows:

<b>Booth Area in 2026</b>	<b>Performance Bond Amount</b>
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned must pay the performance bond by cheque to the HKTDC Exhibitions Department / Messe Frankfurt (HK) Ltd. Further details shall be found in the invitation letter for Eco Expo Asia 2026.

The application of Eco Expo Asia 2026 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during Eco Expo Asia 2026, full amount of the performance bond will be forfeited. Otherwise, the deposit will be returned in full after the exhibition period of the Fair.

The application of performance bond is aimed at upholding the principle of environmental protection. The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organisers reserve the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Expo.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council  
 Messe Frankfurt (HK) Ltd



### 通告（3）－ 參展商在撤館日棄置展品及其他物料安排

主辦單位發現有參展商於國際環保博覽結束後在會場遺下大量宣傳物品及展品，此舉實在有違展會保護環境的宗旨。因此，主辦單位已在會場內加設資源回收點，分別位於展館出入口及卸貨區，參展商亦必須把可回收之宣傳物品及相關物料置於會場內的回收箱裡，以便適當處理。

以下為展覽會規則的條款以供參考：

#### 參展商在撤館日棄置展品及其他物料安排

為減少浪費及保護環境，所有展品、貨物、器材、攤位用料、宣傳品及其他物料（統稱為「該等展品及其他物料」）必須於撤館日，即 2025 年 10 月 31 日，下午 5 時後方可搬離會場。參展商、其代理、代表及/或承建商須負責按主辦機構指定的安排及時間內，將所有剩餘展品及宣傳物品全部搬離會場，廢紙及其他可回收的物料亦應棄置在場內之相關回收籠內。如參展商並未能遵守以上的規定，主辦機構將保留權利對參展商作出處分，包括但不限於要求該參展商於往後「國際環保博覽」參展時額外繳付保證金、押後該參展商在往後「國際環保博覽」的選擇攤位次序、或取消該參展商未來參展「國際環保博覽」的資格。任何遺留在會場的該等展品及其他物料如有損失或破壞或有任何相關索賠要求，主辦機構概不負責。任何該等遺留之展品及其他物料將被視為棄置物品由主辦機構以其認為合適的方法處置或棄置，而處置或棄置這些物品的費用，須由有關參展商支付。處置或棄置該等棄置物品所得款額（如有）全歸主辦機構所有，而主辦機構毋須向有關參展商呈報及分攤該款額。

**違規罰款按金**

如參展商於 2025 年國際環保博覽違反展覽會規則 3.56 條有關棄置展品及宣傳物品的條文(即參展商在撤館日棄置展品及其他物料安排), 並收到主辦機構所發出之違規通知書, 在申請參與「國際環保博覽 2026」時, 參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定:

2026 年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於明年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部/法蘭克福展覽（香港）有限公司。詳情將列於 2026 年國際環保博覽參展邀請函。

如參展商未能於指定日期前繳付違規罰款按金, 主辦機構將不會接納參展商於「國際環保博覽 2026」的申請。徵收違規罰款的精神在於確保參展商能減少浪費及保護環境, 並不代表在繳付罰款之後參展商便可排除等責任, 故參展商若繼續違規, 不予改善, 屬於嚴重違規行為, 主辦機構將保留權利押後未來國際環保博覽的選擇攤位次序或取消未來參展國際環保博覽的資格。如參展商於 2026 年展覽期間並無任何違規事宜, 所有按金將於展會後退回。

敬希各參展商能遵守以上展覽會規則, 多謝合作!



預祝 展出成功

香港貿易發展局  
法蘭克福展覽（香港）有限公司

## Circular (4) – 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 (27 Oct) and move-out (31 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（4）– 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 27 日）及撤館當日（即 10 月 31 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、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場。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 (5) – Free shuttle Bus Service to/from Eco Expo Asia

*As of 20 Aug 2025*

Pick-up Locations	28 – 30 Oct	31 Oct
<b>Route 1:</b> <b>Hung Hom &amp; Tsim Sha Tsui &amp; Tsuen Wan</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: Hung Hom - MTR Station Exit C2 (Lay-by under the footbridge connecting Fortune Metropolis)</li> <li>• 2<sup>nd</sup> stop: Tsim Sha Tsui - 10 Middle Road (near the Post Office)</li> <li>• 3<sup>rd</sup> stop: Tsuen Wan - MTR Station Exit B1 (Lay-by at Tai Ho Road North)</li> </ul>	8:30am – 3:30pm (every 30 mins)	8:30am – 2:30pm (every 30 mins)
Pick-up Locations	28 – 30 Oct	
<b>Route 2:</b> <b>North Point &amp; Causeway Bay &amp; Admiralty</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> <li>• 2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 3<sup>rd</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> </ul>	8:30am – 3:30pm (every 30 mins)	
Pick-up Locations	28 – 30 Oct	
<b>Route 3: Wan Chai</b> Hong Kong Convention and Exhibition Centre	9am – 3:30pm (every 30 mins)	
Pick-up Locations	31 Oct	
<b>Route 4:</b> <b>North Point &amp; Causeway Bay &amp; Wan Chai &amp; Admiralty</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> <li>• 2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>• 3<sup>rd</sup> stop: Wan Chai - 25 Harbour Road (adjacent to Great Eagle Centre)</li> <li>• 4<sup>th</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> </ul>	8:30am – 2:30pm (every 30 mins)	

Drop-off Locations	28 – 30 Oct	31 Oct
<b>Route 1:</b> <b>Tsuen Wan &amp; Tsim Sha Tsui &amp; Hung Hom</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> stop: Tsuen Wan - MTR Station Exit B1 (Lay-by at Tai Ho Road North)</li> <li>2<sup>nd</sup> stop: Tsim Sha Tsui - 10 Middle Road (near the Post Office)</li> <li>3<sup>rd</sup> stop: Hung Hom - MTR Station Exit C2 (Lay-by under the footbridge connecting Fortune Metropolis)</li> </ul>	1pm – 6:30pm (every 30 mins)	1pm – 6pm (every 30 mins)
Drop-off Locations	28 – 30 Oct	
<b>Route 2:</b> <b>Admiralty &amp; Causeway Bay &amp; North Point</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> <li>2<sup>nd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>3<sup>rd</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> </ul>	1pm – 6:30pm (every 30 mins)	
Drop-off Locations	28 – 30 Oct	
<b>Route 3: Wan Chai</b> Hong Kong Convention and Exhibition Centre	1pm – 6:30pm (every 30 mins)	
Drop-off Locations	31 Oct	
<b>Route 4:</b> <b>Admiralty &amp; Wan Chai &amp; Causeway Bay &amp; North Point</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> stop: Admiralty - Admiralty Centre (MTR Admiralty Station Exit A)</li> <li>2<sup>nd</sup> stop: Wan Chai – 25 Harbour Road (adjacent to Great Eagle Centre)</li> <li>3<sup>rd</sup> stop: Causeway Bay - The Park Lane Hong Kong</li> <li>4<sup>th</sup> stop: North Point - Harbour North mall (opposite to Ibis North Point)</li> </ul>	1pm – 6pm (every 30 mins)	

- The timetable will be subject to change according to the traffic condition. The Organisers reserve the final right to change the schedule without prior notice.
- The actual parking position will be slightly adjusted depending on the road conditions.
- Shuttle Bus Service is for the use of **registered exhibitors and trade buyers** to the Fairs only. Other visitors and any person under age 18 are not allowed to use the service.
- 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.
- Please take care and safeguard your own personal belongings. The Organisers will not be responsible for any loss or damage to personal belongings.
- Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.



## 通告（5） - 免費穿梭巴士來往國際環保博覽

最後更新：2025年8月20日

乘車地點	10月28至30日	10月31日
<b>紅磡 / 尖沙咀 / 荃灣 -</b> - 港鐵紅磡站 C2 出口（置富都會行人天橋底）/ - 中間道（近尖沙咀郵政局） - 大河道北避車處（港鐵荃灣站 B1 出口）	上午 8 時 30 分至下午 3 時 30 分 （每 30 分鐘一班）	上午 8 時 30 分至下午 2 時 30 分 （每 30 分鐘一班）
乘車地點	10月28至30日	
<b>北角 / 銅鑼灣 / 金鐘 -</b> - 北角匯（宜必思香港北角酒店對面）/ - 柏寧酒店 / - 海富中心（港鐵金鐘站 A 出口）	上午 8 時 30 分至下午 3 時 30 分 （每 30 分鐘一班）	
乘車地點	10月28至30日	
<b>灣仔 -</b> - 香港會議展覽中心	上午 9 時至下午 3 時 30 分 （每 30 分鐘一班）	
乘車地點	10月31日	
<b>北角 / 銅鑼灣 / 灣仔 / 金鐘 -</b> - 北角匯（宜必思香港北角酒店對面）/ - 柏寧酒店 / - 海港中心 / - 海富中心（港鐵金鐘站 A 出口）	上午 8 時 30 分至下午 2 時 30 分 （每 30 分鐘一班）	

下車地點	10 月 28 至 30 日	10 月 31 日
<b>荃灣 / 尖沙咀 / 紅磡 -</b> - 大河道北避車處（港鐵荃灣站 B1 出口） - 中間道（近尖沙咀郵政局）/ - 港鐵紅磡站 C2 出口（置富都會行人天橋底）	下午 1 時至下午 6 時 30 分 （每 30 分鐘一班）	下午 1 時至下午 6 時 （每 30 分鐘一班）
下車地點	10 月 28 至 30 日	
<b>金鐘 / 銅鑼灣 / 北角 -</b> - 海富中心（港鐵金鐘站 A 出口）/ - 柏寧酒店 / - 北角匯（宜必思香港北角酒店對面）	下午 1 時至下午 6 時 30 分 （每 30 分鐘一班）	
下車地點	10 月 28 至 30 日	
<b>灣仔 -</b> - 香港會議展覽中心	下午 1 時至下午 6 時 30 分 （每 30 分鐘一班）	
下車地點	10 月 31 日	
<b>金鐘 / 灣仔 / 銅鑼灣 / 北角 -</b> - 海富中心（港鐵金鐘站 A 出口）/ - 海港中心 / - 柏寧酒店 / - 北角匯（宜必思香港北角酒店對面）	下午 1 時至下午 6 時 （每 30 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。

## Circular (6) – Fair Notices 通告 (6) – 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 Organiser' 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 31 October Public Day). Should you have any questions, please contact Ms Yuki Cheung, Exhibitions Project Manager at Tel: (852) 2240 4469; or via email address: [yuki.yy.cheung@hktdc.org](mailto:yuki.yy.cheung@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。主辦機構提醒所有參展商不得在展覽會期間進行零售活動（10月31日公眾日除外）。如有任何問題，請與主辦機構展覽項目經理張玉意小姐聯絡，電話：(852) 2240 4469 或 電郵：[yuki.yy.cheung@hktdc.org](mailto:yuki.yy.cheung@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 Organiser's 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，有關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，上述活動涉及的产品，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 Mainland China**

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

**3) 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 website ([www.info.gov.hk/immd/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact 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/](http://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 have 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 Organiser'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 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 Organisers do 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. 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。

**8. 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 5.2 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 (852) 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（請見表格 5.2）。

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 (852) 3606 8000。


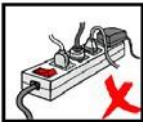


Hong Kong Trade Development Council  
香港貿易發展局

Messe Frankfurt (HK) Ltd  
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## Circular (7) - Attention to All Exhibitors (onsite)

### 通告 (7) - 參展商現場注意事

#### 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 Organisers (if any) and its power limitation. Each socket can connect <b>one</b> electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u></b> Organisers reserve 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)之電力插座供量,每一個插座均有其負上限,以及只供單一器使用,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或拖板,一經發現主辦機構將保留終止供權利直至有關參展商將問插座改正。</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>參展商所用之器用品必使用符合電力安全規格的三腳插(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(供自行攜帶及安裝燈使用),在自行安裝燈後,請聯絡會場之"攤位設施服務台"以便安排電力接。參展商將對自行攜帶之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. <b>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.</b> 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外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝物或展品等。如作出改動,請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can <b>only support weight under 3kg</b>. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃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 Organisers 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.  
建議參展商就可能對其構成的所有潛在責任購買保險。若違反以上任何指引,參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。



## **Circular (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 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) - Important Notice on Insurance**

Exhibitors are reminded to take out sufficient and specific insurance for the exhibition participated to cover its displays, exhibits, stand fittings and fixtures against loss or damage, and shall produce such policy of insurance to the Organisers upon request. In general, the coverage of the insurance should also extend to booth setting, property during exhibition, inland transit, public liability and employees' compensation. Exhibitors are also advised to obtain comprehensive insurance coverage for the whole fair period, including move-in and move-out dates for the entire exhibition venue, as well as the storage area. Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "Rules and Regulations" in the Exhibitors' Manual.

Additionally, exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for work-related injuries to all their employees, regardless of the length of employment contract, work hours, or employment type (full-time, part-time, permanent, or temporary).

The Organisers undertake no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

#### **List of Insurers for Reference Only**

All the insurers listed below covers **Hong Kong entities only**. For mainland and overseas exhibitors, please consult your local insurers.

This list is provided purely as a reference for exhibitors. It is not a must for exhibitors to use the service of any of the below insurers. Please feel free to contact other insurers or your insurance agent. The Hong Kong Trade Development Council / Messe Frankfurt (HK) Ltd are neither affiliated with nor compensated by any of the insurers. The Organisers assume no responsibility for the competence or integrity of the insurers listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.

It will normally take around 2 to 3 weeks for an insurer to process and issue the required insurance policy. Exhibitors are advised to allow enough time to purchase the insurance well in advance before the fair starts.

Company Name: Allied World Assurance Company Limited  
Contact Number: (852) 3412 2688 (Mr Terence Tsang, insurer's agent representative)  
Contact Email: [terence.tsang@apexais.com.hk](mailto:terence.tsang@apexais.com.hk)  
Website: <http://www.awac.com>

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Company Name: China Pacific Insurance Co.,(H.K.) Ltd.  
Contact Number: (852) 2137 7671 (Ms Priscilla Tam)  
Contact Email: [priscilla.tam@cpic.com.hk](mailto:priscilla.tam@cpic.com.hk)  
Website: [www.cpic.com.hk](http://www.cpic.com.hk)

Company Name: China Ping An Insurance (Hong Kong) Company Limited  
Contact Number: (852) 2827 1883  
Website (online quotation platform): <https://www.pingan.com.hk/exhibition/insurance?lang=en>

Company Name: Concord Insurance Company Limited  
Contact Number: (852) 2156 1535 (Mr Daniel Ng)  
Contact Email: [danielng@concordinsurance.com.hk](mailto:danielng@concordinsurance.com.hk)  
Website (online quotation platform):  
<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlsbTJSc2hDeENGUT09#/>

Company Name: Circle Asia Ltd  
Contact Number: (852) 3596 5160  
Contact Email: [info@circlesgroup.asia](mailto:info@circlesgroup.asia)  
Website: <https://www.circlesgroup.com/>

Company Name: Zurich Insurance Company Ltd  
Contact Number: (852) 2977 0222  
Contact Email: [smedirect@zurich-ia.com.hk](mailto:smedirect@zurich-ia.com.hk)  
Website: [www.zurich.com.hk](http://www.zurich.com.hk)

## 通告（9）－保 相關注意事

為避免損失，參展商應自行購買充分及特定的保，投保範圍包括（但不限於）為其陳列品、展品及展台的損失或毀壞，倘若主辦機構要求，參展商 出示有關保單。一般而言，有關保單亦應涵蓋（但不限於）場地建設及清拆、展覽期間之財物、 上運輸、公眾責任及勞工保。投保範圍亦 涵蓋整個會場及存倉區域，並包括整個展期，連同進 日及撤 日。保 相關條款於參展商手冊第三部分「展覽會規則」分 3.1第70.1及72條，以及分 3.15中列明，敬請各參展商務必細閱。

參展商亦 遵守 港法例第 282 章《僱員補償條例》第 40 條，不論其僱員的僱傭合約或工作時間長短、全職或兼職、長期或臨時受僱，均 承擔其根據《僱員補償條例》及普通法就其所有僱員在工作期間受傷的責任。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何，概不負財務或法律責任。

### **保 公司列表以供參考**

以下所有保 公司**只承保 港公司**。請內地及海外參展商向當地保 公司查詢。

以下保 公司之資料只供參考用，參展商毋 一定聘請其中任何保 公司為其服務，可聯絡其他保 公司或其公司的保 代理人。 港貿發局 / 法蘭克福展覽（ 港）有限公司與任何保 公司均無任何關係，亦不受其報酬。主辦機構對任何保 公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

保 公司一般情況 要約兩至三個星期處理和簽發有關保單，參展商應在展覽前 留充足時間購買保。

公司名稱：世聯保 有限公司  
聯絡 話：（852）3412 2688（保 公司代理人曾先生）  
聯絡 郵：[terence.tsang@apexais.com.hk](mailto:terence.tsang@apexais.com.hk)  
公司網：<https://awac.com/>

公司名稱：中國太平洋保 （ 港）有限公司  
聯絡 話：（852）2137 7671（譚小姐）  
聯絡 郵：[priscilla.tam@cpic.com.hk](mailto:priscilla.tam@cpic.com.hk)  
公司網：[www.cpic.com.hk](http://www.cpic.com.hk)

公司名稱：中國平安保 （ 港 ）有限公司  
聯絡 話：（852）2827 1883  
公司網（網上投保平台）：<https://www.pingan.com.hk/exhibition/insurance?lang=tc>

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公司名稱：合群保 有限公司

聯絡 話：（852）2156 1535（吳先生）

聯絡 郵：[danielng@concordinsurance.com.hk](mailto:danielng@concordinsurance.com.hk)

公司網 （網上投保平台）：

[https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlsbTJSc2hDeENGUT09#](https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlsbTJSc2hDeENGUT09#/)

公司名稱：Circle Asia Ltd

聯絡 話：（852）3596 5160

聯絡 郵：[info@circlesgroup.asia](mailto:info@circlesgroup.asia)

公司網：<https://www.circlesgroup.com/>

公司名稱：蘇 世保 有限公司

聯絡 話：（852）2977 0222

聯絡 郵：[smedirect@zurich-ia.com.hk](mailto:smedirect@zurich-ia.com.hk)

公司網：[www.zurich.com.hk](http://www.zurich.com.hk)

**Circular (10) - Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement (updated)**

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8, Black Rainstorm Warning Signal or Extreme Condition is hoisted during the Expo.

**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 within two hours before the signal comes into effect. 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 Organisers will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

1. The Organisers will make an announcement on the above special arrangements through the fair website, social media and send the announcement to the mass media, as appropriate. 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（10）－ 熱帶氣旋、黑色暴雨警告訊號或極端情況下的安排（更新版）**

敬請各參展商留意，以下是熱帶氣旋襲港、黑色暴雨警告信號或極端情況發出後，主辦機構作出的特別安排。

**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，主辦機構將立刻作出廣播，宣布展覽會將於訊號生效前兩小時內關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

## **乙、黑色暴雨警告信號下及極端情況下之特別安排**

### **(一) 進館日、撤館日**

1. 如黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」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或「極端情況」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或「極端情況」取消為止，以策安全。  
如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況（包括公共運輸及其他範疇），決定是否需要發出「極端情況」公布。

## **丙、保險**

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會規則第 70 及 72 條。

## **丁、其他注意事項**

1. 主辦機構會透過展覽會網頁及社交媒體等方式對上述特別安排進行公告，並視情況向大眾媒體公布以上特別安排。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。

**Circular (11) - Safety Measures on On-site Construction/Dismantling Work**  
**(for All Exhibitions at AWE) <NEW UPDATE>**

In order to maintain the site safety of events held at the AsiaWorld-Expo (AWE), with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labour Department** and **Occupational Safety & Health Council**. Details are as below:

1. For safety purpose, **use of ladders for work at height of 2 metres or more within the AWE is strictly prohibited**. If the construction/dismantling work is carried out at 2 metres or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
2. All person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require wearing Reflective Vest.
3. Workers are required to wear safety belt while construction activities are carried out at 2 metres or more above the ground.
4. If this rule is not observed, the AWE and the Organisers will have the right to stop the relevant construction activity immediately.
5. With effect from 1 Jan 2025, the AWE will strictly implement the following measures whenever unsafe use of equipment for work-above-ground such as ladder without certificate and high ladders used for work at 2 meters or above the ground, is found at the AWE:
  - i) Worker who violates the above rule will be asked to leave the AWE immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day.
  - ii) Worker should carry the non-compliant ladders and leave the AWE or the ladders will be confiscated.
  - iii) All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. We appreciate your cooperation to enhance work-above-ground safety to prevent accidents and casualties.

For more details, please refer to [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) and [https://www.labour.gov.hk/eng/public/os/D/Overview\\_of\\_Work\\_at\\_Height\\_Safety.pdf](https://www.labour.gov.hk/eng/public/os/D/Overview_of_Work_at_Height_Safety.pdf).

Hong Kong Trade Development Council  
Messe Frankfurt (HK) Ltd

**通告（11）－ 展覽活動施工場地安全守則**  
**（適用於所有於亞洲國 博覽 舉行的展覽） <最新資訊>**

為確保展覽活動施工場地安全，亞洲國 博覽 將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

1. 為確保安全，**所有 2 米或以上工作梯具將被嚴格禁止於博覽 內使用**。所有在距 地 2 米或以上度進行的搭建/拆卸工程，承建商必 使用 空工作設備，如金屬棚架。此外，於建築工地使用棚架者，必 提交由合資格人士填寫的《表格五》報告。該表格必 於棚架當眼處展示，列明棚架的位置及範圍，並註明棚架的堅穩程度合乎施工安全標準。
2. 任何獲准進入租用範圍進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必 穿上反光背心。
3. 於距 地 2 米或以上 度施工的工人必 配戴安全帶。
4. 如有違規者，博覽 及主辦機構有權立即制止有關搭建工程進行至符合安全標準。
5. 由 2025 年 1 月 1 日起，凡發現工作人員使用不安全的設備進行 地工作，包括沒有認證的梯具及兩米或以上的 梯等，博覽 將嚴厲執行以下措施：
  - i) 任何違反上述規例之工作人員將被停止施工、沒收大會證件及手帶，及被立即要求 開博覽 ，當日不能再次進入博覽 工作。
  - ii) 工作人員於 場時 要將違規的工具一同撤走，否則工具將會被沒收。
  - iii) 所有被沒收之梯具 於指定地 及時間內 回，否則於展覽完結後會以垃圾處理。

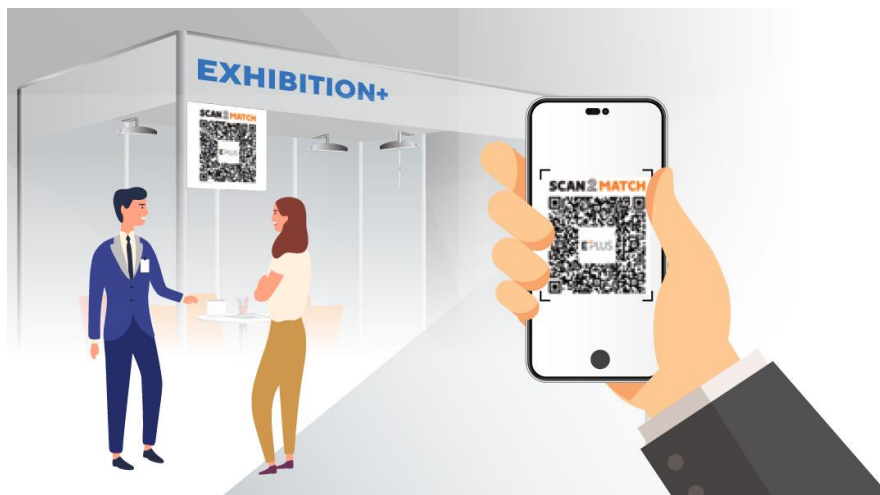
請參展商注意及遵守有關規定並通知承建商。感謝您的合作，以確保 地工作安全，杜絕因使用不合規梯具而出現的意外及傷亡。

了解更多詳情，可瀏覽網站 [https://www.labour.gov.hk/tc/public/content2\\_8b.htm](https://www.labour.gov.hk/tc/public/content2_8b.htm)，及 [https://www.labour.gov.hk/tc/public/os/D/Overview\\_of\\_Work\\_at\\_Height\\_Safety.pdf](https://www.labour.gov.hk/tc/public/os/D/Overview_of_Work_at_Height_Safety.pdf)。

港貿易發展局  
法蘭克福展覽（ 港）有限公司

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

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

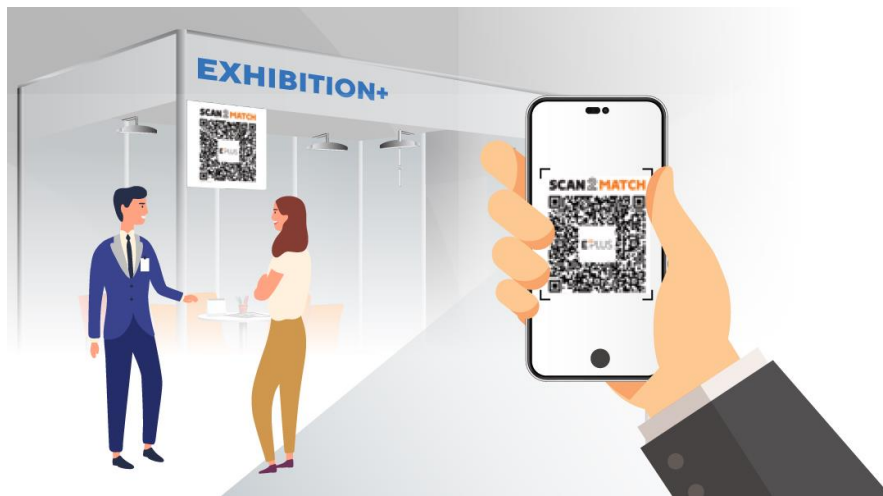


If you have the Scan2Match QR codes, display them at your booth and encourage buyers to scan them so that you can stay connected with the buyers even after the fair. The top 5 exhibitors with the most accumulated scans will enjoy **FREE EXPOSURE** daily\* to highlight their achievements. The leaderboard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

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

## 參加「最多買家掃描的參展商」活動 打開無限商機

「掃碼易」( Scan2Match )是「展覽+」線上線下融合展覽模式的重要元素之一，讓買家能夠在線上與展商保持聯繫，即使在實體展會後仍可繼續採購之旅。為了促進買家和展商之間更緊密的業務聯繫，「最多買家掃描的參展商」活動將在國際環保博覽舉行，以推動更多買家使用「掃碼易」服務。



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

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

## Appendix 1

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

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizers**”, “**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 Organizers and their 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 Organizers 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 Organizers 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 Organizers 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 Organizers in accordance with the Exhibitors’ Brief and requests the Organizers to take action against an Exhibitor, the Complainant agrees to hold the Organizers, their 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 Organizers, their 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 Organizers, their 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](http://www.hktdc.com)) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizers, 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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
  - A. Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
  - B. Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
  - C. Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from following individual(s) 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:
  - A. A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
  - B. Hong Kong qualified lawyer experienced in the patents field.

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

\* The Organizers reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

## 附件（1）

### 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 [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投訴時向本局索取。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accept）；
2. 如投訴人所依賴的專利的是短期專利，則需提供下列任何一項與該專利有關的文件：
  - 甲) 香港實質審查證明書的正本或核證副本；
  - 乙) 向香港專利註冊處處長提出進行實質審查的請求證明的正本或核證副本，連同一份證明該請求並沒有被終結、拒絕或終止的書面確認函；或
  - 丙) 由香港法院批給的證明書正本或核證副本，以核證投訴人所依賴的專利的權利要求屬有效。
3. 由下列人士發出之書面意見書，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：
  - 甲) 一名在香港以外的司法管轄區獲得認可或註冊，及在香港提供專利代理服務的認可或註冊專利代理人或專利師；及/或
  - 乙) 在專利領域擁有經驗的合資格香港律師。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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



# **“Rubbish and Recycling Bins Allocation Plan”**



# **Move In Period**

**Date: 26-27 October 2025**

**Venue: Hall 3, 6 & 8**





## Legend

1



Paper Collection Cage

2



Plastic Wrap Collection bin

3



660L Acrylic Plastic Collection bin

4



240L Paper Collection Bin

5



240L Cans Collection Bin

6



240L Plastic Bottles Collection Bin

7

240L Glass Collection Bin

8

240L Food Waste Bin

9

Fluorescent Lamp Collection Bin

# Move In Period – (Hall 6 & 8)



## Legend



Hand Sanitizer



Stainless Steel Bin



Gold bin with pedal



4-in1 Recycle Bin



Grey Bin



# **Show Period**

**Date: 28-31 October 2025**

**Venue: Hall 3, 6 & 8**

## Legend

1



Paper Collection Cage

2



Plastic Wrap Collection bin

3



660L Acrylic Plastic Collection bin

4



240L Paper Collection Bin

5



240L Cans Collection Bin

6



240L Plastic Bottles Collection Bin

7

240L Glass Collection Bin

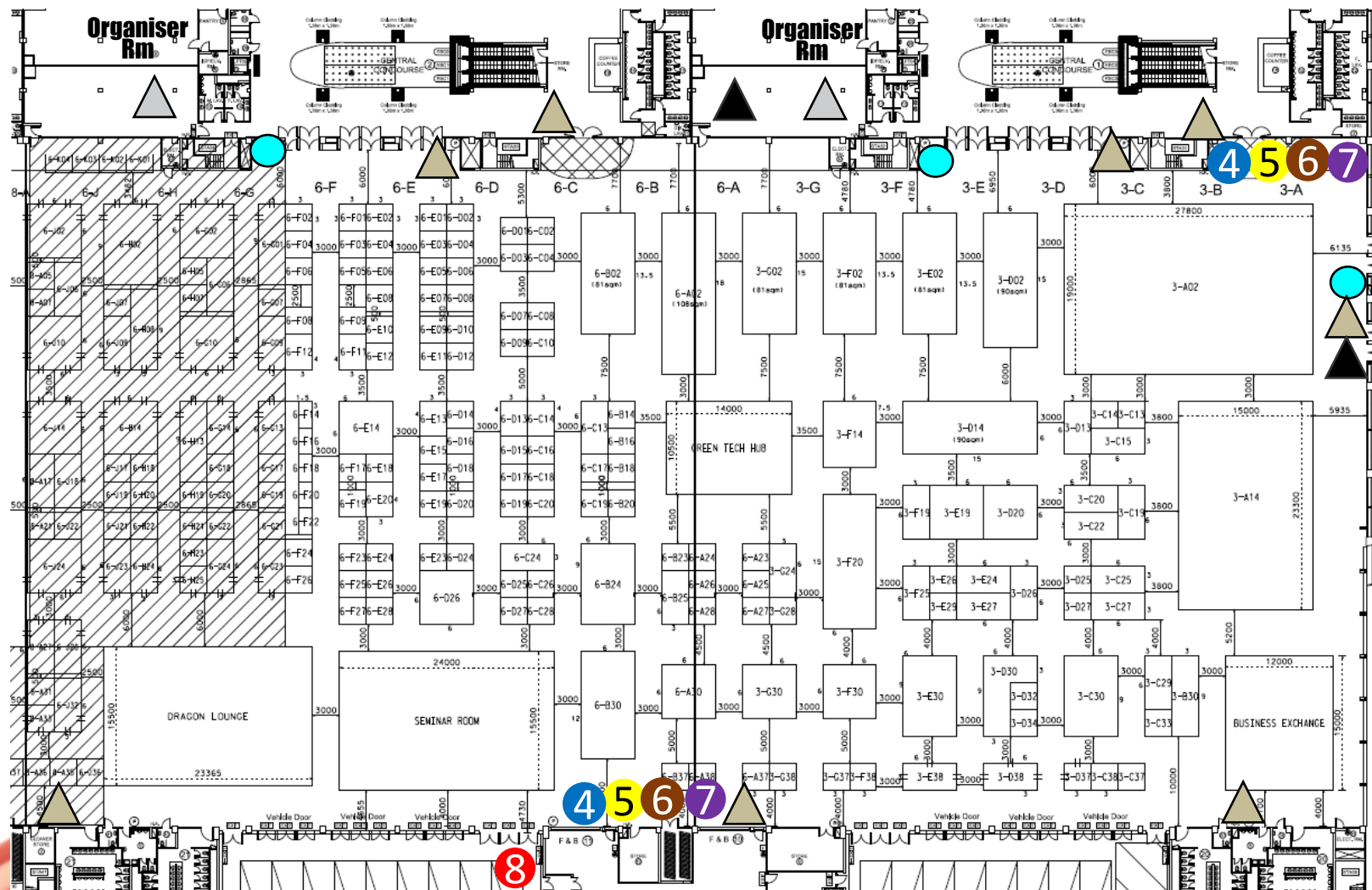
8

240L Food Waste Bin

9

Fluorescent Lamp Collection Bin

# Show Period – (Hall 3 & 6)



## Legend



Hand Sanitizer



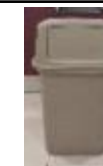
Stainless Steel Bin



Gold bin with pedal



4-in1 Recycle Bin



Grey Bin



## Legend

1



Paper Collection Cage

2



Plastic Wrap Collection bin

3



660L Acrylic Plastic Collection bin

4



240L Paper Collection Bin

5



240L Cans Collection Bin

6



240L Plastic Bottles Collection Bin

7

240L Glass Collection Bin

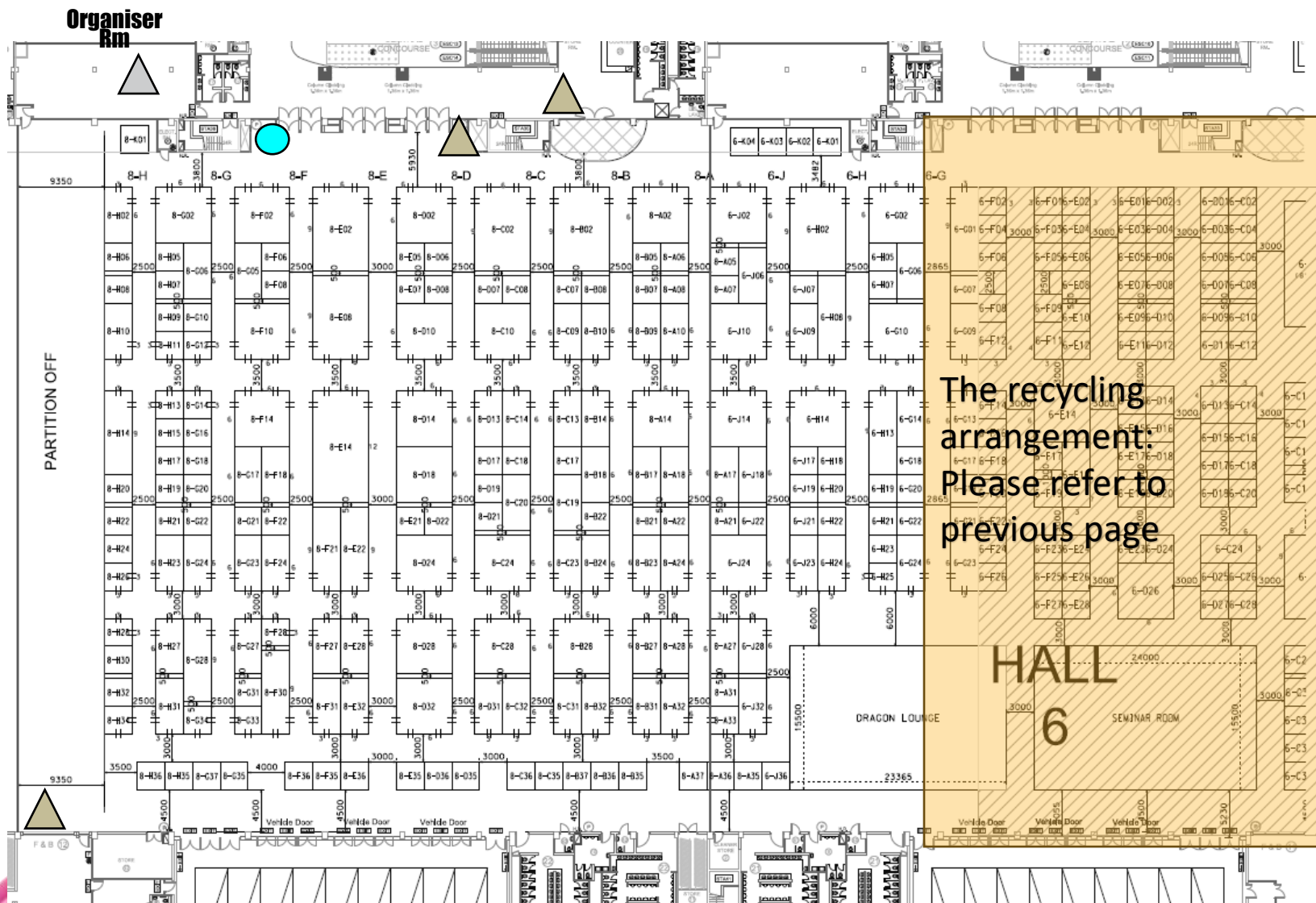
8

240L Food Waste Bin

9

Fluorescent Lamp Collection Bin

# Show Period – (Hall 6 & 8)



## Legend



Hand Sanitizer



Stainless Steel Bin



Gold bin with pedal



4-in1 Recycle Bin



Grey Bin



# **Move Out Period**

**Date: 31 October (After show period)**

**Venue: Hall 3, 6 & 8**

## Legend

1



Paper Collection Cage

2



Plastic Wrap Collection bin

3



660L Acrylic Plastic Collection bin

4



240L Paper Collection Bin

5



240L Cans Collection Bin

6



240L Plastic Bottles Collection Bin

7

240L Glass Collection Bin

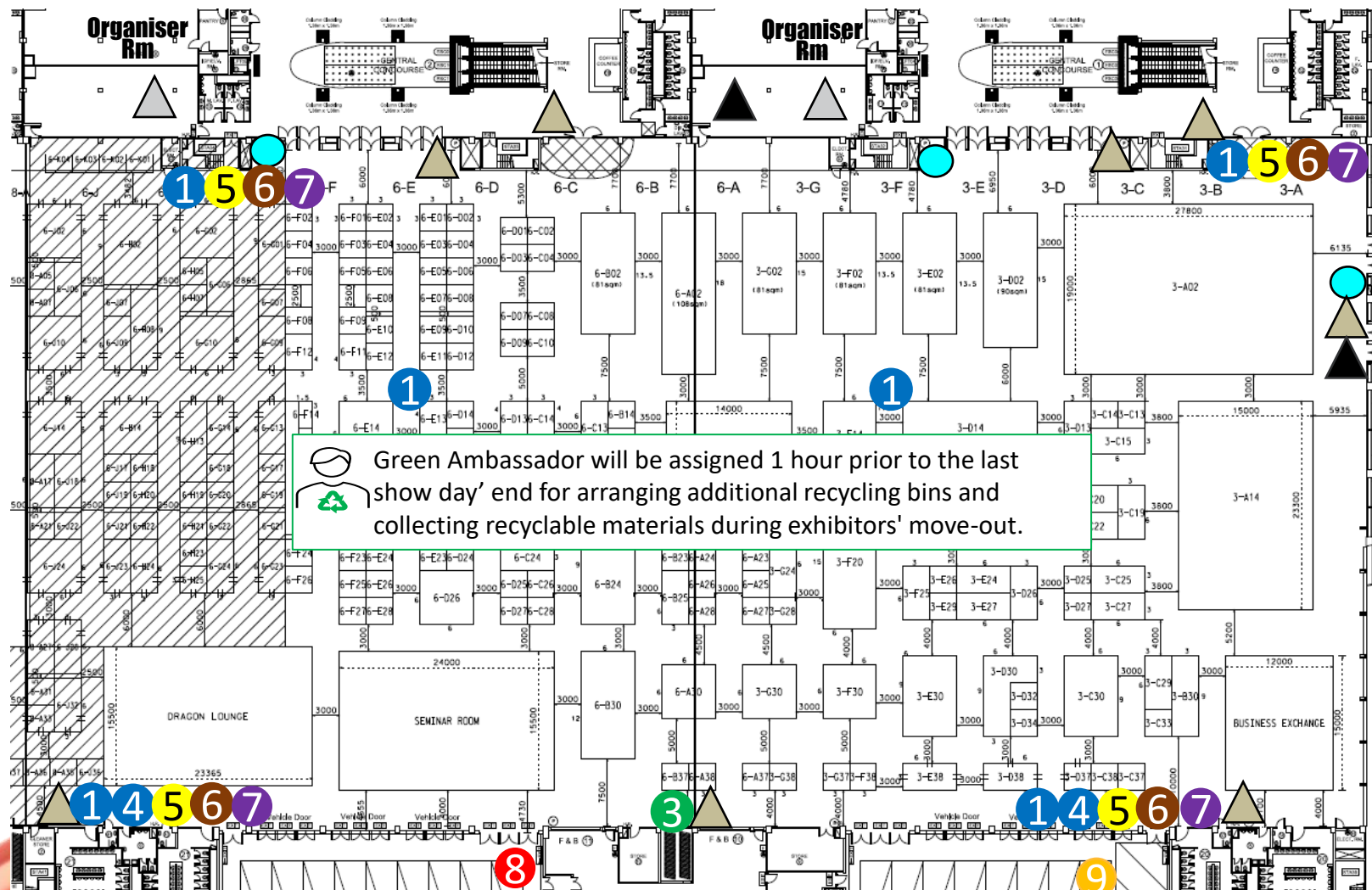
8

240L Food Waste Bin

9

Fluorescent Lamp Collection Bin

# Move Out Period – (Hall 3 & 6)



## Legend



Hand Sanitizer



Stainless Steel Bin



Gold bin with pedal



4-in1 Recycle Bin



Grey Bin







# **Additional Recycling Arrangement (Wood Pallet)**

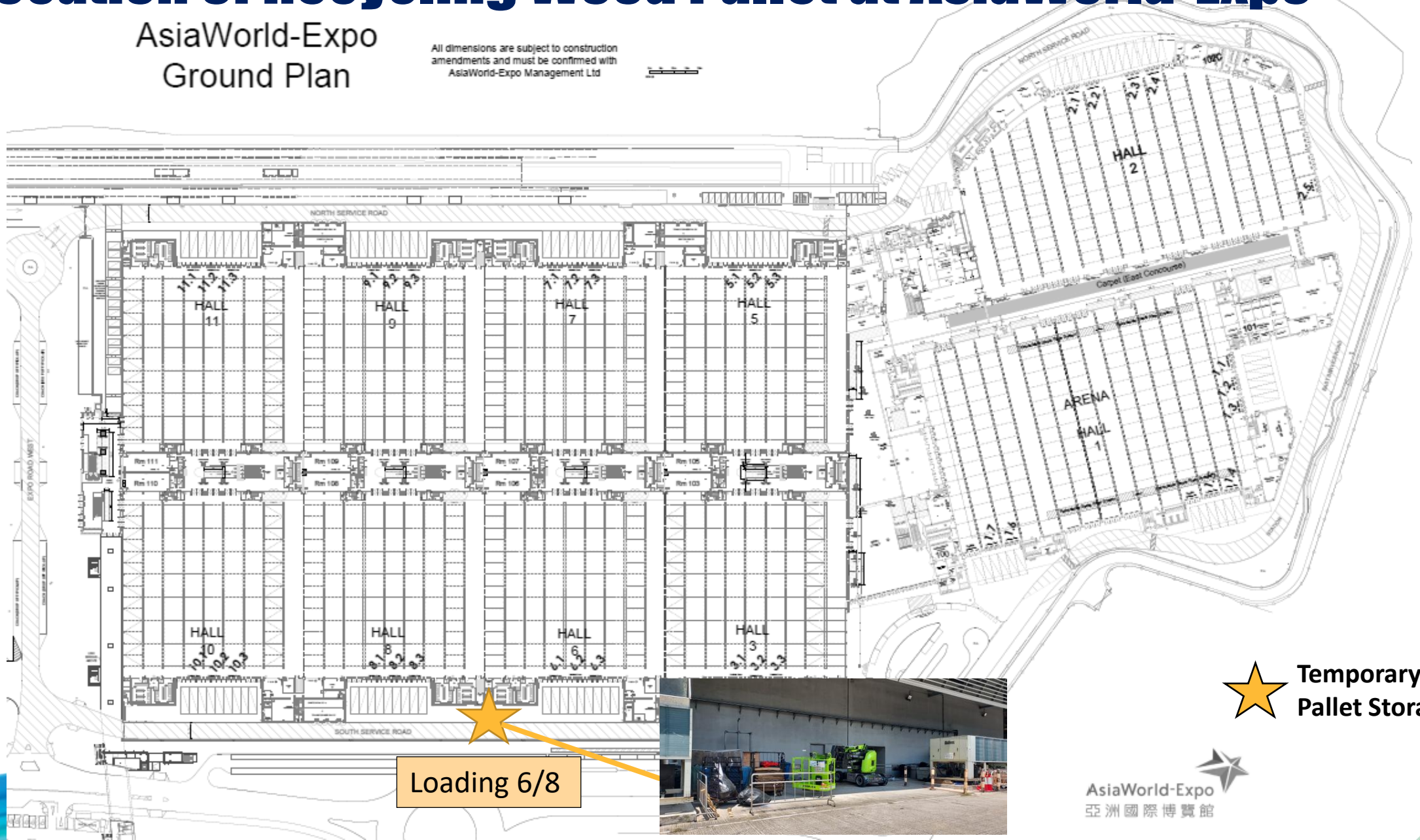
**Date: 26-27 October (Move-In)**

**Venue: Hall 3, 6 & 8**

# Location of Recycling Wood Pallet at AsiaWorld-Expo

## AsiaWorld-Expo Ground Plan

All dimensions are subject to construction  
amendments and must be confirmed with  
AsiaWorld-Expo Management Ltd



Loading 6/8

★ Temporary Wood  
Pallet Storage

AsiaWorld-Expo  
亞洲國際博覽館