

致： 各參展商

煩請查收教育及職業博覽 2012-第二份參展商重要文件

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若有任何疑問，請致電聯絡譚兆輝先生 (852) 2240-4314、倪燦先生(852) 2240-4239 或嚴可欣小姐(852) 2240-4317 或以傳真 (852) 2169-9080。

預祝 展出成功！

香港貿易發展局
二零零二年一月

9 - 12 / 2 / 2012

Dear Exhibitors,

Enclosed please find the 2nd Exhibitor Circular of Education & Careers Expo 2012

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2	Exhibitor Check-in Procedures
3	Use of Badges and Vehicle Permits
4	Special Move-in and Move-out Arrangement
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16	Enforcement of Green Card System for Stand Fitting Contractors
I	HKCEC – Exhibition Stand Catering Order Form & Payment Form

For any enquiries, please contact: Mr. Michael Tam (852) 2240-4314, Mr. Nick Ngai (852) 2240-4239 or Ms. Carol Yim (852) 2240-4317 or fax: (852) 2169-9080.

Hong Kong Trade Development Council
January 2012

通告一展覽會開放時間

展覽會開放時間如下：

2月9日	(星期四)	上午10時30分至下午7時
2月10-11日	(星期五至六)	上午10時正至下午7時
2月12日	(星期日)	上午10時正至下午6時

- 備注：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 1Fair Opening Hours

The detailed time schedule is shown as below:

Feb 9	(Thu)	10:30 am - 7:00 pm
Feb 10-11	(Fri & Sat)	10:00 am - 7:00 pm
Feb 12	(Sun)	10:00 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 2012 年 2 月 8 日）帶同公司名片（預先蓋上公司印章），前往展館現場之「參展商進場登記處」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：2012 年 2 月 8 日，星期三（進場日）
時間：下午一時至下午八時
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 (stamped with company chop) and present it to the Exhibitor Check-in Counter on the move-in day (8 November 2012) to collect Exhibition Guide Map and important on-site circulars.

Date：8 February 2012, Wednesday (Move-in Day)
Time：1:00 p.m. – 8:00 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
6 - 9 平方米	5 個
18 平方米	10 個
27 平方米	15 個
36 - 45 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，必須配戴帶參展商工作證。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。

承建商工作證及運輸工人證²

每名參展商將獲發 3 張運輸工人證。承建商工作證及運輸工人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佩帶參展商工作證進場，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) 於進館及撤館日，各搬運展品進出展館的工人必須佩帶運輸工人證。
 - 3) 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 2012 年 2 月 8 日及 12 日)及展覽期間(即 2012 年 2 月 9 至 12 日)進入香港會議展覽中心之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

於展品進場日、離場日及展覽期間(即 2012 年 2 月 8 日至 12 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**限時亦為 45 分鐘。

香港會議展覽中心將於 **2012 年 2 月 8 至 12 日** 實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘:	:	免費
進場 45 分鐘後首小時 (或不足一小時)	:	港幣 100 元
進場 45 分鐘後第 2 小時 (或不足一小時)	:	港幣 200 元
遺失進場計時卡(每張/每日)	:	港幣 500 元

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。

以上的安排已在早前的數個展覽會實施，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 the 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
6 - 9 sq.m.	5
18 sq.m.	10
27 sq.m.	15
36 - 45 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, Transportation Worker Badges²

THREE Transportation Worker Badges will be assigned to each exhibitor. Contractor badges and Transportation Worker 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) Your forwarder is required to present the Transportation Worker Badge for moving your exhibits in-out the exhibition hall during the move-in and move-out days.
 - 3) The badge holder could be picked up at the fairground.

(B) Use of Vehicle Permits

THREE vehicle permit 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. 8 February and 12 February 2012) and for replenishment during the fair period (i.e. 9 February to 12 February 2012). 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 8 – 12 February 2012. 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 8–12 February 2012.** The charges are as follows:

1 st 45 minutes	Free
1st hour (of part thereof) after Free Period	HK\$100/hour or part thereof
2nd hour (of part thereof) after Free Period	HK\$200/hour or part thereof
Lost Ticket	HK\$500

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2月8日）及撤館日（即2月12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（2012年2月8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（2012年2月12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2012年2月12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

於撤館其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，最遲必須於2012年1月20日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. February 8) and move-out day (i.e. February 12) 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 (February 8, 2012)

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 (February 12, 2012)

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 **February 12, 2012**.
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 **20 January 2012**.

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2月12日下午6時前把展品撤離會場**。參展申請表內的展覽會規則第45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2月12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

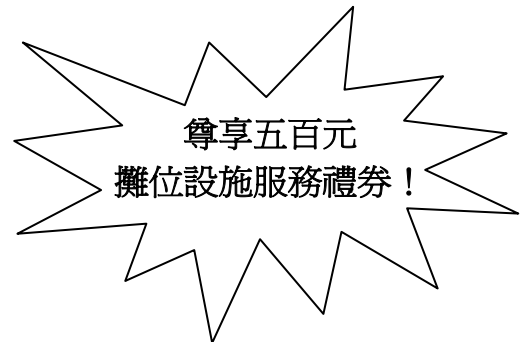
Circular 5**Move-out Regulations**

Please note that many visitor 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 12 February 2012**. According to clause 45 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 12 February 2012, 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
教育及職業博覽 2013 即場展會預訂獎賞計劃

2013 年的展會預訂將於 2012 年 2 月 9 日開始接受報名。參展商只要於教育及職業博覽 2012 展會期間(2 月 9-12 日)填寫並提交載於展會網址 www.hktdc.com/hkeducationexp 上的表格及完成有關手續，便會獲贈價值港幣 500 元之「香港貿發局攤位設施服務禮券」，禮券只適用於香港貿發局教育及職業博覽 2013 預訂或於展覽期間即場訂購攤位設施服之用。


參加方法：

1. 登入 www.hktdc.com/hkeducationexpo 填寫並提交預訂表格或；
2. 於教育及職業博覽（2012 年 2 月 9-12 日）其間親臨主辦機構辦事處，本局人員將樂於提供協助。
3. 於 2012 年 3 月 9 日或之前以支票或匯款方式提交港幣 5,000 元/美金 1,000 元展會預訂費。

計劃條款：

1. 參加者需於 2012 年 2 月 12 日 23:59 前提交展會預訂表格，並於 2012 年 3 月 9 日前提交港幣 5,000 元/美金 1,000 元展會預訂費。此日期後之申請將不會享有計劃內的優惠。
2. 展會預訂費一經提交將不獲退還。
3. 香港貿發局會有專人於參加者提交展會預訂費後兩周內通知有關「香港貿發局攤位設施服務禮券」的領取事宜。
4. 「香港貿發局攤位設施服務禮券」不可兌換現金及與其他優惠券同時使用。
5. 「香港貿發局攤位設施服務禮券」有效期至教育及職業博覽 2013 展覽之最後一天。
6. 「香港貿發局攤位設施服務禮券」只適用於預訂或於展覽期間即場訂購教育及職業博覽 2013 的攤位設施服務。
7. 香港貿發局保留更改「香港貿發局攤位設施服務禮券」使用條款的權利。

* 展會預訂表格並非正式展台申請表，填寫展會預訂表格只表示初步參展意向，並不代表本局之任何展位安排承諾。

^ 所有參展費用（扣除展會預訂費）需於 2012 年較後時間確認展位位置前繳付。

如有任何查詢，請與本局人員聯絡：

姓名	電話	電郵
譚兆輝先生	(852) 2240-4314	michael.sf.tam@hktdc.org
倪燦先生	(852) 2240-4239	nick.s.ngai@hktdc.org
嚴可欣小姐	(852) 2240-4317	carol.hy.yim@hktdc.org

香港貿易發展局

Onsite Booth Reservation Incentive for Education & Careers Expo 2013

Online Booth Reservation for 2013 fair will be opened on 9 February 2012. You could reserve your booth in the Education & Careers Expo 2013 through the online reservation system <www.hktdc.com/hkeducationexpo> during the fair dates of Education & Careers Expo 2012 (9-12 February, 2012) and enjoy HK\$500 HKTDC Exhibition Services Coupon for free! The Coupon can be used at HKTDC Education & Careers Expo 2013 for ordering Exhibition facilities and services.


Method of participation:

1. Visit www.hktdc.com/hkeducationexpo to submit your booth reservation form or;
2. Visit the Fair Management Offices during fair days (9-12 February 2012), our staff will assist you to complete the form.
3. Settle HK\$5,000/US\$1,000 deposit by cheque or bank remittance by 9 March 2012.

Terms & Conditions:

1. Participants have to submit online booth reservation by 23:59 on 12 Feb 2012 and settle the deposit of HK\$5,000/US\$1,000 by 9 March 2012. Late submission will not be entertained.
2. The above mentioned deposit is not refundable once submitted.
3. Participants will receive notice from HKTDC staff to collect the HKTDC Exhibition Services Coupon within 2 weeks after the settlement of deposit.
4. The HKTDC Exhibition Services Coupon is not redeemable for cash and cannot be used together with any other coupon.
5. The HKTDC Exhibition Services Coupon is valid until the last fair day of Education & Careers Expo 2013.
6. The HKTDC Exhibition Services Coupon is only for pre-order or onsite purchase of the Exhibitions facilities and services of Education & Careers Expo 2013.
7. HKTDC reserves the right on changing the terms of usage of the HKTDC Exhibition Services Coupons.

** Reservation form is not an official application. Filling reservation form only indicates your preliminary interest and this does not represent any commitment for booth allotment from HKTDC.
 ^ Full payment (minus the pre-paid deposit) has to be settled when the booth location is confirmed in late 2012.*

Any enquiries, please contact us at:

Name	Tel	Email
Mr Michael Tam	(852) 2240-4314	michael.sf.tam@hktdc.org
Mr Nick Ngai	(852) 2240-4239	nick.s.ngai@hktdc.org
Ms Carol Yim	(852) 2240-4317	carol.hy.yim@hktdc.org

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等)，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。

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.

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>
9 / 2 / 2012 (星期四)	上午九時三十分	上午十時三十分
10 - 12 / 2 / 2012 (星期五至日)	上午九時	上午十時

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>
9 / 2 / 2012 (Thu)	9:30am	10:30 am
10 - 12 / 2 / 2011 (Fri - Sun)	9:00am	10:00 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
限量展品儲存服務
限量展品儲存服務及回條

1. 各參展商請計劃在展覽期間展品補充的安排。根據大會的規定，所有在會場的展品必須擺放在攤位的範圍內，不可阻塞行人通道或其他公眾地方。
2. 如參展商使用大會的標準展台，將備有儲物櫃設施，作儲存展品之用。
3. 在展會舉行期間，參展商只可於下列時間運送供即場發售的展品存貨進入會場：

2月9日	09:30 - 10:30
2月10-12日	09:00 - 10:00

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往展台，必須採取一切安全措施，以免傷及參觀人士。由於現場通道擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。大會有權視乎現場情況要求參展商遵守額外安全措施或暫停參展商使用手推車補貨。多謝合作。

4. 為向各參展商提供更完善的服務，主辦機構將提供免費的展品儲存服務，由於展品儲存倉供應有限，將會以先到先得為原則。詳情如下：

	展位面積	獲分配的儲存板數上限 *
1	9 - 18 平方米	1
2	27 - 36 平方米	2
3	45 - 90 平方米	4
4	99 平方米或以上	6

*卡板面積為 (1X 1.5 平方米)

5. 儲存倉將於展會期間供獲分配的參展商使用，相關參展商不必於 2 月 8 日把全部貨品運送到儲存倉。
6. 以上展品儲存服務完全免費，但參展商必須預先登記，有意使用儲存倉服務的展商請填妥此回覆通知書，並於 1 月 20 日前 傳真回本局。由於儲存倉空間有限，此服務將以先到先得的形式安排而主辦機構保留任何權利決定分配儲存空間的方式。
7. 注意：所有現場申請將不會受理。
8. 參展商必須自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞，並須按主辦機構要求出示有關保單。
9. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，

並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

香港貿易發展局

致：香港貿發局
傳真：(852) 3915-2400

截止日期：2012年1月20日(星期五)

條款

基於主辦機構在教育及職業博覽 2012 中的展品儲存服務屬免費提供，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。(以上條款只供參考，並以英文版本為準。)

本人已閱讀以上條款並同意遵守。

公司名稱：_____

聯絡人：_____ 展台編號：_____

公司電話：_____ #手提電話：_____

板數：_____ (板)

簽名及公司蓋章：_____ 日期：_____

必須提供

* 我局將於收到 貴公司之免費儲存服務回條 2 個工作天內發出確認書。*

Circular 10**Limited Free Storage Service****Limited Free Storage Service & Reply Form**

Exhibitors are reminded to read carefully the storage requirement of exhibits at the Fair as of below:

1. Exhibitors are strongly recommended to plan their replenishment arrangement of exhibits during the Education and Careers Expo. According to rules and regulations of the Education and Careers Expo, exhibits should be kept within the booth area of the exhibitors and no blockage of visitor aisles and other public area would be allowed.
2. Exhibitors using the standard booth structure provided by the HKTDC can make full use of the cabinet facilities to keep the stock for sales at the Education and Careers Expo.
3. A daily replenishment of exhibits is allowed before the commencement of the Expo each day at the time slots indicated hereby:

February 9	09:30 – 10:30
February 10-12	09:00 – 10:00

In case any exhibitors need to transport their exhibits from the storage area to their own booth, the exhibitor should exercise safety measures to ensure no person will be injured during the transportation. During the transportation of exhibits, it is compulsory that the trolley used should be escorted and monitored by at least two working staff at the front and the back of the trolley, and the trolley should be protected by rubber protection at its rims. Should circumstance requires, the organiser has the right to demand the exhibitor concerned to conduct extra safety measures and/or to suspend any exhibit transfer for replenishment.

4. To facilitate the exhibitors' need to keep reasonable amount of exhibits at the fairground, HKTDC is providing LIMITED Free Exhibit Storage Service for exhibitors, upon the consent and approval of the HKTDC, to store the exhibits at the temporary storage area near the exhibition hall on a first-come-first-served basis.

Details of the storage size provision are as follow:

	Booth Size	Maximum allotted pallets *
1	9 - 18 sq.m.	1
2	27 - 36 sq.m.	2
3	45 - 90 sq.m.	4
4	90 sq.m. or above	6

* Pallet size (1*1.5sqm)

5. Please note that the temporary storage area allotted would be available during the fair period,

and exhibitors DO NOT need to transport all the exhibits at one time on the day of move-in day (8 February).

6. The above service is free of charge but exhibitors need to pre-register in advance by filling this Reply Form and return to the HKTDC **on or before 20 January 2012**. In view of the limited storage space, this service will be available **on a first-come-first-served basis**, and the HKTDC reserves the absolute discretion in the arrangement of the allotment.
7. **NO on-site request during the Fair period will be entertained.**
8. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.
9. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.

Hong Kong Trade Development Council

To : Hong Kong Trade Development Council

Fax : (852) 3915-2400

Application Deadline: 20 January 2012 (Fri)**Terms & Conditions**

In consideration of the use of this overnight storage service at Education and Careers Expo 2012 without charge or other form of consideration, I acknowledge and agree that the Organiser of Education and Careers Expo 2012, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.

 I have read the above statement and I agree to the terms thereof.

Company Name : _____
Contact Person : _____ Booth No. : _____
Company Tel : _____ # Mobile Tel : _____
No. of Pallets : _____

Signature and Company Stamp : _____ Date : _____

Required Information

* The Organizer shall acknowledge receipt of this Free Storage Service Reply Form within 2 working days.*

通告十一**註冊商標事宜**

在「教育及職業博覽會」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 11**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 confidence!

Hong Kong Trade Development Council

9 - 12 / 2 / 2012

通告十二

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 12

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

通告十三

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75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、電視名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 13

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 75 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

通告十四**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 14**Health and Comfort Come First at Smoke-Free HKCEC**

From 1st 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

通告十五**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 5449與左敏思小姐聯絡。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 15**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 Ms. Vicky Chor at (852) 2240 5449. 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

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	<p>表 格 五 FORM 5</p> <p>建築地盤(安全)規例 棚 架</p> <p>每十四日一次或在其他場合執行的檢查結果報告</p> <p>本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可</p> <p>Construction Sites (Safety) Regulations</p> <p>SCAFFOLDS</p> <p>REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS</p> <p><i>Form approved by the Commissioner for Labour for the purposes of regulation 38F(1) of the Construction Sites (Safety) Regulations</i></p>	[規例第 38F(1)條] [reg. 38F(1)]	
(1)	(2)	(3)	(4)

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

通告十六**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，可聯絡左敏思小姐 電話: (852) 2240 5449。

香港貿易發展局

Circular 16**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 Ms. Vicky Chor at (852) 2240 5449.

Hong Kong Trade Development Council