



Home Delights Expo
家電·家居·博覽

10th

July 2024



Beauty & Wellness Expo
美與健生活博覽

Exhibitors Package for HKTDC Home Delights Expo 2024/ HKTDC Beauty and Wellness Expo 2024
香港貿發局家電·家居·博覽 2024/ 香港貿發局美與健生活博覽 2024 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Home Delights Expo 2024** and **HKTDC Beauty and Wellness Expo 2024**. Please note that the electronic version of Exhibitors' Manual and Order Form is now available at the Fair Website for your review and downloading. For show information, please refer to the relevant circular below. Should have any question, please feel free to contact our staffs.

Thank you for your attention and wish you every success in the fair.

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加**香港貿發局家電·家居·博覽 2024** 及 **香港貿發局美與健生活博覽 2024**，電子版本的參展商手冊和額外設施表格已經可以在網上下載。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟

2024 年 7 月

	Names 姓名		Telephone 電話	Email 電郵
HKTDC Home Delights Expo 香港貿發局 家電·家居·博覽	Ms Cwing Chan	陳思穎小姐	(852) 2240 4237	cwing.sw.chan@hktdc.org
	Ms Carrie Chow	鄒慧妍小姐	(852) 2240 4034	carrie.wy.chow@hktdc.org
	Ms Yannes To	杜美欣小姐	(852) 2240 4524	yannes.my.to@hktdc.org
	Ms Mei Tsz Chan	陳美子小姐	(852) 2240 4601	mt.chan@hktdc.org
	Mr Jeffrey Tang	鄧景支先生	(852) 2240 4215	jeffrey.kc.tang@hktdc.org
	Ms Wengel Fung	馮佩珊小姐	(852) 2240 4327	wengel.fung@hktdc.org

	Names 姓名		Telephone 電話	Email 電郵
HKTDC Beauty and Wellness Expo 香港貿發局 美與健生活博覽	Ms Kelly Chiu	趙皓晴小姐	(852) 2240 4239	kelly.hc.chiu@hktdc.org
	Mr Jeffrey Tang	鄧景支先生	(852) 2240 4215	jeffrey.kc.tang@hktdc.org
	Ms Wengel Fung	馮佩珊小姐	(852) 2240 4327	wengel.fung@hktdc.org



Part I Exhibitor's Manual and Order Forms

第一部分 參展商手冊及申請表格

Exhibitor's Manual and Order Forms can be downloaded from the fair website. The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services. **Submission deadline for Order Forms: 6 July 2024.**

參展商手冊及申請表格可於大會網頁下載。參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。遞交額外設施及服務申請表格截止日期：**2024年7月6日**。請參展商及早遞交額外設施申請表。

HKTDC Home Delights Expo 香港貿發局家電·家居·博覽	
Exhibitor Manual 參展商手冊	https://www.hktdc.com/event/homedelights/en/exhibitors-manual
Order Forms 額外設施及 服務申請表格	https://www.hktdc.com/event/homedelights/en/additional-facilities-services-order-form
HKTDC Beauty and Wellness Expo 香港貿發局美與健生活博覽	
Exhibitor Manual 參展商手冊	https://www.hktdc.com/event/hkbeautyexpo/en/exhibitors-manual
Order Forms 額外設施及 服務申請表格	https://www.hktdc.com/event/hkbeautyexpo/en/additional-facilities-services-order-form



Part II Important Information

第二部分 重要資料

As an effort to go green, hard copy of Circular will not be provided. Exhibitors could access the Circular I information by scanning the QR Code.

為節約用紙，本文件將不會提供參展商須知的列印本。貴司可掃描二維碼檢閱通告(一)。

HKTDC Home Delights Expo 香港貿發局家電·家居·博覽

https://www.hktdc.com/event/homedelights/en/circular

HKTDC Beauty and Wellness Expo 香港貿發局美與健生活博覽

https://www.hktdc.com/event/hkbeautyexpo/en/circular

IPR (Intellectual Property Right) 知識產權

- | | |
|---|--|
| 1 | Exhibitors' Brief on the Protection of Intellectual Property Rights at HKTDC Exhibitions (IPR)
有關保護知識產權措施及參展商須知 |
|---|--|

Applicable Laws and Regulations to the Fair 應用展覽會的相關法例及規則

- | | |
|---|---|
| 1 | Invoices Issued to Buyers (Trade Description Ordinance)
有關<商品說明條例>中產品銷售之發票內容 |
| 2 | Immigration Regulation to be Observed and Followed by Exhibitors
參展商須遵守的入境規例 |
| 3 | Compliance with Applicable Laws and Regulations
遵守適用法律及規章 |
| 4 | Promotion & Sales of Alcoholic Beverages
推廣及出售酒精飲品 |
| 5 | Dangerous Drugs Ordinance
危險藥物條例134大麻二酚 |
| 6 | The New Regulation on Disposable Plastic Tableware and Other Plastic Products
管制即棄膠餐具和其他塑膠產品的新法例 |

Part III Electronic Circulars I

第三部分 電子版通告(一)

1. Important Rules and Regulations 展覽會重要規則
<ul style="list-style-type: none"> • Sub-letting 分租 • Display Relevant Exhibits 展示合適展品 • Regulation of Sound Level / Loud Hailers 使用音量 / 擴音器的規則 • Issue Receipt to Consumers 向消費者提供收據 • Green Tips to Exhibitors 參展商綠色小貼士
2. Move-in and Move-out Arrangement 進館、撤館安排
2.1 Move-in/out Arrangement 進館、撤館交通安排及車輛許可證之使用須知
2.2 Move-out Regulation 撤館規則
3. Booth Construction 攤位搭建
3.1 Guidance to Custom-Built Participation and Guidance for On-site Usage of Electricity 特裝參展商注意事項 - 現場使用電力指引
3.2 New Measures on Custom Build Participation 特裝參展措施
4. Security Notice 保安
Security Measures and Related Issues 保安措施及相關事項
5. Caution 注意
5.1 Caution on Fraudulent Emails 提醒參展商小心提防欺詐電郵的通知
5.2 Caution on Third Party Promotion Offers 請小心處理由第三者提供之推廣優惠
6. Special Arrangement 特別安排
6.1 Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals 熱帶氣旋及黑色暴雨警告信號下之特別安排
6.2 Special Events Organised by Exhibitors during Expo 有關於攤位內舉行的特別節目之事宜
7. New Regulation 新法例
The New Regulation on Disposable Plastic Tableware and Other Plastic Product 管制即棄膠餐具和其他塑膠產品的新法例

Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizer**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else’s intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor’s Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“**Exhibitors**”) is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party’s rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organizer and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors’ Brief**”) that the Organizer may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors’ Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors’ Brief, the Organizer shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant (“**Complainant**”) files a complaint with the Organizer in accordance with the Exhibitors’ Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other

requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the “**Fair Legal Advisor**”). The Fair Legal Advisor will be on-call during the opening hours of HKTDC’s trade fairs and will attend the HKTDC’s office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor’s Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors’ Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and have been infringed by the display of the Exhibitor’s product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC’s website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC’s Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid , and to ban

the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

Penalties

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow TDC to immediately take 3 photographs of the product or material in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
- by more than one complainant in respect of different intellectual property rights; or
 - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)

Under the Trade Descriptions Ordinance, any person who:-
(i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
(ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
(iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights

A. Copyright

Option 1: An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf

OR

Option 2: If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of all of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;
5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm **all** the above information and evidence in a standard-form checklist (which is available for download at http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局(以下簡稱為「**本局**」、「**主辦機構**」)是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商(「**參展商**」)，必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》(「**參展商須知**」)，包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人(「**投訴人**」)按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構及其代理、代表、承包商和僱員(包括但不限於所述各方的法律顧問)的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用(包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構及其代理、代表、承包商或僱員(包括但不限於所述各方的法律顧問)採取任何法律行動、或提出任何索償或要求。

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問(「**法律顧問**」)將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。

4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站 (www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務;
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

另外，任何商戶如就任何消費者作出任何不良營商手法（包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為），即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年; 及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

證明知識產權的存在及擁有權的所需文件

A. 版權

途徑 1: 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[\[http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

途徑 2: 若投訴人為版權擁有人並能提供下列第 4-6 項證據的正本作舉證，投訴人需提交下列所有的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的原作正本，例如設計圖樣及草圖等 - **註**：任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及

6. 發票、貨運文件或其他文件的正本，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或 (2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf] 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

Special Circular 1 The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 effective 19 July 2013

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

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

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

Hong Kong Trade Development Council

特別通告 1 《2012年商品說明(不良營商手法)(修訂)條例》於2013年7月19日生效

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

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

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

香港貿易發展局



Special Circular 2 Immigration and Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong

According to the policy of Immigration Department of Hong Kong, foreign visitors are allowed to remain in Hong Kong for the purposes of sightseeing, shopping, as well as conducting contracts, attending meetings and conferences, etc. For the purpose of immigration control, visitors are subject to certain conditions of stay specified in the Immigration Regulations. These conditions preclude a visitor from taking up employment, whether paid or unpaid and he is not allowed to establish or join in any business. Those who wish to be engaged in day-to-day business operations or investment activities in Hong Kong will have to apply for a work permit.

In the case of a trade exhibition, 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 Mainland China

Where Mainland China exhibitors participating in trade fairs are concerned, it should be noted that they must apply for exit permission from the relevant Mainland China authorities. For business visits, Mainland China 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 Mainland China 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 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.

特別通告 2 參展商須遵守的入境規例

1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作(無論受薪或非受薪)，亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，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，歡迎聯絡香港貿發局。

Special Circular 3 Compliance with Applicable Laws and Regulations

Exhibitors are requested to read through sections 3.24 to 3.30 of the Exhibitor's Manual and ensure complete compliance with all the stated laws, regulations and conditions.

The exhibitor agrees to comply with all the laws, regulations and conditions mentioned and to exempt the Hong Kong Trade Development Council and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the laws and regulations by the exhibitor.

3.24 Compliance with Applicable Laws and Regulations

Exhibitors are strongly advised to consult their own legal advisors, relevant government authorities and relevant professional bodies before applying for participation in the Exhibition to ensure that they are able to comply with all applicable laws, regulations, codes of practice and guidelines governing the exhibition, promotion and supply of their products and/or services in Hong Kong, including without limitation, the following legislations:

- Trade Descriptions Ordinance (Cap. 362) and its subsidiary legislations - which imposes, amongst others, prohibitions against application of false trade description to goods; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark, and unfair trade practices. Specific requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.
- Consumer Goods Safety Ordinance (Cap. 456) - which imposes a duty on manufacturers, importers and suppliers of consumer goods to ensure that the consumer goods supplied are safe. Consumer goods refers to any goods which are ordinarily supplied for private use or consumption (except those specified in the Ordinance) and includes the packaging of the consumer goods.
- Sales of Goods Ordinance (Cap. 26) - which codifies the law relating to the sale of goods, including formation, effects and performance of the sales contract, implied terms of the contract, rights of the parties and consequences of breach of the contract.
- Supply of Services (Implied Terms) Ordinance (Cap. 457) - which consolidates the law with respect to the terms to be implied in contracts for the supply of services, including implied terms as to care, skill, timing of performance and consideration.
- Import and Export Ordinance (Cap.60) - which imposes, amongst other, restrictions on and requirements for import and export of articles to and from Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.

- Prevention of Bribery Ordinance (Cap. 201) - which makes provisions for the prevention of bribery and other related matters.
- Personal Data (Privacy) Ordinance (Cap.486) - which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the data protection principles as listed under the Ordinance.
- Copyright Ordinance (Cap.528) - which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) - which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) - which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) - which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Pyramid Schemes Prohibition Ordinance (Cap.617) - which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Undesirable Medical Advertisements Ordinance (Cap. 231) - which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases as prescribed in the Ordinance. (See 3.26.10 below)
- Electricity Ordinance (Cap.406) - which provides for, amongst others, safety requirements for electrical products, meaning any current-using equipment, lighting fitting or accessory that uses low voltage or high voltage electricity.
- Air Pollution Ordinance (Cap. 311) - which makes provision abating, prohibiting and controlling pollution of the atmosphere, including prohibiting the manufacture in or import into Hong Kong certain regulated consumer products (such as hairspray) that contain volatile organic compound content in excess of the prescribed limit.
- Public Health and Municipal Services Ordinance (Cap.132) - which regulates, amongst others, the preparation and adulteration of food and drugs and provides for protection to purchasers of food and drugs by prohibiting sale of food or drugs unfit for human use and false or misleading labeling or advertising of the same. (See 3.26 below)
- Control of Obscene & Indecent Articles Ordinance (Cap.390) - which controls articles which contain material that is obscene or indecent (including material that is violent, depraved or repulsive).

- Toys and Children's Products Safety Ordinance (Cap. 424) - which provides for, amongst others, safety standards for children's toys, specified chattels used in association with children.
- Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) - which regulates the import, export, and possession or control of certain endangered species of animals and plants. (See 3.26.11 below)
- Waste Disposal Ordinance (Cap. 354) - which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste.
- Firearms and Ammunitions Ordinance (Cap. 238) - which makes provisions for the control and licensing on the possession and dealing in arms and ammunition.
- Weapons Ordinance (Cap. 217) - which prohibits the possession of certain weapons.

All of the above mentioned ordinances and regulations can be downloaded from the website <http://www.legislation.gov.hk>.

Warranties

Each Exhibitor hereby represents and warrants to the Organiser that all products, services, promotional, advertising and other materials displayed, exhibited, offered, distributed and supplied by the Exhibitor for, in relation to and at the Exhibition and all other activities of the Exhibitor at the Exhibition:

- (a) shall comply with all laws and regulations applicable to the Exhibitor or the Organiser, including but not limited to the laws of Hong Kong, and any applicable international conventions;
- (b) shall comply with all codes of practice, guidelines or statement issued by the relevant government authorities or professional bodies applicable to the Exhibitor or the Organiser, including but not limited to the government authorities or professional bodies of Hong Kong;
- (c) do not infringe any intellectual property rights or other rights of any third party;
- (d) are not, in the reasonable opinion of the Organiser, unfavorable to the images or reputation of the Organiser or otherwise undesirable.

Each Exhibitor hereby further represents, warrants and undertakes to the Organiser that it shall have duly obtained at its own costs and expenses all necessary and valid exemptions, consents, approvals and licenses for the exhibition, promotion, offer, distribution and supply of all products, services, promotional, advertising and other materials at the Exhibition and all other activities of the Exhibitor at the Exhibition.

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that

the Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

Indemnity

Each Exhibitor agrees to comply with all rules and regulations of the Exhibition and all applicable laws and regulations, and to exempt the Organiser and the Exhibition Venue from, and indemnify each of them against all liabilities incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed or breach of regulations by the Exhibitor.

3.25. Important Points to Note

3.25.1 On-Site staff regarding working visa

All exhibitor representatives who are not ordinarily residing in Hong Kong will be required to obtain a "Temporary Working Visa" when they participate in a fair in Hong Kong involving retail sales activities. Alternatively, a local worker/local representative may be employed to conduct retail sales activities.

Any person who contravenes a condition of stay in force in respect of whom shall be guilty of an offence. Should any exhibitor representative fail to comply with the above regulation, the Organiser has the sole discretion to terminate the exhibitor's participation in the Expo with immediate effect and/or to ban the company from participating in any or all future HKTDC exhibitions.

During the Expo (including move-in and move-out days), exhibitors who would like to appoint non-HK residents to work at the booths, please note the Hong Kong Immigration Regulations.

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.

Non-HK resident exhibitors who would conduct retail activities during at the exhibition have to apply for the appropriate visa. For any question, please contact the Immigration Department. 【Tel: (852) 2829-3194, Fax: (852) 2136-6334, Website: <http://www.immd.gov.hk/en/services/hk-visas/index.html> or email: enquiry@immd.gov.hk】

Non-working visa holders may wish to hire local temporary helpers to conduct retail sales. Please refer to page 75-76 for a list of temporary helper agencies.

3.25.2 Security Precautions

The Organiser is responsible for the general security of the entire venue and will take all necessary measures to safeguard the property of the exhibitors. However, it is not possible to solely rely on the Organiser's efforts to prevent crime. To prevent loss of items stored or displayed ***within the confines of an exhibitor's booth***, exhibitors are required to observe and follow the following guidelines strictly:

3.25.3 Manning of Booth

Please ensure that your stand is manned ***at all times*** by alert staff. Never leave property unattended, even for a few seconds. Shoplifters come in many guises and you have to be on your guard at all times. They work in many ways but most of the time relies on working quickly using a moment's inattention to allow them to slip something into their pocket or open bag.

The biggest deterrent to shoplifters is simply being seen. Alert staff is a big help. Brief your duty staff on the importance of security precautions and make sure that they have view of the whole stand and that there are no blind spots.

3.25.4 Identity Tags

Where possible all items on sale and on display should carry a tag showing the price and the name of your company. This way there can be no argument about how much the item costs and which booth it came from.

3.25.5 Delivery of Exhibits

Exhibits should not be sent to the venue until the stands are readily constructed. Exhibitors should arrange for a representative to be at the stand to receive goods as the Organiser will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitors.

3.25.6 Storing of Exhibits

Exhibitors should make direct arrangements with your own freight forwarder or agent for move-in, storing, and removal of your valuable exhibits. A temporary storage will be constructed for storing promotional leaflets and showcases. No valuables should be stored there. The Organiser is not liable for any loss or damage of the stored goods.

Due to the limited amount of space, once the storage is full, exhibitors should make direct arrangements with the freight forwarder of your choice.

If you have a purpose-built storeroom or a safe within your stand, please make sure that it is kept locked ***at all times*** and the key is in the custody of a trustworthy employee. Likewise, to make sure there is no opportunity for theft, the showcases and the display counters within your booth should be locked immediately after you take out exhibits for showing to customers. Slack security is a big temptation to thieves.

To protect your duty staff's personal possessions, please advise them to lock up their handbags and wallets in cabinets and personal handbags etc. Should never be allowed unattended on the floor or on the desk.

3.25.7 Replenishment of Exhibits

Exhibitors can replenish their exhibits or goods to be sold during the fair period at the following time slots only:

15-19 August 2024

8:15 am -9:30 am

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to your booth(s) from the temporary storage area during the fair opening hours. When replenishing the stocks, there must be least 2 staff members taking care of the trolley. Trolleys must be equipped with rubber protection borders. Exhibitors are required to follow any additional safety measures if requested and the Organiser reserves the right to prevent exhibitors from using trolleys to replenish stock if the fairground is too crowded.

3.25.8 Demonstration of Exhibits

Exhibitors wishing to carry out demonstrations of any kind must ensure that their practices will in no way constitute fire or safety hazards or interfere with the activities of visitors or other exhibitors. The Organiser reserves the right to terminate or curtail any practice which it considers to be detrimental to the exhibition.

3.25.9 Removal of Exhibits

Removal of exhibits may commence only after 6 p.m. on 19 August 2024. Exhibitors, their agents and/or contractors are responsible for the complete removal from the Hong Kong Convention and Exhibition Centre and its vicinity of all goods, exhibits and materials used by or belong to them, together with all rubbish and other refuse. In order to reduce waste and protect the environment as good corporate citizens, exhibitors should ensure that all recyclable goods, exhibits and/or materials (including but not limited to edible packaged food and other food waste) shall not be disposed of as refuse/waste and shall be recycled, donated to the appropriate charities and/or fully removed from the exhibition venue. Wastepaper and other recyclable wastes shall be disposed of at the relevant recycle bins in the exhibition venue. The Organiser shall not be liable for any loss or damage of goods, exhibits, materials and/or stand materials left behind at the exhibition venue. All such goods, exhibits and/or materials shall be deemed abandoned and may be disposed of by the Organiser at its sole and absolute discretion and at the expense of the exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organiser.

If an exhibitor fails to comply with any of the above requirements relating to the removal, recycling, donation and/or disposal of goods, exhibits, materials, rubbish and/or refuse, the Organiser reserves the right to penalize such exhibitor at its sole and absolute discretion, including but not limited to requiring the exhibitor concerned to pay a performance bond or any extra deposit for the exhibitor's application to participate at any future Fairs, delaying the exhibitor's turn in selecting a stand at any future Fairs, and/or to ban the exhibitor from participating in any future Fairs.

3.25.10 Decoration of Booth

No stickers, poster hangers or other materials will be allowed to hang on fascia. The Organiser reserves the right to remove any exhibits or publicity materials at the exhibitor's expenses which are considered not conforming to the standard and set-out of the exhibitor or do ***not*** fall within the exhibit description of the exhibition.

3.25.11 Organising Special Events inside the Exhibition Booths

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.

Depending on the number of concurrent special events and the projected traffic flow of visitors, the special events are subject to be rescheduled to another time slot. Also, should a special event incur roadblocks or other inconvenience to visitors, the Organiser reserves the right to give a halt on such special event.

Should you be interested to organise special events inside your exhibition booths, please submit the event details (date, time, format, number of crowd control personnel deployed, etc) in writing to the Organizer at least 30 days before the commencement of the Expo.

3.25.12 Canvassing

- (i) Publicizing before or during the fair the sale of a limited quantity special edition at the fairground without obtaining prior approval from the Organiser is strictly prohibited.
- (ii) Canvassing in any form outside exhibitors' stand area is strictly forbidden. Any exhibitor found canvassing in aisles or other common areas will be liable to expulsion from the exhibition.
- (ii) The Organiser will terminate the Exhibitor's participation if the Exhibitor conduct activity which in the opinion of the organiser interfere with the rights of other exhibitors at the fair.

3.25.13 Conducting of Sales/Public Auctions

Goods offered for sale at the fair shall

- (a) be of merchantable quality;
- (b) be fit for any and all purposes for which they are generally used;
- (c) be free from any defect; and
- (d) correspond with the sample, if any, in quality.

In setting prices for the goods, exhibitors should use reasonable efforts to do so with reference to the market retail prices in Hong Kong of comparable goods so as to ensure that the prices are and will be reasonable with reference to such market retail prices.

Any transaction taken place during the exhibition should attach with invoice / receipt. (with company's name) One copy should be given for customer and the other copy should be kept at exhibitors.

Public auctions of any kind shall not be permitted at the exhibition venue under any circumstances.

3.25.14 Hire of Security Guards

The Organiser will deploy adequate security guards to patrol the exhibition hall during the opening hours. You may hire additional security guards to guard your own stand if considered necessary. All security guards **must** be hired through the Hong Kong Convention and Exhibition Centre (Tel : (852) 2582-7198).

3.26 Guidelines on Processing Food & Beverages

For the sake of public hygiene, exhibitors should follow the Food Hygiene Code issued by the FEHD in processing food and beverages and strictly follow the guidelines below.

- Exhibitors should have their body temperature measured daily before entering the fairground. If you do not feel well, especially when you have a fever (body temperature higher than 38°C/100.4°F) and/or respiratory symptoms such as coughing, sneezing, do not attend the function. Consult a doctor promptly.
- Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing. All food, beverages and tableware must be stored and covered properly.
- Any food or beverages for on-site sale should be sealed packaged.
- Maintain good personal hygiene. Wash your hands with liquid soap, and then dry with a disposable towel or a hand drier before processing food, after going to the toilet, when your hands are contaminated by respiratory droplets or other bodily secretions or after touching rubbish.
- Do not cough or sneeze toward any food and beverages. Do not spit or litter.
- All exhibitors should ensure that exhibits are displayed only in the stands specifically assigned to them and that they keep their stand dry, clean and tidy. All rubbish or packing materials should be disposed of in the garbage bags and placed in the refuse collection area in the exhibition venue at the end of an exhibition day.
- Exhibitors should keep potentially hazardous food at 4°C or below, or at 60°C or higher. If the food items are frozen, they must be stored frozen (preferably stored at -18°C or below). Potentially hazardous food that is intended for immediate consumption may be displayed or held for service at temperatures between 4°C and 60°C for a period of not more than 4 hours, otherwise it should be discarded.

[The Food Hygiene Code issued by the FEHD can be downloaded at https://www.fehd.gov.hk/english/publications/code/code_all.pdf]

3.27 Conditions on Tasting, Supply and/or Sale of Alcoholic Beverages

Below are the rules and conditions governing the tasting and/or sales of alcoholic beverages during the Home Delights Expo.

- All exhibitors are required to declare if their participation would involve alcoholic beverages.
- The supply and sales of alcoholic beverages by the glass or by open bottle in any catering form without a valid Temporary Liquor Licence within the exhibition venue is strictly prohibited and any breach thereof shall result in the exhibitor concerned being disallowed from continuing to participate in the exhibition. Exhibitor conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations (Cap. 109B) of the Dutiable Commodities Ordinance, Laws of Hong Kong Cap. 109. According to the Dutiable Commodities Ordinance, “alcoholic liquor” means any liquid which contains more than 1.2% of ethyl alcohol by volume, such as sheung ching, mow toi,

ko leung, brandy, whisky, gin, rum, vodka, champagne, still wine, beer, cider, sake and etc.

- Since the legislative amendments to the Dutiable Commodities Ordinance took effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licences or permits for the import or export, manufacture, storage or movement of wine and liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C. No valuation of the alcoholic beverages concerned for duty purpose will be required. However, the existing licensing/permit controls on liquors with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C remain unchanged. Exhibitors of such liquors should forward a copy of the removal permit for duty-paid goods issued by the Customs & Excise Department to the HKTDC at least 30 days before the commencement of the Home Delights Expo for records.
- Exhibitors conducting sales and/or tasting of alcoholic beverages during the Home Delights Expo should observe the following rules and conditions:
- Consumption or tasting of alcoholic beverages must be done in the following ways:
 - 1) for those exhibitors who wish to conduct alcoholic beverages free tasting within the exhibition booth, they must apply for the relevant Temporary Liquor Licence directly from the Hong Kong Police at least 30 days before the commencement of the Home Delights Expo. Only a person who is already in possession of a full Liquor Licence will be considered to be issued with a Temporary Liquor Licence. Any such Temporary Liquor Licence an exhibitor obtained must be displayed at an eye-catching location in the booth AND have to be copied to HKTDC at least 30 days before the commencement of the Home Delights Expo.
 - 2) Unless a Temporary Liquor Licence is obtained, all sales of alcoholic products must be bottled or canned, and no sales and/or free-tasting of alcoholic beverages by the glass or open-bottle would be allowed. Exhibitors conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations (Cap. 109B) of the Dutiable Commodities Ordinance (Cap. 109) wherever appropriate.
- Alcoholic beverages **MUST NOT** be tasted by or sold to visitors aged below 18. In case of any doubt, please request visitors to show a proof of age, e.g. Hong Kong ID Card.
- Exhibitors must ensure that a sign containing both the Chinese and English versions of the notice below is displayed in a prominent position at the booth:

“Under the law of Hong Kong, Intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。”

The sign must be rectangular in shape with sides of at least 38cm in length and 20cm in width. The notice contained in the sign must be in plain and readily legible characters and letters, and be set out in characters and letters of a colour that contrasts with the background on which they appear. The Organiser may provide such sign to the concerned exhibitors upon request.

For details on the application for a Temporary Liquor Licence, please contact General Licensing Section of the Hong Kong Police at (852) 2860 6524 or email to general-licensing@police.gov.hk.

For compliance with the Dutiable Commodities Ordinance, please contact Customs & Excise Department at (852) 2815 7711 or <http://www.customs.gov.hk>.

3.28 Conditions on Selling and Dispensing Food or Beverages

To comply with the provisions of the Food Safety Ordinance Cap 612, all exhibitors intending to import or distribute food in the Home Delights Expo are required to register with or obtain exemption from the FEHD. Application forms and Guidelines on the operation of the Ordinance can be obtained from the Center for Food Safety at 43/F Queensway Government Offices, 66 Queensway, Hong Kong or downloaded at its website at: www.cfs.gov.hk.

[For inquiries, please contact Centre for Food Safety at: (852) 2868 0000 or www.cfs.gov.hk]

In addition to the provisions of the Food Safety Ordinance, the following conditions on selling and dispensing food or beverages must be observed and complied with by all exhibitors:

Food Permits and Licences

1. All food and beverages exhibited at the Expo must be in hygienic condition of the highest standard and must be fit for human consumption. For the sake of public health, the Organisers maintain the right to demand for valid certificates on the food product quality issued by the relevant health and food safety authorities upon request during the Fair period. If the Organisers have any suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. In the incidence that repeated verbal warnings are in vain, the Organisers may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Please ensure that there are no fake or unhygienic food products at the fairground.
2. Exhibitors can offer exhibits for tasting by visitors provided that they are free of charge to the visitors and that such tasting takes place within the designated area to which each exhibitor is assigned by the (HKTDC). Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing.
3. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground. The said Temporary Food Factory Licence must be displayed at an eye-catching location within the Exhibitor's booth with copy provided to HKTDC at least 30 days before the commencement of the Expo; or if such licence is not available 30 days before the commencement of the Expo, Exhibitor shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD. The Organisers reserve the right to discontinue any sale if the exhibitor fails to present the said licence and/or documents by the deadline.
4. Only pre-packaged food samples i.e. samples of any food packaged, whether completely or partially, in such a way that the contents cannot be altered without opening or changing the packaging, the food in which is ready for presentation to the visitors as a single food item, can be sold to the visitors at the exhibition venue.
5. All exhibits, whether sold to or tasted by the visitors, must be within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits. Any other food or beverages supplied to visitors for tasting must be

not older than would normally be expected of or commonly acceptable in relation to that particular kind of food or beverages.

6. All sales of beverages must be closed and sealed to prevent spilling.
7. The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website of Centre for Food Safety at www.cfs.gov.hk. Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.
8. Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licences from the FEHD. Any such food permit / licence obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to HKTDC at least 30 days before the commencement of the Expo; or if such permit / license is not available 30 days before the commencement of the Expo, we shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Expo 2022 for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later than [7] days) the permit and/or license has been granted by the FEHD. The Organisers reserve the right to discontinue any sale if the exhibitor fails to present the said permit / licence and/or documents by the deadline.

On-site Food-processing Activities and Storage

9. No open fire is allowed at the fairground and all exhibitors should note that no elaborate food preparation processes are allowed at the exhibitors' booth(s).
10. The means of food processing (such as cooking, warming or reheating) shall be restricted to steaming, pan-frying, non-charcoal grilling and baking only. Deep-fry or Yakitori-style cooking is not permitted.
11. Any cooking, warming or re-heating of the food products must take place within the stands in the exhibition venue to which each exhibitor is assigned by HKTDC and shall only be done by microwave ovens and electric cooking appliances of good working condition only. HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that HKTDC regards as defective, dangerous or improper. Each exhibitor is only allowed to install one microwave oven and one other electrical cooking appliance in his/her respective stand regardless of the size of the stand. Exhibitors are also responsible for ordering sufficient power supply to support their electric cooking appliances. Booths with pan-frying, non-charcoal grilling or baking activities must be installed with charcoal-filtered range hood in order to minimise problems of indoor air pollution. HKTDC Exhibition Services can offer officially recognised charcoal-filtered range hoods for rent. Any exhibitor wishing to install any additional microwave ovens or electric cooking appliances must obtain the prior written approval of HKTDC who have an absolute discretion upon whether to give such approval. Notwithstanding that the HKTDC may have given such approval, they have the sole and absolute discretion to subsequently withdraw such approval at any time.
12. Booths with sales or distribution of soft ice-cream must be equipped with piping and drainage.
13. Acceptance of exhibitors which conduct food-processing on-site is subject to the sole decision of HKTDC.
14. Upon signing the Expo Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever

incurred from any complaint lodged or proceedings instituted by any person arising from food provided by the exhibitor or any offence committed by the exhibitor.

15. Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. As a safety measure, cooking appliances facing the aisles are required to be shielded off by 30cm high panels above the cooking counter on three sides to avoid spillage of cooking oil or hot water.
16. All exhibitors should ensure that storage of food items should be under temperature-controlled conditions in refrigerators, freezers or other appropriate appliances of good and proper working condition. Prior arrangements should be made with HKTDC for the supply of 24-hour electricity throughout the duration of the exhibition. (Please refer to Form 7 in "Additional Facilities and Services Order Form").
17. 70% of the total booth area shall be used to sell and/or display pre-packaged foods and/or beverages. In addition, at least 70% of the items displayed at the booth shall consist of pre-packaged foods or beverages. Any cooking, reheating, displaying and/or selling of unpacked food shall be conducted within the booth and the aggregate area for conducting such activities shall not exceed 30% of the total booth area.

3.29 Summary on Food Related Regulations

The following is a summary of some of the regulations and conditions for Exhibitors' compliance:

(1) Selling and Dispensing Food or Beverages

Any food or beverages for on-site sale should be seal-packaged. For all on-site retail sale, **exhibitors should offer proper receipts to consumers**. The receipts should clearly indicate the company name of the exhibitor, the transaction date and amount.

All exhibitors should note that no elaborate food preparation processes are allowed at the fairground. **Exhibitors are NOT allowed to cook or reheat any food items for sale**, unless the items are intended for free tasting without any retail transaction or an Exhibitor has obtained the necessary Temporary Food Factory Licences and food permits from the FEHD and displayed the same at an eye-catching location of the Exhibitor's booth.

Exhibitors who wish to conduct retail sales of restricted items like milk, ice-cream and frozen confections should apply for the necessary food permits from the FEHD.

Exhibitors who will carry out on-site food processing activities must provide Hong Kong Trade Development Council (HKTDC) at least 30 days before the Expo notification in writing with the type of food items to be processed and whether the items are for free tasting or for sale. Where sale of on-site processed food will be conducted, the exhibitor is also required to provide HKTDC a copy of its Temporary Food Factory Licence at the same time; or if such licence is not available 30 days before the commencement of the Expo, Exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD.

[For inquiries, please contact FEHD at: (852) 2868 0000 or <http://www.fehd.gov.hk/english/licensing/>]

(2) Fire Regulation

No open fire is allowed at the fairground for any purpose.

[For inquiries, please contact HKTDC (852) 2240 4470].

(3) Food Labelling

All pre-packaged food and beverages exhibited or offered at the Expo must comply with the Food and Drug (Composition and Labelling) Regulations (Cap.132W) to have the prescribed label and nutrition label written in Chinese, English or both.

[For inquiries, please contact Centre for Food Safety at (852) 2868 0000 or visit its website at www.cfs.gov.hk.]

(4) Undesirable Medical Advertisements Ordinance

Any exhibits, which include any kind of medicament, other curative or preventive substance or orally consumed products except those customarily consumed as food or drink, and whether a proprietary medicine, a patent medicine, or purported natural remedy, must conform to the requirements under the Undesirable Medical Advertisements Ordinance (Cap. 231) on labeling and advertisements. Any labeling or advertisement should not contravene the provisions of the Ordinance. [For inquiries, please contact the Department of Health at (852) 2961 8989 or (852) 2961 8991 or visit its website at <http://www.dh.gov.hk>.]

(5) Registration of Proprietary Chinese Medicines

According to Chinese Medicine Ordinance (Cap 549), all proprietary Chinese medicines must first be registered by the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, manufactured or sold in Hong Kong. All proprietary Chinese medicines must also carry a prescribed label and be attached with package insert according to the provision of the Ordinance.

[For inquiries, please contact the Secretariat of the Chinese Medicine Council of Hong Kong at (852) 2121 1888 or <http://www.cmchk.org.hk>.]

(6) Product Genuineness & Product Labelling

Please note that the Organisers and Po Sau Tong Ginseng & Antler Association Hong Kong Limited, sponsor of the Expo, have the sole discretion to examine or test any ginseng, antler, dried seafood or Chinese soup ingredients which are suspected to be not genuine.

(7) Retail Sales Activities for Overseas Exhibitors

According to the provisions of the Immigration Ordinance (Cap. 115), all exhibitors who are not ordinary residents of Hong Kong will be required to obtain a "Temporary Work Visa" when they participate in a public fair in Hong Kong involving retail sales activities; unless a local representative is employed to conduct retail sales activities and the handling of proceeds.

[For inquiries, please contact Immigration Department of the HKSAR at (852) 2824 6111, by fax (852) 2877 7711 or through the Internet <http://www.immd.gov.hk>.]

3.30 Regulations on Sales of Restricted Food

Restricted Foods

According to the provisions of the Food Business Regulation (Subsidiary Legislation X of Chapter 132 of the Laws of Hong Kong), no person shall sell, or offer or expose for sale, or possess for sale the following kinds of food and beverages which are restricted foods in Hong Kong except with the relevant licences or permits issued by the FEHD:

1. (a) Fresh meat;
(b) Chilled meat other than pre-packaged chilled beef, mutton or pork;
(c) Pre-packaged chilled beef, mutton or pork;
(d) Frozen meat;
2. Fresh, chilled or frozen game;

3. Fresh, chilled, frozen or live fish, excluding live fish on a fish farm;
4. (a) Live water birds, excluding live water birds on a poultry farm or in a wholesale market;
(b) Other live poultry, excluding live poultry on a poultry farm or in a wholesale market;
(c) Fresh, chilled or frozen poultry carcass;
5. Fresh, chilled or frozen shell fish, excluding shell fish collected in the Hong Kong Harbour and Harbour in Aberdeen which is prohibited food;
6. Imported cooked or dried meat or imported meat which has been otherwise treated or prepared, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
7. Imported intestines or other parts of any animal which are prepared in the form of sausage casings, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
8. Imported pies, sausages or other prepared or manufactured articles of food which contain any meat or cooked or dried meat other than fat, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
9. Milk or any milk beverages, being milk or a milk beverage to which the Milk Regulation (Cap 132AQ) applies;
- 10.(a) Soft ice cream;
(b) Other frozen confections;
- 11.Chinese herb tea;
- 12.Non-bottled drinks (which generally mean drinks prepared for immediate consumption but required no storage in sealed bottles, cans or other containers, e.g. fresh fruit juice, diluted drinks prepared from concentrates, soya bean juice and drinks sold from a manual dispensing machine);
13. Siu Mei (燒味) or Lo Mei (滷味);
14. Cut fruit;
15. Leung Fan (涼粉), unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
16. Man Tau Lo (饅頭籮);

17. Food sold by means of a vending machine;
18. Sashimi;
19. Sushi;
20. Oyster to be eaten in raw state; or
21. Meat to be eaten in raw state.

Note: According to the “Guide to Import of Game, Meat and Poultry into Hong Kong” published by the Food Safety Centre, the word “chilled” can be referred to the pre-chilling process of food with subsequent storage at a temperature between 0°C and 4°C. Similarly, according to the “Food Hygiene Code” issued by the FEHD, the word “frozen” can be referred to the state in which the temperature of a food is reduced below its freezing point and the majority of the water inside the food undergoes a change in state to form ice crystals. To maintain the quality of frozen food, a temperature of –18°C or less is preferred.

In addition to the provisions of the Food Business Regulation, Exhibitors must observe the provisions in the Import and Export Ordinance (Chapter 60 of the Laws of Hong Kong) concerning the import of food and also the provisions of the Imported Game, Meat and Poultry Regulations (Chapter 132AK of the Laws of Hong Kong) concerning the import of game, meat and poultry into Hong Kong.

Sale of Restricted Foods

Exhibitors who intend to conduct sale of any of the above restricted foods in the Expo are required to obtain the necessary Restricted Food Permit and/or a Composite Food Shop Licence from the FEHD. Exhibitors should submit copy of the permits / licences to HKTDC at least 30 days before the commencement of the Expo for records; or if such permit and/or license is not available 30 days before the commencement of the Expo, Exhibitors shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD’s written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Expo for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later than [7] days) the permit and/or license has been granted by the FEHD.

A Temporary Food Factory Licence is also required for any Exhibitor who intends to conduct sale of any pre-cooked food or beverages reheated for consumption at the Expo. A copy of the licence should be forwarded to HKTDC at least 30 days before the commencement of the Expo for records; or if such licence is not available 30 days before the commencement of the Expo, the Exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD’s written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD.

The Form of Application for Restricted Food Permit (FEHB95), Application Form for Composite Food Shop Licence (FEHB244) and the Form of Application for a Temporary Food Factory Licence (FEHB201) can be downloaded from the website of FEHD at https://www.fehd.gov.hk/english/forms/index_forms.html. For enquiries, please call the 24-hour hotline of FEHD at (852) 2868 0000.

特別通告 3 遵守適用法律及規章

參展商應仔細閱讀「參展商手冊」內第 3.24 至 3.30 項，並確保完全符合所述的有關法律、規例和條件的規定。

參展商同意遵守所述的法律、規例和條件之規定，並同意如因違反該等規定而招致任何投訴或訴訟，香港貿易發展局（“香港貿發局”）及香港會議展覽中心（管理）有限公司均不會負上任何責任，亦無須作出任何賠償。

3.24 遵守適用法律及規章

參展商在申請參展前，應先諮詢其法律顧問、有關政府機關及相關專業團體以確保參展商能夠遵守及符合所有管轄且關於其產品及/或服務在香港的展覽、宣傳/促銷及供應的適用法律、規章、專業守則及指引，包括但不限於以下法例：

- 商品說明條例(第 362 章) 及其附屬法例-該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。
- 消費品安全條例(第456章) -該條例向製造商、進口商及供應商施加確保所供應的消費品屬安全的責任。消費品是指一般供應予私人使用或耗用（該條例中所指明的貨品除外）的任何貨品，並包括供應該等貨品時所用的包裝。
- 貨品售賣條例(第26章) -該條例編纂有關貨品售賣的法律，包括售賣合約的訂立、效力及履行、合約的隱含條款、合約雙方的權利及違約的後果。
- 服務提供（隱含條款）條例(第457章) -該條例綜合有關服務供應合約中隱含的條款的法律，包括有關謹慎、技術、履行時間及代價的隱含條款。
- 進出口條例(第60章) -該條例其中施加有關在香港輸入及輸出物品以及對已經輸入香港的物品在香港境內的處理及運輸的限制及就此作出有關規定。尤其是，該條例規定了在香港禁止進口及出口的物品。
- 防止賄賂條例(第201章) -就防止賄賂及其他相關事項訂立條文。
- 個人資料(私隱) 條例(第486章) -該條例藉向資料使用者施加須遵守該條例下所列的保障資料原則的責任及其他條文規定以保障有關個人資料的私隱。
- 版權條例(第528章) -該條例就版權及其他相關權利的保護及執行訂立條文。
- 註冊外觀設計條例(第522章) -該條例就註冊外觀設計權利訂立條文。
- 商標條例(第559章) -該條例就商標註冊及包括註冊商標的保護及執行的相關事項訂立條文。
- 專利條例(第514章) -該條例就專利註冊及包括註冊專利的保護及執行的相關事項訂立條文。

- 禁止層壓式計劃條例(第617章) -該條例禁止推廣、知情參與及誘使他人參與層壓式計劃。
- 不良廣告(醫藥)條例(第231章) -該條例其中條文禁止發佈可能導致他人使用該條例中所訂明的某些疾病的任何藥物、外科用具或療法的廣告。(見下列3.26.14)
- 電力條例(第406章) -該條例其中就電氣產品(指使用低壓或高壓電力的任何用電器具、照明配件或附件)的安全規格訂立條文。
- 空氣污染管制條例(第311章) -該條例就消滅、禁止與管制大氣污染訂立條文。其中包括禁止在香港製造或進口所含的揮發性有機化合物成分超出所規定限額的若干受規管消費品(例如髮膠)。
- 公眾衛生及市政條例(第132章) -該條例其中就規管食物及藥物的配製及攪雜並藉禁止售賣不宜供人使用的食物或藥物或該等食物或藥物的虛假或誤導標籤或廣告而對食物及藥物購買人提供保障訂立條文。(見下列3.26)
- 淫褻及不雅物品管制條例(第390章) -管制內容屬於或含有淫褻或不雅資料(包括暴力、腐化或可厭的資料)的物品。
- 玩具及兒童產品安全條例(第424章) -該條例其中就兒童玩具及指明的兒童用品的安全標準訂定條文。
- 保護瀕危動植物物種條例(第586章) -該條例對一些瀕危的動物和植物物種的進口、出口、擁有或控制作出管制。(見下列3.26.16)
- 廢物處置條例(第354章) -該條例規管廢物的處理、儲存、收集及處置,包括廢物處理、再加工和回收。
- 火器及彈藥條例(第238章) -該條例規管火器及彈藥的管有和經營的牌照事宜。
- 武器條例(第217章) -該條例禁止持有某些武器。
- 產品環保責任條例(第603章) -該條例引入減少某些類型產品對環境影響的措施並提供相關事宜。

上述所有條例及規例均可於網址<http://www.legislation.gov.hk>下載。

保證

各參展商謹此向主辦機構陳述及保證其有關在展覽會所展示、展覽、出售、分派及供應之產品、服務、宣傳品、廣告物品及其他物品及參展商在展覽會的所有其他活動：

- (a) 必須遵守所有適用於參展商或主辦機構的法律及規章(包括但不限於香港法例)及任何適用的國際公約；
- (b) 必須遵守所有由有關的政府機關及專業團體(包括但不限於香港的政府機關及專業團體)發出適用於參展商或主辦機構的專業守則、指引或聲明；

(c)並無侵犯任何第三者的任何知識產權或其他權利；

(d)根據主辦機構的合理意見，並非不利於主辦機構的形象、聲譽或有其他不良影響。

各參展商謹此向主辦機構進一步陳述，保證及承諾其必須已經自費妥當取得所有在展覽會展覽、宣傳、出售、分派及供應的一切產品、服務、宣傳品、廣告物品及其他物品及參展商在展覽會所有其他活動的必需及有效的豁免、同意、批准及牌照。

各參展商謹此向主辦機構陳述、保證並承諾其將向客戶及潛在客戶解釋其產品及/或服務的範圍、詳情及規格（視屬何情況而定）以及相關費用及收費，及主辦機構對於因為或者有關參展商與其客戶或潛在客戶之間的任何爭議而產生的任何法律責任、損失、損害賠償、費用及開支不承擔任何責任，而有關參展商須獨自為此承擔責任。

彌償

各參展商同意遵從展覽會所有條例及細則和所有適用的法例及規例，並豁免主辦機構及展覽場地就任何人士就參展商任何罪行、違反法律、違反法規或違反規章作出的投訴或程序帶來的全部法律責任，及就該等法律責任對主辦機構及展覽場地作出彌償。

3.25 重點須知

3.25.1 展覽攤位當值員工 - 有關申請來港時工作證

所有非香港居民之參展商代表，如欲在展覽會公眾開放期間從事零售活動，必須依法申請「香港臨時工作簽證」及/或任何其他有關機構的許可或批准。參展商亦可選擇聘用香港本地人員或本地代表從事零售活動。

任何人士違反對他有效的逗留條件，即屬違法。假若違反有關規定，主辦機構有權即時終止該參展商繼續參展之權利及/或禁止該公司參加香港貿易發展局以後舉辦的任何或所有展覽會。

於展覽期間（包括佈展及撤館日），參展商如有意聘用非香港居民於展覽攤位當值，請留意及遵從香港入境條例及入境規例及依法申請。

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；或該人不得開辦或參與任何業務。

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、或參與任何業務，必須在入境前申領適當的簽證。以訪客身份在入境後提交更改其簽證來港之身份通常不予考慮。

因此，所有非香港居民之參展商，如欲在公開展覽會期間向公眾人士作出零售活動，必須申請適當的臨時工作簽證。如有任何疑問，請盡快與入境處聯絡。

【電話：(852) 2824 6111，傳真：(852) 2877 7711，網址：
<http://www.immd.gov.hk/contact-us.html> 或電郵：enquiry@immd.gov.hk】

參展商亦可選擇聘用香港本地人員為臨時僱員從事零售買賣，提供臨時僱員之機構刊載於第5.6條

3.25.2 保安防範措施

主辦機構會負責整個場館的一般保安事宜，並會採取各種必需措施，以保障參展商財物的安全。然而，因不可能僅依靠主辦機構之保安措施以預防罪案，為免展覽攤位所存放或陳列的物品有任何損失，參展商仍需留意保管自己的產品及財物。

3.25.3 專人看管攤位

參展商必須確保攤位及其財物時刻均有職員嚴密看管，切勿掉以輕心。偶一不慎，可能會招致財物損失。扒手擅於喬裝掩飾，形象千變萬化，手法層出不窮，往往乘人一時不備，即把獵物放進衣袋或手提袋，故參展商須時刻提高警覺。

只要有人到場看守，就可收最佳阻嚇之效。因此，若職員能提高警覺，嚴加防範，定會大有幫助。參展商必須告知當值職員，保安工作首重預防；並須提醒他們留意攤位的每一角落及確保沒有看守盲點，務求減低失竊的可能。

3.25.4 識別標籤

所有在會場發售及陳列的物品，應盡可能加上標籤，列明其售價和公司名稱。這樣一來，就不會因售價問題或物品來歷不明的問題而引起爭執。

3.25.5 展品進場

在展覽攤位尚未建成前，不得將展品運進會場。參展商應於貨物進場時安排代表在攤位接收。主辦機構不會代任何參展商接收或簽收任何貨物、展品或其他物品。

3.25.6 展品的貯存

參展商應直接與貨物託運公司或貨運代理聯絡，以定出貴重展品的進場、貯存和離場安排。

主辦機構將蓋建臨時貯物間，以供存放宣傳單張及展櫃，但切勿貯存貴重物品。寄存的物品如有任何損失或毀壞，主辦機構概不負責。

由於地方有限，貯物間一旦爆滿，參展商即須直接與大會指定的貨運代理或自行聘用的代理聯絡，以便另作安排。

倘若參展商在攤位內設有專用的貯物室或保險箱，務請時刻鎖上，並將鎖匙交由一名可靠的僱員保管。為杜絕被竊的機會，每當打開攤位內的飾櫃或陳列櫃檯取出展品予顧客觀看時，必須隨即將櫃門鎖上。一旦保安鬆懈，竊賊即有機可乘。

為保護當值職員的個人財物，請勸諭他們將手袋和錢包鎖於貯物櫃內及手袋包等。切勿將此等個人物品放在地面或桌上而無人看管。

3.25.7 展品補充

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會場：

2024年8月15-19日 上午8時15分至9時30分

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場人群擠迫，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。大會有關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。

3.25.8 展品示範

有意進行任何展品示範的參展商，必須確保有關活動不會引致火警或其他安全危險，或騷擾參觀人士或其他參展商的活動，否則主辦機構有權終止或縮短這類活動。會場內不得以明火煮食、翻熱或作任何形式之明火示範。

3.25.9 展品離場

“博覽會所有展品必須2024年8月19日下午6時後方可搬離會場。參展商、其代理及/或承建商須負責將所有所使用或所屬的貨物、展品、物料、垃圾及其他廢棄物徹底搬離香港會議展覽中心及鄰近範圍。作為良好企業公民，為減少浪費及保護環境，參展商應確保所有可回收的貨物、展品及/或物料(包括但不限於可食用的剩餘食物及其他廚餘)被回收、捐贈到合適慈善團體或得以妥善處理，不得棄置為垃圾/廢棄物，並需全部搬離會場。廢紙及其他可回收的物料亦應棄置在場內之相關回收籠內。任何遺留在會場的貨物、展品、物料及/或展台材料如有任何損失或損害，主辦機構概不負責；主辦機構將視這些貨物、展品及/或物料為被放棄，並有唯一及絕對酌情權將這些貨物、展品及/或物料棄置，而該棄置費用，須由有關參展商支付。假若此等貨物、展品及/或物料可以變賣，所得款額歸主辦機構所有。

如參展商並未能遵守以上任何有關搬離、回收、捐贈及/或棄置貨物、展品、物料、垃圾及/或其他棄物的規定，主辦機構將保留唯一及絕對酌情權利對參展商作出處分，包括但不限於要求該參展商於往後美與健生活博覽申請參展時繳付違規罰款按金或任何額外保證金、押後該參展商在往後美與健生活博覽會規則第的選擇攤位次序、及/或取消該參展商未來參展美與健生活博覽的資格。”

3.25.10 攤位布置

攤位名牌上不得附加任何標貼或掛上任何海報、垂懸裝飾或其他物品(包括揚聲器等)。主辦機構如認為任何展品或宣傳品違反展覽會的標準或規格，或不屬於指定的展品範圍，則有權將該等展品或宣傳品清除，而有關費用須由參展商支付。

3.25.11 攤位內舉行特別節目事宜

為保障各參展商的權益及加強展覽場地之人流控制，假若參展商有意在展覽期間舉行特別節目，或邀請影星、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，必須事先獲得主辦機構書面批准。在推廣及宣傳該特別節目前，參展商必須自行僱用足夠保安人員以便控制人群及維持秩序，確保該特別節目不防礙其他參展商。凡未經批准的特別節目，主辦機構有權隨時禁止該活動。

視乎個別時段特別節目的多寡及預期屆時之人流，參展商的特別節目可能會被重新安排於另一時段舉行。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或為參觀人士帶來不便，主辦機構有權終止該特別節目，敬請留意。

貴司如有意於攤位內舉行特別節目，煩請貴司於展覽會開幕最少30日前以書面方式通知主辦機構該特別節目之資料(日期、時間、形式及維持秩序人員數目等)。

3.25.12 招徠活動

(i)未經主辦機構之事先書面批准，不得在展覽舉行之前或舉行期間，進行有關在會場內銷售限量發行物品及/或特別限量版物品的宣傳活動。此外，該等宣傳必須遵從商品說明條例及香港海關及通訊事務管理局發出的「執法指引」。該指引展示在http://www.customs.gov.hk/en/consumer_protection/trade_desc/unfair/index.htm。如有查詢，請聯絡香港海關(電話(852) 28157711)或通訊事務管理局(電話(852) 29616333)。

(ii)參展商一律嚴禁在攤位範圍以外進行任何形式的招徠活動。任何參展商如在通道或其他公共地方進行招徠，可能會被逐離場。

(iii)主辦機構倘若認為參展商在會場的活動侵犯其他參展商的權利，可終止其參展權。

3.25.13 銷售規定/公開拍賣

凡在會場發售的物品，必須符合下列規定：

- (a)品質達到適合銷售的水準/可銷售品質；
- (b)適合該種物品一般所作用的任何及全部用途；
- (c)沒有任何問題或毛病；及
- (d)品質與貨品說明或陳列的樣本（如有）相符。

在訂定售價時，參展商應盡量參考本港市面同類貨品的零售價，務求訂價合理。

參展商透過是次展覽即場進行交易時，必須提供現金單據書面收據一式兩份，一份即時發給顧客，另一份則由參展商保存，以資證明。

在展覽場館內，一律嚴禁進行任何形式的公開拍賣。

3.25.14 聘請護衛員

在展覽會開放期間，主辦機構會派遣足夠的護衛員在場巡邏。參展商如有需要可增聘護衛員看守其攤位。所有護衛員必須經過香港會議展覽中心委聘(電話(852) 2582 7198)。有需要的參展商應請填妥「額外設施及服務申請表」內之表格21並直接將表格交回香港會議展覽中心。

3.26 處理食品及飲料之衛生指引

為確保公眾衛生，參展商應參照食環署編製的《食物衛生守則》處理食品及飲料，並嚴格遵守下列之指引：

·參展商應該於每天進入場館前自行量度體溫，如有不適，尤其體溫超過攝氏38度（華氏100.4度），及/或有呼吸道病徵例如咳嗽或打噴嚏，便不應進入場館，並且應該立即求診。

·本局建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發，確保衛生。而負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服。所有食物、飲品或餐具，必須適當貯存和蓋掩。

·任何作現場銷售的包裝食品或飲料應以密封式包裝。

·保持個人衛生。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或皂液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。

·切勿面對食物咳嗽或打噴嚏。不可隨地吐痰或丟棄垃圾。

·所有參展商必須保證展品只在指定攤位內展出，而攤位必須保持乾淨整潔。所有垃圾或拆開之包裝物料必須放入垃圾袋內，並於每日展覽完畢後放置於展館的垃圾收集區。

·有潛在危害的食物必須放在攝氏4度或以下，或攝氏60度或以上的環境；如食物應該冷藏，食物必須處於冷藏的狀態（最好是在攝氏零下18度或以下）。參展商可將有潛在危害的即食食物存放在攝氏4度至60度環境下陳列或等候以待食用，但陳列或留存的時間不得超過4小時。

[食環署編製的《食物衛生守則》可以在網址 https://www.fehd.gov.hk/tc_chi/publications/code/code_all.pdf 下載]。

3.27 售賣及/或提供含酒精飲品試飲服務之條件

以下是有關在家電·家居·博覽期間售賣及/或提供含酒精飲品試飲服務之規條：

- 所有參展商必須聲明會否於展覽期間售賣或提供含酒精飲品試飲服務。
- 在展場推廣含酒精飲品的參展商，必須遵守香港法例第109章《應課稅品條例》中《應課稅品(酒類)規例》(第109章附屬法例B)的有關規定。根據該條例，酒類是指任何以量計含多於1.2%乙醇的液體例如雙蒸、茅台、高粱、拔蘭地、威士忌、氈酒、蘭姆酒、伏特加酒、香檳酒、無氣葡萄酒、啤酒、蘋果酒、日本清酒等酒類。
- 未領有臨時酒牌的參展商嚴禁在展覽場地以散裝杯或開瓶式供應及售賣酒精飲品。違反此規例的參展商將被主辦機構取消其繼續參展的資格。根據2008年6月6日生效的《應課稅品條例》的修訂，酒商毋須再就進口或出口、製造、貯存或搬運葡萄酒和在攝氏20度的溫度下量度所得酒精濃度以量計不多於30%的酒類而申請任何牌照或許可證，亦無須就有關的含酒精飲品作稅務評值。不過，對於在攝氏20度的溫度下量度所得酒精濃度以量計多於30%的酒類，原有牌照/許可證的管制措施則維持不變。參展商如果想在家電·家居·博覽中銷售對於在攝氏20度的溫度下量度所得酒精濃度以量計多於30%的酒類飲品，請於家電·家居·博覽舉行30天前，將香港海關發出的已課稅貨品移走許可證之副本交予香港貿發局以作紀錄。
- 在家電·家居·博覽期間售賣及/或提供含酒精飲品試飲服務的參展商應遵守以下規則和條件：
- 酒精飲品之飲用或試味必須以下列形式進行：

2) 參展商若有意於所屬攤位內進行酒精飲品之試飲服務，需於家電·家居·博覽舉行前最少30天自行向香港警方申請臨時酒牌。香港警察牌照課只會考慮向持有正式酒牌的人士發給臨時酒牌。臨時酒牌必須張貼於攤位內的顯眼位置，並於家電·家居·博覽舉行前最少30天提

交其副本予香港貿發局存檔。

3) 除非已申領臨時酒牌，否則所有含酒精飲品必須以密封式瓶裝或罐裝售賣，不得以杯裝或已開瓶的形式供應（包括免費試飲或銷售）。任何參展商在展場內推廣含酒精飲品，須遵守香港法例第 109 章《應課稅品條例》內之《應課稅品（酒類）規例》（第 109 章附屬法例 B）的有關規定。

- 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。若對有興趣購買或試飲含酒精飲品人士之年齡有懷疑，應要求對方出示身份證明。
- 參展商須確保於攤位內的一個當眼處展示載有以下通知的中文版本及英文版本的一項告示：

"Under the law of Hong Kong, intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。"

上述告示須呈長方形，長度最少 38 厘米，闊度最少 20 厘米。上述告示載有的通知須採用字體簡明而清晰可閱的文字及字母，及所採用的文字及字母的顏色，須與其背景顏色形成對比。主辦機構可在有關參展商的要求下派發該告示予有關參展商。

[查詢臨時酒牌之申請：香港警察牌照科 - 電話：(852) 2860 6524 或電郵：general-licensing@police.gov.hk]

[查詢《應課稅品條例》：香港海關電話(852) 2815 7711 或網址<http://www.customs.gov.hk>]

3.28 售賣及派發食品或飲料之條件

為符合香港法律第 612 章《食物安全條例》的要求，所有會進口或在家電·電品博覽中分配食物的參展商都必須取得食環署的註冊或豁免證明。有關的申請書和執行該條例的指引可向位於香港金鐘道 66 號金鐘政府合署 43 樓的食物安全中心索取，或在其網頁：www.cfs.gov.hk 下載。

[查詢：食物安全中心 - 電話 (852) 2868 0000 或網址：www.cfs.gov.hk。]

除《食物安全條例》的規定外，所有參展商在展場售賣或派發食品或飲料時必須遵守下列條件：

食物牌照/許可證

1. 所有供銷售或試味的食品及飲料，必須符合最嚴格的衛生規定和適合人類食用。為保障市民健

- 康·主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出的食物衛生及安全之證明文件。如果基於環境證據的支持使主辦機構對任何展品產生懷疑，主辦機構可以要求有關參展商立即停止售賣或展示該展品。若屢勸不效，主辦機構亦有權即時終止該參展商的參展資格。主辦機構要求所有參展商能確保所有攤位內之展品沒有任何劣質貨品或不衛生食品。
- 參展商可提供展品予參觀人士試味，但此等試食必須為免費，並於香港貿發局分配予參展商的攤位範圍內進行。主辦機構強烈建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發。所有負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服，以確保衛生。
 - 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。有關的牌照必須展示於參展商攤位內顯眼的位置並已於美食博覽舉行前最少 30 天提交牌照副本予香港貿發局；或如此類牌照不能於家電·家居博覽開始前 30 天發出，參展商必須於博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。如參展商於限期前未能提交有關牌照及/或文件，主辦機構有權停止該參展商的銷售服務。
 - 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裏的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。
 - 所有展品，不論是供參觀人士購買或試食，均須為未超逾食用期限的食物，而有關期限必須清楚標明於展品的容器或包裝上。任何其他供試味的食品或飲料，其儲存期均不得超逾該類產品一般可以接受的期限。
 - 所有飲品必須以密封形式包裝售賣以防濺溢。
 - 最新之香港食物法例在刊登於食物安全中心的網站 www.cfs.gov.hk 時生效。經修訂之香港食物法例一經刊登，即表示參展商已知悉該等法例，並接納經修訂之法例條款。
 - 根據展品的不同性質，參展商須向食環署申請有關的食品牌照/許可證。有關的食品牌照/許可證必須張貼於攤位內的顯眼位置。參展商須於博覽舉行前最少 30 天提交其食品牌照/許可證副本予香港貿發局存檔；或如此類食品牌照/許可證不能於博覽開始前 30 天發出，參展商必須於博覽舉行至少[30]天前，將已向食環署提交的食品牌照/許可證申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出食品牌照/許可

證後將有關食品牌照/許可證副本交予香港貿發局以作紀錄。如參展商於限期前未能提交有關食品牌照/許可證及/或文件，主辦機構有權停止該參展商的銷售服務。

會場內的食品處理及存放

9. 會場內不得生火，參展商亦須注意：不得在攤位內進行繁複的食品烹調程序。
10. 參展商於展場內的食品處理方式（例如烹調、加熱或保溫）應只限於蒸煮、煎、無碳燒烤、焗。不能進行油炸或以日式燒烤的方式烹調食品。
11. 所有展出的食品或飲料如須烹調、加熱或保溫，必須在香港貿發局分配予各參展商的攤位內進行，並只可採用操作正常的微波爐及電動煮食器。香港貿發局有權著令參展商即時撤換香港貿發局認為危險、有問題或不合適的加熱器具，而無需預先作出通知。同時，每家參展商只許在其攤位裝設微波爐及其他電動煮食器各一具（不管攤位面積的大小）。參展商需安排足夠電力供應予其煮食用具。以煎、無碳燒烤或焗的方式處理食品的參展商必須安裝含**過濾木炭的抽油煙機**以室內減少空氣污染。參展商可向香港貿發局展覽服務部租用合資格的抽油煙機。任何參展商如欲安裝額外的微波爐或電動煮食器，必須事先取得香港貿發局的書面許可。香港貿發局有絕對酌情權決定是否批准這類申請，而即使在作出批准後，仍有絕對酌情權隨時收回所發出的許可。
12. 銷售或供應軟雪糕的展台必須配備水管及排水裝置。
13. 香港貿發局對批准參展商在場內烹調食品有絕對酌情權，亦有權隨時取消已發出的許可。
14. 參展商一經簽署博覽申請表格及聲明書，即表示參展商同意遵守有關條款，並同意如有任何因參展商供應的食品或參展商違反法規而招致的投訴或訴訟，香港貿發局及香港會展中心均不需要負責，亦無需作出賠償。
15. 為避免熱油或熱水濺溢發生意外，所有面向行人通道的烹飪器具必須以 30 厘米高的三面板遮蔽烹調櫃檯上方，以避免濺出加熱時製造的油或熱水。
16. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得 24 小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「**額外設施及服務申請表**」內之表格七）。
17. 展位的七成面積必需為售賣及/或展示已預先包裝的食品及/或飲品。此外，於展位展示的物品至少有七成必需為預先包裝的食品或飲品。參展商只可於展位現場烹調、加熱非包裝食品、展示及/或售賣有關非包裝食品，而有關佔位總面積之比例不可多於整個展位面積的三成。

3.29 食物規例概覽

參展商必須遵守的一些規例和條件現摘要如下：

(1) 售賣及派發食品或飲料

現場售賣之食品或飲料必須為密封包裝之產品。所有現場零售交易參展商必須向消費者提供有效之收據。收據上需列明參展商公司名稱，交易日期及金額。

參展商需注意展場內不得進行繁複的食物加工程序。參展商不得於攤位內煮熟或加熱任何食品以作零售用途，除非被處理的食品只供免費試食，或參展商已領有食環署發出的臨時食物製造廠牌照及有關的食物許可證並將其展示於參展商攤位內顯眼的位置。

參展商如想進行例如奶類、雪糕及其他冰凍甜點之零售交易，須向食環署申請有關食物許可證。參展商如欲於展場內烹調食品，必須在博覽舉行前最少 30 天以書面通知香港貿發局，將要在展場內烹調的食品之類別及其用途（免費試食或銷售）。如參展商欲烹調食品作銷售用途，則需同時額外提供其臨時食物製造廠牌照的副本予香港貿發局；或如此牌照不能於博覽開始前 30 天發出，參展商必須於博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

[查詢：食環署電話 (852) 2868 0000 或網址
http://www.fehd.gov.hk/tc_chi/licensing/index.htm]

(2) 防火規例

在任何情況下，會場內皆不得生火。

[查詢：香港貿發局電話 (852) 2240 4470。]

(3) 食物標籤

根據香港法例第 132 章《公眾衛生及市政條例》中《食物及藥物（成分組合及標籤）規例》的規定，所有於博覽內展示或提供的預先包裝食品及飲品須附有適當標籤和營養標籤。食物標籤須以中文或英文或中英兩種語文印製。

[查詢：食物安全中心 - 電話 (852) 2868-0000 或網址 www.cfs.gov.hk]

(4) 不良醫藥廣告條例

任何展品包含藥劑或其他治療性或預防性物質，不論是專有藥物、專利藥物、看來是天然藥品的物質或所有口服產品（惟不包括慣常作為食品或飲品食用或飲用的產品），都必須遵守香港法例第 231 章《不良醫藥廣告條例》內對標籤和廣告的規定。任何製品標籤或廣告均不得違反該法例的規定。

[查詢：衛生署 - 電話 (852) 2961 8989 或 (852) 2961 8991 或網址
<http://www.dh.gov.hk/>。]

(5) 中成藥的註冊

根據香港法例第 549 章《中醫藥條例》，所有中成藥必須經香港中醫藥管理委員會轄下中藥組註冊後才可以進口香港、在香港製造或售賣。所有中成藥亦必須附有法例規定的標籤和說明書。

[查詢：香港中醫藥管理委員會秘書處電話 (852) 2121 1888 或網址
<http://www.cmchk.org.hk/>。]

(6) 產品真偽

主辦機構有權審核或測試各種參茸海味或中式保健湯包之真偽。

(7) 海外參展商會場零售活動

根據香港法律第 115 章《入境條例》，所有非香港居民之海外參展商，如欲在展覽會期間向公眾人士作出零售活動，必須申請臨時工作簽證。聘用本地人員操作零售活動及處理收益除外。

[查詢：入境事務處 - 電話 (852) 2824 6111 或傳真 (852) 2877 7711 或網址
<https://www.immd.gov.hk/hkt/>。]

3.30 限制出售的食物規例

依照香港法律第 132X 章《食物業規例》之規定，除非有食環署發出的相關牌照或許可證，任何人不得售賣、要約出售或為出售而展示，或管有以供出售下列的在香港受限制出售之食物：

1. (a) 新鮮肉類；
(b) 冷凍肉類，但不包括經預先包裝的冷凍牛肉、羊肉或豬肉；
(c) 經預先包裝的冷凍牛肉、羊肉或豬肉；
(d) 冷藏肉類；
2. 新鮮、冷凍或冷藏野味；
3. 鮮魚、冷凍魚、冷藏魚或活魚，但不包括魚塘的活魚；
4. (a) 活的水禽，但不包括家禽飼養場內或批發市場內的活的水禽；
(b) 其他活的家禽，但不包括家禽飼養場內或批發市場內的活的家禽；

- (c) 新鮮家禽屠體、冷凍家禽屠體或冷藏家禽屠體；
5. 新鮮、冷凍或冷藏介貝類水產動物，但不包括被列為禁售食物的在香港海港和香港仔海港內收集的介貝類水產動物；
 6. 進口的熟肉或乾肉，或經其他方法處理或配製的進口肉類，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
 7. 進口的腸或配製成腸衣的任何動物的其他部分，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
 8. 進口的肉餡餅、香腸或其他經配製或製造而含有非肥肉的任何肉類、熟肉或乾肉的食品，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
 9. 奶類或奶類飲品，即《奶業規例》（第 132 章 AQ）對其適用的奶類或奶類飲品；
 10. (a) 軟雪糕；
(b) 其他冰凍甜點；
 11. 涼茶；
 12. 非瓶裝飲料（一般來說是指那些調製供即時飲用，而毋須盛於密封瓶、罐或其他容器的飲品，例如鮮果汁、以濃縮果汁或糖漿稀釋的飲品、豆漿和由人手操作的調配分售機所出售的飲品）；
 13. 燒味或滷味；
 14. 切開的水果；
 15. 涼粉，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
 16. 饅頭籮；
 17. 以售賣機出售的食物；
 18. 刺身；
 19. 壽司；
 20. 供不經烹煮而食用的蠔；或
 21. 供不經烹煮而食用的肉類。

註：按食物安全中心發行的《香港入口野味、肉類及家禽指引》的解釋，上述“冷凍”一詞是指食物經預冷工序處理後再保存於攝氏 0 度至 4 度。而根據食環署編製的《食物衛生守則》之理解，“冷藏”一詞是指把食物溫度降低至冰點以下，並最好貯放在氏零下 18 度或以下，以保持其品質不變。

除《食物業規例》之規定外，參展商在進口上述食物時須遵守香港法律第 60 章《進出口條例》中有關進口食物之規定，在進口野味、肉類及家禽時，亦須遵守香港法律第 132AK 章《進口野味、肉類及家禽規例》之規定。

限制出售食物之銷售

參展商如果想在博覽中售賣任何受限制出售食物，必須取得食環署發出的售賣限制出售食物許可證及/或綜合食物店牌照。參展商請於博覽舉行至少 30 天前，將其許可證及/或牌照副本交予香港貿發局以作紀錄；或如此類許可證及/或牌照不能於博覽開始前 30 天發出，參展商必須於博覽舉行至少[30]天前，將已向食環署提交的許可證及/或牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出許可證及/或牌照後將有關許可證及/或牌照副本交予香港貿發局以作紀錄。

參展商如果想在博覽中銷售任何需加熱才出售的食物或飲料產品，必須同時取得食環署發出的臨時食物製造廠牌照。參展商請於博覽舉行至少 30 天前，將該牌照副本交予香港貿發局以作紀錄；或如此類牌照不能於美食博覽開始前 30 天發出，參展商必須於博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

受限制食物售賣許可證申請書（表格編號：FEHB95），綜合食物店牌照申請書（表格編號：FEHB244）和臨時食物製造廠牌照的申請書（表格編號：FEHB201）可以在食環署的網址 http://www.fehd.gov.hk/tc_chi/forms/index_forms.html 下載。如有查詢，請致電食環署的 24 小時熱線：(852) 2868 0000。

如需各種食物牌照/許可證及其申請程序的詳細資料，請參閱食環署印刷的“申請所需牌照類別指引”和“申請牌照指南”（兩者皆可在網頁：http://www.fehd.gov.hk/tc_chi/licensing/index.html下載）或致電食環署的 24 小時熱線：(852) 2868 0000。

Special Circular 4 Promotion & Sales of Alcoholic Beverages

All exhibitors are required to declare should their participation involve alcoholic beverages.

Exhibitors who wish to conduct alcoholic beverages tasting (be it charged or free-of-charge) within the exhibition booth, **MUST apply for the relevant Temporary Liquor License** directly from the Hong Kong Police.

On-site serving of alcoholic beverages without the Temporary Liquor License is **UNLAWFUL**, under regulation 25 of the Dutiable Commodities (Liquor) Regulations (Cap. 109 sub. leg. B).

Concerned exhibitors must display the License at an eye-catching location in the booth during Expo opening hours, and the exhibitor should submit the copy of the License to HKTDC at least 30 days before the commencement of the Home Delights Expo / Beauty and Wellness Expo.

Exhibitors without the Temporary Liquor License can only sell/offer alcoholic beverages in a sealed and close-bottled format, and the alcoholic beverages cannot be sold / consumed / served at the Expo area in open bottle/glass format, be it charged or free-of-charge.

HKTDC will immediately discontinue the participation of the concerned exhibitor, should any of the above requirements are not met.

Exhibitors can contact General Licensing Section of the Hong Kong Police Force for more detail. Tel : 2860 6524 or visit this website :

http://www.police.gov.hk/ppp_en/11_useful_info/licences/general.html

Hong Kong Trade Development Council

特別通告 4 推廣及出售酒精飲品

所有參展商必須聲明會否於是次展覽期間推廣或售賣含酒精飲品。

參展商於展位內提供酒精飲品 (收費或免費) · 必須向香港警方申請臨時酒牌。

根據香港應課稅品(酒類)規例(第 109B 章 第 25 條) · 未成功申請臨時酒牌而於展會內提供酒精飲品屬違法行為。

臨時酒牌必須張貼於展位內顯眼位置 · 並於家電·家居·博覽/美與健康生活博覽舉行前最少 30 天提交副本予香港貿易發展局。

如展商未有申請臨時酒牌 · 展商只可以密封式包裝提供或出售酒精飲品 · 不得以杯裝或已開瓶形式供應、銷售或享用 (不論收費或免費)。

如展商未能符合以上任何條件 · 貿發局將會立即於止有關展商之參展資格。

展商可聯絡 香港警務處 一般牌照組 查詢有關詳情。電話: 2860 6524 或參考以下網頁: police.gov.hk/ppp_tc/11_useful_info/licences/general.html

香港貿易發展局

Dear Sir/Madam,

**Control of Cannabidiol (“CBD”) in Hong Kong
under the Dangerous Drugs Ordinance (Chapter 134, Laws of
Hong Kong)**

We would like to draw your attention that **cannabidiol (“CBD”) will be listed as a dangerous drug** under the control of the Dangerous Drugs Ordinance (Chapter 134, Laws of Hong Kong) (“DDO”) in Hong Kong **commencing from 1 February 2023**.

2. Upon the commencement of the legislation, possession and consumption of CBD in contravention of DDO in Hong Kong will be subject to a maximum penalty of seven years' imprisonment and a fine of \$1 million. Trafficking and illicit manufacturing of CBD are liable to a maximum penalty of life imprisonment and a fine of \$5 million.

3. For further details on the control of CBD, please visit the webpage of the Narcotics Division of Security Bureau at <https://www.nd.gov.hk/en/CBD.html>.

Narcotics Division
Security Bureau

敬啟者：

**根據《危險藥物條例》（香港法例第 134 章）
管制大麻二酚（CBD）**

請留意大麻二酚（CBD）將於**2023年2月1日起**在香港被列為**危險藥物**，受《危險藥物條例》（香港法例第 134 章）管制。

2. 當法例生效後，在違反《危險藥物條例》的情況下管有和服用 CBD，最高可被判監禁 7 年及罰款 100 萬元。販運及非法製造 CBD，則最高可被判終身監禁及罰款 500 萬元。

3. 有關管制 CBD 的詳情，請瀏覽保安局禁毒處網頁（<https://www.nd.gov.hk/tc/CBD.html>）。

保安局禁毒處



Circular 1 Important Exhibition Regulations

Thank you for joining the **HKTDC Home Delights Expo 2024 / HKTDC Beauty and Wellness Expo 2024**. We would like to bring to your attention three particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. Sub-letting

It is strictly forbidden for you to sublet your Exhibition Space or Stand to any third party. Any Exhibitor found to be subletting will be asked to immediately remove all its exhibits from its stand at its own expense and will be black-listed in relation to future events we organize. We will have no hesitation in using this penalty against anyone found subletting.

By way of clarification, Exhibitors are **ONLY** permitted to do the following in relation to companies which are directly and/or legally related to them. By this, we mean that it is a wholly-owned subsidiary of the Exhibitor or the Exhibitor has a formal agreement as agent or distributor for the third party company:

- (i) promote exhibits, distribute name cards, printed matter or display-graphic materials;
- (ii) allow their personnel to solicit business.

Please remember that you **MUST** return the form of **list of Brand names on display (form 7)** to us **no later than 30 June 2024** if you wish to conduct the above-mentioned activities. We expect to receive some form of documentation confirming the relationship between you and the third party company before considering your application.

Our approval is given entirely at our discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities without having obtained our written permission will be treated as “sub-letting” in contravention of the sub-letting rules and regulations. Please remember that any of the above-mentioned activities can only take place in relation to products which fall into the same product category zone as that chosen by you.

2. Display relevant exhibits

Exhibitors are reminded that they may only display exhibits, which fall into the product section that they have chosen on their application form and subsequently confirmed by the organizer. If Exhibitors are found using less than 60% of their display area exhibiting the appropriate product under a designated product section, we have the right and will have no hesitation to ask the Exhibitor to immediately rearrange their exhibits / relocate their booth location and/or terminate its participation in the Exhibition.



3. Regulation of Sound Level / Loud Hailers

Exhibitors are not permitted to use voice amplifying equipment at the fairground, including loud hailer, microphone and megaphone. This is to assure an amicable environment for visitors. Exemption of use will be granted at the discretion of the Organiser on case by case basis. Exhibitors could send in their written applications to the Organiser at least 30 days prior to the first day of the show. In the application, reasons for use and descriptions of the equipment should be provided.

For exhibitors using other audio-visual equipment in their booths, please **keep the sound level at 80db (A) or below**. This is to minimize the inconvenience caused to other exhibitors and visitors. The Organiser will conduct onsite inspections on the sound level at the fair ground.

Should there be violations found in relation to any of the above restrictions, the exhibitors concerned will be served with warning. Upon serving the third warning, HKTDC have the discretion to demand the immediate discontinuance of the activities concerned and confiscate any voice amplifying equipment or any audio-visual equipment which exceeds the foregoing sound level for the duration of the Fair without any liability or compensation of any kind to exhibitors, including without limitation to those arising from the loss or damage to the confiscated item(s). If exhibitors fail to cooperate or adhere to HKTDC's instruction, HKTDC has the discretion to discontinue the exhibition of the exhibitor concerned and the exhibitor shall not receive any refund or compensation. HKTDC will notify the exhibitors the time period during which exhibitors shall collect the confiscated item(s). If the exhibitors fail to collect any or all of the confiscated item(s) within the given period, HKTDC have the sole and absolute discretion to dispose of such item(s) without further notice and without any compensation or liability to the exhibitors and/or any third party.

Exhibitors are responsible for supervising the actions of all visitors and employees operating audiovisual equipment located in their exhibit area.

Exhibitors should also put their audio-visual equipment inside their booths with a minimum of set back of 1m from the booth boundary. HKTDC will conduct onsite inspections during the Fair. HKTDC reserves the right to halt any use of the equipment if there is exhibitor fails to comply with the regulations.

4. Issue Receipt to Consumers

For all on-site retail sales, exhibitors should offer proper receipts to consumers. The receipts should clearly indicate the company name of the exhibitor, the transaction date and amount.



5. Green Tips to Exhibitors

To make HKTDC Home Delights Expo/ HKTDC Beauty and Wellness Expo a greener trade fairs, the following green tips are suggested for your participation at the fair.

Booth construction and set up

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

Booth Operation

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

Post-event Management

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

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition. For those who have failed to comply with these particular rules will be black-listed in relation to future events we organize.

Hong Kong Trade Development Council

通告 1 展覽會重要規則

歡迎參加**香港貿發局家電·家居·博覽 2024/香港貿發局美與健康生活博覽 2024**。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中三項重要規則詳列如下，敬希垂注。

1. 分租

參展商一律嚴禁將展台或展覽空地分租予他人。如有違者，主辦機構會著令有關公司即時將所有展品遷離展覽場地，費用自付，並會將違規者列入黑名單，禁止其日後參加本局舉辦的其他展覽活動。

主辦機構明確規定，參展商只可為與之有直接或法定關係的公司進行以下活動：

- (I) 推廣展品以及派發名片、印刷品或圖像宣傳資料；
- (II) 容許有關公司的工作人員在場招攬生意。

所謂有直接或法定關係的公司，乃指參展商的全資附屬公司，或參展商與之訂有代理或分銷協議的公司。

假若參展商有意進行上述活動，必須於 **2024 年 6 月 30 日或之前**向主辦機構交回**表格 7 參展商所展出的品牌**，並須出示有關文件，證明與所涉公司的關係。

主辦機構有權決定是否批准有關申請，其他人不得異議。如未經主辦機構書面批准，不得擅自進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的產品，必須與參展申請表格中列明的展品類別相同。

2. 展品類別

參展商展示的產品，必須與參展申請表格中及經我局確認後的產品區相符。假若主辦機構發現有參展商用於展示該類別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展台位置，甚至終止其參展權。

3. 使用音量 / 擴音器的規則

為了營造一個舒適愉快的環境予參觀人士，所有參展商嚴禁在會場內使用高分貝聲音擴放器材，包括但不限於高聲信號器、麥克風和擴音器等。如有任何特殊情況，參展商必須於開展前三十天向主辦機構呈上書面申請，詳述使用此等器材的特殊理由及將使用的器材，主辦機構將會就具體情況酌情處理。

除前述規定，參展商在使用任何其他視聽器材時，須確保所有視聽器材安裝妥善，**音量亦應調至低於 80 分貝(A 級)**，以免對其他參展商或參觀人士造成滋擾。主辦機構會在展覽期間不定時巡視會場，以確保示範活動的音量在控制範圍內。

如發現跟以上任何限制有關的違規，主辦機構有權干涉，並發出警告。在發出第三次警告後，主辦機構有權要求立即終止有關活動及於展覽會舉辦期間沒收任何超出上述音量的視聽器材，並且不會承擔任何責任及毋須向參展商提供任何形式的賠償，包括但不限於因丟失或損壞被沒收的物件而帶來的任何責任或任何形式的賠償。如被警告的參展商拒絕與主辦機構合作或拒絕遵從主辦機構的指示，主辦機構有權立即終止該參展商的參展資格而毋須為此退還有關費用或作出任何賠償。主辦機構會通知參展商能取回被沒收的物件的時段。若參展商未能於指定時段內取回任何或全部被沒收的物件，主辦機構有唯一及絕對的



權力去處置該物件，並無需另行通知及無需向參展商及/或任何第三者承擔任何責任或提供任何賠償。

對於攤位內的視聽器材及參觀人士及其員工在操作此器材的行為，概由參展商負責及作出監督。

參展商須按照主辦機構的規定，將所有視聽器材的擴音器擺放於攤位內離攤位界限最少一米的地方。主辦機構亦會在展覽期間加強巡查。如有違規，主辦機構有權立即終止參展商繼續使用其視聽器材。

4. 展商向消費者提供收據

所有現場零售交易，展商必須向消費者提供有效之收據。收據上需列明展商公司名稱，交易日期及金額。

5. 參展商綠色小貼士

為支持 香港貿發局家電·家居·博覽/香港貿發局美與健康生活博覽成為綠色展覽，貴司在參展同時，請參考下列綠色小貼士。

展位建築及佈置

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

展覽運作

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

展後安排

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

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，違規者將會列入黑名單，並禁止其日後參加本局舉辦的其他展覽活動。多謝合作。

Circular 2.1 Move in/out Arrangement & Use of Vehicle Permit

Dear Exhibitors,

Thank you for your participation. Same as previous year, in order to alleviate the traffic congestion and ensure smooth traffic in Wan Chai, there will be special traffic arrangements to minimize the traffic pressure on the **move-in day (14 August 2024)** and **move-out day (19 August 2024)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

Please be advised that there will be special traffic arrangements applied at the roads of the Hong Kong Convention and Exhibition Centre (HKCEC) on the move-in day (14 August) and move-out day (19 August). All Lorries/ Light Goods Vehicles must first report to the **vehicle marshalling area at Kwai Chung**. Please kindly pay attention to the details of the arrangement as below:-

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for lorries / light goods vehicles for move-in from **9:00 a.m.** on 14 August 2024. Control point will be set-up at the entrance and only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permits will be issued by separate email to each exhibitor for entering the loading /unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (14 August) and throughout the exhibition period including the move-out day (15 August – 19 August). The permit is **only valid for use at the specified dates and times** indicated on the permit.

According to HKCEC's latest requirement, due to space constraints inside the loading area, and in a bid to facilitate efficiency of the loading area, starting from 1 January 2015, long vehicles including 45 foot container would **NOT** be accommodated.

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named "Go HKCEC" before entering HKCEC loading area**. Drivers have to download the newly launched "Go HKCEC" App to their mobile phones before accessing the loading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a 'ticket' and Entry QR code to enter loading area of 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**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.

- **HKCEC Marshaling App "Go HKCEC" <NEW>**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called "Go HKCEC". Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- Download "Go HKCEC" App from the [App Store](#), [Google Play](#), or via [APK file](#)



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

Move-in /out Arrangement <IMPORTANT>

1. Move-in Day 14 August: Offsite Mode : TY
2. Move-Out Day 19 August: Offsite Mode : TY

* They are **REQUIRED** to queue up at **Kwai Chung vehicle marshalling area**.

Types of Entry Mode

Please look for remarks under "Time of Entry" on vehicle pass

Offsite Mode (TY)

- Vehicle is required to get queue ticket from the App by scanning the e-Vehicle permit
 - Drive to Kwai Chung Marshalling area when the queue ticket is called
 - Security Staff will scan the App QR Code at the Marshalling Area.
 - Drive to HKCEC after successful scanning.
 - Staff in HKCEC will scan the QR Code again.
- Vehicle will be allowed to enter the loading area after successful scanning.



• "Go HKCEC" User Guide Video

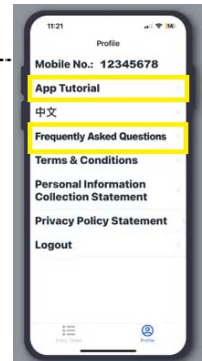
- <https://www.youtube.com/watch?v=brVUg74pakI>



"Go HKCEC" Hotline: 2582 7130

• Browse App tutorial and other useful information on the App

- Click "Profile"
- Click "App Tutorial" and "Frequently Asked Questions"



The e-Vehicle permit are for loading and unloading only. No Parking is allowed. Maximum time limit is **60 minutes**. Private vehicles are not permitted to enter the loading area. Use of Octopus Card / Visa / Master Card is required when entering the HKCEC loading/unloading area. No charge will be imposed if the vehicle leave the loading/ unloading area within 60 mins. 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 60-minutes.

The HKCEC will impose charges on vehicles with extended stay on 14 and 19 August 2024.

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

Payment (if any) will be collected at the exit gate by Octopus Card / Visa / Master Card. Please note that vehicle permits are not intended for parking purpose, and is not valid for private cars. 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 / 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.

Hong Kong Trade Development Council

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.

通告2.1 進館、撤館之交通安排及車輛許可證之使用須知

致各參展商：

多謝參加上述展覽會，本局將於展覽會之進館日(即2024年8月14日)及撤館日(即2024年8月19日)實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。敬請留意以下詳情。

香港會議展覽中心的所有道路將於進館日(即2024年8月14日)及撤館日(即2024年8月19日)起實施車輛進入管制。所有進場之貨車/輕型客貨車司機必須先前往葵涌之車輛等候處排隊，方可前往灣仔會議展覽中心之裝卸區。請各參展商注意以下之特別安排。

進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

(一)貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發進館及撤館之電子車證，方便於展品進場日(即8月14日)及展覽期間(8月15日至19日)進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心最新規定，由於裝卸區內的空間有限，為提升裝卸區的效率，由2015年1月1日開始，大會將禁止45英尺長的貨車進入裝卸區，請各參展商注意。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼(QR Code)並不能直接入場。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。)登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。


- 「會展快運易」手機應用程式 <新>

展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC)以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

- 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。

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

進場/撤館程序 <重要>

1. 進館日 8月14日: 葵涌模式 (TY Mode)
2. 撤館日 8月19日: 葵涌模式 (TY Mode)

*貨車/輕型客貨車必須先到葵涌車輛報到處。

入場模式

請留意許可證上「進場時段」的標示

葵涌模式 (TY Mode)

- 需要在手機應用程式上掃描電子版車輛通行證並取籌
- 籌號被叫後根據提示的時間前往葵涌車輛報到處
- 職員將於葵涌車輛報到處掃描用戶手機程式中的二維碼
- 用戶可於成功掃描後前往灣仔會展中心
- 會展中心職員將於灣仔會展中心卸貨區再次掃描用戶手機程式中的二維碼。如顯示有效，貨車將可以進入卸貨樓層



• 「會展快運易」教學影片

- <https://www.youtube.com/watch?v=zku3qEP7isA>



「會展快運易」熱線: 2582 7130

• ~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

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用，時限為 **60 分鐘**。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機須使用八達通卡 / Visa / 萬事達卡拍卡進場。車輛若於 60 分鐘內離開貨物起卸區將不會收取任何費用。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為 **60 分鐘**。香港會議展覽中心將於 **8月14及8月19日** 實施進場車輛使用時間收費計劃。有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首 60 分鐘	免費
其後兩小時內	港幣 100 元
超過三小時	港幣 150 元

繳交費用(如適用)將於出口管制處辦理。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館其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。

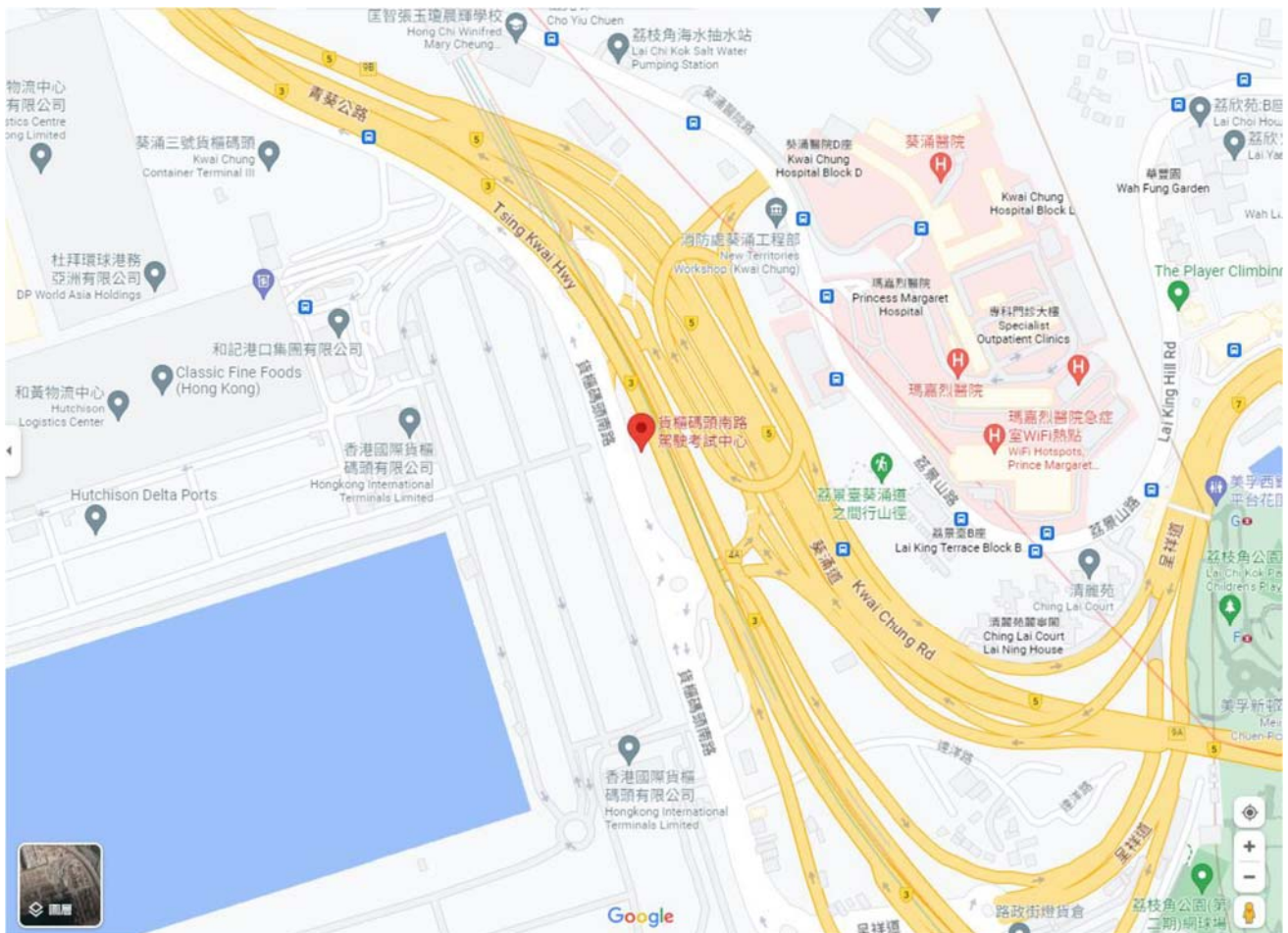
香港貿易發展局

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。

Kwai Chung - Offsite Marshalling Area 葵涌車輛報到處

Checkpoint Location: Container Port Road South Driving Test Centre

葵涌模式報到地點：貨櫃碼頭南路駕駛考試中心



Circular 2.2 Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 6:00 p.m. on 19 August 2024**. 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 August, those exhibitors who have violated such rule will be served a warning letter. It may affect their booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organizer reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

通告 2.2 撤館規則

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 8 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 8 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。

Circular 3.1 : Guidance to Custom Built exhibitors for on-site usage of electricity
通告 3.1 : 特裝參展商注意事項 - 現場使用電力指引

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

- 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 by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

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及於最後進場日下午3時前交予大會電力承建商，以茲證明。如未能於該晚下午10時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

Exhibition Services, HKTDC
香港貿易發展局 展覽服務部上



Circular 3.2: Points to Note and 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	<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. Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.		
4.2.2	<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.		
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 13-20 August 2024 . 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.		
4.2.4	Hall rental charges for over-time move-in and move-out		
4.2.5	Maximum stand height		
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Documentary Proof of Fire Services Compliance</u>		
	Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
	Suspended lighting truss & equipment	<100 kg	≥ 100 kg
	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
		Supervise construction works at site	
		Verify stability after completion by issuing structural safety certificate	

Submit design drawings to Organiser by 27 June 2024	By email
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 14 August 2024	1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)
Submit to Official Electrical Contractor by 1500 hrs on 14 August 2024	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)*
<p>* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE.</p> <p>Documentary Proof of Fire Services Compliance In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including but not limit to drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.</p> <p>Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to https://www.hkfsd.gov.hk/eng/source/licensing/PPA106-Eng-Web.pdf for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>	
4.2.7	<p><u>Electricity</u> 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> 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	<u>Waste Reduction and Recovery Measures</u> 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.
4.2.13	<u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates (“Green Card”) qualifications and have it properly displayed when working at HKCEC. HKCEC’s security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. 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.
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

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

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

For queries, please feel free to contact Mr Chris Yip at Tel: (852) 2240 5336.

Thank you for your kind understanding and co-operation!

通告 3.2: 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 2024 年 8 月 13-20 日)。</p> <p>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	<p>進場及離場超時租場收費</p>																			
4.2.5	<p>特裝展位高度限制 香港貿易發展局為促進環保及安全施工，將在其展覽會下調單層特裝展位最高可建高度，詳情安排如下：</p> <ol style="list-style-type: none"> 自 2023 年 5 月 1 日起，所有新設計的單層展位高度不得超越 4 米 (註：特裝展位所處位置或有較低高度限制，請參閱參展商手冊、展覽廳平面圖或與以下人士查詢)。 根據 2021 年 4 月 1 日所發出的通告 RSC001/21，單層重用展位在“4.5 米 < 高度 ≤ 5 米”將於 2023 年 4 月 30 日後不可再使用。 由 2023 年 5 月 1 日起，單層重用展位在“4 米 < 高度 ≤ 4.5 米”可重用並延期保留至 2025 年 4 月 30 日。重用展位設計必須跟上一屆提交給貿發局同場展覽的圖則相同，並不可作出任何結構性改動。如有任何改動，本局將以新設計論，並將會把展位可建高度下調至 4 米。 																			
4.2.6	<p>提交「結構安全證明書」、「數據證明」、符合相關消防規定證明書</p> <table border="1"> <tr> <td>攤位及臨時搭建物</td> <td>>2.5 米 而 <4.5 米高</td> <td>≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>平台或舞台</td> <td>>1.1 米 而 <1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td><100 公斤</td> <td>≥ 100 公斤</td> </tr> <tr> <td>獨立揚聲器和/或照明燈架連燈</td> <td>≤2.5 米</td> <td>>2.5 米</td> </tr> </table> <p>認可人士/註冊結構工程師應</p> <table border="1"> <tr> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性及數據證明</td> </tr> <tr> <td colspan="2">監督搭建工程</td> </tr> <tr> <td colspan="2">在完成搭建後驗證並簽發結構安全證明書</td> </tr> </table> <p>於 2024 年 6 月 27 日或之前提交圖則予主辦機構</p> <p>以電郵方式</p>		攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明	監督搭建工程		在完成搭建後驗證並簽發結構安全證明書	
攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構																		
平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高																		
懸空照明支架及設備	<100 公斤	≥ 100 公斤																		
獨立揚聲器和/或照明燈架連燈	≤2.5 米	>2.5 米																		
證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明																			
監督搭建工程																				
在完成搭建後驗證並簽發結構安全證明書																				

	於 2024 年 8 月 14 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕* 2. 消防證明書〔按要求下提交〕 〔詳情請參閱第 4.2.8 章〕
	於 2024 年 8 月 14 日 下午 3 時或之前交予 大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕*
<p>*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/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/registrationse-arch-disclaime.html?reg_type=RSE</p>		
<p>符合相關消防規定證明書 按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。</p> <p>或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁。 http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁： http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>		
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 hkcepc@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。

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

[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry_chi.pdf](#)

如有查詢，請聯絡：葉先生(電話: (852) 22405336

多謝合作！

Circular 4 Security Measures and Related Issues

Security Measures Against Thefts and Losses at the Fair

The daily set-up time in the morning is 1 hour 45 minutes before the official opening time of the Expo. The opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
14 Aug 2024 (Wed) (Move-In)	11:00am	-----
15-19 Aug 2024 (Thu – Mon)	8:15am	10:00am

As thefts and losses may occur during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

Exhibitors are also reminded that responsibilities for ensuring sufficient insurance covered 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 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.

Caution on Rental of Credit Card Payment Terminals

To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any Credit Card Payment Terminals service providers.

Hong Kong Trade Development Council

通告 4 保安措施及相關事項

有關防止展品遺失或盜竊的保安措施

進場時間

各參展商每日之進館時間為展覽會開放前 1 小時 45 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>
2024 年 8 月 14 日(星期三) (進館日)	上午 11 時 00 分	-----
2024 年 8 月 15 日至 19 日(星期四至一)	上午 8 時 15 分	上午 10 時

提高警覺

由於以往展品遺失或盜竊事件或會發生於進館及離館時間，參展商亦必須特別提高警覺。

為更有效及全面地防止展品遺失或盜竊，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。

提防有關信用卡終端機租賃服務

香港貿發局提醒所有參展商在使用任何信用卡終端機供應商的租賃服務前，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。

香港貿易發展局

Circular 5.1 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
Always identify the sender of the email from its domain.
2. Check the HKTDC disclaimer
All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
3. Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
4. Always use trusted Wi-Fi network
There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

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

Hong Kong Trade Development Council

通告 5.1 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。

香港貿易發展局

Circular 5.2 Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory

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

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

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

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

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

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

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

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Event Fair, AVRON and International Fairs Directory, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

通告 5.2 請小心處理由第三者(Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory)提供之推廣優惠

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

此等出版人或組織包括但不限於：

- Fair Guide (由 Construct Data 所擁有)。
- Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)。
- Event Fair - The Exhibitors Index 和 FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有)。
- AVRON
- International Fairs Directory

香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair、FAIR-Guide、AVRON 和 International Fairs Directory 概與主辦機構或主辦機構的任何展覽完全無關。

UFI, 一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON 和 International Fairs Directory。UFI 還報告說，收債公司和這些指南和組織有夥伴的關係，從而恐嚇參展商付款。Construct Data 之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示，Construct Data、Event Fair 及 AVRON 已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data、Commercial Online Manuals、Event Fair、AVRON 與 International Fairs Directory 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。主辦機構特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair、AVRON 及/或 International Fairs Directory 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 指出基於錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

欲瞭解更多信息關於 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/>

**Circular 6.1 Special Arrangements for Tropical Cyclone & Black Rainstorm
Warning Signals & EXTREME CONDITIONS [IMPORTANT]**

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 or “Extreme Conditions^A” during the HKTDC Home Delights Expo/ HKTDC Beauty and Wellness Expo.

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 (14 Aug 2024)** and/or **move-out (19 Aug 2024)** period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. If a Pre-No. 8 Special Announcement is **issued before 8:15am**, 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.

If a Pre-No. 8 Special Announcement is **issued between 8:15am and 10:00am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is **issued** between 8:15am and 10:00am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply. Exhibitors who have arrived at the exhibition venue for booth decoration should leave as soon as possible.

2. **15 to 18 Aug 2024**

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 4:30pm**.

3. **on move-out day (19 Aug 2024)**

If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed 30 minutes after the pre-announcement is made. 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. The ticket office will close and no further admissions will be allowed. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

B. Special Arrangements for Black Rainstorm Warning Signal & Extreme Conditions

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **issued before 8:15am**, the fair will remain **closed**.
2. **15 to 18 Aug 2024**
If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” 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 or “Extreme Conditions” is **cancelled after 4:30pm**.
3. **On move-out day (19 Aug 2024)**
If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 2pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal or “Extreme Conditions” 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 or “Extreme Conditions” is **cancelled after 2pm**.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” 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.

^Under “extreme conditions” caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

C. Insurance

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. For details, please refer to “Rules & Regulations”

D. 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.

通告 6.1 熱帶氣旋及黑色暴雨警告信號或「極端情況」下之特別安排 [重要]

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「極端情況」下，主辦機構於香港貿發局家電·家居·博覽 / 香港貿發局美與健生活博覽所作出之特別安排。

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（2024年8月14日）**及/或**撤館日（2024年8月19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. 如八號預警於**上午 8 時 15 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 15 分前懸掛，展覽會同樣暫時關閉。

如八號預警於**上午 8 時 15 分至上午 10 時期間發出**，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 15 分至上午 10 時期間懸掛，展覽會同樣暫時關閉。已到達會場佈置展位的參展商應盡快離開。

2. **8月15日至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. **撤館日（8月19日）**

如八號熱帶氣旋警告信號於**下午 2 時或之前取消**，展覽會將會在八號熱帶氣旋警告信號取消**兩小時後**重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消**30 分鐘後**進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於**下午 2 時後取消**，展覽會將繼續關閉。

***三+ 展覽會進行期間**

1. **當香港天文台發出八號預警**提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，呼籲市民不要前往會場。現場售票處將於八號預警發出**30 分鐘後**關閉及停止進場。主辦機構將逐步疏散現場參展商及參觀人士，要求他們盡快離開會場。
2. **在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛**，主辦機構將立刻作出廣播，宣布展覽會即時關閉，呼籲市民不要前往會場。現場售票處亦將即時關閉及停止進場。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、黑色暴雨警告信號或「極端情況」下之特別安排

*一+ 進館日、撤館日

1. 如黑色暴雨警告信號或「極端情況」於**進館日（2024年8月14日）**及/或**撤館日（2024年8月19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. 如黑色暴雨警告信號或「極端情況」於**上午8時15分前發出**，展覽會將暫時關閉。
2. **8月15-18日**
如黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」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或「極端情況」於**下午4時30分後取消**，展覽會將繼續關閉。
3. **撤館日（8月19日）**
如黑色暴雨警告信號或「極端情況」於**下午2時或之前取消**，展覽會將會在黑色暴雨警告信號或「極端情況」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或「極端情況」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或「極端情況」於**下午2時後取消**，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或「極端情況」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或「極端情況」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。

Circular 6.2 Special Events Organised by Exhibitors during the Expo

To facilitate the management of traffic flow at the fairground and protect the interests of all exhibitors, exhibitors who plan to organise special events such as talk shows and cocktails **WITHIN** their booth area are requested to submit the detailed 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 with the event(s) if it is not officially approved.

The Organiser will evaluate the number of special events 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 has blocked the passages or caused disturbance to other exhibitors or visitors during the event(s).

Should your company wish to organise special events as mentioned, please send us the written request with proposal including the date, time, programme and other details by email at yannes.my.to@hktcdc.org (Home Delights Expo) / kelly.hc.chiu@hktcdc.org (Beauty and Wellness Expo) **on or before 12 July 2024**.

Should you have any enquiries, please contact our staff at (852) 2240 4524 (Home Delights Expo) / (852) 2240 4239 (Beauty and Wellness Expo).

Hong Kong Trade Development Council

通告 6.2 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，若參展商有意在展覽期間於其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 **貴公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，令其他參展商或參觀人士帶來不便，本局有權終止該特別節目，敬請留意。

貴公司如有意於攤位內舉行特別節目，煩請 貴公司於 **2024年7月12日或之前**以電郵方式致 yannes.my.to@hktcdc.org (家電·家居·博覽) / kelly.hc.chiu@hktcdc.org (美與健康生活博覽)，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(852) 2240 4524 (家電·家居·博覽) / (852) 2240 4239 (美與健康生活博覽)。

香港貿易發展局

**Circular 7 The New Regulation on Disposable Plastic Tableware and Other Plastic Products <NEW UPDATE>**

The Government will implement the regulation on disposable plastic tableware and other plastic products on 22 April 2024.

1. Disposable plastic tableware

The sale of expanded polystyrene (EPS) tableware and four other types of disposable plastic tableware (namely straws, stirrers, cutlery (forks, knives, spoons) and plates) will be prohibited, and so will the provision of such tableware to takeaway customers. Moreover, the provision of all disposable plastic tableware (also including cups, cup lids, food containers and food container lids) to dine-in customers at catering premises will be prohibited.

2. Other disposable plastic products

The sale and free distribution of plastic-stemmed cotton buds, balloon sticks, inflatable cheer sticks, glow sticks, party hats, oxo-degradable plastic products (regardless of disposability), umbrella bags, food sticks and plastic toothpicks, and the manufacturing of any oxo-degradable plastics products will be prohibited. Free distribution of plastic-packaged tissue paper for promotional use and non-medical use transparent gloves will also be prohibited. Moreover, hotels and guesthouses are banned from providing specified plastic toiletries and plastic-bottled water for free in guest rooms.

3. Exclusions / Exemptions

For disposable plastic tableware, (i) pre-packaged food or drinks (e.g. disposable plastic straws attached to beverage cartons) and (ii) the supply of disposable plastic straws to people with medical needs can be exempted. For other disposable plastic products, exemptions are available for the sale or supply of relevant products* under certain circumstances, including the use for forensic analysis, scientific research or experiments, medical treatments or procedures, taking medicines, for resale purposes (e.g. a business sells or supplies to another business in B2B exhibitions) or for manufacturing process.

* These exemptions are not applicable to products including (i) oxo-degradable plastic products (unless in the event that a business sells or supplies to another business for export purpose), (ii) plastic-packaged tissue paper for promotional use and (iii) non-medical use transparent gloves (unless provide to the employees for carrying out duties or work).

For further information about the new regulation, please visit <https://www.cuttheplastics.hk/index.php/en/>, or contact the Environmental Protection Department at (852) 5467 2494 or email to info@cuttheplastics.hk.

Hong Kong Trade Development Council



通告 7 管制即棄膠餐具和其他塑膠產品的新法例 <最新資訊>

政府將於 2024 年 4 月 22 日實施管制即棄膠餐具和其他塑膠產品的新法例。

(一) 即棄膠餐具

將禁止銷售和向外賣顧客提供發泡膠餐具和四類即棄膠餐具 (即飲管、攪拌棒、進食用具 (叉、刀、匙) 和碟)，同時亦禁止餐飲處所向堂食顧客提供各種即棄膠餐具 (同時包括杯、杯蓋、食物容器和食物容器蓋)。

(二) 其他即棄塑膠產品

將包括禁止銷售和免費供應膠柄棉花棒、氣球棒、充氣打氣棒、熒光棒、派對帽、氧化式可分解塑膠產品 (不論是否屬即棄性質)、雨傘袋、食物膠籤、膠牙籤，並禁止製造任何氧化式可分解塑膠產品；禁止免費供應宣傳用塑膠包裝紙巾及非醫療用透明即棄膠手套；以及禁止酒店和賓館在房間內免費供應指明塑膠洗滌梳妝用品和即棄膠樽裝水。

(三) 不包括 / 豁免情況

一般而言，以下情況可獲豁免，不受新法例規管。就即棄膠餐具而言，(i) 預先包裝的食品或飲品 (例如附連在紙包飲品上的即棄膠飲管等) 和 (ii) 向有醫療需要的人供應即棄膠飲管可獲豁免。就其他即棄塑膠產品而言，在特定情況下銷售或供應相關產品* 可獲豁免，包括用於法證科學化驗、科學研究或實驗、醫治或醫療程序、進食藥物、用於轉售用途 (例如企業於 B2B 展覽會中出售或供應予另一家企業)、製造過程等情況。

*這些豁免不適用於(i)氧化式可分解塑膠產品 (除非企業向另一家企業出售或供應用作出口用途)、(ii) 宣傳用塑膠包裝紙巾、和 (iii) 透明即棄膠手套 (除非向僱員提供以履行職責或工作)。

有關新法例的詳情，可瀏覽網站 <https://www.cuttheplastics.hk/index.php/tc/>，或致電 (852) 5467 2494 或電郵致 info@cuttheplastics.hk 向環境保護署查詢。

香港貿易發展局