

致： 各參展商

煩請查收教育及職業博覽 2025 - 第二份參展商重要文件

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若有任何疑問，請與我們聯絡：

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預祝 展出成功！

香港貿易發展局
二零二四年十二月

Dear Exhibitors,

Enclosed please find the 2nd Exhibitor Circular of Education & Careers Expo 2025.

A	Fair Opening Hours
B	Exhibitor Check-in Procedures
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4	Move in/out Arrangement & Use of Vehicle Permit
5	Guidance to exhibitors for on-site usage of electricity
6	Sound Level Restriction and Crowd Management
7	Safety Regulation on the Use of Trolleys

For details, please contact:

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Regards,

Hong Kong Trade Development Council
December 2024

通告 A

展覽會開放時間

展覽會開放時間如下:

1 月 16 - 18 日	(星期四至六)	上午 10 時至下午 7 時
1 月 19 日	(星期日)	上午 10 時至下午 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 A

Fair Opening Hours

The detailed time schedule is shown as below:

16 - 18 Jan	(Thu to Sat)	10:00 am - 7:00 pm
19 Jan	(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 B**參展商進場登記手續**

請 貴公司於進場日（即 2025 年 1 月 15 日）帶同公司名片，前往展館現場之參展商登記處辦理進場手續，以領取有關是次展覽之重要通告。

日期 : 2025 年 1 月 15 日, 星期三 (進場日)
時間 : 下午一時至下午六時
地點 : 香港會議展覽中心, 展覽廳 1D 大堂

香港貿易發展局

Circular B**Exhibitor Check-in Procedures**

Please bring along the business card and present it to the Exhibitor Check-in Counter on the move-in day (15 January 2025) to collect important on-site circulars.

Date : 15 January 2025, Wednesday (Move-in Day)
Time : 1:00 p.m. – 6:00 p.m.
Location : Hall 1D Concourse,
 Hong Kong Convention & Exhibition Centre

Hong Kong Trade Development Council

通告一**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 19 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 19 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 1**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 19 January 2025**. 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 19 January 2025, 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

通告二**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 2**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

通告三**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>
16 - 19 / 1 / 2025 (星期四至日)	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

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。

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 3**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>
16 – 19 / 1 / 2025 (Thu - 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

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.

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

通告四
進館、撤館之交通安排及車輛許可證之使用須知

多謝各位參加香港貿發局教育及職業博覽2025，本局將於所有位於香港會議展覽中心(會展中心)舉行之展覽會的進館日及撤館日實行特別交通安排，以減少對區內交通造成壓力。這些措施對我們尊貴的參展商和公眾皆有利。敬請參展商留意以下新安排的詳情：

(A) 貨車 / 輕型客貨車 車輛許可證

每位參展商將獲發一張電子車證，以便在進館日及撤館日和展覽期間進入會展中心的卸貨區。此證只適用於許可證上特定的日期及時間。

根據會展中心的新安排，司機需要在**進入會展中心裝卸區前**，下載「會展快運易」手機應用程式並完成登記，透過掃描電子車證上的二維碼來註冊該電子車證。完成註冊後，司機便可從應用程式中獲取一個籌號。進館日當天，當籌號已到時，司機將收到應用程式發出的通知及指示。然後，根據3種不同的入場模式以指定程序獲取進入會展中心卸貨區的二維碼。所有的貨車/輕型貨車**必須**獲取這個二維碼方可進入會展中心之卸貨區。

各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 僅透過手機平板電腦或列印版出示電子車證上的二維碼將不獲進入會展中心卸貨區，**電子車證僅適用於應用程式進上行註冊。**



請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)
		
		

3 種入場模式

請留意許可證上「進場時段」的標示

1. (TY) - 葵涌模式

- 前往會展中心前需要先駛到葵涌
- 當籌號已到，在「我的入場證」頁面中，被叫許可證上會出現「請往葵涌」的狀態更新，此時請按「請往葵涌」
- 司機須根據提示於葵涌報到處**認證**入場二維碼
- **憑已確認的入場二維碼前往灣仔會展中心**



2. (GF) - 禁區外打卡模式

- 車輛需在前往會展中心前於禁區外打卡
- 禁區邊界：
 - 東至灣仔臨時海濱公園
 - 西至添馬公園
 - 南至告士打道
- 當籌號已到，在「我的入場證」頁面中，被叫許可證上會出現「請打卡」的狀態更新，此時請按「請打卡」
- 司機須遵循指示並在禁區外完成打卡程序以領取入場二維碼
- 憑此二維碼按提示在指定時間內**前往**灣仔會展中心



3. (FF) - 非打卡模式

- 在應用程式登記許可證領取入場二維碼後，車輛可根據指定時段直接前往灣仔會展中心
- 此模式並不需要等候叫籌號及打卡



欲了解更多信息，您可以參閱會展中心的「會展快運易」用戶指南或致電會展中心熱線：

<ul style="list-style-type: none">「會展快運易」教學影片<ul style="list-style-type: none">https://www.youtube.com/watch?v=zKU3qEP7isA 	<ul style="list-style-type: none">~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊<ul style="list-style-type: none">點擊「帳戶」選擇「使用教學」及「常見問題」 
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「會展快運易」熱線: 2582 7130

電子車證僅用於裝卸貨物。謝絕泊車。私家車不得進入卸貨區。進入會展中心卸貨區時，須使用八達通卡/Visa 卡或萬事達卡在自動閘口進入。為紓緩因上落貨設施使用率較高而造成的交通擠塞，展會期間的免費上落貨時間僅限首個 45 分鐘。如需繳交費用，將直接從同一張八達通卡/Visa 卡/萬事達卡扣除。正式收據可以從自動出閘機列印。

有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首一小時	免費
其後兩小時內	港幣 100 元
超過三小時	港幣 150 元

博覽道展館之卸貨區只適用於 2.2 米或以下車輛進入。

(B) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

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

註：於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排

香港貿易發展局



Circular 4 - Move in/out Arrangement & Use of Vehicle Permit

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day and move-out day of the HKTDC Fairs at Hong Kong Convention and Exhibition Centre (HKCEC). 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:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day, move-out day and throughout the exhibition period. The permit is **only valid for use at the specified dates and times** indicated on the permit.

Under the new arrangement of HKCEC, drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshalling App named “Go HKCEC” before entering HKCEC loading area**. Drivers have to download the “Go HKCEC” App on their mobile phones and register the e-vehicle pass by scanning the QR code on it. Upon completion of registering the e-vehicle pass, driver can now obtain a Queue Ticket from the App. On date of entry, when the Queue Ticket is called, the driver will receive an in-app pop-up notification. Driver can then proceed to the designated access location based on the 3 different modes and obtain a QR code for accessing the HKCEC loading area. All lorries / light good vehicles **MUST** obtain this QR code to enter HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will **NOT** be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**.



Download HKCEC Marshalling App “Go HKCEC” from the [App Store](#), [Google Play](#), or via [APK file](#)

Apple Store	Google Play	APK File (Huawei / Xiaomi / VIVO)
		
		

3 Types of Marshalling Mode

Please look for remarks under “Time of Entry” on vehicle pass

1. (TY) - Offsite Mode

- Vehicles are required to reach Offsite Marshalling in Kwai Chung before driving to HKCEC.
- When the Queue Ticket is called, the vehicle status will be changed to “Go to Kwai Chung”. Driver will be required to click on the tab.

2. Driver should follow instruction and check in at Kwai Chung Offsite Checkpoint in order to validate Entry QR Code.

- Proceed to HKCEC with the Entry QR Code shown on the App.



2. (GF) – Geofence Mode

- Vehicles are required to Check-in out of the restricted area before driving To HKCEC
- Restricted Area Boundaries:
 - To the East Wan Chai Temporary Promenade
 - To the West Tamar Park
 - To the South Gloucester Road
- When the Queue Ticket is called, the vehicle status will be changed to Go to “Check-in”. Driver should follow instruction and check-in outside the restricted area to receive the Entry QR Code.
- Proceed to HKCEC with the Entry QR Code before time shown on the App



3. (FF) – Free Flow Mode

- When the Time of Entry starts with (FF), it represents vehicle is allowed to Go to HKCEC directly according to the timeslot on the vehicle pass after getting entry QR code on App.



For more information, you may refer to HKCEC’s “Go HKCEC” User Guide or contact HKCEC’s Hotline:

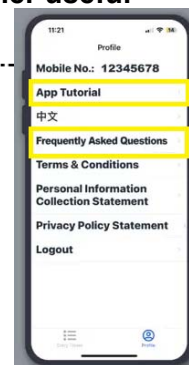
• “Go HKCEC” User Guide Video

- <https://www.youtube.com/watch?v=brVUg74pakI>



• Browse App tutorial and other useful information on the App

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”



“Go HKCEC” Hotline: 2582 7130

The e-Vehicle permit is for loading and unloading only. NO parking is allowed. Private vehicles are NOT permitted to enter the loading area. Drivers are required to use either Octopus Card / Visa Card or Mastercard to clock-in time at the automated entry machine when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 45-minutes. Payment (if any) will be debited directly from the same Octopus Card / Visa Card / Mastercard. Official receipt can be printed from the automated exit machine.

The HKCEC will impose charges on vehicles with extended stay. The charges are as follows:

	Every 30 mins (or part thereof)
First 60-mins (after clock in)	Free
First 2 hours after 60 mins	HK\$100
After 3 hours	HK\$150

The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive Entrance / Harbour Road Entrance of the HKCEC.

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


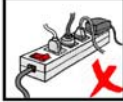
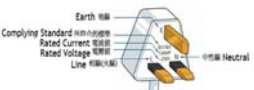

Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.

Hong Kong Trade Development Council



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。

通告六**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 6**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

通告七**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 7**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