

致： 各參展商

歡迎參加教育及職業博覽 2017。煩請查收

1. 參展商手冊\*\*\*  
([http://www.hktdc.com/fair/hkeducationexpo-tc/s/1100-For\\_Exhibitor/香港貿發局教育及職業博覽/參展商手冊.html](http://www.hktdc.com/fair/hkeducationexpo-tc/s/1100-For_Exhibitor/香港貿發局教育及職業博覽/參展商手冊.html))
2. 額外設施及服務租用申請表(額外設施申請之**截止日期為 2017 年 1 月 5 日**)\*\*\*  
- 教育及職業專題講座申請之截止日期為 **2017 年 1 月 23 日**  
([http://www.hktdc.com/fair/hkeducationexpo-tc/s/1101-For\\_Exhibitor/香港貿發局教育及職業博覽/額外設施及服務申請表格.html](http://www.hktdc.com/fair/hkeducationexpo-tc/s/1101-For_Exhibitor/香港貿發局教育及職業博覽/額外設施及服務申請表格.html))  
**\*\*\*只提供網上版本, 請到<http://www.hktdc.com/fair/hkeducationexpo-tc> 下載有關文件**
3. 展覽會重要日期一覽 (通告一)
4. 有關於攤位內舉行的特別節目之事宜 (通告二)
5. 香港貿易發展局展覽會保護知識產權措施-參展商須知 (通告三)
6. 重要守則 (通告四)
7. 《2012 年商品說明 (不良營商手法) (修訂) 條例》(通告五)
8. 最新建築條例及規則 (通告六)
9. 參展商重要通告 (通告七)
  - (1) 參展商須遵守的入境規例 (如適用)
  - (2) 注意!請小心處理由第三者提供之推廣優惠
  - (3) 請小心處理有關繳付參展費用之安排
  - (4) 提醒參展商小心提防欺詐電郵的通知
  - (5) 提防有關信用卡終端機租賃服務
10. 颱風襲港及黑色暴雨警告訊號 (通告八)

運輸車輛入場証及參展商工作証將於 2017 年 2 月分發。

若有任何疑問, 請致電聯絡李家榮先生 (852) 2240-4470、吳詠彤小姐 (852) 2240-4325、劉俊傑先生 (852) 2240-4275 或 嚴可欣小姐 (852) 2240-4317。

預祝 展出成功!

香港貿易發展局  
二零一六年十二月

Dear Exhibitors,

Thank you for your participation in the Education & Careers Expo 2017. Enclosed please find

1. Exhibitors' Manual \*\*\*  
([http://www.hktdc.com/fair/hkeducationexpo-en/s/1100-For\\_Exhibitor/HKTDC-Education-and-Careers-Expo/ExhibitorsManual.html](http://www.hktdc.com/fair/hkeducationexpo-en/s/1100-For_Exhibitor/HKTDC-Education-and-Careers-Expo/ExhibitorsManual.html))
2. Additional Facilities and Services Order Forms (*Submission deadline for additional facilities: **5<sup>th</sup> January 2017***)\*\*\*

Request for Education & Careers Forum (*Submission deadline: **23<sup>rd</sup> January 2017***)  
([http://www.hktdc.com/fair/hkeducationexpo-en/s/1101-For\\_Exhibitor/HKTDC-Education-and-Careers-Expo/Order-Form.html](http://www.hktdc.com/fair/hkeducationexpo-en/s/1101-For_Exhibitor/HKTDC-Education-and-Careers-Expo/Order-Form.html))

**\*\*\*Only online version is provided, please download the required document at [www.hktdc.com/hkeducationexpo](http://www.hktdc.com/hkeducationexpo).**

3. Checklist of Important Dates (Circular 1)
4. Circular on Special Events Organised by the Exhibitors during the Expo (Circular 2)
5. Protection of Intellectual Property Rights at HKTDC Exhibitions (Circular 3)
6. Important Rules and Regulations (Circular 4)
7. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance (Circular 5)
8. New Measures on Construction (Circular 6)
9. Exhibitor Important Notices (Circular 7)
  - (1) Immigration Regulations to be Observed and Followed by Exhibitors (*if applicable*)
  - (2) Caution on Third Party Promotional Offers
  - (3) Caution on Arranging Payment
  - (4) Caution on Fraudulent Emails
  - (5) Caution on Rental of Credit Card Payment Terminals
10. Typhoon Attack & Black Rainstorm Warning Signal (Circular 8)

The Vehicle Entry Permit and Exhibitor Badges will be distributed in February 2017.

For details, please contact: Mr. Lee Ka Wing (852) 2240-4470, Ms. Evelyn Ng (852) 2240-4325, Mr. Vincent Lau (852) 2240-4275 or Ms. Carol Yim (852) 2240-4317.

Regards,

Hong Kong Trade Development Council

December 2016

**通告一**

## 重要日期一覽

教育及職業專題講座截止申請日期	2017年1月23日
參展商資料最後確認日期	2017年1月5日
額外設施及服務截止申請日期	2017年1月5日
廣告及宣傳截止申請日期	2017年1月5日
收到進館及撤館許可證及其他重要通知	2017年2月
寄出參展商工作證	2017年2月

注意:

香港貿易發展局保留更改以上日期的權利，恕不另行通知

**Circular 1****Checklist of Important Dates**

Request for Education & Careers Forum	23 January 2017
Checklist of Company Information	5 January 2017
Additional Facilities and Services Order Deadline	5 January 2017
Advertising and Promotion Opportunities Deadline	5 January 2017
Receipt of Move-in and out Permits and Other Important Circulars	February 2017
Delivery of Exhibitor Badge	February 2017

Note:

The above schedule may be subject to change without advanced notice

**通告二****有關於攤位內舉行的特別節目之事宜**

為保障各參展商的權益及加強現場之人流控制，假若參展商有意在展覽期間於攤位內舉行特別節目，如邀請知名人士出席任何演講或推廣活動，在進行該宣傳或推廣活動前，**必須事先獲得本局書面批准及自行僱用足夠員工或保安人員以便控制人群及維持秩序，並在不防礙其他參展商的情況下，方可進行。**凡未經批准的特別節目，本局均有權隨時禁止該活動。

本局會視乎個別時段特別節目的多寡及預期屆時之人流，安排參展商的特別節目於不同時段舉行，故**貴司之特別節目可能會被安排至其他時段。**另外，如參展商的特別節目於展會進行期間引致嚴重的通道擠塞，為其他參展商或參觀人士帶來不便，本局**可能會終止該特別節目**，敬請留意。

貴司如有意於攤位內舉行特別節目，煩請 貴司於**二零一七年一月二十三日或之前**以傳真方式，書面通知本局該特別節目之日期、時間、內容及其他詳情。

如有任何查詢，請致電聯絡李家榮先生 (852) 2240-4470 或嚴可欣小姐 (852) 2240-4317。

香港貿易發展局

**Circular 2****Circular on Special Events Organised by the Exhibitors during the Expo**

To facilitate the management of traffic flow at the fairground and protect the interest of all exhibitors, exhibitors who plan to organise special events such as talk shows WITHIN their booth area during the Education & Careers Expo 2017 are requested to submit the detail proposal of the event(s) to the Organiser in advance for official approval. These events should be organised in a planned and considerate manner and the exhibitors should employ sufficient staff/security guards for crowd control. The Organiser reserves the right to intervene the event(s) if it is not officially approved.

The Organiser will evaluate the number of special events that are launched concurrently and the expected number of attendees at the fairground. The Organiser may request your special event(s) to be rescheduled to other time slot(s) if necessary. The Organiser may terminate the event(s) if the crowd blocks the passages or causes disturbance to other exhibitors or visitors during the event(s).

Should your organisation incline to organise special events as mentioned, please send us the written request with proposal including the date, time, program and other details by fax **on or before 23 January 2017.**

Should you have any enquiries, please contact: Mr. Lee Ka Wing (852) 2240-4470 or Ms. Carol Yim (852) 2240-4317.

Hong Kong Trade Development Council

**通告三****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，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，同時盡快澄清無理投訴以保障參展商的權益。有關於大會處理展覽現場侵權投訴的程序及處罰，請瀏覽展覽會網頁

[http://www.hktdc.com/fair/hkeducationexpo-tc/s/434-For\\_Exhibitor/香港貿發局教育及職業博覽/香港貿易發展局展覽會保護知識產權措施-參展商須知.html](http://www.hktdc.com/fair/hkeducationexpo-tc/s/434-For_Exhibitor/香港貿發局教育及職業博覽/香港貿易發展局展覽會保護知識產權措施-參展商須知.html)

香港貿易發展局

**Circular 3****Protection of Intellectual Property Rights at HKTDC Exhibitions**

The Hong Kong Trade Development Council (HKTDC), the statutory body promoting Hong Kong's international trade, is committed to fostering original design and safeguarding intellectual property rights. We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else's intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

For more information on the procedure and penalties when a complaint on involving infringement of intellectual property rights is received by the Organiser, please visit the Expo website at [http://www.hktdc.com/fair/hkeducationexpo-en/s/434-For\\_Exhibitor/HKTDC-Education-and-Careers-Expo/IPR-Exhibitors-Brief.html](http://www.hktdc.com/fair/hkeducationexpo-en/s/434-For_Exhibitor/HKTDC-Education-and-Careers-Expo/IPR-Exhibitors-Brief.html)

Thank you for your kind attention.

Hong Kong Trade Development Council

**通告四****重要守則****攤位內舉行特別節目**

如參展商在攤位內進行特別節目，必須確保展覽通道及其他參展商不受影響。若該活動於展會進行期間引致嚴重的通道擠塞，為其他參展商或參觀人士帶來不便，本局將保留終止該特別節目進行之權利，敬請留意。如有疑問，請與主辦機構聯絡。

**派發宣傳品**

參展商不得在會場內的公眾地方派發任何宣傳品、紀念品或同類物品，只可在本身的攤位範圍內派發產品目錄及小冊子等宣傳品。

**展品補充**

如需在展覽會開放時間內，將貨物由臨時存貨區運往攤位，必須採取一切安全措施，以免傷及參觀人士。大會有權視乎現場情況要求參展商遵守額外安全措施甚或暫停參展商使用手推車補貨。

**攤位使用**

在展覽會舉行期間，所有攤位必須有職員看管及佈置妥當並擺放展品。**參展商不得在會場內零售展品 / 服務。**

**在展場派贈食品及飲料**

根據香港會議展覽中心之指引，參展商在展覽場館內派贈食品及飲料，必須事先知會本局。假若參展商有意在展覽期間於攤位內派贈食品及飲料，煩請貴司於**二零一七年一月五日**或之前以傳真方式，書面通知本局該食品 / 飲品之種類、數量、時候及派發之其他詳情。如有任何查詢，請與本局職員聯絡。

**音量 / 擴音器**

所有視聽器材所產生的音量不得對其他參展商或參觀者構成任何滋擾或不便。參展商必須採取措施，確保示範活動所採用的視聽器材**不會發出超過 80 分貝 (A 級) 的音量**。如發出的聲浪對其他參展商及參觀人士造成滋擾、不便或騷擾，主辦機構有權馬上終止有關展示活動，而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材，概由參展商負責，而參觀人士及其僱員在操作此等器材時的行為，須由參展商監督。

**會場內播放音樂**

一切音樂演奏，包括播放示範用音樂錄音帶及配樂，必須經以下機構許可：

(甲) 香港作曲家及作詞家協會

香港中環亞畢諾道 3 號環貿中心 18 樓

電話：(852) 2846-3268 傳真：(852) 2846-3261

(乙) 錄音製品播放版權(東南亞)有限公司 (播放音樂錄音者適用)

九龍灣 宏光道 1 號 億京中心 A 座 18 樓 A 室

電話：(852) 2861-4318 傳真：(852) 2866-6869

如有任何查詢，請致電聯絡李家榮先生 (852) 2240-4470 或 嚴可欣小姐 (852) 2240-4317。

香港貿易發展局





**Circular 4****Important Rules and Regulations****Special Event(s) organised within the booth**

If any exhibitor intends to organise special event(s) within their booth area, the event(s) should be organised in a planned and considerate manner. The Organiser may terminate the event(s) if the crowd blocks the passages or causes disturbance to other exhibitors or visitors during the event(s). If should there be any enquiry, please contact the Organiser.

**Distribution of Promotional Materials**

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their own booths. No exhibitors are permitted to distribute any publicity materials, souvenirs and the like in public areas of the exhibition venue.

**Replenishment of Exhibits**

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to their booth(s) from the temporary storage area during the fair opening hours. The Organiser reserves the right to require exhibitors to follow additional safety measures or even prohibits exhibitors from using trolley to replenish stock if the fairground is too crowded.

**Use of Booths**

All booths must be properly manned, displayed and furnished with exhibits at all times during the Fair. **No retail sales are allowed in the exhibition.**

**Distribution of Food/Drinks at the Fairground**

According to the guidelines of Hong Kong Convention & Exhibition Centre, the Organiser should be notified should there be any distribution of any kind of food/beverages at any exhibitor's booth during the fair period. Should any exhibitor intend to have such initiatives, please send us a written request with the quantity and kind of food/beverages to be distributed at which duration and other details on or before **5 January 2017**. Please contact us for further enquiries.

**Sound Level / Loud Hailers**

All audio / audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should **not exceed 80 dB (A)**. The Organiser reserves the right to intervene and stop the demonstration immediately if the sound level causes undue annoyance, inconvenience or disturbances to other exhibitors and visitors. In this case the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

**Performance of Music at the Show**

Any musical performance, including the use of music recording for demonstration or as background music, requires the permission of:

- (a) The Composers and Authors Society of Hong Kong Ltd.  
18/F., Universal Trade Centre, 3 Arbuthnot Road, Central, Hong Kong  
Tel: (852) 2846-3268 Fax: (852) 2846-3261
- (b) Phonographic Performance (South East Asia) Ltd. (For recorded music only)  
Unit A, 18/F, Tower A, Billion Centre, 1 Wang Kwong Road, Kowloon Bay, Hong Kong  
Tel: (852) 2861-4318 Fax: (852) 2866-6869

Should you have any enquiries, please contact: Mr. Lee Ka Wing (852) 2240-4470 or Ms. Carol Yim (852) 2240-4317.

Hong Kong Trade Development Council

**通告五****《2012年商品說明（不良營商手法）（修訂）條例》已於2013年7月19日生效**

為回應公眾的強烈要求加強保障消費者的權益，禁止消費交易中某些常見的不良營商手法，香港特別行政區已仔細檢討現時的保障消費者條例，並透過修訂《商品說明條例》以落實改善措施。《2012年商品說明（不良營商手法）（修訂）條例》（《修訂條例》）已於2012年7月17日獲得立法會通過。《修訂條例》主要有以下內容：

- 擴大有關貨品的“商品說明”的現有定義，指以任何方式就任何貨品或貨品任何部分作出直接或間接的顯示，例如標價；
- 擴大“條例”的適用範圍，禁止在消費服務交易中作出虛假商品說明，並界定“服務”一詞在消費合約中的法律定義；
- 增加新的罪行，禁止在營業行為中某些不良營商手法如：誤導性遺漏、具威嚇性的營業行為、餌誘式廣告宣傳、先誘後轉銷售行為及不當地接受付款；及
- 在刑事懲處外，設立遵從為本的民事執法機制，鼓勵企業遵守條例。

**《修訂條例》已於2013年7月19日全面執行。請參展商詳細閱讀及了解相關《修訂條例》的內容，以免觸犯法例**，特別是有關價格詞語或吹捧聲稱（如「特價」、「原價」、「減價」、「最抵價」、「最暢銷」等）的使用、餌誘式廣告宣傳等。如對《2012年商品說明（不良營商手法）（修訂）條例》有任何查詢，請致電香港海關（852）2815 7711 或瀏覽網頁：

[http://www.customs.gov.hk/en/consumer\\_protection/trade\\_desc/unfair/index.html](http://www.customs.gov.hk/en/consumer_protection/trade_desc/unfair/index.html)

香港貿易發展局



**Circular 5****The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012**  
**Effective on 19 July 2013**

In response to strong public demands for enhancing protection of consumers against other commonly seen unfair trade practices in consumer transactions, the Hong Kong Special Administrative Region has completed a review of the existing consumer protection legislation and proposed improvements through amendments to the Trade Descriptions Ordinance. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 (Amendment Ordinance) was eventually passed on 17 July 2012 by the Legislative Council and its key changes include:

- the expansion of the definition of “trade description” in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;
- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define “services” under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions to promote adherence to the TDO.

**The Amendment Ordinance came into operation on 19 July 2013. Exhibitors are reminded to read the Amendment Ordinance in detail to avoid possible offences**, in particular the usage of terms in relation to prices and puffery claims (like “sale”, “original price”, “reduced price”, “lowest price”, “best seller” etc), bait advertising etc. For enquiries on the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, please contact the Customs and Excise Department at (852) 2815 7711 or visit:

[http://www.customs.gov.hk/tc/consumer\\_protection/trade\\_desc/unfair/index.html](http://www.customs.gov.hk/tc/consumer_protection/trade_desc/unfair/index.html).

Hong Kong Trade Development Council

**通告六**

**通告 - 特裝參展新措施及注意事項**

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

部份	內容		
4.2	<b>提交資料</b> 參展商或其委託之承建商須於 <b>2017年1月5日</b> 或之前將申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 2,000 港元 (250 美元) 的逾期行政費。		
4.2.1	攤位及臨時搭建物	>2.5 米 而 <4.5 米高      ≥ 4.5 米高或雙層結構	
	平台或舞台	>1.1 米 而 <1.5 米高      ≥ 1.5 米高	
	懸空照明支架及設備	<100 公斤      ≥ 100 公斤	
	認可人士/註冊結構工程師	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明
		監督搭建工程 在完成搭建後驗證並簽發結構安全證明書	
	於 <b>2017年1月5日</b> 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則及數據證明*
	於 <b>2017年2月22日</b> 下午 3 時或之前投放到「攤位設施」展位之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕	
於 <b>2017年2月22日</b> 下午 3 時或之前交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕		
* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前，轉交予食物環境衛生署署長審閱			
4.2.2	<b>施工按金</b> 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元及 75,000 港元。		
4.2.3	承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 <b>2017年2月21日至2月27日</b> )。		
4.2.4	進場及離場超時租場收費。		
4.2.5	攤位高度限制。		

4. 2. 6	<p><u>提交「結構安全證明書」及/或「數據證明」</u></p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關<u>認可人士/註冊結構工程師</u>的名冊，請瀏覽屋宇署網頁：  <a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=AP%28E%29&amp;langCode=2">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=AP%28E%29&amp;langCode=2</a></p>
4. 2. 9	<p><u>反光背心</u></p> <p>任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4. 2. 13	<p><u>建築業安全訓練證明書</u></p> <p>凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4. 2. 14	<p>參展商及其承建商必須遵守的規定。</p>
4. 2. 15	<p>施工按金扣款制。</p>

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

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：[香港展覽會議業之安全及健康指南](#)。

如有查詢，請與**邱靖雯小姐**聯絡（電郵 [cherry.cm.yau@hktdc.org](mailto:cherry.cm.yau@hktdc.org)；電話 852-2240 5519）

多謝合作！  
香港貿易發展局

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

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

Section	Items			
4.2	<b>Information submission</b> Please note the deadline for submission ( <b>5 January 2017</b> ) of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.			
4.2.1	Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction	
	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH	
	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations	
		Supervise construction works at site		
		Verify stability after completion by issuing structural safety certificate		
	Submit design drawings to Organiser by <b>5 January 2017</b>	By email	4 original copies with structural calculations*	
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>22 February 2017</b>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)		
Submit to Official Electrical Contractor by 1500 hrs on <b>22 February 2017</b>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)			
* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least <b>42 days</b> before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license				
4.2.2	<b>Site work deposit</b> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$75,000 respectively.			

4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. <b>21 February - 27 February 2017</b> .
4.2.4	Hall rental charges for over-time move-in and move-out
4.2.5	Maximum stand height
4.2.6	<p><u>Structural Safety Certificate and/or Structural Calculations Submission</u> Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the latest AP/RSE registry, please visit <a href="https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE">https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&amp;regType=RSE</a>.</p>
4.2.9	<p><u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of the Venue Operator at <a href="mailto:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor.
4.2.15	Deduction of site work deposit.

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor are advised to pay attention to the guide via [A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry](#).

For queries, please feel free to contact **Ms. Cherry Yau** via email ([cherry.cm.yau@hktdc.org](mailto:cherry.cm.yau@hktdc.org)) or phone (852 2240 5519).

Thank you for your kind understanding and co-operation.  
Hong Kong Trade Development Council



**通告七****重要通告****目錄**

1	參展商須遵守的入境規例 (如適用)
2	請小心處理由第三者提供之推廣優惠
3	請小心處理有關繳付參展費用之安排
4	提醒參展商小心提防欺詐電郵的通知
5	提防有關信用卡終端機租賃服務

**1. 參展商須遵守的入境規例 (如適用)****1) 來自香港以外的參展商**

根據香港「入境規例」，如給予某人以訪客身分在香港入境的准許，須受逗留條件規限，即該人不得接受有薪或無薪的僱傭工作；該人不得開辦或參與任何業務；及該人不得就讀於學校、大學或其他教育機構。

根據香港現行的入境政策，外國公民如欲來港定居，以便在港就業、受訓、就讀、參與任何業務或以香港居民的受供養人身份來港探親，必須在入境前申領適當的簽證。

就本展覽會而言，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，歡迎聯絡香港貿易發展局。



**2. 請小心處理由第三者提供之推廣優惠**

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。此等出版人或組織包括但不限於：

- Fair Guide (由 Construct Data 所擁有) ,
- Expo Guide (由 Commercial Online Manuals S de RL de CV ( “Commercial Online Manuals” ) 所擁有) ,
- Event Fair – The Exhibitors Index 和 FAIR-Guide ([www.fairguide.me](http://www.fairguide.me)) (由 Avron s. r. o. 所擁有) .
- AVRON
- International Fairs Directory

香港貿發局特此澄清及重申：Fair Guide、Expo Guide、Event Fair、FAIR-Guide、AVRON 和 International Fairs Directory 概與主辦機構或主辦機構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。主辦機構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。

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair、AVRON 及/或 International Fairs Directory 訂立合約, 閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair、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, Commercial Online Manuals, Event Fair, AVRON 與 International Fairs Directory 採取之行動, 請瀏覽此網頁 <http://www.ufi.org/industry-resources/warning-construct-data/>

如有任何問題, 請與本局展覽項目經理嚴可欣小姐聯絡, 電話: (852) 2240 4317 或 電郵: [carol.hy.yim@hktdc.org](mailto:carol.hy.yim@hktdc.org)。

**3. 請小心處理有關繳付參展費用之安排**

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會, 參展商應把參展費用支付予“香港貿易發展局”, 有關繳款資料已詳列於申

請表格和發票上。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

如有任何疑問，歡迎聯絡本局查詢。

香港貿易發展局熱線: (852) 1830-668

#### 4. 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，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
    - 經常檢查電郵發件人之域名
  - 2) 檢查電郵是否附有香港貿發局之免責聲明
    - 所有由香港貿發局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(香港貿易發展局或 Hong Kong Trade Development Council)
  - 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。

#### 5. 提防有關信用卡終端機租賃服務

香港貿易發展局(香港貿發局)獲悉近日有公司在香港舉辦的展覽會中提供信用卡終端機租賃服務予參展商，但並未有在合約指定日期發還有關交易金額。**貿發局特此澄清本局並沒有委託或指派任何第三者提供信用卡終端機租賃服務**，並提醒所有參展商在使用任何供應商的服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。貿發局並提醒所有參展商不得在展覽期間進行零售活動。如有任何疑問，請聯絡主辦機構辦事處。

香港貿發局

**Circular 7****Important Notices**

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2	Caution on Third Party Promotional Offers
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5	Caution on Rental of Credit Card Payment Terminals

**1. Immigration Regulations to be Observed and Followed by Exhibitors (*if applicable*)****1) Exhibitors from outside Hong Kong**

Under the Hong Kong Immigration Regulations, permission given to a person to land in Hong Kong as a visitor shall be subject to the conditions of stay that he shall not take any employment whether paid or unpaid; establish or join in any business; and become a student at a school, university or other educational institution.

Under the existing Immigration policy of Hong Kong, a foreign national who wishes to come to Hong Kong to take up residence for employment, training, study at a school, join in any business or join any Hong Kong resident as his/her dependant should apply for an appropriate visa before entry. Application for change of status after arrival as a visitor will normally not be considered.

In the case of this Expo, 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/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

## 2. Caution on Third Party Promotion Offers

It has come to the Organiser's attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).
- AVRON
- International Fairs Directory

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair the FAIR-Guide, AVRON nor the International Fairs Directory has any connection with the Organiser 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 organizations 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 has 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 and 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 Organiser does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, 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, Event Fair, AVRON and International Fairs Directory, please visit

<http://www.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact Ms Carol Yim, Exhibitions Project Manager at Tel: (852) 2240 4317; or email address: [carol.hy.yim@hktdc.org](mailto:carol.hy.yim@hktdc.org).

## 3. Caution on Arranging Payment

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. The HKTDC would like to clarify that all payments should be made payable to "Hong Kong Trade Development Council" as

specified on relevant application form and invoice. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

Should you have any questions, please feel free to contact us. HKTDC customer service hotline: (852) 1830-668

#### 4. Caution on Fraudulent Emails

In view of the recent incidents of fraudulent emails in the market, HKTDC 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 HKTDC
- 2) Always identify the sender of the email from its domain.  
Check the HKTDC disclaimer
  - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) 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.

#### 5. Caution on Rental of Credit Card Payment Terminals

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. **The HKTDC would like to clarify that it has NOT appointed any payment solution providers in ALL HKTDC fairs.** To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers. The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the Fair. Should you have any questions, please contact the Fair Management Office.

Hong Kong Trade Development Council



**通告八****颱風襲港及黑色暴雨警告訊號**

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號下，主辦機構於香港貿發局教育及職業博覽2017所作出之特別安排。

**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. 於2月23 - 26日，如八號預警於上午9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9時30分前懸掛，展覽會同樣暫時關閉。
2. 於2月23日 - 2月25日，如八號熱帶氣旋警告信號於下午3時正或之前取消，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30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於下午3時正後取消，展覽會將繼續關閉。
3. 於2月26日，如八號熱帶氣旋警告信號於下午2時正或之前取消，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30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於下午2時正後取消，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，宣布展覽會將於兩小時後關閉，呼籲市民不要前往會場。主辦機構將逐步疏散現場參展商及參觀人士，要求他們盡快離開會場。
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，呼籲市民不要前往會場。主辦機構將疏散現場參展商及參觀人士，要求他們立即離開會場。



## 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. 於 2月23 - 26日，如黑色暴雨警告信號於上午9時30分前發出，展覽會將暫時關閉。
2. 於 2月23日 - 2月25日，如黑色暴雨警告信號於下午3時正或之前取消，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 30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午3時正後取消，展覽會將繼續關閉。
3. 於 2月26日，如黑色暴雨警告信號於下午2時正或之前取消，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 30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午2時正後取消，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、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，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

香港貿易發展局

**Circular 8****Typhoon Attack & Black Rainstorm Warning Signal**

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during the HKTDC Education & Careers Expo 2017.

**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. On **23-26 February**, if a Pre-No. 8 Special Announcement is **issued before 9:30am**, the fair will remain **closed**. 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 same arrangement will apply.
2. From **23-25 February**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 3pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes 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. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 3pm**.
3. On **26 February**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes 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. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.

**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 Organiser will make an announcement, urging the public not to go to the exhibition centre. 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 make an announcement, urging the public not to go to the exhibition centre. 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. On **23-26 February**, if a Black Rainstorm Warning Signal is **issued before 9:30am**, the fair will remain **closed**.
2. From **23-25 February**, if a Black Rainstorm Warning Signal is **cancelled at or before 3pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes 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. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 3pm**.
3. On **26 February**, if a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes 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. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 2pm**.

### **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 will be encouraged to stay in the exhibition venue for their own safety.

## **C. Other Issues**

1. The Organiser 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 questions concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organiser will announce the changes, if any, as soon as possible.

Hong Kong Trade Development Council