

致： 各參展商

煩請查收教育及職業博覽 2019 - 第二份參展商重要文件

1	展覽會開放時間
2	參展商進場登記手續
3	工作證及車輛許可證之使用
4	進館及撤館之交通安排
5	撤館規則
6	實施平安咭制度
7	展覽會連接上網安排
8	展覽會重要規則
9	有關防止展品遺失或盜竊的保安措施
10	註冊商標事宜
11	小心處理有關繳付參展費用之安排及欺詐電郵騙案
12	請小心處理由第三者提供之推廣優惠
13	減少廢物和回收措施
14	《2012年商品說明(不良營商手法)(修訂)條例》
15	使用手推車安全細則
16	擴音器聲量控制 及 維持公眾秩序
17	無煙環境 健康舒適
18	特別安全提示
19	現場使用電力安全指引
I	展覽會餐飲訂購表格

若有任何疑問，請與我們聯絡：

Ms Kaylie Lai 賴樂瑤小姐	(852) 2240 4605	kaylie.ly.lai@hktdc.org
Ms Vicky Chan 陳艷芝小姐	(852) 2240 4010	vicky.yc.chan@hktdc.org
Ms Charlotte Ng 吳子欣小姐	(852) 2240 4401	charlotte.cy.ng@hktdc.org
Ms Jojo Lai 黎懿森小姐	(852) 2240 4616	jojo.y.s.lai@hktdc.org

預祝 展出成功！

香港貿易發展局
二零一九年一月

Dear Exhibitors,

Enclosed please find the 2nd Exhibitor Circular of Education & Careers Expo 2019

1	Fair Opening Hours
2	Exhibitor Check-in Procedures
3	Use of Badges and Vehicle Permits
4	Special Move-in and Move-out Arrangement
5	Move-out Regulations
6	Enforcement of Green Card System for Stand Fitting Contractors
7	Internet Access at the Fair
8	Important Exhibition Regulations
9	Security Measures Against Thefts and Losses at the Fair
10	Issues related to Trade Mark
11	Caution on Arranging Payment and Fraudulent Emails
12	Caution on Third Party Promotional Offers
13	Waste Reduction and Recovery Measures
14	The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance
15	Safety Regulation on the Use of Trolleys
16	Sound Level Restriction and Crowd Management
17	Health and Comfort Come First at Smoke-Free HKCEC
18	Special Safety Reminder
19	Guidance to exhibitors for on-site usage of electricity
I	HKCEC – Exhibition Stand Catering Order Form & Payment Form

For details, please contact:

Ms Kaylie Lai 賴樂瑤小姐	(852) 2240 4605	kaylie.ly.lai@hktdc.org
Ms Vicky Chan 陳艷芝小姐	(852) 2240 4010	vicky.yc.chan@hktdc.org
Ms Charlotte Ng 吳子欣小姐	(852) 2240 4401	charlotte.cy.ng@hktdc.org
Ms Jojo Lai 黎懿森小姐	(852) 2240 4616	jojo.y.s.lai@hktdc.org

Regards,

Hong Kong Trade Development Council

January 2019

通告一

展覽會開放時間

展覽會開放時間如下:

1 月 24 - 26 日	(星期四至六)	上午 10 時 30 分至下午 7 時
1 月 27 日	(星期日)	上午 10 時 30 分至下午 6 時

備註: ¹ 開放給公眾人士參觀(免費入場)
² 展覽會每日關閉前 45 分鐘停止參觀人士進場

香港貿易發展局

Circular 1

Fair Opening Hours

The detailed time schedule is shown as below:

24-26 Jan	(Thu to Sat)	10:30 am - 7:00 pm
27 Jan	(Sun)	10:30 am - 6:00 pm

Remarks: ¹ Open to public. (Free admission)
² There will be no admission to the venue 45 minutes before the announced daily closing time of the Expo

Hong Kong Trade Development Council

通告二**參展商進場登記手續**

請 貴公司於進場日（即 2019 年 1 月 23 日）帶同公司名片，前往展館現場之主辦機構辦事處辦理進場手續，以領取展覽索引及有關是次展覽之重要通告。

日期 : 2019 年 1 月 23 日, 星期三 (進場日)
時間 : 下午一時至下午七時
地點 : 香港會議展覽中心一樓, 展覽廳 1D 大堂

香港貿易發展局

Circular 2**Exhibitor Check-in Procedures**

Please bring along the business card and present it to the Fair Management Office on the move-in day (23 January 2019) to collect Exhibition Guide Map and important on-site circulars.

Date : 23 January 2019, Wednesday (Move-in Day)
Time : 1:00 p.m. – 7:00 p.m.
Location : Hall 1D Concourse, Level 1,
Hong Kong Convention & Exhibition Centre

Hong Kong Trade Development Council

通告三

參展商、承建商及運輸工人工作證及車輛許可證之使用

(一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商、承建商及運輸工人均須配戴有關工作證，方可於展品進場及離場時間進入會場。

參展商工作證¹

參展商將獲發工作證，數目乃按照展覽攤位的面積計算如下：

攤位面積	參展商獲發的工作證數目
9 平方米或以下	5 個
10 - 18 平方米	10 個
19 - 27 平方米	15 個
28 - 53 平方米	20 個
54 平方米或以上	30 個

參展商及其負責看管攤位的職員在進場、離場和展覽舉行期間，必須配戴參展商工作證。參展商工作證只適用於參展商攤位內當值之工作人員及代表，不得轉讓予他人/公司邀請之來賓。主辦機構有權要求配戴工作證人員出示身份證明。

承建商工作證

承建商工作證只適用於展會進館日及撤館日，不適用於展覽期間。

- *備註：
- 1) 參展商及其代表須於展覽期間配戴參展商工作證進場，所有現場補發之參展商工作證需繳付每張港幣 25 元之費用。
 - 2) 參展商證件套可在會場免費索取。

(二) 車輛許可證之使用

每間參展商均會獲發三張車輛許可證，方便於展品進場日及離場日(即 2019 年 1 月 23 日及 1 月 27 日)及展覽期間(即 2019 年 1 月 24 至 27 日)進入香港會議展覽中心之貨物裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

於展品進場日、離場日及展覽期間(即 2019 年 1 月 23 至 27 日)，當車輛進入會展貨物裝卸區時，司機會收到一張印上進場時間的計時卡。為有效舒緩當日貨物裝卸區交通緊張的情況，**免費上落貨限時為 45 分鐘**。

香港會議展覽中心將於 **2019 年 1 月 23 日至 27 日** 實施進場車輛使用時間收費計劃。有關收費如下：

<u>二期</u>	<u>以半小時收費</u>
車輛進場後首 45 分鐘	: 免費
其後兩小時內 (或不足半小時)	: 港幣\$100
其後兩小時及 45 分鐘內 (或不足半小時)	: 港幣\$150
遺失進場計時咭 (每張/每日)	: 港幣\$500

繳交費用(如適用)將於貨車調車區出口管制處辦理，並同時發還收據。車輛許可證並非泊車證，此證亦不適用於私家車。

以上的安排已在多個展覽會實施，並能有效地舒緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

香港貿易發展局

Circular 3**Use of Badges and Vehicle Permits****(A) Use of Badges**

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

Exhibitor Badges¹

The number of exhibitor badges issued to exhibitors is in proportion to the size of the exhibition stand according to the following scale:

Booth Size	No. of Exhibitor Badges
9 sq.m. or below	5
10 - 18 sq.m.	10
19 - 27 sq.m.	15
28 - 53 sq.m	20
54 sq.m or above	30

All exhibitors and their staff assigned to man the booth are strictly requested to wear exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period. Exhibitor badges are issued to the representatives, agents and staff of the exhibitor only and they should not be transferred to others including visitors, guests or members. The Organiser reserves the right to verify the identity of the badge holder whenever necessary.

Contractor Badges

Contractor badges are only valid during the move-in and move-out period, and they cannot be used to enter the fairground during the exhibition period.

- * Note:
- 1) You/Your representatives are required to present the Exhibitor Badges during the fair period for admission. All on-site requests on additional badges will be charged at HK\$25 each.
 - 2) The badge holder could be picked up at the fairground.

(B) Use of Vehicle Permits

THREE vehicle permits will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day and move-out day (i.e. 23 and 27 January 2019) and for replenishment during the fair period (i.e. 24 to 27 January 2019). The permit must be displayed on the

windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit.

Vehicles will be given a ticket with the clock-in time when entering the loading/unloading area on 23 – 27 January 2019. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, **the free-of-charge loading/unloading time is limited to 45 minutes.**

The HKCEC will impose charges on vehicles with extended stay **on 23 – 27 January 2019.** The charges are as follows:

Phase 2

1 st 45 minutes	:	Free
First 2 hours after 45 minutes	:	HK\$100/30 mins or part thereof
After 2 hours and 45 minutes	:	HK\$150/30 mins or part thereof
Lost Ticket	:	HK\$500 (per ticket per day)

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

The above measure has been implemented in a number of exhibitions, and was proven to alleviate the traffic congestion. Please contact the Organiser for any further inquiries. Thank you for your understanding and cooperation.

Hong Kong Trade Development Council

通告四**進館及撤館之交通安排**

本局將於教育及職業博覽之進館日（即1月23日）及撤館日（即1月27日）實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排（2019年1月23日）

各參展商請按本局派發之進館車輛許可證上指定時間進館。敬請各參展商留意以下詳情：

1. 臨近香港會議展覽中心路段將設置車輛控制點，只准持有由香港貿易發展局所發出之進館車輛許可證之貨車按許可證上指定時間駛進香港會議展覽中心進館。
2. 車輛到達車輛控制點後，司機必須先出示由香港貿易發展局所發出之進館車輛許可證，並排隊等候香港會議展覽中心之工作人員之指示進入香港會議展覽中心上落貨區。車輛輪候進館時間將視乎貨車數目、進館速度及當日之交通狀況而定。
3. 如排隊等候的車輛數目太多，將酌情採取進一步措施。

撤館交通安排（2019年1月27日）

各參展商請按本局派發之撤館車輛許可證上指定時間安排撤館。敬請各參展商留意以下詳情：

一) 貨車 / 輕型客貨車撤館程序

1. 於撤館當日於臨近香港會議展覽中心路段將設置控制點，只准持有由香港貿易發展局所發出之撤館車輛許可證之貨車於**2019年1月27日**按許可證上指定時間，駛進香港會議展覽中心進行撤館。
2. 當車輛到達車輛控制點後，司機必須出示由香港貿易發展局發出適用於該時段之撤館車輛許可證，並排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
3. 如排隊等候的車輛數目太多，主辦機構將酌情採取其他措施。

二) 其他交通安排

於撤館期間將酌情准許的士及私家車駛入會展範圍，但不得停留或候客。

如於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，
酌情採取交通管制及改道措施。

參展商如需額外通行證，必須於**2019年1月18日或之前**以書面向主辦機構申請。

參展商如需使用可容納**40**呎貨櫃的升降機來搬運大型攤位用品，必須預先向貿易發展局申請特別車輛通行證。

車輛通行證並非泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

如有疑問，參展商可致電香港貿易發展局客戶服務熱線查詢：(852) 1830 668

香港貿易發展局

Circular 4**Special Move-in and Move-out Arrangement**

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. 23 January) and move-out day (i.e. 27 January) of the **HKTDC Education & Careers Expo**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Special Move-in Arrangement (23 January, 2019)

Exhibitors should use the **Vehicle Permit** issued by HKTDC with specified time slot to carry out the move-in process. Please also pay attention to the following details:

1. The vehicle control points will be set up at roads approaching HKCEC. **Only goods vehicles** with a valid **Move-in Vehicle Permit** issued by HKTDC will be allowed to enter the HKCEC at the specified time slot for move-in.
2. Upon arrival at the vehicle control point, the driver **MUST** first present the **Move-in Vehicle Permit** issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.
3. If the loading area becomes overloaded, further measures will be implemented at discretion.

Special Move-out Arrangement (27 January, 2019)

Exhibitors should use the Move-out Vehicle Permit with specific time slots to carry out the move-out process with the following details:

A. Lorry / Light Goods Vehicle

*(Entries to the HKCEC will **only be allowed** to goods vehicles with the **Vehicle Permit** issued by HKTDC)*

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the valid **Move-out Vehicle Permit** issued by the HKTDC will be allowed to enter the HKCEC at the specified time slot for move-out on **27 January, 2019**.
2. Upon arrival at the vehicle control point, the driver **MUST** first present the **Vehicle Permit** issued by HKTDC. Drivers should then queue up and wait for further instructions. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.

3. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

B. Other Transportations

Private vehicles and **taxis** will be allowed to enter the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.

According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.

Should exhibitors require additional quantity of pass, please apply in writing to the Organiser on or before **18 January 2019**.

Exhibitors requiring the use of the 40 ft. container size lifts for the transport of bulky stand materials should apply in advance with the HKTDC for special vehicle permits.

Please note that vehicle passes are not parking permit. All vehicles / trucks must leave the loading bay after the loading of their exhibits.

For enquiries, please call the HKTDC Customer Service Line: (852) 1830 668.

Hong Kong Trade Development Council

通告五

撤館規則

本局去年接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於 1 月 27 日下午 6 時前把展品搬離會場**。參展申請表內的展覽會規則第 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 1 月 27 日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

香港貿易發展局

Circular 5

Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and visitors as well as their interests, **move-out of exhibits is prohibited before 6:00 p.m. on 27 January 2019**. According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 27 January 2019, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

Hong Kong Trade Development Council

通告六

實施平安咭制度

香港勞工處、香港展覽會議業協會、香港會議展覽中心及亞洲國際博覽館一致贊同實施平安咭制度。由2010年1月1日開始，凡進入香港會議展覽中心(以下簡稱「會展」) 裝拆攤位的承建商必須持有建築業安全訓練證書，即「平安咭」。

敬請注意平安咭制度現已生效，其目的是確保承建商在展館工作前已受到強制的的基本安全訓練。

凡進入會展工作的承建商，必需持有平安咭並需適當地展示出來。否則，會展保安人員有權拒絕該人士進入展館。

如有任何查詢，可聯絡吳永成先生 電話: (852) 2240 5460。

香港貿易發展局

Circular 6

Enforcement of Green Card System for Stand Fitting Contractors

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and Asia World Expo (AWE) have concurrently agreed to endorse the Contractor Green Card System at HKCEC. Effective from 1 January 2010, contractors entering the Centre for construction works are required to obtain the Construction Industry Safety Training Certificates ("Green Card").

We would like to draw your attention to the Green Card System for stand fitting contractors has already been launched. The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the fairground.

All stand fitting contractors must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security personnel reserve the right to refuse entry for those who fail to provide valid credentials.

Should you need any assistance, please feel free to contact Mr. John Ng at (852) 2240 5460.

Hong Kong Trade Development Council

通告七**展覽會連線上網安排**

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) , 本局強烈**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, 避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見「申請表格」內的**表格 5**) 。

各參展商亦必須注意**會展中心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業超過 10 分鐘, 無線上網服務亦會自行中止。

香港貿易發展局

Circular 7**Internet Access at the Fair**

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 HKCEC (Please refer to **FORM 5** in the "Order Forms").

All exhibitors are kindly reminded that the **free Wireless LAN service operated by HKCEC 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.

Hong Kong Trade Development Council

通告八**展覽會重要規則**

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

1. 展示合適展品

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。

2. 禁止分租

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) 容許其僱員招攬生意。

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

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的产品，必須與展覽會攤位確認信所述的產品類別展區相符。

3. 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。

任何參展商只可在其攤位派發其宣傳品，不得在展覽場地內任何其他地方進行廣告宣傳、示範或招攬生意。展品及廣告牌不得放在其攤位以外。

4. 棄置建築廢料及展品

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿易發展局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。

5. 接待參觀人士須知

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

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

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

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

香港貿易發展局

Circular 8**Important Exhibition Regulations**

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them.

1. Displaying 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.

2. Sub-letting is forbidden

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

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

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

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

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition.

Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

3. 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.

Publicity Materials of any Exhibitor may only be distributed from the Exhibitor's own Stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the Exhibition Venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's Stand.

4. Construction Waste and Exhibit Sample Disposal

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 Hong Kong Trade Development Council's 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 Fair Management Office.

5. Receiving Visitors at TDC Fairs

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visitors at their booths, which created some disputes. The Council would like to remind all exhibitors that, according to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths.

The TDC, as the fair organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as an exhibition fair capital, exhibitors are requested to cooperate on the following:

1. All exhibitors should welcome visitors that are qualified and admitted by the Organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

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

Hong Kong Trade Development Council

通告九**有關防止展品遺失或盜竊的保安措施**

香港貿易發展局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

1. 進場時間

各參展商每日之進館時間為展覽會開放前 60 分鐘方可進入展館，參展商進館時間將為：

	<u>參展商</u>	<u>參觀人士</u>
24 - 27 / 1 / 2019 (星期四至日)	上午九時三十分	上午十時三十分

2. 加強保安巡邏

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。

3. 參展商工作證

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作證上的攤位號碼，以方便分辨各參展商的身份。

4. 保安標示

增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無須為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。

香港貿易發展局

Circular 9**Security Measures Against Thefts and Losses at the Fair**

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

1. Opening Hours

Daily morning set-up time is 60 minutes before the official opening time of the fair except on the first exhibition day. The opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
24 – 27 / 1 / 2019 (Thu - Sun)	9:30am	10:30 am

2. Reinforce Security Patrol

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

3. Exhibitors' Badge

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.

4. Signage

Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the organiser. All property and goods, including without limitation all Publicity Material brought by Exhibitors into any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are brought at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

Hong Kong Trade Development Council

通告十**註冊商標事宜**

在「教育及職業博覽」期間，香港海關會就任何涉嫌侵犯註冊商標的活動，採取積極的跟進行動，包括聯絡商標持有人核實受侵犯的商標、到場處理有關的侵權投訴等。海關並會加倍留意涉及任何刑事侵權的行為，竭力保障知識產權擁有人的權益。海關欲透過本局向各參展單位呼籲，參展單位應注意所出售的貨品有否涉及侵犯知識產權的行為，以免觸犯法例。

如有任何查詢或舉報侵犯知識產權的活動，請即致電海關二十四小時舉報熱線：2545-6182。一切資料將絕對保密。

香港貿易發展局

Circular 10**Issues related to Trade Mark**

During the 'Education & Careers Expo', Hong Kong Customs and Excise Department will take proactive actions against suspected trade mark infringement activities. Such as authentication of the infringed trade mark with the trade mark owners, attend the venue to handle infringement complaints, etc. Customs will vigilantly monitor infringement activities to protect the rights of intellectual property rights owners. Customs would like to pass the message through HKTDC to remind all exhibitors, to ensure that all products sold are genuine to avoid breaking the law.

In case of enquiry or reporting of infringement activities, please call: Customs' 24-hour hotline at 2545-6182. All information will be treated strict confidentiality.

Hong Kong Trade Development Council

通告十一**請小心處理有關繳付參展費用之安排及欺詐電郵騙案**

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。

另外，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或歡迎聯絡本局以下職員查詢。

姓名	電話	傳真	電郵
賴樂瑤小姐	(852) 2240 4605	(852) 3521 3218	kaylie.ly.lai@hktdc.org
陳艷芝小姐	(852) 2240 4010	(852) 2169 9755	vicky.yc.chan@hktdc.org
吳子欣小姐	(852) 2240 4401	(852) 2270 5732	charlotte.cy.ng@hktdc.org
黎懿森小姐	(852) 2240 4616	(852) 3521 3095	jojo.y.s.lai@hktdc.org

香港貿易發展局

Circular 11

Caution on Arranging Payment and Fraudulent Emails

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.

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
 - Always identify the sender of the email from its domain.
- 2) 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 or contact the following staff for more details

Contact	Tel	Fax	E-mail
Ms Kaylie Lai	(852) 2240 4605	(852) 3521 3218	kaylie.ly.lai@hktdc.org
Ms Vicky Chan	(852) 2240 4010	(852) 2169 9755	vicky.yc.chan@hktdc.org
Ms Charlotte Ng	(852) 2240 4401	(852) 2270 5732	charlotte.cy.ng@hktdc.org
Ms Jojo Lai	(852) 2240 4616	(852) 3521 3095	jojo.y.s.lai@hktdc.org

Hong Kong Trade Development Council

通告十二

請小心處理由第三者(例如 Fair Guide / Expo Guide / Event Fair / FAIR-Guide / AVRON / International Fairs Directory 等) 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) (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。

欲了解更多信息關於 UFI 對 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黎小姐聯絡，電話：(852) 2240-4616，電郵：

jojo.js.lai@hktdc.org

香港貿易發展局

Circular 12**Caution on Third Party Promotional Offers from Fair Guide / Expo Guide /
Event Fair/ FAIR-Guide / AVRON / International Fairs Directory**

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,
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.),
- AVRON, and
- 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 organisations such as Event Fair, AVRON and the 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 the 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 do 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 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, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact Ms. Jojo Lai, Exhibitions Project Manager at tel: (852) 2240-4616; or email: jojo.ys.lai@hktdc.org

Hong Kong Trade Development Council

通告十三**參展商綠色小貼士**

為支持香港貿發局教育及職業博覽成為綠色展覽，在參與此博覽同時，請參考下列綠色小貼士。

展位建築及佈置

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

展覽運作

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

展後安排

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

香港貿易發展局

Green Tips to Exhibitors

To make HKTDC Education & Careers Expo a greener trade fair, the following green tips are suggested for your participation at the Expo.

Booth construction and set up

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

Booth Operation

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

Post-event Management

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

Hong Kong Trade Development Council

通告十四**《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/tc/consumer_protection/trade_desc/unfair/index.html。

香港貿易發展局

Circular 14**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/en/consumer_protection/trade_desc/unfair/index.html.

Hong Kong Trade Development Council

通告十五

使用手推車安全細則

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。

所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

為免貨物於運送期間從手推車上塌下而傷及他人，參展商不得運送體積超過 **1米 x 1米 x 1米** 之貨物。

主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

多謝合作。

香港貿易發展局

Circular 15

Safety Regulation on the Use of Trolleys

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue.

All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

To avoid any injury resulting from the falling of goods, exhibitors are **not allowed** to use trolleys to transport goods exceeding the size of **1m x 1m x 1m**.

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.

For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

Thank you for your attention and cooperation.

Hong Kong Trade Development Council

通告十六**擴音器聲量控制 及 維持公眾秩序**

展覽期間，參展商請盡量少用擴音器，以免滋擾或妨礙場內其他參展商或參觀人士。主辦機構會採取措施，確保在聲浪範圍之內，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騷擾，主辦機構有權干涉。當發出第三次警告時，因聲浪過大而受到非議的展品示範活動必須立即終止，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，而其僱員在操作此等器材時的行為，須由參展商監督。

另外，假若參展商有意在展覽期間舉行特別節目，或邀請影星、電視明星或歌星出席任何推廣活動，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。

香港貿易發展局

Circular 16**Sound Level Restriction and Crowd Management**

The use of PA systems or loudhailers is not recommended. In the event that such facilities are to be engaged, please make sure that the sound level will not cause undue disturbances or inconvenience to other exhibitors and visitors. The Organiser will take steps to ensure that the demonstration sound level of loud speakers should not exceed 80 dB(A) at the boundaries of your display sound level. Demonstration of exhibits found to be objectionable due to noise level will be closed down on the third warning and the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all employees operating audio/ visual equipment located in their exhibit area.

To safeguard the interests of all exhibitors and enhance the orderly flow of visitors at the fairground, should any exhibitor wish to organise special events, or invite movie stars, celebrities or singers to attend marketing functions, prior written approval from the Organiser is necessary. Prior to publicising and marketing such special events, exhibitors should ensure that sufficient security guards will be hired for crowd control, so that the events will not cause any inconvenience to other exhibitors. The Organiser maintains the right to ban unauthorised special events.

Hong Kong Trade Development Council

通告十七**無煙環境 健康舒適****香港會議展覽中心**

由 2006 年 1 月 1 日起於香港會議展覽中心範圍內禁止吸煙。此舉旨在與國際慣例看齊，並順應參觀人士及參展業者的訴求，同時亦顯示會展中心管理公司致力為這個世界一流的展覽設施提供一個健康舒適無煙環境的決心。

香港貿易發展局

Circular 17**Health and Comfort Come First at Smoke-Free HKCEC**

From 1 January 2006, the Hong Kong Convention and Exhibition Centre becomes a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.

Hong Kong Trade Development Council

通告十八**特別安全提示**

為確保展覽活動施工場地安全，香港會議展覽中心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，**禁止任何人士**於展覽期間在香港會議展覽中心內**使用高度超過 2 米梯子**。對於所有在離地 2 米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告（隨附表格樣本以供參考）。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。
- 2) 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律**必須穿上反光背心**。
- 3) 於距離地面 2 米或以上高度施工的工人**必須配戴安全帶**。
- 4) 如有違規者，香港會議展覽中心及香港貿發局有權立即制止有關搭建工程進行至符合安全標準。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請致電(852)2240 5460與吳永成先生聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/tc/public/content2_8b.htm。

香港貿易發展局

Circular 18**Special Safety Reminder**

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre, 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) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 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 (sample of the form is attached for reference), 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 Licensees and 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, HKCEC and the HKTDC will have the right to stop the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. John Ng at (852) 2240 5460. You may also visit the website at:

http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

Hong Kong Trade Development Council

Sample of Form 5

表格五
FORM 5
建築地盤(安全)規例
棚架
每十四日一次或在其他場合執行的檢查結果報告
本表格乃由勞工處處長為履行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations
SCAFFOLDS
REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

Form approved by the Commissioner for Labour for the purposes of regulation 38F(1) of the Construction Sites (Safety) Regulations

有關棚架的說明或所在地點 Description or location	檢查日期 Date of inspection	檢查結果 註明該座棚架是否處於安全操作狀態 Result of inspection State whether the scaffold is in safe working order	檢查者簽署及職銜 Signature and designation of person who made the inspection
(1)	(2)	(3)	(4)

僱主或承建商姓名或名稱
Name or Title of Employer or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

[規例第 38F(1)條]
[reg. 38F(1)]

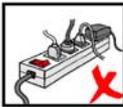
任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

CSSR-F5



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

Electricity Supply 電力供應

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

Fair System & Furniture 攤位結構及傢俱

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

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

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.
建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

展覽會展位餐飲訂購表格 Exhibition Booth Catering Order Form

價錢適用至二零一九年六月三十日
Prices are valid until 30 June 2019

最低消費為港幣300元以上，另加一送貨服務費
Minimum order amount is HK\$300, and is subject to 10% service charge

請填妥本表格並於展覽舉行前十個工作天寄回香港會議展覽中心管理有限公司。逾時遞交之表格，將不獲保證其送貨時間。
Please return this form to the Hong Kong Convention and Exhibition Centre (Management) Limited at least **10 working days** before the exhibition starts. Late orders will not be given a guaranteed delivery time.

公司名稱 Company Name: _____ 聯絡人 Contact Person: _____

地址 Address: _____

電郵地址 Email Address: _____ 電話Tel: _____ 傳真Fax: _____

展覽名稱 Name of Exhibition: _____ 展覽廳 Hall No: _____

展位編號 Booth No: _____ 送貨日期 Delivery Date: _____ 送貨時間 Delivery Time: _____

備註：每張訂購表格只提供一次送貨服務；如多於一次，請另加訂購表格。Remarks: Each order only provides one-time delivery service. Please fill in additional order form(s) for more than one delivery service.
以下餐飲訂購並不包括侍應生服務，如有需要請聯絡飲食部查詢。Waiter service is not included. Please contact Food and Beverage Department for details

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL				
食品 FOOD				飲品 BEVERAGE				租用餐具及器皿 EQUIPMENT HIRE							
Bakery 雞點 每打 @dozen				蒸餾水機每套包括 Distilled Water Package Includes:				香檳杯 Champagne Glass	每6隻 6 pcs	55					
土耳其麵包配家製汁醬 Turkish Bread and House Made Dips	180			蒸餾水機一部 (510瓦) 1 Water Dispenser (510 watts)	406			白酒杯 White Wine Glass	每6隻 6 pcs	55					
早餐烘培籃 Bakery Basket (Assorted Freshly Baked Croissants and Preserves)	160			18公升蒸餾水一支 18 Litres Distilled Water				紅酒杯 Red Wine Glass	每6隻 6 pcs	55					
Snack/Platter 小食/拼盤 每打/拼盤 @dozen/platter				200隻紙杯 200 Paper Cups				水杯 Hi-ball Glass	每6隻 6 pcs	55					
雞錦凍肉拼盤 Gourmet Charcuterie Platter (For 6 person)	540			* 需繳付可退還之訂金港幣四千元 Refundable deposit of HK\$4,000 is required	4,000			咖啡杯及碟 Coffee Cup and Saucer	每6套 6 sets	95					
雞錦凍肉及芝士碟 Gourmet Charcuterie & Cheese Platter (For 6 person)	620			18公升蒸餾水 18 Litres Distilled Water		每支 Each	142	甜品碟 Dessert Plate	每6隻 6 pcs	75					
雞錦芝士碟 Gourmet Cheese Platter (For 6 person)	580			(不包括蒸餾水機) (water dispenser not included)				甜品叉 Dessert Fork	每6隻 6 pcs	65					
三式芝士塔 Cheese Tower (Semi-Hard, Wash Rind and Soft Mold For 12 person)	1480			Surgiva 礦泉水 (250毫升) Surgiva Mineral Water (250ml)		每6樽 @6 bottles	140	茶匙 Tea Spoon	每6隻 6 pcs	65					
雞錦煙燻魚碟 Gourmet Cured and Smoked Fish Platter (For 6 person)	650			Surgiva 有氣礦泉水 (250毫升) Surgiva Sparkling Water (250ml)		每6樽 @6 bottles	140	冰桶 Ice Bucket	每個 1 pc	200					
精選卷物 (加州卷, 吞拿魚及青瓜卷) Assorted Maki Rolls (California, Tuna and Cucumber for 4 person)	480			可樂 (330毫升) Coke (330ml)		每6罐 @6 cans	100	租金總值 (以每日計算單位)			HK\$0.00				
各款橄欖 House Marinated Olives (120 gm)	250			零系可口可樂 (330毫升) Coke Zero (330ml)		每6罐 @6 cans	100	TOTAL EQUIPMENT HIRE VALUE (per day)			HK\$0.00				
雞錦開面三文治 Assorted Open Face Sandwiches	380			七喜 (330毫升) 7-Up (330ml)		每6罐 @6 cans	100	需繳付相等於租金總值之可退還訂金 Plus refundable deposit amount equals to total equipment hire value:			HK\$0.00				
雞錦迷你鬆餅 Assorted Mini Muffin	200			橙汁 (296毫升) Orange Juice (296ml)		每6樽 @6 bottles	150								
雞錦曲奇餅 Assorted Cookies	110			蘋果汁 (296毫升) Apple Juice (296ml)		每6樽 @6 bottles	150								
薯片 Potato Chips	每包@pk	20		薑力啤酒 (330毫升) Heineken (330ml)		每6罐 @6 cans	180								
Combo 套餐 每套餐 @Combo				嘉士伯啤酒 (330毫升) Carlsberg (330ml)		每6罐 @6 cans	160	總訂購金額 TOTAL ORDER VALUE:			HK\$0.00				
"High Coffee" 1 pot of Brewed Coffee/Tea, 6 piece of Assorted Finger Sandwiches, 1 Fruit Tarts and 1 Decadent Chocolate Cake	380			生力啤酒 (330毫升) San Miguel (330ml)		每6罐 @6 cans	160	另加一送貨服務費 10% DELIVERY CHARGE:			HK\$0.00				
咖啡美點套餐 即磨咖啡, 迷你三文治, 果撻, 朱古力餅				凡訂購礦泉水、汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 dozen of mineral water, soft drink or beer				可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT*			HK\$0.00				
午餐盒 - 沙律, 薄餅卷, 時令鮮果 The Corporate Lunch Box- Tossed Salad, Fresh Made Wrap and Seasonal Fruit	280			餐酒 WINE				應付總額 TOTAL PAYABLE:			HK\$0.00				
鮮草莓配朱古力醬及香檳 Chocolate Dipped Strawberries and Champagne Package	800			特選香檳 Champagne - Sommelier's Selection	每瓶 @bottle	620		請注意以下事項: Please note the following: 1. 請填妥另頁付款表格 Please complete the Payment Form 2. 最低消費為港幣300元以上，另加一送貨服務費 Minimum order amount is HK\$300, and is subject to 10% service charge 3. 已送出之食物或飲品，恕不退款 Delivered and unused items are non-refundable 4. 付款後訂單不可取消或退款 No cancellation or refund can be made once payment has been settled 5. 現場付款最早送貨時間為下午2時 The earliest delivery time for payment made upon delivery is 2:00pm 6. 食物、飲品及器材之供應須視乎存貨情況而定 Food & beverage items and equipment are subject to availability 7. 即場訂購需約1至2小時後送達 Delivery time will take 1 to 2 hours for on-site order 8. 請確保展位有足夠空間儲存訂購之食物、飲品及器材 Please ensure the booth has sufficient space to store the ordered items and equipment 9. 如租用咖啡機 (至少1560瓦) 或蒸餾水機 (至少510瓦) 請確保展位有足夠電力提供 If coffee machine (min. 1560 watts) or water dispenser (min. 510 watts) is hired, please ensure sufficient electricity is available at the booth							
凡訂購食物將供應即棄餐具 Disposable ware will be provided for each order				凡訂購香檳或餐酒一瓶，如需會場借用6隻香檳杯/酒杯，請填選以下項目 6 Champagne/Wine Glasses can be provided for each bottle of champagne or wine, please select below options											
咖啡機租用 COFFEE MACHINE HIRE				香檳杯 Champagne Glass								每6隻 @6 pcs	N/A		
咖啡機 (1560瓦) 附蒸餾水 包括 Mobile Coffee Machine (1560 watts) with distilled water includes: 五十粒咖啡/特濃/無咖啡因咖啡囊 50 regular coffee/ espresso/ decaffeinated capsules 一公升咖啡奶, 一百份糖, 五十隻耐熱即棄杯及攪拌棒 1 litre of coffee milk, 100 portions of sugar, 50 paper cups and stirrers	1100			酒杯 Wine Glass	每6隻 @6 pcs	N/A									
* 需繳付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000			*每6隻香檳杯/白酒杯, 需繳付可退還之訂金港幣二百元 *Refundable deposit of HK\$200 is required for each set of 6 glasses			200								
咖啡 / 特濃 / 無咖啡因咖啡囊 regular coffee / espresso / decaffeinated capsules (不包括咖啡機)	每五十粒 @50 capsules	1080		其他 MISCELLANEOUS											
咖啡奶 Coffee Milk	每盒1公升 @1 litre box	35		冰粒 Ice Cubes	每包2公斤 @2kg bag	20									
茶 Tea (1壺/1 Pot)	10杯 10 cups	280		50隻紙杯 50 Paper Cups	每套 @set	35									
				250隻紙筒杯 250 Paper Cones	每套 @set	35									

付款表格 Payment Form

本港客戶可以公司支票或信用咭付款。

Hong Kong customers may pay by company cheque or by credit card.

支票抬頭請寫“香港會議展覽中心(管理)有限公司”並郵寄回香港灣仔博覽道一號·香港會議展覽中心(管理)有限公司飲食部收。

Cheque should be crossed and made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." and mailed to Food & Beverage Department, Hong Kong Convention and Exhibition Centre (Management) Limited, 1 Expo Drive, Wanchai, Hong Kong.

海外客戶可以信用咭授權方式付款。

Overseas customers may pay by credit card.

本人 _____ 茲授權香港會議展覽中心(管理)有限公司以下述之信用咭作為租用餐具及器皿費用 / 飲食費用·總值為港幣 _____ 正。

I _____ authorise the Hong Kong Convention and Exhibition Centre (Management) Limited to use the following credit card for the settlement of equipment rental / food and beverage consumption in the amount of

HK\$ _____

公司名稱:

Company Name: _____

展覽名稱:

Name of Exhibition: _____

展覽日期:

Exhibition Period: _____

展覽廳

Hall No.: _____

展位編號:

Booth No.: _____

請選擇付款之方法:

Please select the payment method:

VISA

萬事達

MASTERCARD

現金(港幣)

Cash(HK\$)

(只適用於即場訂購. 現場付款最早送貨時間為下午2時

(For on-site order only. The earliest delivery time for payment upon delivery is 2:00pm)

持咭人

Cardholder's

信用咭號碼:

Credit Card No.: _____

簽署:

Signature: _____

姓名:

Name: _____

有效日期至:

Expiry Date: _____

地址:

Address: _____

電話:

Tel: _____

公司專用/授權號碼:

Internal Use Only / Authorisation Code: _____

經手人:

Handled by: _____

收據編號:

Receipt No: _____

日期:

Date: _____

即場訂購 On-Site Order

即場訂購須於送貨前24小時落單。

On-site orders must be made 24 hours before delivery.

顧客可以現金或信用咭付款。

Customers may pay in cash or with credit card.

每張訂購表格最低消費為港幣300元正。

The minimum order for each delivery is HK\$300.

付款後訂單不可取消或退款

No cancellation or refund can be made once payment has been settled

請填寫以下空格 Please fill in the blanks:

- 所有租用器皿及用具須於

All service equipment will be collected at _____

(時間)

(time) on _____

(日期) 收回。

(date).

- 所有瓷器、玻璃器皿及餐具須於

All chinaware, glassware and cutlery will be collected at _____

(時間)

(time) on _____

(日期) 收回。

(date).

- 參展商接收所有器具、瓷器、玻璃器皿及餐具時，須檢查並簽收會展管理公司之交貨票據作實。如遇有缺貨或損壞，參展商應於交貨票據上列明及簽署。
When the service equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the HML delivery note. In the event of any shortage or damage, the exhibitor shall endorse the note accordingly.

- 租用之器具、瓷器、玻璃器皿及餐具如有損壞或未能於該展覽完畢前交還，參展商須向香港會議展覽中心(管理)有限公司作出賠償。

If service equipment, chinaware, glassware or cutlery are damaged or not returned at the end of the event, the exhibitor shall indemnify any damage or loss incurred to the Hong Kong Convention and Exhibition Centre (Management) Ltd.

本餐用訂購表格以英文為準。

In case of discrepancy between the English and Chinese content, the English version shall prevail.