

2nd Batch of Exhibitor Information for HKTDC Hong Kong Electronics Fair 2017 (Autumn Edition)

Dear Exhibitor,

This is the 2nd batch of Exhibitor Information for preparing your participation in the captioned event. Please find below the items included in this package.

1. Vehicle Permits for Move-in and Move-out (For exhibitors arranging own lorries/vans or forwarders to process the move-in and move-out arrangement)
2. Exhibitor Badges
3. Important Circular and Information:

Part A: Important Circulars	
Circular (1)	Move In / Out Arrangement (VERY IMPORTANT)
Circular (2)	Rules and Measures for Move-Out Day (October 16, 2017)
Circular (3)	Opening Hours on the Move-Out Day (October 16, 2017)
Circular (4)	Internet Access at the Fair
Circular (5)	Important Notice on Patented Technology and/or Trademarks
Circular (6)	Display of Flying Exhibits & Personal Mobility Products Outside the Booth Area Is Prohibited
Part B: Others	
(1)	hktcdc.com Online Promotion
(2)	Arrangement of Exhibitor Check-In & Check-In Form (VERY IMPORTANT)

* Special Airfares by Cathay Pacific Airways: For exclusive airfares offer, please click <http://events.cathaypacific.com> and input the event access code MICE233 to view the special fares available for you.

Should you have any further queries, please do not hesitate to contact our team

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

Ref: Pre-fair Notice2/efae17/HK

致各參展商：

香港貿發局香港秋季電子產品展 2017 - 參展商資料 (2)

歡迎貴公司參加香港貿發局香港秋季電子產品展 2017，現附上以下幾項有關準備進場參加展覽前的參展商重要資料，煩請檢查已領取的資料是否齊全。

1. 進館/撤館車輛許可證（撤館車輛許可証只發給自行撤館之參展商）
2. 參展商工作證
3. 重要通告及資料：

A 部分：重要通告	
通告 (1)	有關進館、撤館之詳細交通安排（十分重要）
通告 (2)	有關撤館日（10 月 16 日）之特別措施
通告 (3)	有關撤館日（10 月 16 日）之參觀時間
通告 (4)	展覽會連線上網安排
通告 (5)	有關專利技術及商標之重要通告
通告 (6)	嚴禁於展位以外地方展示飛行產品及個人運輸載具
B 部分：其他資料	
(1)	「貿發網」hktdc.com 推廣
(2)	參展商進場登記之安排及進場登記表（十分重要）

** 優惠機票：國泰航空為「香港貿發局香港秋季電子產品展 2017」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 (MICE233) 查詢票價及訂票。

如對以上安排有查詢，請聯絡我們：

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預祝 展出成功！

Important Circular: Move-in and Move-out Arrangement

(1) Move-in and Move-out Arrangement

(i) Vehicle Permits for Lorries / Light Goods Vehicles

Vehicle Marshalling Area for Move-in on October 12, 2017

Exhibitors are required to pass the valid vehicle permits to their vehicle drivers and ask the drivers to go to the vehicle marshalling area at **Tsing Yi** before they come to the HKCEC loading area. A trip ticket will be distributed at the vehicle marshalling area and drivers are allowed to come to HKCEC within a specified time period. Only trucks / lorries / vans with a valid **Vehicle Permit issued by HKTDC AND a trip ticket issued at Tsing Yi** will be allowed to enter the HKCEC area. Please refer to the map as shown on the back of the vehicle permit for the vehicle marshalling area.

Vehicle Marshalling Area for Move-out on October 16, 2017

Similar arrangements will apply on the move-out day on October 16, 2017. Please note the arrangements as follows:

- Control point will be set-up at the entrance of HKCEC, only vehicles with the **a. Move-out Vehicle Permit issued by the HKTDC AND b. Trip Ticket issued at the Tsing Yi vehicle marshalling area** are allowed to enter the HKCEC **after 8:00 p.m. on October 16, 2017**.
- Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **vehicle marshalling area (at Tsing Yi - Please refer to the attached map as show at the back of the vehicle permit)**. The vehicle marshalling area will open from 2:00 p.m. on October 16 and operate until all move-out activities have finished.
- Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, Drivers should then queue up and wait for the further instructions. The waiting time at the vehicle marshalling area may vary and depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
- At appropriate time (around 7:00p.m. – 8:00p.m.) on the **October 16, 2017**, a **Trip Ticket** will be issued to the drivers. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue (as specified on the Move-out Vehicle Permit) **within 2 hours with a. HKTDC Vehicle Permit AND b. Trip Ticket**.
- If the vehicle marshalling area becomes overloaded, further measures will be implemented at discretion.
- For enquiries regarding the move-out arrangement, please contact HKTDC customer service hotline: (852) 1830-668.

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With the aim of alleviating traffic congestion in the area, the free-of-charge loading/unloading time during the fair period is limited to 45 mins. The HKCEC will impose charges on vehicles with extended stay on **12 and 16 October**. The charges are as follows:

First 45-mins (after clock in):	Free
First 2 hours after 45 minutes:	HK\$100 / Every 30 mins or part thereof
After 2 hours and 45 minutes:	HK\$150 / Every 30 mins or part thereof
Each lost ticket:	HK\$500

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

(Ref: Pre-fair Notice2/efae17/HK)

ii) Private Car / Taxi

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers may unload their goods at the Expo Drive / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

iii) Other Transportation

Free shuttle bus service from HKCEC to Hung Hom and Tsim Sha Tsui will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

iv) Closure of HKCEC (Expo Drive Central) Car Park

Please note that the **HKCEC (Expo Drive Central) Car Park** will be closed entirely on 12 and 16 October 2017. Exhibitors who require parking service during the fair could use the HKCEC (Harbour Road) Car Park or other nearby public car parks at Central Plaza, Shui On Centre, Great Eagle Centre and China Resources Building, etc.

v) Special Measures for Move-out on 16 October 2017 (including Private Car / Taxi)

Kindly pay attention also as a joint traffic operation by the Police and the Transportation Department, the HKCEC Phase 2 and the entire Expo Drive will be strictly closed to all unauthorized vehicles including private cars and taxis between 3:00pm and 8:00pm on the move-out date (i.e., 16 October 2017). Vehicles should use the Harbour Road Entrance of HKCEC Phase 1 for pick-up and drop-off during this period.

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

(2) Transportation Worker

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter exhibition venues via other entry points during the same day. Workers without a valid hand band will be asked to leave the venue at once.

(3) Complimentary move-out service provided by HKTDC (For Hong Kong exhibitors who have registered in advance)

To save waiting time for exhibitors, complimentary exhibit delivery service is provided by HKTDC to all Hong Kong exhibitors (Advance registration is needed before the exhibition). For Hong Kong exhibitors who have requested the service of Kerry Logistics. The move-out procedure on **October 16** will be as follows:

1. Pallets will be distributed to the exhibitors after 5:00pm
2. Exhibitors are required to put their packed items onto the pallets. Staff from Kerry Logistics will collect the pallets and issue an acknowledge receipt to the exhibitors.
3. The goods will be delivered to Kerry Logistics' warehouse at Kwai Chung.
4. Exhibitors can pick up their goods at Kerry Logistics' warehouse at Kwai Chung **from 09:00 to 18:00 on 17-20 October 2017 (Tue- Fri)**
5. For details of the arrangement, please refer to the separate circular dispatched earlier. For enquiry on Kerry Logistics move-out services, please call Tel: (852) 2211 3633.

重要通告：進館、撤館之交通安排

(1) 進館/撤館安排

(i) 貨車 / 輕型客貨車 車輛許可證

10月12日進館日之特別交通安排

參展商請把車輛許可證交予當日之貨車司機。同時,在進場當日(即 2017 年 10 月 12 日)先把貨車駛至青衣車輛等候處報到並索取由該處發出之往來證明書,並在指定之時間內前往會展之卸貨區。所有貨車必需同時持有由香港貿易發展局發出之車輛許可證及由青衣車輛等候處發出之往來證明書,方可進入會展範圍(詳細地點請參閱車証背面地圖之位置)。

10月16日撤館日之特別交通安排

安排大致與進館日相同, 自行撤館之參展商, 請留意以下撤館程序:

1. 將於撤館當日於臨近香港會議展覽中心路段設置控制點, 只准同時持有 a) 由香港貿易發展局所發出之撤館車輛許可証 及 b) 由青衣車輛等候處所發出之往來證明書之貨車於晚上八時後駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前, 所有車輛必須先到車輛等候處(青衣區 - 請參閱車証背面地圖之位置)報到。車輛等候處將於 2017 年 10 月 16 日, 由下午 2 時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後, 必須出示由貿發局發出適用於該時段之車輛許可証, 並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 青衣車輛等候處將於大概 7 時至 8 時開始, 根據交通情況向輪候之司機發出一張往來證明書。司機應攜同 a. 車輛許可証 及 b. 往來證明書於 2 小時內經博覽道或會議道入口前往會展中心貨物起卸區(根據車輛許可証之類別而定)。
5. 如車輛等候超出可停泊車輛數目時, 主辦機構將酌情採取進一步措施。
6. 如對撤館的安排有疑問, 參展商可致電香港貿易發展局客戶服務熱線: (852) 1830-668 查詢。

當車輛進入會展貨物起卸區時, 司機會收到一張由會展中心發出並印上進場時間的計時咭。為有效舒緩當日貨物起卸區緊張的交通情況, 免費上落貨限時為 45 分鐘。香港會議展覽中心將於 10 月 12 及 16 日實施進場車輛使用時間收費計劃。有關收費如下:

車輛進場後首 45 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過兩小時及四十五分鐘:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時咭 (每張):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理, 並同時發還收據。由貿發局發出之車輛許可證及由車輛等候處發出之往來證明書並非泊車證, 亦不適用於私家車。

(Ref: Pre-fair Notice2/efae17/HK)

(ii) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，惟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。

(iii) 免費巴士服務

如貴公司於撤館日（即 2017 年 10 月 16 日）將會提走的展品屬於較細小及便於放置在手提行李內，主辦機構鼓勵各參展商使用我們為大家提供的免費巴士服務，乘搭附設行李架之指定免費巴士由香港會議展覽中心博覽道入口處駛往紅磡及尖沙咀離開展場，及後轉乘其他更方便之交通工具。

(iv) 香港會議展覽中心(博覽道中)停車場關閉事宜

請注意香港會議展覽中心(博覽道中)停車場將於進館日（即 10 月 12 日）及撤館日（即 10 月 16 日）關閉。各參展商於展覽期間如需停車場服務，請使用會展中心(港灣道)停車場或位於附近中環廣場、瑞安中心、鷹君中心或華潤大廈之公眾停車場。

(v) 有關撤館日（2017 年 10 月 16 日）之特別措施（包括私家車及的士）

另外運輸署將聯同警方，於撤館日下午 3 時至 8 時正期間，**嚴禁**所有未經授權之車輛（包括**私家車及的士**）進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

註：於進場及撤場當日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。

(2) 運送工人

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發一手帶以作識別。工人取得當天的手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

(3) 使用主辦機構提供之展品撤館服務（已選用嘉里物流公司服務的香港參展商）

為了減少參展商的撤館等候時間，本局亦為香港參展商提供便捷之展品撤館服務。此服務之供應商為嘉里物流。已選用嘉里物流公司服務的香港參展商，於撤館日（10 月 16 日）之撤館程序如下：

- 1) 嘉里物流之員工將於下午5時後到達各使用該服務參展商之攤位派發卡板。
- 2) 參展商用紙箱自行包妥有關之展品並放於卡板上以待嘉里之員工與參展商於現場進行即時交收。
- 3) 貨物將被運往嘉里位於葵涌貨倉暫存。
- 4) 參展商於 **10月17-20日 (星期二至五)** 上午9時至下午6時期間到嘉里位於葵涌貨倉提貨。
- 5) 關於是項服務詳情請參閱早前給予貴司的特別通告。如對此服務有任何查詢，請致電嘉里物流（香港）有限公司熱線：(852) 2211 3633。

Vehicle Marshalling Area at Tsing Yi / 青衣車輛等候處



Rules and Measures for Move-out on 16 October 2017

有關撤館日（2017年10月16日）之特別措施

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out on 16 October 2017:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 7:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.

2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the examples.

3. Exhibitors with oversized exhibits or goods to move out are required to use either the **centralised local forwarding service** provided by the Organiser (between 5:00pm to 7:30pm) and/or to arrange their **own forwarding agent or goods vehicle (after 8:00pm)** for move-out. All goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.

4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.

(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they are to carry samples/exhibits away from the Fair)

基於安全理由，香港會議展覽中心將在撤館當日(即10月16日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

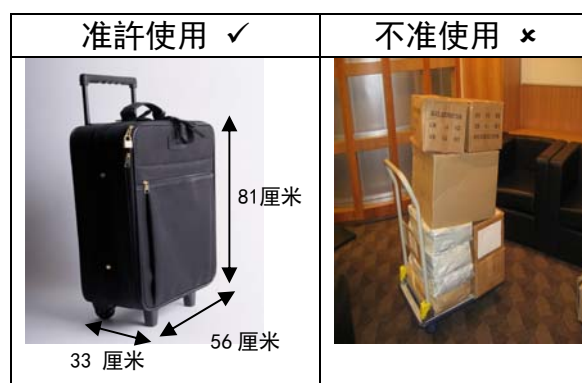
- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出**81厘米(高) x 56厘米(闊) x 33厘米(深)**之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區（於晚上7時前）檢查各參展商/買家進出之物品大小。

- 2) 參展商不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場（或使用載客電梯、扶手自動電梯來運送貨物）。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考以上圖例。

- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日使用由主辦機構提供之本地**中央撤館服務**，或**自行安排運輸公司或貨車（於晚上8時後）撤館**。所有自行安排撤館之貨車，必需前往**青衣車輛等候處**領取往來證明書後，方可駛入會展卸貨區。

- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。

(參展商請注意：如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)



Opening Hours on the Move-out Day 有關撤館日之參觀時間

Please note that many buyers have to utilise all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 16 October 2017**. 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 16 October 2017, those exhibitors who violated such rule will be served a **warning letter**.

It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

本局去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於 10 月 16 日下午 5 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 10 月 16 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。

Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for business usage that requires **stable connection** (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, **exhibitors are advised to order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 5** in the “**Order Forms**” online).

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器), 本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用, 避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見網上「申請表格」內的表格 5)。

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗, 不穩定或緩慢等情況, 且若連線後停止瀏覽網頁超過 10 分鐘, 無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定地點提供免費寬頻服務, 為參展商及買家提供更多一個上網的渠道。

Important Notice on Patented Technology and/or Trademarks

Examples of Patented Technology and/or Trademark Owners ("IP Owners"):

Dolby Laboratories Licensing Corporation

Koninklijke Philips Electronics N.V.

MPEG LA, LLC

Apple Inc.

HDMI Licensing, L.L.C.

The above companies are examples only. Should your products on display use any third party's patented technology or trademarks, please also read this important notice as the same arrangement applies.

HKTDC Hong Kong Electronics Fair 2017 (Autumn Edition), 13 - 16 October 2017 ("Fair")

Thank you for your participation in the Fair. If you will be displaying any consumer electronics equipment capable of supporting IP Owners' technology and/or which uses their trademarks (Devices) at your booth during the Fair, please be advised that representatives of the IP Owners may be attending the Fair to verify that all such Devices on display have been properly licensed. Please check with your manufacturer/supplier that the Devices being displayed at your booth during the Fair are the subject of a **CURRENT VALID LICENCE** from relevant IP Owners and ensure that the following documents are available for inspection by HKTDC staff at your booth at all times during the Fair:-

1. If you are a licensee of an IP Owner, a copy of the current valid license agreement between you and the IP Owner in respect of the Devices;
2. If you are a sub-licensee of an IP Owner:-
 - (a) a copy of the current valid license agreement between the IP Owner and its licensee; and
 - (b) a copy of the current valid sub-license agreement between you and the licenseein respect of the Devices;
3. If you purchase the Devices from licensees of an IP Owner:-
 - (a) a copy of the current valid license agreement between the IP Owner and the licensee;
 - (b) a copy of your purchase order to the licensee in respect of the Devices on display at your booth during the Fair OR a copy of the letter from the licensee certifying that it has sold the relevant Devices to you.

Your co-operation in that respect would be greatly appreciated so as to avoid any unnecessary disruption to your business during the Fair. Please refer to the Exhibitors' Brief for more information about our IPR procedures.

有關專利技術及商標之重要通告

本通告中所指“知識產權擁有人”包括但不限於以下持有專利技術及/或商標的公司：

Dolby Laboratories Licensing Corporation
Koninklijke Philips Electronics N.V.
MPEG LA, LLC
Apple Inc.
HDMI Licensing, L.L.C.

請注意：上述公司只是部分知識產權擁有人的例子，假如 貴公司展出的產品使用了其他第三方的專利技術或商標，也敬請細閱此通告並注意有關安排。

2017 年 10 月 13-16 日香港貿發局香港秋季電子產品展 ("秋季電子展")

感謝 貴公司參與秋季電子展。

在展覽期間，知識產權擁有人的代表可能會到場查證展場內可以支援有關知識產權擁有人的專利技術及/或使用其商標的消費性電子產品(以下簡稱“授權器材”)是否已獲恰當的授權。如果 貴公司需於展台內展示任何授權器材，請向您的廠商/供應方確定該等授權器材之授權為持續有效，並確保下列文件能於展台內即場提供與貿發局職員驗證：

1. 就直接獲知識產權擁有人授權的參展商，雙方就授權器材訂立的持續有效授權協議書的副本；
2. 就經某授權人間接獲知識產權擁有人授權的參展商：-
 - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
 - (ii) 參展商與該授權人就授權器材訂立的持續有效次級授權協議書的副本。
3. 就採購自知識產權擁有人的授權人之授權器材：-
 - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
 - (ii) 參展商向該授權人就展出的授權器材所發出的採購單副本 或 該授權人向參展商就銷售該展出的授權器材而發出的信函之副本。

多謝 貴公司的充分合作以避免 貴公司的業務於展覽期間受到任何不必要的影響。如需要我們的知識產權保護程序的更多資訊，請參閱「參展商須知」。

Circular (6)**Display of Flying Exhibits & Personal Mobility Products
Outside the Booth Area Is Prohibited**

In the previous edition of the Fair, some exhibitors were found demonstrating remote moving and flying exhibits (i.e. drones) or personal mobility products (i.e. scooter, unicycle) outside the booth area. This circular serves to remind all exhibitors that the demonstration of exhibits should be made **INSIDE** the booth area. The hall gangway and the area above the height above the booth are regarded as public area, no exhibit demonstration or display is allowed. In addition, the exhibitor should make sure that the demonstration should not cause any damage, loss and hurt any other exhibitors, visitors or any other person in the fairground.

Clauses 33 and 69 of the rules and regulations of the Fair are extracted below for your reference:

- 33.** The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must be subject to the Organiser's prior written approval.
- 69.** The Exhibitor undertakes to fully indemnify and at all times hereafter to keep indemnified in full the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of or in relation to the negligence, wilful default or fraud of the Exhibitor in the performance of any agreement hereunder or any breach by the Exhibitor of these Conditions.

Thank you for your kind understanding and co-operation.

通告(6)**嚴禁於展位以外地方展示飛行產品及個人運輸載具**

在去屆展會中，主辦單位發現有些參展商於展位以外地方示範及展示展品，尤其是遙控或其他飛行產品（如：航拍機）及個人運輸載具（如：電動單輪車、電動滑板）。特此提醒各參展商只可以在展位範圍以內的地方展示及示範展品。展覽館內的通道及展位高度限制以下的地方均屬於公眾範圍，參展商不可以在公眾範圍進行產品示範及陳列展品。同時，參展商必須注意其示範行為不會傷害及對其他參展商、參觀者及其他在場人士造成任何損失。

以下為展覽會規則第 33 及 69 條的條款以供參考：

33. 參展商須全權負責採取預防措施以保護公眾人士免受任何移動或運作中的展品所傷，例如安排保安人員或其他保障方法。此類展品只可由參展商授權的合資格人士操作或進行示範及不得在無該等人看管的情況下運作。參展商如欲展示此類展品，必須事先獲得主辦機構書面許可。
69. 參展商保證按主辦機構、其代理、代表、承包商及雇員的要求悉數賠償他們因參展商在履行本規則項下任何協議時疏忽、故意失責或進行欺詐，或因參展商違反本細則而蒙受或招致的一切損失、責任、法律行動、訴訟、索償、賠償、費用（包括但不限於法律費用）及開支，並承諾於所有時間使主辦機構獲得悉數賠償。

多謝合作！

Maximise Your Exhibition Effectiveness with **hktdc.com**

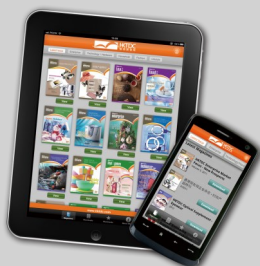


All eligible exhibitors of the **HKTDC Hong Kong Electronics Fair (Autumn Edition) 2017** are entitled to a one-year online promotion at www.hktdc.com from (August 2017 to July 2018), introducing your company together with photos and information of 10 products/ services. With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

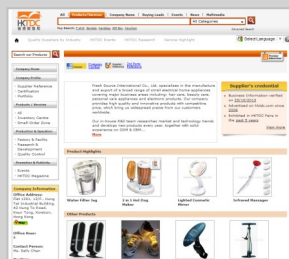


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

EXHIBITORS



Update your profile on hktdc.com with the latest company and product/ service photos and information before the fair



Receive a name card drop box with your Exhibitor QR code during move-in



Place the box prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

2 Instant Referrals Draw Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on hktdc.com, the higher the chance you will be referred to buyers.



hktdc.com Free Sourcing Service

3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on hktdc.com, the higher the chance you will be referred to VIP buyers.



hktdc.com Buyer Meetings

*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **15 September 2017** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

Enquiries: Tel: (852) 1830 668 or email: hkef_ae2017@hktdc.org



hktdc.com

助你提升展覽效益

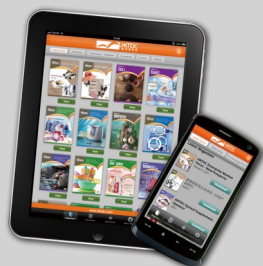


是次 **香港秋季電子產品展 2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 (www.hktdc.com) 享有一年的基本推廣服務(2017 年 8 月 至 2018 年 7 月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKEDC Marketplace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啟動程序。

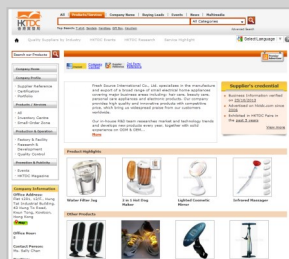


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發附有二維碼(QR Code)的名片盒。



請將名片盒放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前上載有關資料！



3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大！



參展商必須在 2017 年 9 月 15 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktcdc.com/diy>)。

查詢可致電：客戶服務專線 (852) 1830 668 或電郵 hkef_ae2017@hktcdc.org

Exhibitor Check-In Arrangement

Please be informed that the Exhibitor Check-in Counter for the HKTDC Hong Kong Electronics Fair 2017 (Autumn Edition) will be located at the Expo Drive Entrance at HKCEC. In order to avoid a long queue waiting for picking up exhibitor badges at the same time on the check-in day, the following measures will be implemented:

- 1) All the exhibitor badges will be sent to you by end of September. Please make sure to bring along these badges for admission to the fair ground. If you have lost or have forgotten to bring these exhibitor badges to the fair ground, or making onsite replacement requests, a cost of HKD100 per badge will be charged. Please also note that the exhibitor badge is only valid from 12 - 16 October 2017. NO early admission to the fair ground is permitted.
- 2) Exhibitors can collect the Fair's Official Magazine, important circulars and booth curtains at the Exhibitor Check-in Counter any time during 8:30am - 8:00pm on 12 October. Please bring along the attached Exhibitor Check-In Form for collecting these onsite materials. Exhibitor badge holders can be picked up at the fair ground.

有關參展商進場登記之特別安排

香港貿發局香港秋季電子產品展 2017 之參展商進場登記櫃位將設於香港會議展覽中心博覽道入口。為免參展商於進場日在同一時間排隊輪候領取參展商工作證，本局將實施以下特別安排：

- 1) 參展商工作證將於 9 月底前寄至貴公司，請緊記在進場日一併帶到會場。如因參展商遺失或忘記帶同參展商工作證而需現場補領，每個參展商工作證需要費用港幣 100 元。參展商工作證只限於 2017 年 10 月 12 至 16 日期間使用，不可在 10 月 12 日前提早進場。
- 2) 參展商可以在 10 月 12 日上午 8 時 30 分至下午 8 時之任何時間內，憑附上之參展商進場登記表前往參展商進場登記櫃位領取大會指定產品雜誌、重要通告及展台掛簾等。工作證掛套可於會場內索取。

Exhibitor Check-In Form

參展商進場登記表

Welcome to **HKTDC Hong Kong Electronics Fair 2017 (Autumn Edition)**. Please fill in your company information below and **bring along this letter and your business card / Company Chop** to the **Exhibitor Check-in Counter** for collecting the *fair official magazine - HKTDC Electronics*, Oct 2017 Issue, *booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed below.

Date : October 12, 2017 (move-in day)
Time : 8:30 a.m. – 8:00 p.m.
Location : Expo Drive Entrance
Hong Kong Convention & Exhibition Centre

We wish you every success at the Fair.

歡迎參加香港貿發局香港秋季電子產品展 2017。煩請貴司填妥以下資料，並攜同此登記表及閣下名片/公司印章於進館日到「參展商進場登記櫃位」辦理進場登記手續。貴司同時亦可領取大會指定產品雜誌 - 《香港貿發局電子》2017、展台掛簾及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點現謹列如下：

日期 : 2017 年 10 月 12 日 (進館日)
時間 : 上午 8 時 30 分至下午 8 時
地點 : 香港會議展覽中心博覽道入口大堂

敬祝 貴司參展成功！

Company Name 公司名稱 : _____

Booth No. 攤位號碼 : _____

Contact Person 聯絡人 : _____

Mobile Tel 聯絡電話 : _____

Signature 簽署 : _____