

致： 各參展商

歡迎參加教育及職業博覽 2025。煩請查收

1. 額外設施及服務申請表格（截止申請日期：2024 年 12 月 5 日）
 - 列明 貴公司可申請使用之額外設施及服務，以協助 貴公司參展
 - 截止日期後之申請將會收取附加費用

（閣下可於本局展覽網站 www.hktdc.com/hkeducationexpo 的“參展資訊”內下載以上檔案之電子版本，簡便快捷。）

2. 展覽會重要日期一覽（通告一）
3. 有關於攤位內舉行的特別節目之事宜（通告二）
4. 重要守則（通告三）
5. 特裝參展新措施及注意事項（通告四）
6. 參展商重要通告（通告五）
 - (1) 參展商須遵守的入境規例（如適用）
 - (2) 注意！請小心處理由第三者提供之推廣優惠
 - (3) 請小心處理有關繳付參展費用之安排
 - (4) 提醒參展商小心提防欺詐電郵的通知
 - (5) 提防有關信用卡終端機租賃服務
7. 颱風襲港及黑色暴雨警告訊號（通告六）
8. 保險相關注意事項（通告七）

電子運輸車輛入場証及參展商工作証領取安排將於 2025 年 1 月初電郵通知。

若有任何疑問，請與我們聯絡：

Mr Jason Ng 吳偉俊先生	(852) 2240 4411	jason.wc.ng@hktdc.org
Ms Crystal Szeto 司徒紫瑩小姐	(852) 2240 4010	crystal.ty.szeto@hktdc.org
Ms Charlotte Ng 吳子欣小姐	(852) 2240 4605	charlotte.cy.ng@hktdc.org
Mr Milton Lam 林君洛先生	(852) 2240 4077	milton.kl.lam@hktdc.org

預祝 展出成功！

香港貿易發展局
二零二四年十一月

Dear Exhibitors,

Thank you for your participation in the Education & Careers Expo 2025. Enclosed please find

1. Order Forms for Additional Facilities and Services (Deadline: 5 December 2024)
 - Lists the additional facilities and services you can book to assist your exhibition.
 - Surcharge will be imposed to application after deadline.

(You can simply go to the **"Exhibit"** at our fair website hkeducationexpo.hktdc.com and download these documents easily.)

2. Checklist of Important Dates (Circular 1)
3. Circular on Special Events Organised by the Exhibitors during the Expo (Circular 2)
4. Important Rules and Regulations (Circular 3)
5. New Measures on Construction (Circular 4)
6. Exhibitor Important Notices (Circular 5)
 - (1) Immigration Regulations to be Observed and Followed by Exhibitors (*if applicable*)
 - (2) Caution on Third Party Promotional Offers
 - (3) Caution on Arranging Payment
 - (4) Caution on Fraudulent Emails
 - (5) Caution on Rental of Credit Card Payment Terminals
7. Typhoon Attack & Black Rainstorm Warning Signal (Circular 6)
8. Important Notice on Insurance (Circular 7)

The Electronic Vehicle Entry Permit and Exhibitor Badges collection arrangement will be announced in early January 2025.

For details, please contact:

Mr Jason Ng	(852) 2240 4411	Jason.wc.ng@hktdc.org
Ms Crystal Szeto	(852) 2240 4010	crystal.ty.szeto@hktdc.org
Ms Charlotte Ng	(852) 2240 4605	charlotte.cy.ng@hktdc.org
Mr Milton Lam	(852) 2240 4077	milton.kl.lam@hktdc.org

Regards,

Hong Kong Trade Development Council

November 2024

通告一**重要日期一覽**

教育及職業專題講座截止申請日期 (表格九)	2024 年 12 月 13 日
額外設施及服務截止申請日期	2024 年 12 月 5 日
參展商資料最後確認日期	2024 年 12 月 13 日
廣告及宣傳截止申請日期	2024 年 12 月 13 日
收到進館及撤館許可證及其他重要通知	2025 年 1 月
領取參展商工作證	2025 年 1 月

注意:

香港貿易發展局保留更改以上日期的權利，恕不另行通知

Circular 1**Checklist of Important Dates**

Request for Education & Careers Forum (Form 9)	13 December 2024
Additional Facilities and Services Order Deadline	5 December 2024
Checklist of Company Information	13 December 2024
Advertising and Promotion Opportunities Deadline	13 December 2024
Receipt of Move-in and out Permits and Other Important Circulars	January 2025
Collection of Exhibitor Badge	January 2025

Note:

The above schedule may be subject to change without advanced notice

通告二**有關於攤位內舉行的特別節目之事宜**

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

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

貴司如有意於攤位內舉行特別節目，煩請 貴司於**二零二五年一月二日或之前**以電郵書面通知本局該特別節目之日期、時間、內容及其他詳情。

如有任何查詢，請致電聯絡司徒紫瑩小姐 (852) 2240-4010 或林君洛先生 (852) 2240-4077。

香港貿易發展局

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

To facilitate the management of traffic flow at the fairground and protect the interest of all exhibitors, exhibitors who plan to organise special events such as talk shows WITHIN their booth area during the Education & Careers Expo 2024 are requested to submit the detail proposal of the event(s) to the Organiser in advance for official approval. These events should be organised in a planned and considerate manner and the exhibitors should employ sufficient staff/security guards for crowd control. The Organiser reserves the right to intervene the event(s) if it is not officially approved.

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

Should your organisation incline to organise special events as mentioned, please send us written request with proposal including the date, time, program and other details by email **on or before 2 January 2025.**

Should you have any enquiries, please contact: Ms. Crystal Szeto (852) 2240-4010 or Mr. Milton Lam (852) 2240-4077.

Hong Kong Trade Development Council

通告三**重要守則****攤位內舉行特別節目**

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

派發宣傳品

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

展品補充

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

攤位使用

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

音量 / 擴音器

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

會場內播放音樂

一切音樂演奏，包括播放示範用音樂錄音帶及配樂，必須經以下機構許可：

(甲) 香港作曲家及作詞家協會

香港中環亞畢諾道 3 號環貿中心 18 樓

電話：(852) 2846-3268 傳真：(852) 2846-3261

(乙) 錄音製品播放版權(東南亞)有限公司 (播放音樂錄音者適用)

九龍灣 宏光道 1 號 億京中心 A 座 18 樓 A 室

電話：(852) 2861-4318 傳真：(852) 2866-6869

如有任何查詢，請致電聯絡林君洛先生 (852) 2240-4077。

香港貿易發展局

Circular 3**Important Rules and Regulations****Special Event(s) organised within the booth**

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

Distribution of Promotional Materials

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

Replenishment of Exhibits

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

Use of Booths

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

Sound Level / Loud Hailers

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

Performance of Music at the Show

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

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

Should you have any enquiries, please contact: Mr. Milton Lam (852) 2240-4077.

Hong Kong Trade Development Council

通告(4) - 特裝參展新措施及注意事項

為提升展覽的整體安全及效率，香港貿易發展局於2009年7月開始，實施特裝參展自建攤位新措施。簡要如下，詳情請參閱參展商手冊第四部份段。

部份	內容																													
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。</p>																													
4.2.2	<p>施工按金 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元(667 美元)及 75000 港元(10,000 美元)。</p>																													
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2025 年 1 月 14 至 20 日)。 按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。</p>																													
4.2.4	進場及離場超時租場收費																													
4.2.5	<p>高度限制</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">位置</th> <th colspan="2" style="text-align: center;">攤位高度限制</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">*展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂</td> <td style="text-align: center;">單層結構</td> <td style="text-align: center;">4 米</td> </tr> <tr> <td style="text-align: center;">雙層結構</td> <td style="text-align: center;">5 米</td> </tr> <tr> <td style="text-align: center;">會議廳前廳、大會堂前廳</td> <td colspan="2" style="text-align: center;">4 米</td> </tr> <tr> <td style="text-align: center;">展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳</td> <td colspan="2" style="text-align: center;">4 米</td> </tr> <tr> <td style="text-align: center;">會議室</td> <td colspan="2" style="text-align: center;">3.5 米</td> </tr> <tr> <td style="text-align: center;">展覽廳 3E~G 大堂、3E 南面大堂、5E 南面大堂</td> <td colspan="2" style="text-align: center;">3 米</td> </tr> <tr> <td style="text-align: center;">5FG 大堂</td> <td colspan="2" style="text-align: center;">3 米</td> </tr> <tr> <td style="text-align: center;">展覽廳 5BC 大堂、大堂中樓 2 及 4</td> <td colspan="2" style="text-align: center;">2.5 米</td> </tr> <tr> <td colspan="3" style="text-align: center;">*可搭建雙層結構</td> </tr> </tbody> </table>	位置	攤位高度限制		*展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂	單層結構	4 米	雙層結構	5 米	會議廳前廳、大會堂前廳	4 米		展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳	4 米		會議室	3.5 米		展覽廳 3E~G 大堂、3E 南面大堂、5E 南面大堂	3 米		5FG 大堂	3 米		展覽廳 5BC 大堂、大堂中樓 2 及 4	2.5 米		*可搭建雙層結構		
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4.2.6	<p>結構安全證明書 所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或按主辦機構及/或展館 運者要求，必須提交展覽攤位結構安全證明書。註冊結構工程師須監督攤位的搭建，並須驗證其結構安全及簽發結構安全證明書。</p> <p>認可人士包括註冊建築師〔認可人士名單 1〕、註冊結構工程師〔認可人士名單 2〕或註冊屋宇測量師〔認可人士名單 3〕。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁： https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE</p> <p>所有結構安全證明書《連同攤位穩定性的數據證明〔按照第 4.2.1 章規定〕》須於最後進場日〔即 2025 年 1 月 15 日〕下午 3 時或之前投放到「攤位設施」之收集箱。主辦機構將轉交展館營運者。如未能於當晚 10 時前交妥，主辦機構或展館營運者有權在整個展期禁止所有人士進入有關攤位。</p> <p>參展商須完全負責攤位結構的安全及遵守《建築地盤〔安全〕條例》第 59 章。</p>																													

	參展商亦須平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工程師商討。
4.2.7	電力裝置 按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予大會電力承建商，以茲證明。
4.2.9	反光背心 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
4.2.12	減少廢物及回收措施 根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。
4.2.13	建築業安全訓練證明書 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可透過電郵 hkcecepc@hkcec.com 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

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

如有查詢，請聯絡：

陳小姐(電話: (852) 2240 5471 ; 電郵: manvy.wm.chan@hktcdc.org)

多謝合作！

Circular (4) – Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands has been implemented from July 2009. We have summarized the changes below and would like to draw your attention to them. You are strongly advised to go through the updated section 4 of the Exhibitors' Manual for details.

Section	Items																										
4.2	<p><u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.</p>																										
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000) respectively.</p>																										
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, <u>i.e. 14-20 January 2025.</u> Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.</p>																										
4.2.4	Hall rental charges for over-time move-in and move-out																										
4.2.5	<p><u>Height Limited</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Location</th> <th colspan="2">Maximum Stand Height</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">* Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall</td> <td style="text-align: center;">Single-Storey Construction</td> <td style="text-align: center;">4m</td> </tr> <tr> <td style="text-align: center;">Two-Storey Construction</td> <td style="text-align: center;">5m</td> </tr> <tr> <td style="text-align: center;">Convention Foyer, Grand Foyer</td> <td colspan="2" style="text-align: center;">4m</td> </tr> <tr> <td style="text-align: center;">Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer</td> <td colspan="2" style="text-align: center;">4m</td> </tr> <tr> <td style="text-align: center;">Meeting Rooms</td> <td colspan="2" style="text-align: center;">3.5m</td> </tr> <tr> <td style="text-align: center;">Hall 3E~G Concourse, Hall 3E South Concourse Hall 5E South Concourse, Hall 5FG Concourse</td> <td colspan="2" style="text-align: center;">3m</td> </tr> <tr> <td style="text-align: center;">Hall 5BC Concourse, Mezzanine 2, Mezzanine 4</td> <td colspan="2" style="text-align: center;">2.5m</td> </tr> <tr> <td colspan="3" style="text-align: center;">* Applicable for two-storey construction</td> </tr> </tbody> </table> <p>Smoke Curtain For any stand situated within $\pm 0.5m$ of the smoke curtain, the maximum allowable stand height is 2.5m or 3m. Please refer to the hall plan or check with Organiser, if required.</p>	Location	Maximum Stand Height		* Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall	Single-Storey Construction	4m	Two-Storey Construction	5m	Convention Foyer, Grand Foyer	4m		Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4m		Meeting Rooms	3.5m		Hall 3E~G Concourse, Hall 3E South Concourse Hall 5E South Concourse, Hall 5FG Concourse	3m		Hall 5BC Concourse, Mezzanine 2, Mezzanine 4	2.5m		* Applicable for two-storey construction		
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4.2.6	<p><u>Structural Safety Certificate</u></p> <p>A structural safety certificate must be submitted for all Custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand constructions must be conducted under the supervision of an Authorized Person/Registered Structural Engineer (AP/RSE) and he/she should verify the stability of the stand by completing structural safety certificate.</p> <p>An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE.</p> <p>The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. 15 January 2025. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.</p>
4.2.7	<p><u>Electricity</u></p> <p>In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.</p>
4.2.9	<p><u>Reflective Vest</u></p> <p>All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate</u></p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	<p>Requirements must be complied with by the Exhibitor and his/her appointed Contractor</p>
4.2.15	<p>Deduction of site work deposit</p>

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

For queries, please feel free to contact:

Ms. Chan at Tel: (852) 2240 5471, or Email: manvy.wm.chan@hktdc.org

Thank you for your kind understanding and co-operation!

通告五
重要通告

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

1. 參展商須遵守的入境規例 (如適用)
1) 來自香港以外的參展商

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

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

就本展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

2) 中國內地參展商

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第1項所列的香港入境規例。

3) 來自印度參展商

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」於 2017 年 1 月 23 日開始實施。請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

4) 香港參展商

假若任何本地參展商有意於展覽會舉行期間(包括進館及撤館期間)，在攤位派駐或僱用任何來自香港以外的人士，上述規例(第1及2項)亦同樣適用。

有關香港入境規例詳情，請瀏覽香港入境事務處網址 (www.info.gov.hk/immd)。如對上述規定有任何疑問，歡迎聯絡香港貿易發展局。

2. 請小心處理由第三者提供之推廣優惠

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

- Fair Guide (由 Construct Data 所擁有)，
- Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有)，
- Event Fair – The Exhibitors Index 和 FAIR-Guide (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 指出基于錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

欲瞭解更多信息關於 UFI 對 Fair Guide、Expo Guide、Construct Data、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，請與本局聯絡。

3. 請小心處理有關繳付參展費用之安排

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會，參展商應把參展費用支付予“香港貿易發展局”，有關繳款資料已詳列於申請表格和發票上。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

如有任何疑問，歡迎聯絡本局查詢。

香港貿易發展局熱線: (852) 1830-668

4. 提醒參展商小心提防欺詐電郵的通知

有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
 - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
 - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱(香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

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

5. 提防有關信用卡終端機租賃服務

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

香港貿發局

Circular 5**Important Notices**

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1	Immigration Regulations to be Observed and Followed by Exhibitors (<i>if applicable</i>)
2	Caution on Third Party Promotional Offers
3	Caution on Arranging Payment
4	Caution on Fraudulent Emails
5	Caution on Rental of Credit Card Payment Terminals

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

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

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

In the case of this Expo, whether an exhibitor needs a work permit would depend on the nature of the business of the exhibition booth he/she mans and his/her activities therein. In general, if the exhibitor's activities are focused on promotion without engaging in retail sales, he will not need to apply for a work permit. However, if an exhibitor from outside Hong Kong is engaged in retail sales activities, a work permit will be required.

2) Exhibitors from Chinese Mainland

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

3) Exhibitors from India

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals are being implemented from 23 January 2017 onwards. Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

4) Hong Kong Exhibitors

If any local exhibitor is planning to deploy or hire any personnel from outside Hong Kong at the booths during fair period (including move-in and move-out days), the above regulations (items 1 and 2) will also apply.

For details of Hong Kong immigration regulations, you may access the Immigration Department's web-site (www.info.gov.hk/immd/). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

2. Caution on Third Party Promotion Offers

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

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

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

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair the FAIR-Guide, AVRON nor the International Fairs Directory has any connection with the Organiser or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organizations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data has shifted its operation from Austria to Mexico and/or Slovakia.

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

The Organiser does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory, in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Event Fair, AVRON and International Fairs Directory, please visit

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

3. Caution on Arranging Payment

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. The HKTDC would like to clarify that all payments should be made payable to “Hong Kong Trade Development Council” as specified on relevant application form and invoice. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

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

4. Caution on Fraudulent Emails

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

- 1) Ensure that the email is genuinely from HKTDC
- 2) Always identify the sender of the email from its domain.
Check the HKTDC disclaimer
 - All emails sent from HKTDC will carry the Council’s disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network
 - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

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

5. Caution on Rental of Credit Card Payment Terminals

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

Hong Kong Trade Development Council

通告六**颱風襲港及黑色暴雨警告訊號**

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號下，主辦機構於香港貿發局教育及職業博覽2025所作出之特別安排。

甲、熱帶氣旋警告信號下之特別安排**(一) 進館日、撤館日**

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

(二) 展覽會開放前

1. 於1月16 - 19日，如八號預警於上午8時30分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時30分前懸掛，展覽會同樣暫時關閉。
2. 於1月16 - 18日，如八號熱帶氣旋警告信號於下午4時30分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於下午4時30分後取消，展覽會將繼續關閉。
3. 於1月19日，如八號熱帶氣旋警告信號於下午1時30分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於下午1時30分後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於信號生效前兩小時內關閉，並請現場參展商及參觀人士盡快離開會場。
2. 在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，呼籲市民不要前往會場。主辦機構將疏散現場參展商及參觀人士，要求他們立即離開會場。

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

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

(二) 展覽會開放前

1. 於 1月16 - 19日，如黑色暴雨警告信號於上午8時30分前發出，展覽會將暫時關閉。
2. 於 1月16 - 18日，如黑色暴雨警告信號於下午4時30分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午4時30分後取消，展覽會將繼續關閉。
3. 於 1月19日，如黑色暴雨警告信號於下午1時30分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午1時30分後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

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

丙、保險

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

丁、其他注意事項

1. 入場券（包括貴賓票及贈券）如因展覽會暫停開放而無法使用，可在餘下開放日如常使用。或者，持票人士可憑未經使用及完整無缺的入場票申請退票。有關退票安排將於展覽會結束後公布及處理。退票不適用於貴賓票及贈券。
2. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
3. 主辦機構可能因應現場實際情況，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

香港貿易發展局

Circular 6**Typhoon Attack & Black Rainstorm Warning Signal**

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during the HKTDC Education & Careers Expo 2025.

A. Special Arrangements for Tropical Cyclone Warning Signal**I. During Move-in, Move-out**

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

II. Prior to Opening Hours

1. On **16–19 January**, if a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. From **16-18 January**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 4:30m**.
3. On **19 January**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 1:30pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 1:30pm**.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair’s opening hours, the fair will close within two hours before the signal comes into effect. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible..
2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will make an announcement, urging the public not to go to the exhibition centre. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

B. Special Arrangements for Black Rainstorm Warning Signal**I. During Move-in, Move-out**

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

II. Prior to Opening Hours

1. On **16–19 January**, if a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
2. From **16-18 January**, if a Black Rainstorm Warning Signal is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 4:30pm**.
3. On **19 January**, if a Black Rainstorm Warning Signal is **cancelled at or before 1:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 1:30pm**.

III. During Opening Hours

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

C. Other Issues

1. Admission tickets (including VIP tickets and complimentary tickets) that cannot be used because of the temporary closure of the fair may be used during the remaining fair days. Alternatively, ticket holders can request a refund upon presentation of unused valid tickets. Refund arrangements will be announced and handled after the fair. VIP tickets and complimentary tickets are not eligible for refunds.
2. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any questions concerning the above arrangements.
3. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organiser will announce the changes, if any, as soon as possible.

Hong Kong Trade Development Council

通告七

保險相關注意事項

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

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

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

保險公司列表以供參考

以下所有保險公司只承保香港公司。請內地及海外參展商向當地保險公司查詢。

以下保險公司之資料只供參考用，參展商毋須一定聘請其中任何保險公司為其服務，可聯絡其他保險公司或其公司的保險代理人。香港貿發局與任何保險公司均無任何關係，亦不受其報酬。主辦機構對任何保險公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

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

公司名稱：世聯保險有限公司
聯絡電話：852-3412 2688（保險公司代理人曾先生）
聯絡電郵：terence.tsang@apexais.com.hk
公司網頁：<https://awac.com/>

公司名稱：中國太平洋保險(香港)有限公司
聯絡電話：852-2137 7671（譚小姐）
聯絡電郵：priscilla.tam@cpic.com.hk
公司網頁：www.cpic.com.hk



Education & Careers Expo

教育及職業博覽

公司名稱：中國平安保險（香港）有限公司

聯絡電話：852-2827 1883

公司網頁（網上投保平台）：<https://www.pingan.com.hk/exhibition/insurance?lang=tc>

公司名稱：合群保險有限公司

聯絡電話：852-2156 1535（吳先生）

聯絡電郵：danielng@concordinsurance.com.hk

公司網頁（網上投保平台）：

<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlsbTJSc2hDeENGUT09#/>

公司名稱：Circle Asia Ltd

聯絡電話：852-3596 5160

聯絡電郵：info@circlesgroup.asia

公司網頁：<https://www.circlesgroup.com/>

公司名稱：蘇黎世保險有限公司

聯絡電話：852-2977 0222

聯絡電郵：smedirect@zurich-ia.com.hk

公司網頁：www.zurich.com.hk

香港貿易發展局



Circular 7**Important Notice on Insurance**

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

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

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

List of Insurers for Reference Only

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

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

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

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

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

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

Company Name: Concord Insurance Company Limited
Contact Number: 852-2156 1535 (Mr Daniel Ng)
Contact Email: danielng@concordinsurance.com.hk
Website (online quotation platform):
<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTIsbTJSc2hDeENGUT09#/>

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

Company Name: Zurich Insurance Company Ltd
Contact Number: 852-2977 0222
Contact Email: smedirect@zurich-ia.com.hk
Website: www.zurich.com.hk

Hong Kong Trade Development Council