

September 2023

Dear Exhibitors,

Exhibitor Package for HKTDC Hong Kong Electronics Fair 2023 (Autumn Edition)

Thank you for your participation in the **HKTDC Hong Kong Electronics Fair 2023 (Autumn Edition)**. Please note that the following items will be included in your exhibitor package.

1. Exhibitors' Manual and Additional Facilities & Services Order Form - Electronic Version (Please download from the link)
Exhibitors' Manual:
<https://www.hktdc.com/event/hkelectronicfairae/en/exhibitors-manual>
Order Form: (Submission deadline for additional facilities: 15 September 2023)

<https://www.hktdc.com/event/hkelectronicfairae/en/additional-facilities-services-order-form>
2. Circulars
Part A: Reply Form

Form 1	Exhibit Storage Service Reply Form (Deadline: 22 September 2023)
Form C1	Order Form of Exhibitors' Promotion Package (Deadline: 8 September 2023)

Part B: Important Circulars & Notice

Circular S1	Important Circular - Exhibitor e-Badge & Exhibitor Check-in Form
Circular 1	Booth Design & Facilities (1.1) Points to Note / New Measures on Custom-Built Stand (1.2) Booth Decoration/Construction Safety Issues
Circular 2	Circular on Intellectual Property Protection (2.1) Special Measures on Intellectual Property Protection (with Exhibitor Brief) (2.2) Important Notice on Patented Technology and Trademarks (2.3) Fast Action Scheme
Circular 3	Special Circular: Caution on Arranging Payment and Fraudulent Emails
Circular 4	Special Circular: Move-Out Regulation
Circular 5	Rules and Measures for Move-Out Day (16 October 2023)
Circular 6	e-Invitation Leaflets to your Buyers
Circular 7	Fair Important Notices (1) Security Measures Against Thefts and Losses at the Fair (2) Caution on Rental of Credit Card Payment Terminals (3) Caution on Third Party Promotional Offers (4) Immigration Regulations to be Observed and Followed by Exhibitors (5) Safety Measure on site Construction/Dismantling Work
Circular 8	Internet Access at the Fair
Circular 9	Display of Flying Exhibits & Personal Mobility Products Outside the Booth Area Is Prohibited
Circular 10	Proper Handling of Waste after the Fair
Circular 11	Green Tips to Exhibitors
Circular 12	Producer Responsibility Scheme (PRS) on Waste Electrical and Electronic Equipment (Effective from 1 August 2018)

Part C: Other Information

(1)	Exhibitors Enjoy Special Offer for hktdc.com Sourcing Online Promotion
(2)	Hong Kong Customs & Exercise Department IPR Notice
(3)	Brochure of SME Export Marketing Fund (for Hong Kong exhibitors only)

Note: Vehicle permit for move-in and move-out will be sent via email separately later.

* Special Airfares by Cathay Pacific Airways: For exclusive airfares offer, please click <http://eventsoffer.cathaypacific.com> and input the event access code **MICE453** to view the special fares available for you.

If you have any questions, please feel free to contact us.

Contact Name	Tel	Email
Mr. Alvin Ho	(852) 2240 4963	alvin.sc.ho@hktdc.org
Ms. Ines Tsui	(852) 2240 4355	ines.wy.tsui@hktdc.org
Ms. Erica Ho	(852) 2240 4079	erica.cy.ho@hktdc.org
Mr. Jackie Tam	(852) 2240 4222	jackie.kl.tam@hktdc.org
Mr. Jeff Chan	(852) 2240 4374	jeff.tw.chan@hktdc.org

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

香港秋季電子產品展 2023 (參展商須知)

各位參展商:

感謝貴公司參加香港秋季電子產品展 2023, 煩請參閱以下之資料項目, 並檢查已領取的資料是否齊全。

1. 參展商手冊及額外設施申請表格 - 電子版 (請連結下載)

參展商手冊:

<https://www.hktdc.com/event/hkelectronicfairae/tc/exhibitors-manual>

額外設施申請表格 (截止日期為 2023 年 9 月 15 日):

<https://www.hktdc.com/event/hkelectronicfairae/tc/additional-facilities-services-order-form>

2. 通告

A 部分: 申請表格

表格(1)	展品儲存服務申請表 (截止日期: 2023 年 9 月 22 日)
表格(C1)	參展商宣傳計劃 (截止日期: 2023 年 9 月 8 日)

B 部分: 重要通告

通告 S1	重要通告 - 參展商電子入場證及參展商進場登記表
通告 1	攤位設計及設施 (1.1) 展覽特裝參展新措施及注意事項 (1.2) 展位裝飾/裝修之安全事項
通告 2	有關保護知識產權的通告 (2.1) 特別通告 - 有關保護知識產權問題的措施及參展商須知 (2.2) 有關專利技術及商標之重要通告 (2.3) 快速行動計劃
通告 3	特別通告 - 提醒參展商小心提防欺詐電郵的通知
通告 4	特別通告 - 撤館規則
通告 5	有關撤館日 (10 月 16 日) 之特別措施
通告 6	電子買家請柬
通告 7	展會重要注意事項 (1) 有關防止展品遺失及盜竊的保安措施 (2) 提防有關信用卡終端機租賃服務 (3) 請小心處理由第三者提供之推廣優惠 (4) 參展商須遵守的入境規例 (5) 展覽活動施工場地安全守則
通告 8	展覽會連線上網安排
通告 9	嚴禁於展位以外地方展示飛行產品及個人運輸載具
通告 10	展覽完結後之廢物處理
通告 11	參展商綠色小貼士
通告 12	有關廢電器電子產品生產者責任計劃 (2018 年 8 月 1 日起全面生效)

C 部分: 其他資料

(1)	參展商尊享「貿發網採購」平台推廣優惠
(2)	香港海關知識產權通告
(3)	中小企業市場推廣基金小冊子 (只適用於香港參展商)

請注意: 進館及撤館車輛許可證會稍後電郵給各參展商

** 優惠機票: 國泰航空為「香港貿發局香港秋季電子產品展 2023」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 https://www.cathaypacific.com/cx/zh_HK/offers/mice/sign-in.html 登入並輸入展覽會代號 (MICE453) 查詢票價及訂票。

如有任何疑問, 請與我們聯絡。預祝 展出成功!

聯絡人	電話	電郵
何仕鏞先生	(852) 2240 4963	alvin.sc.ho@hktdc.org
徐穎欣小姐	(852) 2240 4355	ines.wy.tsui@hktdc.org
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二零二三年九月

Form 1 Free Exhibit Storage Service
Registration Deadline: 22 September 2023

Email: ines.wy.tsui@hktdc.org

In order to provide better service to our valued exhibitors, HKTDC is providing 4 different types of Exhibit Storage Services for free and here is the summary:

	Type	Purpose	Installment Time & Date	Retrieval Time & Date	Venue	For exhibitors in :
<input type="checkbox"/>	Move-in Storage	To avoid heavy traffic during move-in date	2:00pm-8:00pm, October 11	8:30am-8:00pm, October 12 8:30am-12:00nn, October 13	Room N111- N112 Room S304 (Hall 3G Loading)	All exhibitors
<input type="checkbox"/>	Move-out Storage	To avoid heavy traffic during move-out date	5:00pm-8:00pm, October 16	9:00am-1:00pm, October 17	Room N111- N112 Room S304 (Hall 3G Loading)	
<input type="checkbox"/>	Overnight Storage	To store valuable exhibits, but not cartons	6:30pm-7:30pm, October 12-15	8:30am-9:30am, October 13-16	Room G302 (Hall 3B Concourse) Room G307 (Hall 3D Concourse) Room V302 (Hall 3G Concourse) Room G505 (Hall 5D Entrance)	
<input type="checkbox"/>	Temporary Storage	To improve security measures during move-out date	After 5:00pm, October 16	Before 11:00pm, October 16	Room G105 (Hall 1B Concourse) Room G305 (Hall 3C Concourse) Room G307 (Hall 3D Concourse) Room G505 (Hall 5D Entrance) Room V104 (FMO of Convention Hall) Room V302 (Hall 3G Concourse)	Hall 1 Hall 1 Concourse Hall 3B - E Hall 3 Concourse Hall 5C - E Hall 5F - G Convention Hall Hall 3F - G

Please tick {✓} wherever appropriate.

The above service is free of charge but you need to pre-register in advance by filling this Reply Form and faxing it back to us **on or before 22 September 2023**. In view of limited storage space, this service will be available on a **first-come-first-served basis**. Please note **NO on-site request** will be entertained.

Terms and conditions

We / I agree that, in consideration of HKTDC providing us / myself with storage space in the storage rooms at the Hong Kong Convention and Exhibition Centre ("HKCEC") free of charge for the duration of the **HKTDC Hong Kong Electronics Fair (Autumn Edition) 2023 ("Fair")**, all goods and properties ("Property") are stored at our / my sole risk and responsibility, and that we / I shall be solely responsible for and bear the sole risk of any and all loss, damage to and/or deterioration of the Property, including without limitation to those caused by theft, fire, accident, electrical power failure, etc. We / I agree that, to the fullest extent permitted by law, HKTDC and its officers, employees, representatives and/or agents shall not be liable for any loss, liability, damages, claims, costs or expenses (including legal expenses) and/or any direct, indirect, special, incidental, or consequential loss and/or damages of any kind arising from our / my access and/or use of the storage rooms, except for death or personal injury caused by HKTDC's negligence to the extent that it cannot be excluded or restricted at law. We / I shall also indemnify the HKTDC and/or its officers, employees, representatives, agents and/or any users of the storage rooms for all claims, demands, liabilities, damages, costs and expenses (including legal expenses) incurred by any or all of them which arise out of our / my access to and/or use of the storage rooms.

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

Company Name: _____

Contact Person: _____ Booth No.: _____

Company Tel: _____ Mobile Tel: _____

No. of Boxes: _____ Estimated size: _____ CBM

Signature: _____ Date: _____

表格 1

免費儲存服務

截止日期: 2023 年 9 月 22 日

電郵: ines.wy.tsui@hktdc.org

為向各參展商提供更完善服務，現主辦機構設有 4 種不同的免費展品儲存服務，詳情如下：

種類	目的	存放日期及時間	提取日期及時間	展品儲存地點	
				地點	適用之參展商
<input type="checkbox"/> 進場日儲存	避免進場日嚴重交通擠塞，提前寄存展品	10 月 11 日 下午 2:00 至下午 8:00	10 月 12 日 上午 8:30 至下午 8:00 止 10 月 13 日 上午 8:30 至中午 12:00 止	會議室 N111 - N112 會議室 S304 (展覽廳 3G 卸貨區)	所有參展商
<input type="checkbox"/> 撤館日儲存 (通宵)	避免撤館日嚴重交通擠塞，存放展品至翌日	10 月 16 日 下午 5:00 至下午 8:00 止	10 月 17 日 上午 9:00 至下午 1:00 止	會議室 N111 - N112 會議室 S304 (展覽廳 3G 卸貨區)	
<input type="checkbox"/> 展覽期間通宵展品儲存	儲存貴重展品，但 不適用於紙皮箱	10 月 12 日至 15 日 下午 6:30 至下午 7:30 止	10 月 13 至 16 日 上午 8:30 至上午 9:30 止	G302 室 (展覽廳 3B 門外) G307 室 (展覽廳 3D 門外) V302 室 (展覽廳 3G 門外) G505 室 (展覽廳 5D 門外)	
<input type="checkbox"/> 撤館日儲存 (臨時)	提供臨時保安服務供即晚離場之參展商作暫時展品儲存	10 月 16 日 下午 5:00 後	10 月 16 日 晚上 11:00 前	G105 室 (展覽廳 1B 門外) G305 室 (展覽廳 3C 門外) G307 室 (展覽廳 3D 門外) G505 室 (展覽廳 5D 門外) V104 室 (會議廳主辦機構辦事處) V302 室 (展覽廳 3G 門外)	展覽廳 1 及展覽廳 1 大堂 展覽廳 3B - E 及展覽廳 3 大堂 展覽廳 5C - E 展覽廳 5F - G 會議廳 展覽廳 3F - G

*請於適當之方格內加上 ☒ 號。

以上所有展品儲存服務**完全免費**，但參展商需**預先登記**，填妥此回覆通知書於 **2023 年 9 月 22 日前**傳真回本局。由於儲存空間有限，並以**先到先得**的形式安排。請注意：**所有現場申請將不會受理。**

條款

鑒於香港貿發局於香港貿發局香港秋季電子產品展 2023 (「展覽」) 期間向本公司/本人免費提供香港會議展覽中心 (「香港會展」) 之儲物空間，本公司/本人同意，所有儲存物品及財物 (「財物」) 的風險及責任由本公司/本人獨自承擔，本公司/本人亦為財物的任何及所有 (包括但不限於因盜竊、火災、意外、電力中斷等導致的) 損失、損毀及/或損耗獨自負上全責及全部風險。本公司/本人同意，在法律允許的最大範圍內，香港貿發局及其高級人員、僱員、代表及/或代理人均不會為由本公司/本人進入、接觸及/或使用有關的儲物空間而產生的任何損失、責任、損害賠償、索償、費用或開支 (包括法律費用) 及/或任何直接、間接、特別、附帶或相應而生的損失及/或任何種類的損害賠償負上法律責任，但在不能於法律上免除或限制的前提下，由香港貿發局的疏忽所導致的死亡或人身傷害除外。本公司/本人亦會就任何或所有香港貿發局及/或其高級人員、僱員、代表、代理人及/或相關儲物空間的任何使用者因本公司/本人進入、接觸及/或使用相關的儲物空間而產生的所有索償、要求、責任、損害賠償、費用及開支 (包括法律費用)，悉數彌償前述人士。

(以上條款只供參考，並以英文版本為準。)

本人已閱讀以上條款並同意遵守。

公司名稱: _____

聯絡人: _____ 展台編號: _____

公司電話: _____ 手提電話: _____

展品件數: _____ (箱) 預計體積: _____ 立方米

簽名: _____ 日期: _____

FORM C1 表格 C1	HKTDC Hong Kong Electronics Fair (Autumn Edition) 2023 香港貿發局香港秋季電子產品展2023 13-16 / 10 / 2023	Return to請交回: Exhibitions and Digital Business Department - HKTDC Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, HK Attn: Mr Kevin Koo Tel : (852) 22404124 E-mail: kevin.wh.koo@hktdc.org
Deadline 截止日期 8 Sep 2023		

Order Form of Exhibitors' Promotion Package

「參展商宣傳計劃」

We, _____ (Company Name), would like to book the captioned package with the following service(s):

本公司 _____ (公司名稱) 欲訂購以下「參展商宣傳計劃」:

☐ **Product Demo & Launch Pad 產品推廣及發布會**

A 20-min individual session with a professional moderator to introduce products at **HK\$2,650 / US\$342**

安排專業主持人從旁協助介紹及示範 貴公司產品。
(每節時段為 20 分鐘，收費為港幣 **2,650 元 / 美金 342 元**)

Date 日期: 13 – 16 / 10 / 2023 (Fri – Mon 星期五至一)

Time 時間: A 20-min timeslot 每節時段為 20 分鐘

Venue 地點: The Forum, Hall 1D, HKCEC

(* Date and time slot will be assigned by the Organiser)

(*確實日期及時段由主辦機構安排)



Packages cover 大會將提供以下項目:

- 1) Audio-visual equipment (screen, microphone and speakers) 基本影音設備 (螢幕及咪高峰)
- 2) Chairs for audience 觀眾座椅
- 3) Directional Signages 會場指示板
- 4) Appearance on event schedule and on fair website 網頁宣傳

*When submitting the application form, please attach **company name & logo artwork** in jpeg and ai format.

*當遞交表格時請一併提供 貴公司之**名稱及商標**(電腦圖片*.jpeg, ai 格式)以供參考之用

Optional Items: If your company requires additional equipment, please contact us before 8 Sep 2023 and we will provide quotation on the requested item(s) separately.

附加項目:

如欲增設特別設施，請於2023年9月8日或以前與香港貿發局另外洽談所需設施之詳情，貿發局將額外安排及報價。

Please return the completed form (email: kevin.wh.koo@hktcd.org) by **8 September 2023**.

Session Date & Time		(To be assigned by the Organiser)				
Company Name		(Eng) (Chi)		Booth No.		
Website (if any)						
Contact Information		Contact Person		Mobile		
		Email Address		Office Tel		
		# On-site Contact Person		Office Fax		
Product Information		Product (1)	Name	(Eng) (Chi)	Product Descriptions	
			Brand	(Eng) (Chi)		
		Product (2)	Name	(Eng) (Chi)	Product Descriptions	
			Brand	(Eng) (Chi)		
		Format of Presentation				
		Awards Received / Others Remarks				
* Photo(s) of Product(s) Please provide high-resolution photo(s) (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)						
*Promotional Video Clip	Yes / No	*Company PowerPoint	Yes / No	*Product PowerPoint	Yes / No	

Conditions:

1. A cheque made payable to "Hong Kong Trade Development Council" covering the package cost should be sent to HKTDC together with the completed application form **on or before 8 September 2023**. Post-dated cheques will not be accepted.
2. No applications will be accepted without the payment required by the above-mentioned deadline.
3. Exhibitors' Promotion Package is reserved on a **first-come-first-served** basis. Only **one** time slot will be allocated to each exhibitor. Additional requests may not be entertained, subject to the time slot availability after the deadline.
4. Please provide all presentation materials (e.g. PowerPoint / video) to HKTDC **at least 2 weeks in advance** of the event time. **Please bring along your own laptop for presentation, if any.**
5. Participating companies must send a presenter to demonstrate and conduct the presentation on-site.
6. All applications / orders are **subject to confirmation by the Organiser**. No order will be accepted without the payment and information required on this application form.
7. The Organiser reserves the right to alter the programme without prior notice and such decision is final.

Copyright:

8. Every exhibitor should, when submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
9. The Organiser will exercise maximum care in handling all products; however, the Organiser will assume no liability for any damage or loss of any kind.
10. The Organiser will not be held responsible for any infringement of copyright or patent law connected with products submitted.
11. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.

Remarks:

#: The on-site contact person should arrive at the venue at least 20 minutes before their session time begins.

*: Please send a CD/ an USB drive containing all the concerned files (e.g. video clip, PowerPoint, photos, etc.) to HKTDC, together with the completed application form and cheque.

HKTDC address:
Unit 7, Expo Galleria,
Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
Attn: Mr Kevin Koo

Authorised Signature & Company Chop
Date:

請於 2023 年 9 月 8 日前將填妥申請表格交回 (電郵: kevin.wh.koo@hktdc.org)

活動日期及時段	(由主辦機構安排)				
公司名稱	(中文) (英文)		展位號碼		
網址					
聯絡資料	聯絡人			手提電話號碼	
	電郵			公司電話號碼	
				公司傳真號碼	
	# 展場聯絡人			展場聯絡人 手提電話號碼	
產品資料	產品 1	名稱	(中文) (英文)	產品簡介	
		品牌	(中文) (英文)		
	產品 2	名稱	(中文) (英文)	產品簡介	
		品牌	(中文) (英文)		
	產品介紹模式				
	產品曾得獎項				
	* 產品相片 請傳送高解像度的相片(相片質素最低要求 1MB 以上，最大為 300 dpi，以 JPG 檔存送)				
* 宣傳短片	有 / 沒有	* 公司簡報	有 / 沒有	* 產品簡報	有 / 沒有

參加守則：

- 請於 **2023 年 9 月 8 日前**將填妥之表格連同劃線支票 (抬頭「香港貿易發展局」) 交予 香港貿發局。
- 未於上述日期前支付參加費用之申請將不獲接納。
- 所有申請一律按**先到先得**的形式處理，每位參展商將只獲安排**一個**時段，任何額外時段之申請將按照申請截止日期後尚餘之時段來分配。大會將於 9 月中或下旬以電郵聯絡參展商，以確認有關申請所獲分配時段之資料及詳情。
- 如 貴公司須於活動時段內播放簡報，**請自備手提電腦**。
- 成功申請的參展商必須委派一名代表到場介紹及示範其宣傳的產品。
- 主辦機構有權接受或拒絕**任何申請。所有未付款項或提供表格上所需資料之申請將不獲受理。
- 主辦機構保留最終更改節目的權利而不另行通知。

版權：

- 參展商於申請時必須確保其產品屬原創，或其版權未轉讓予其他單位。
- 主辦機構將小心處理每件產品，但如有任何損毀或遺失，主辦機構概不負責。
- 如有關產品屬犯版權或專利權之有關法例，主辦機構概不負責。
- 主辦機構保留一切編印、出版以及展出有關產品的資訊之權利。

備註：

- # ：到場代表必須於**指定發布時段前 20 分鐘**到達會場進行綵排。
- * ：請將資料 (如影片、投映片簡介、相片) 以光碟或 U 盤形式儲存並交予 香港貿發局。

香港貿發局展覽及數碼業務部地址：

香港灣仔博覽道1號

香港會議展覽中心博覽商場7號

(收件人：古偉雄先生)

公司負責人簽署 / 印章


日期：

Important Circular: Exhibitor e-Badge & Exhibitor Check-in Form

HKTDC Marketplace App


Your Smart Sourcing Companion

HOW TO GET YOUR EXHIBITOR E-BADGE

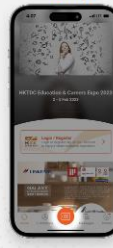


Download HKTDC Marketplace App

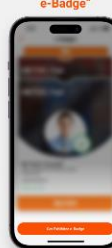
Login with your Exhibitor Account



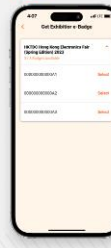
Click the e-Badge button




Click "Get Exhibitor e-Badge"




Select your e-Badge

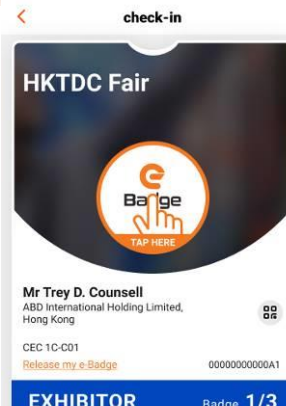


Input your name



You can access the fairs by the e-Badge





With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, the [HKTDC Marketplace App](#) has been enhanced to upgrade buyer and exhibitor experience.

As part of this enhancement, we have launched the exhibitor e-Badge function within the App for a seamless fairground experience while being environmental friendly. You are highly recommended to make use of this new feature. You and your colleagues are required to **use your own personal device to redeem your own badge through logging in the App with your company Exhibitor Account.**

Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (12 October).

Exhibitors are reminded that the Check-in counters are expected to be very busy on the move-in date, so you and your colleagues are **STRONGLY** recommended to redeem your Exhibitor e-Badge in advance so that you can **DIRECTLY** enter the fairground by showing your e-Badge upon arrival.

For more information, please visit <https://eplussupport.hktcdc.com/hc/en-us/sections/16520626832665-e-Badge>.

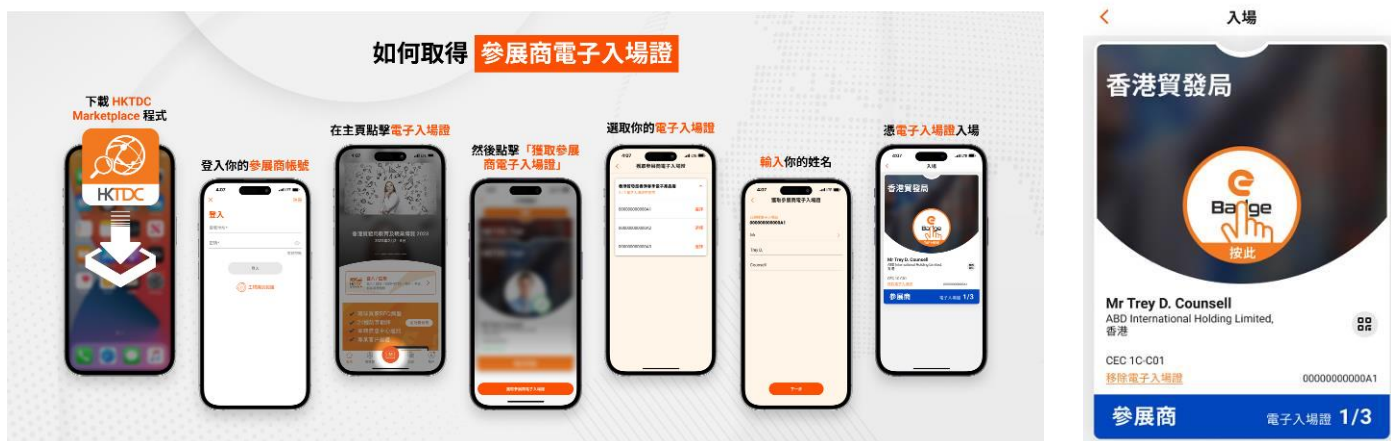
Feel free to contact us at +852-1830668, e-mail exhibitions@hktcdc.org or contact the HK Electronics Fair (Autumn Edition) team for further assistance.

通告 (S1)

重要通告 : 參展商電子入場證及參展商進場登記表

香港貿發局商貿平台

您的智能流動應用程式



隨著流動技術的快速發展，同時為了提供中小企必要的工具以增加商貿配對機會，[HKDTC Marketplace App](#)（貿發局商貿平台應用程式）已新增功能，提升買家及參展商的展會體驗。

為了令企業能夠在數碼時代把握商機，參展商現可在到達會場前透過使用 HKDTC Marketplace App **登入貴公司的參展商帳號**，預先換領參展商電子入場證（Exhibitor e-Badge）。各參展商需透過個人電子設備（手提電話、平板電腦等）以貴公司的參展商帳號登入 HKDTC Marketplace App 以換領其參展商電子入場證。煩請於進館日前（10 月 12 日）安排換領您及貴公司同事的參展商電子入場證。

由於我們預計「參展商登記進場櫃位」於進館日將會非常繁忙，因此強烈建議您在進場前預先換領有關的參展商電子入場證，以便您可以在抵達時展示 e-Badge 直接進入展覽場地。

更多資訊，可瀏覽：

<https://eplussupport.hktcdc.com/hc/zh-hk/sections/16520626832665-%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89-e-Badge->

如有任何查詢，可致電+852-1830668、電郵 exhibitions@hktcdc.org 或與香港秋季電子產品展項目團隊聯絡。

Exhibitor Check-In Form

參展商進場登記表

Welcome to **HKTDC Hong Kong Electronics Fair 2023 (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 *important on-site circulars*. The location and opening hours of the check-in counter are listed below.

Date : 12 October 2023 (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 2023。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 : 2023 年 10 月 12 日 (進館日)
時間 : 上午 8 時 30 分至晚上 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！

公司名稱 Company Name: _____

攤位號碼 Booth No.: _____

聯絡人 Contact Person: _____

聯絡電話 Mobile Tel: _____

簽署 Signature: _____

Circular 通告 (1.1)
Points to Note / New Measures on Custom-Built Stand
展覽特裝參展新措施及注意事項

In order to enhance the overall safety and efficiency of the fair, new measures have been implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the Exhibitors' Manual.

為提升展覽的整體安全及效率，相關的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

Section 部份	Items 內容
4.2	<p>Information submission / 提交資料</p> <p>Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>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>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required. 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>Site work deposit / 施工按金</p> <p>Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 (US\$ 667) and HK\$75,000 (US\$ 10,000) respectively.</p> <p>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。而最低及最高按的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.</p> <p>The insurance should be maintained in force at all times during move-in period, exhibition period and move-out period, i.e. 11 – 17 October 2023.</p> <p>承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣 1,000 萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第 282 章僱員補償條例（“該條例”）第 40 條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間（包括進場及離場）就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。</p> <p>保險有效期須包括進場、展覽期間及離場〔即 2023 年 10 月 11 至 17 日〕。</p>
4.2.4	<p>Hall rental charges for over-time move-in and move-out.</p> <p>進場及離場超時租場收費。</p>
4.2.5	<p>Maximum stand height.</p> <p>攤位高度限制。</p>

4.2.6	Structural Safety Certificate and/or Structural Calculations Submission 提交「結構安全證明書」及/或「數據證明」		
	Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米而<4.5 米高	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構
	Stages or platforms 平台或舞台	>1.1m & <1.5mH >1.1 米而<1.5 米高	≥ 1.5mH ≥ 1.5 米高
	Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥ 100 kg ≥ 100 公斤
	Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈	≤2.5m ≤2.5 米	>2.5m >2.5 米
	Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 認可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations* 證明其設計圖則穩定性及數據證明*
	Submit design drawings to Organiser by 1 Sep 2023 於 2023 年 9 月 1 日 或之前提交圖則予主辦機構	Supervise construction works at site; verify stability after completion by issuing structural safety certificate 監督搭建工程及在完成搭建後驗證並簽發結構安全證明書	
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 12 Oct 2023 於 2023 年 10 月 12 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	By email 以電郵方式	
	Submit to Official Electrical Contractor by 1500 hrs on 12 Oct 2023 於 2023 年 10 月 12 日 下午 3 時或之前交予 大會電力承建商	1. Structural safety certificate (refer to section 4.2.6) 結構安全證明書* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8) 消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕	
		Certificate of installation, inspection & testing (Form WR1)* (please refer to section 4.2.7) 電力裝置完工證明書〔表格 WR1〕* 〔詳情請參閱第 4.2.7 章〕	
	* 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. *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。 Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 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。 An Authorised 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 Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁： https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE Documentary Proof of Fire Services Compliance / 符合相關消防規定證明書 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		

	<p>other similar tests which may be required by the relevant legislation and regulations should be available upon request.</p> <p>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、煙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>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/fire_protection/cert/index.html for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</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 https://www.hkfsd.gov.hk/chi/fire_protection/cert/index.html。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> <p>For all construction with two-storey construction, at least one functional extinguisher MUST be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.</p> <p>為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。</p> <p>Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day (12 October 2023).</p> <p>Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcecepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p> <p>按展館營運者的規定，如攤位天花結構有布料覆蓋（不論全封或部份用布封頂），需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本（尺寸必須為一米乘一米）一併提交予展館營運者以作阻燃（注意將會以真火測試）及可透水的測試，而該攤位承建商亦需於2023年10月12日下午3時前直接提交消防裝置及設備證書（FS251）予展館營運者。</p> <p>展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。</p> <p>如有任何查詢，可透過電郵 hkcecepc@hkcec.com 或致電〔852〕2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.7	<p>Electricity / 電力裝置</p> <p>In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.</p> <p>按電力條例〔第406章〕電力〔線路WR1及須於〕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，並須簽發表格上述指定時間交予大會電力承建商，以茲證明。</p>
4.2.9	<p>Reflective Vest/Belt / 反光背心/帶</p> <p>All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest/Belt.</p> <p>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/帶。</p>
4.2.12	<p>Waste Reduction and Recovery Measures / 減少廢物及回收措施</p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins</p>

	have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area. 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	Construction Industry Safety Training Certificate / 建築業安全訓練證明書 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. 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。 Please feel free to contact the Event Planning & Co-ordination Team of HKCEC at hkcepec@hkcec.com or (852) 2582 8888 should you need further assistance. 如有任何查詢，可透過電郵 hkcepec@hkcec.com 或致電（852）2582 8888 與香港會議展覽中心之項目策劃及統籌部聯絡。
4.2.14	Rules to be complied by the Exhibitors and his/her appointed Contractors. 參展商及其承建商須注意及遵守事項。
4.2.15	Deduction of site work deposit. 施工按金罰則。

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.

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。

For queries, please feel free to contact 如有查詢，請聯絡：

Ms Helen Yang

Tel: 2240 5519


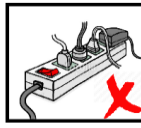
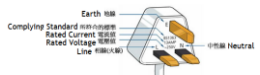

 Email: helen.c.yang@hktdc.org

Mr Aston Fong



Tel: 2240 5459

 Email: aston.wh.fong@hktdc.org

Circular 通告 (1.2)
Booth Decoration/Construction Safety Issues
展位裝飾/裝修之安全事項
Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket. HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量, 每一個插座均有其負電上限, 以及只供單一電器使用, 切勿超過負荷, 以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板, 一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p> <p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.</p> <p>參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用), 在自行安裝電燈後, 請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任, 切勿超過負荷。</p>

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西, 亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動, 請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由, 嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme. 參展商保證, 對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償, 主辦機構毋須負責。

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines. 建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引, 參展商將對引致之死亡、人身傷害、損失或任何後果負擔所有責任。

ES Onsite Circular - V4.1

Circular (2.1)**Special Measures on Intellectual Property Protection**

We wish to draw your special attention to clause No. 43 in the exhibitors' application form about intellectual property infringement. This is a matter taken very seriously by the Fair Organiser, the Hong Kong Trade Development Council (HKTDC). Exhibitors with a history of infringement are barred from our trade fairs.

The following two measures will be implemented to tackle with the "Intellectual Property Infringement" issue:

1. IPR Inspection Team

Same as previous years, an IPR inspection team will be appointed by the Organiser to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

2. Fair Legal Advisor

We have procedures for handling complaints promptly at the fairground, with the assistance of a Fair Legal Advisor. They are set out in the attached briefing notes and all exhibitors are invited to make use of them. These procedures are designed to safeguard exhibitors' intellectual property rights as well as to protect individual exhibitors from any business disruption caused by unfounded complaints.

The Fair Organiser reserves the right to deny admission to or reject from the Fair, anyone who does not follow these procedures or who disturbs the normal business of exhibitors or buyers inside the Exhibition Hall.

Please refer to the attached exhibitor brief regarding our on-the-spot handling at the Fair of complaints about intellectual property infringement.

If you have any further enquiries, please feel free to contact our IPR office at Room G204, Level 2 of Hong Kong Convention and Exhibition Centre during the fair period.

Thank you for your attention.

Hong Kong Trade Development Council

Encl.

通告 (2. 1)

有關保護知識產權問題的特別通告

香港貿易發展局一直對保護知識產權極為重視，為保障參展商權益，茲提醒貴公司於展覽期間，必須遵守參展申請表格內參展規則第 43 項有關侵犯知識產權行為的條款。舉凡有觸犯侵權行為紀錄的參展商，將不獲准參加本局日後舉辦的展覽會，敬希垂注。

大會將會在展覽會期間實行兩項保護知識產權的措施：

1. 知識產權檢察小組

由主辦機構成立的知識產權檢察小組，將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品，展商必須遵從大會規定，立刻把展品收回。

2. 駐場法律顧問

本局訂有一套處理展覽現場侵權投訴的程序，並委聘法律顧問駐場提供協助。這套程序旨在保障參展商的知識產權，以及防止無理投訴阻礙參展商進行展銷活動。有關內容詳列於附頁，所有參展商務請遵行。

假若任何人士違反有關程序或於展場內騷擾參展商和買家的正常商業活動，本局有權驅逐有關人士離場或禁止其進入會場。

請參閱附上之參展商須知有關即場處理侵權投訴的程序，同時指引參展商如何證明其擁有知識產權和提出遭侵權的證據。

在展覽舉行期間，如有任何有關侵犯知識產權的查詢及投訴，請往香港會議展覽中心 2 樓 G204 室知識產權辦事處辦理。

香港貿易發展局

附件：參展商須知

Exhibitors' and Advertisers' 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 (the “**Fairs**” or “**TDC exhibitions**”) for handling any complaint against any exhibitor (“**Exhibitor**”) and/or advertiser (“**Advertiser**”) that:

- (i) a product, item or material published, displayed, and/or placed by an Exhibitor at the Fairs, or
- (ii) any advertisement published, displayed and/or placed by us for and/or on behalf of an Exhibitor or Advertiser, including but not limited to in (a) our publications (in any media, medium, form and format, whether online and/or offline) (“**Publications**”), (b) our websites, applications, platforms and/or social media accounts (including but not limited to www.hktdc.com and any and all other websites, applications, platforms and/or social media accounts that we may from time to time operate, manage or use) (“**Websites**”), (c) our showcases (including but not limited to (i) printed and/or digital materials, (ii) LED advertisements such as but not limited to lightboxes, TV walls, Exhibitor Location Systems, and lifts and escalator advertisements, (iii) banners and posters, and/or (iv) any other means or manner of advertising, whether online and/or offline, whether existing now or in the future) (“**Showcases**”), and/or for or relating to (d) any products, services or materials featured or promoted in any such Publications, Websites and/or Showcases (as the case may be) (where, for the ease of reference, each of the foregoing items in categories (a) to (d) above will be referred to herein as “**Advertisement**”);

allegedly infringes someone else’s intellectual property rights in relation to or in connection with TDC exhibitions.

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 legal advisors (“**Legal Advisors**”), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

Our aim is as much to protect the rights of individual Exhibitors and Advertisers concerned to be promptly cleared of unfounded complaints as it is the responsibility of the Exhibitors and Advertisers to uphold their obligations to respect the intellectual property rights of others.

In this respect, the attention of all 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 attention of all Advertisers is drawn to Clauses 2 and 3 of the terms and conditions enclosed in the HKTDC Advertising Order Contract, pursuant to which the Advertiser, amongst other things, warrants and undertakes that no third party intellectual property rights will be infringed as a result of the publication of any Advertisement, and it has obtained all necessary consents and licenses for the Advertisement. The Advertiser also undertakes and agrees to fully and unconditionally indemnify and hold TDC and its partners, agents, affiliates, directors, representatives, contractors, officers, employees and users harmless against any allegations, claims, damages, penalties, losses, costs, fees (including legal fees) or any expenses howsoever incurred as a result of or in connection with, amongst others, any breach or alleged breach of representation, warranty or undertaking given by the Advertiser, any infringement or alleged infringement of intellectual property rights, including but not limited to patents, registered designs, copyrights or trade mark infringement arising as a result of the publication of any Advertisement, and/or any third party claims whatsoever arising in or derived from or as a direct or indirect result of the publication of any Advertisement by the Advertiser, including without limitation in relation to its goods and/or services.

The Exhibitor and/or Advertiser each agree that it shall comply with the then effective version of the "Exhibitors' and Advertisers' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' and Advertisers' Brief**") that the Organizer may issue and update from time to time, including but not limited to abiding by any complaint procedures and penalties stated in the Exhibitors' and Advertisers' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor or Advertiser fails or refuses to abide by any of the terms and conditions of the Exhibitors' and Advertisers' Brief, the Organizer shall have the sole and absolute discretion to:

- (a) 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; and/or
- (b) decline to publish, or suspend, alter/amend or remove any Advertisements and/or prohibit the Exhibitor or Advertiser concerned from placing, displaying or publishing Advertisements on any Publications, Websites and/or Showcases at or in connection with any TDC Exhibition.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' and Advertisers' Brief and requests the Organizer to take action against an Exhibitor or Advertiser, 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 in connection with, and/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 Exhibitor, Advertiser and Complainant each agree 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 or arising out of such complaint and any actual or alleged infringement of intellectual property rights.

Procedures

A. Item displayed or exhibited by an Exhibitor at a TDC exhibition

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 TDC Fair Officials and the Legal Advisors engaged by TDC.
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' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are 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 TDC and the Legal Advisor will also visit the Website to check whether the product or any material in dispute is displayed on the said Website. If so, the TDC 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 TDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As the organizer of the TDC exhibitions, 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 TDC and 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 and the 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.

B. Materials featured in any Advertisement displayed and/or published at a TDC exhibition, the TDC's Publications, Websites and/or Showcase for, in relation to or in connection with the TDC exhibition

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 TDC Fair Officials and the Legal Advisors engaged by TDC.
2. If you are also an Exhibitor and receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' and Advertisers' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the TDC and the Legal Advisors are satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the Advertisement in dispute at the TDC exhibition, the Advertiser will be notified.
5. As organizer of the TDC exhibitions, TDC has the power to immediately take at least 3 photographs of the any material in dispute.
6. The Advertiser will have the opportunity to adduce evidence to show to the satisfaction of the TDC and the Legal Advisors that it has the right to place, display or publish the Advertisement complained of within 24 hours from the time of such notification. If the Advertiser fails to do so and/or if the TDC and the Legal Advisors are not satisfied that the Advertiser has the right to place, display or publish the Advertisement complained of, TDC shall have sole and absolute discretion to determine the appropriate course of action, including but not limited to the immediate removal, take-down, suspension and/or altering (e.g. by covering up the materials featured in the Advertisement which are alleged to be infringing in the complaint) of the Advertisement complained of.
7. The Advertiser 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 Advertiser. 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 Advertiser at the Fair, the TDC will be required to immediately remove the Advertisement and any other relevant material which is under investigation for the remainder of the Fair.
9. If the Advertiser fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 above, TDC shall have the right and power, in its sole and absolute discretion, to prohibit the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from placing, displaying or publishing Advertisements on the TDC website and in any publications displayed or published at any or all future TDC exhibitions, and/or to further terminate the HKTDC Advertising Order Contract with no refund payable.
10. If the Advertiser is found to have breached its undertaking not to display, publish and/or otherwise deal in or with the advertising material(s) 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 to advertise in the Fair in question of the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the advertising fee already paid; to ban the Advertiser and any of its representatives, parent, associate, affiliated and/or subsidiary companies from advertising and/or participating in any or all future TDC exhibitions; and to further terminate the HKTDC Advertising Order Contract with no refund payable.

Penalties

An Exhibitor and/or Advertiser 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 (including but not limited to the right to advertise) in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor or Advertiser, the Exhibitor or Advertiser fails or refuses to:
- allow TDC to immediately take 3 photographs of the product, material or Advertisement in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC:
 - (i) indicating its decision whether to remove or continue to display the product or material in dispute; or
 - (ii) in the case of an Advertisement, acknowledging TDC's right to remove the Advertisement in dispute, or adducing evidence to the TDC to show to the satisfaction of the TDC and the Legal Advisors that it has the right place, display or publish the Advertisement complained of;

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 and/or the Advertiser signs the undertaking to acknowledge the TDC's right to remove the Advertisement in dispute, 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 and/or Advertiser's right of participation and/or advertisement for the rest of the Fair period without refund of any participation and/or advertisement fee already paid by the Exhibitor and/or Advertiser;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor and/or Advertiser confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor and/or Advertiser has cooperated with TDC during the Fairs, amongst others, 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 TDC and 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. within any one year period there are two or more valid complaints filed against the same Advertiser and which have been accepted by the TDC and the Legal Advisors;

OR

- g. the Exhibitor and/or Advertiser 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) dated within one (1) year of the date of the complaint - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](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 [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf\]](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); and
2. An up-to-date printout of the Trade Mark Records as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the trade mark and printed within one (1) week of the date of the complaint.

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); and
2. An up-to-date printout of the Register of Designs as available on the Hong Kong Intellectual Property Department's Online Search System, showing the registration details of the registered design and printed within one (1) week of the date of the complaint.

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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
 - a) Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
 - b) Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
 - c) Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from the following individual(s) stating 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:
 - a) A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
 - b) Hong Kong qualified lawyer experienced in the patents field.

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

Documents Required as Evidence of the Advertiser's Right to Place, Display or Publish the Advertisement Complained of

1. Documents required as evidence of subsistence and Advertiser's ownership of the relevant intellectual property rights (see the requirements for each type of intellectual property rights in A, B, C and/or D above (as applicable)); or
2. Original or certified copy of valid agreement(s) or license(s) from the intellectual property rights owner authorizing or granting the Advertiser the right to use, publish, display and/or otherwise deal in or with the relevant works, marks, designs, and/or patents featured in the Advertisement(s) complained of.

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

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

In the event of any differences between the English and Chinese versions of this document, the English version shall prevail.

香港貿易發展局展覽會保護知識產權措施-參展商及廣告商須知

香港貿易發展局(以下簡稱為「**本局**」或「**主辦機構**」)是專責促進香港對外貿易的法定機構，致力推動原創設計及保護知識產權。

本局訂有一套在展覽會（「**展覽**」或「**本局展覽**」）現場內，即場處理任何針對參展商及/或廣告商、有關本局展覽或與之有關聯的侵權投訴的程序，而該等投訴須針對：

- (i) 參展商在展覽中發布、展示及/或放置被指稱侵犯他人知識產權的產品、物品或物料；或
- (ii) 本局為參展商或廣告商，或以他們的名義，發布、展示及/或放置，而被指稱侵犯他人知識產權的廣告，包括但不限於在（a）在本局的刊物（不論任何媒體、媒介、形式及格式，亦不論線上或線下）（「**刊物**」）的廣告、（b）在本局的網站、應用程式、平台及/或社交媒體帳戶（包括但不限於 www.hktdc.com，以及本局可能不時營運、管理及使用的任何及所有其他網站、應用程式、平台及/或社交媒體帳戶）（「**網站**」）的廣告、（c）在本局的展示物（包括但不限於（i）印刷品及/或數碼檔案、（ii）LED 廣告，例如但不限於燈箱、電視幕牆、參展商位置系統，以及在升降機內或於扶手電梯上的廣告，（iii）橫幅及海報，及/或（iv）不論線上或線下、現存或將來、以任何其他方法或方式進行的廣告宣傳）（「**展示物**」）內的廣告、及/或（d）為了於任何上述刊物、網站及/或展示物內（視情況而定），被列為精選推廣或宣傳的任何產品、服務或物料，或與之有關的廣告（為便於參考，以上類別（a）-（d）所述的每項物品將於本須知中稱為「**廣告**」）。

此免費的投訴程序並不是投訴人唯一的投訴方法。投訴人亦可以向香港海關及/或香港法院提出投訴。

此投訴程序由本局的駐場法律顧問（「**法律顧問**」）處理，務求幫助確立被投訴人是否須就有關投訴作出答辯，繼而決定有關投訴應否被繼續跟進，還是被從速解決。

本局訂定這套程序的目的是為了協助有關參展商及廣告商從速清理毫無根據的投訴，致力保障他們的權利，因為履行尊重他人的知識產權的義務，是參展商及廣告商的責任。

茲促請所有參展商必須遵守《貿易發展局展覽會參展規則》中的第 43 條。該條列明參展商於本局展覽中的權利與責任；為便於參考，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以及其代理、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。」

所有廣告商須注意《香港貿易發展局廣告訂購合約》內條款及條件中的第 2 及 3 條。根據這些條款，廣告商所提供的各項保證及承諾包括其保證及承諾任何廣告的發布不會侵犯任何第三方的知識產權，以及它已經取得該廣告所需的所有同意及許可。廣告

商亦承諾及同意保證本局及其合夥人、代理、聯屬成員、董事、代表、承辦商、人員、僱員及用戶免受因任何違反或被指稱違反廣告商所作出的陳述、保證或承諾、任何侵犯或被指稱侵犯知識產權（包括但不限於因出版任何廣告而引致的專利、註冊外觀設計、版權或商標的侵犯）所引致，及/或因廣告商出版任何廣告（包括但不限於有關其貨物及/或服務的廣告）所引起、衍生、或直接或間接地導致的第三方申索，或與之有關聯的任何指稱、申索、損害、罰款、損失、成本、費用（包括法律費用）及不論如何招致的開支所損害，並承諾及同意對上述各方就上述損害作出完全及無條件的彌償。

每位參展商及/或廣告商同意，他們須遵守當時生效的《香港貿易發展局展覽會保護知識產權措施：參展商及廣告商須知》（「**本須知**」）（而主辦機構可能會不時發出新的須知及更新現行須知），包括但不限於遵守於本須知內列明的任何投訴程序及侵權罰則，不論該參展商或廣告商是作為知識產權被侵犯的投訴人，或是作為被投訴人。假如參展商或廣告商未能或拒絕遵守本須知內的任何條款及條件，主辦機構有唯一及絕對的酌情權：

- (a) 以禁止參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加參加本局以後所舉辦的任何或所有展覽，及/或進一步禁止該參展商的任何代表進入參展商當時正在參展的展覽會場；及/或
- (b) 以拒絕發布、暫停展示、修改/修訂或移除任何廣告，及/或禁止有關參展商或廣告商於本局展覽內或與之有關的任何刊物、網站及/或展示品上，放置、展示或發布廣告。

假如投訴人（「**投訴人**」）按照本須知向主辦機構提出投訴，並要求主辦機構對參展商或廣告商採取行動，投訴人必須同意保證主辦機構、其代理、代表、承包商及僱員（包括但不限於他們的法律顧問）免受任何損害，並對上述各方每位因依據或基於投訴人所提出的投訴、或投訴人根據該投訴所作出的任何其他要求、指示或指令而採取行動，進而導致、與之有關聯及/或不論如何引起的任何性質的任何及所有責任、損失、費用（包括但不限於法律費用）、開支及損害賠償。

每位參展商、廣告商及投訴人同意，不會向主辦機構及其代理、代表、承包商或僱員（包括但不限於他們的法律顧問）採取任何與有關投訴及任何實際或被指稱侵犯知識產權的事件相關、或由之引致的法律行動，或提出任何索償或要求。

處理投訴程序

A．參展商於本局展覽內展示或展覽的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下在攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。
4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被參展商在展覽內所展示的涉事產品或物料所侵犯，本局展覽負責人員會前往涉事攤位視察。

5. 本局及法律顧問亦會瀏覽本局的網站，檢查受爭議的產品或任何物品有否於上述網站上展示。如有發現，本局擁有唯一及絕對的酌情權，根據本局之《網上推廣條款及條件》，在不作另行通知的情況下，停用該網址，或將受爭議的產品或物品從主辦機構的網站下架/移除。
6. 作為展覽的主辦機構，本局有權即時為受爭議的產品或任何物品拍攝最少三張照片。
7. 除非有關參展商能向本局及法律顧問提出證據，以顯示他/她有權就有關產品或物料進行交易，並使他們信納，否則該參展商會被要求立即將正在展示中的受爭議產品或物品移除，並禁止在餘下展期展示有關該產品/物料。參展商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及參展商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的參展商的懷疑侵犯版權及/或商標案件，本局將要求該參展商立即移除正接受調查的產品或物品，並不得在餘下展期內展示它們。
9. 假如有關參展商未能按上述第 6、7 及/或 8 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。
10. 本局職員會定期前往被投訴（而有關投訴被本局及法律顧問所接納）的攤位視察，以再次確保有關參展商不再展示或就受爭議的產品或物品進行交易。假如參展商被發現違反承諾（即於餘下展期內不再展示或處理受爭議的產品及物料），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的參展權，並毋須退還已收取的參展費，並禁止該參展商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽。

B．於任何爲了本局展覽，或與之有關或有關聯，而在本局展覽、刊物、網站及/或展示品內展示或發布的廣告中出現的物品

1. 假如閣下欲提出有關侵犯閣下知識產權的投訴，閣下須向主辦機構的展覽管理辦事處報告，而本局的展覽負責人員及所聘請的法律顧問將會處理有關投訴。
2. 假若閣下同時是參展商，並在閣下的攤位內收到投訴，閣下應轉介該投訴人到展覽管理辦事處提出有關投訴。
3. 本須知隨附的資料文件及駐場法律顧問皆會指明支持侵權投訴所需的文件種類及其他證據。
4. 假如本局及法律顧問基於投訴人所提供的文件，信納投訴人的知識產權為有效，而且被受爭議的廣告所侵犯，廣告商會收到通知。
5. 作為展覽的主辦機構，本局有權即時為受爭議的任何物品拍攝最少三張照片。
6. 廣告商在收到上述通知起的 24 小時內，享有向本局及法律顧問提出證據的機會，以顯示它有權放置、展示或發布被投訴的廣告，並使其信納。假如廣告商未能在時限內提出證據，及/或本局及法律顧問並不信納廣告商有權放置、展示或發布該廣告，本局擁有唯一及絕對的酌情權去決定合適的行動，包括但不限於即時移除、下架、暫停展示及/或修改被投訴的廣告（例如將該廣告內被指稱侵權的物品遮蓋）。

7. 廣告商亦須立即簽字為上述事宜作出承諾。本局會將已簽署的承諾書及照片的副本交予有關的投訴人及廣告商，並會自行保留一份已簽署的承諾書及照片的副本作為記錄。
8. 假如本局收到香港海關通知，指香港海關正在調查有關在展覽內的廣告商的懷疑侵犯版權及/或商標案件，本局將要求該廣告商立即移除該廣告及任何其他正接受調查的相關物品，並不得在餘下展期內展示它們。
9. 假如有關廣告商未能按上述第 6 及/或 7 條與本局合作，或拒絕與本局合作，本局有權利及權力，按其唯一及絕對的酌情權，禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司，於本局網站，以及本局以後所舉辦的任何或所有展覽內展示或發布的任何刊物，放置、展示或發布廣告，及/或進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。
10. 假如廣告商被發現在餘下展期內違反其承諾（即不再展示、發布及/或以其他方式處理受爭議的廣告宣傳物），本局有權利及權力，按其唯一及絕對的酌情權，即時取消該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司是次展覽的廣告宣傳權，並毋須退還已收取的廣告費，並禁止該廣告商及其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司在本局以後所舉辦的任何或所有展覽中進行廣告宣傳，及/或參加該些展覽，及進一步終止《香港貿易發展局廣告訂購合約》，並毋須退還已收取的費用。

侵權處罰

本局能按照其唯一及絕對酌情權，在下列任何一種情況下，禁止參展商及/或廣告商，及/或其任何代表、母公司、相聯公司、聯屬公司及/或附屬公司參加本局以後所舉辦的任何或所有展覽（包括但不限於廣告宣傳的權利）：

- a. 在本局收到及接納針對參展商或廣告商的侵權投訴後，該參展商或廣告商未能或拒絕：
 - 立即容許本局職員為受爭議的產品、物料或廣告拍攝三張照片；或
 - 應本局要求立即簽署本局提供的承諾書：
 1. 註明它決定移除或決定繼續展示受爭議的產品或物料；或
 2. 如果該投訴涉及廣告，承認本局移除該受爭議廣告的權利，或向本局提出證據，以顯示它有權放置、展示或發布被投訴的廣告，並使本局及法律顧問信納該些證據；

或

- b. 該參展商雖然已應本局要求簽署承諾書，以及讓本局職員在展覽期間為受爭議的產品或物品拍照，但它拒絕移除正在展示中的受爭議產品或物料，而當該參展商因展示該受爭議產品或物料而被控告時，香港法庭裁定申索成功；

或

- c. 參展商雖然立即移除正在展示中的受爭議產品或物料，並已簽署本局提供的承諾書，承諾在餘下展期不再展示或處理該物品，及/或廣告商已簽署承諾書承認本局移除該受爭議廣告的權利，但該參展商或廣告商其後被發現違反承諾。在此情況下，本局更有權即時終止該參展商及/或廣告商在餘下展期內參加展覽及/或進行廣告宣傳的權利，並毋須退還已從該參展商及/或廣告商收取的參展費及/或廣告費；

或

- d. 參展商及/或廣告商雖然在展覽舉行期間與本局合作，包括但不限於移除正在展示中的受爭議產品或物料，但該參展商及/或廣告商在連續兩屆展期中，遭香港法庭最少兩度裁定侵犯了任何投訴人的知識產權；

或

- e. 同一名參展商在連續兩屆展覽期中，最少四度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投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- f. 同一名參展商在任何一年內，最少兩度被投訴，而該些投訴皆為有效及被本局及法律顧問所接納；

或

- g. 參展商及/或廣告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的刑事罪行。

有關知識產權的刑事罪行之刑罰

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，或被處罰款港幣五十萬元及監禁八年，視乎有關侵權行為的性質而定。

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：

1. 將虛假商品說明應用於任何貨品或任何向消費者提供或要約提供的服務；
2. 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
3. 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，或將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、或構成餌誘式廣告宣傳、先誘後轉銷售行為或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：

1. 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
2. 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證據

A. 版權

途徑 1：版權作品的版權擁有人在被投訴前的一年內，根據版權條例（香港法例第 528

章) 的第 121 條所作出，並證明有關版權的存在及其擁有權之誓章。誓章的範本可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf 下載，以供參考

或

途徑 2：若投訴人擁有並能提交下列第 4-6 項的所有證據正本作舉證，以及提交下列所有資料及證據：

1. 版權作品的首次創作或首次發表的日期和地點；
2. 版權作品的作者名稱；
3. 版權作品的擁有人名稱；
4. 版權作品的原作正本（例如設計圖樣、草圖等）- **註：**任何副本，包括影印本或電腦副本，均不會被接受；
5. 證明版權作品之擁有權的證據正本 – 例如若版權作品的作者是投訴人的僱員，則須提供僱傭合約；或倘若版權作品的作者並非投訴人或其僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. (1)可證明首次出售有關版權作品的產品/物品之日期的證據正本（如發票、貨運文件等），或(2)可證明首次發布有關版權作品之日期的證據正本，而該證據必須清楚指明該產品/物品。

就途徑 2 作出之投訴而言，投訴人亦須在文件證據清單（可於 http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf 下載，或於投訴人呈交投訴時，由本局提供）上填寫、提供及確認上述所有資料及證據。假如任何所需資料及/或證據有所缺失或不完整、或倘若本局認為任何所提交的資料及/或證據是在任何方面不可信、相互矛盾、虛假或不準確，有關投訴將不被處理或被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。
2. 香港知識產權署網上檢索系統上最新的商標記錄列印本，而該列印本須顯示該商標的註冊詳情，及於投訴日前的一（1）星期內打印。

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，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)。
2. 香港知識產權署網上檢索系統上最新的外觀設計註冊記錄列印本，而該列印本須顯示該外觀設計的註冊詳情，及於投訴日前的一（1）星期內打印。

D. 專利

1. 有效的香港專利證書正本或核證副本，包括續期證書或續期證明 (**註：**任何非香港的註冊均不會被接受)；
2. 假如投訴人的投訴所依據的專利是短期專利，下列任何一項有關該專利的證據：
 - a) 於香港進行的實質審查證明書正本或核證副本；

- b) 向香港專利註冊處處長提交、有關對該專利進行實質審查的請求，連同一份書面確認，指該請求尚未被終結、拒絕或終止；或
 - c) 由法院批給的證明書正本或核證副本，核證法院裁斷投訴人所依據的專利申索是有效的。
- 3. 由下列人士所發出的書面意見書，指投訴人於香港的專利為有效，而且因參展商透過展示受爭議的產品或物品，而被侵犯；而該意見書清楚及明確地指明被指稱侵權的產品或物品之詳情：
 - a) 已於香港以外的管轄區核證或註冊，並在香港提供專利代理服務的核證或註冊專利代理人；及/或
 - b) 於專利方面有經驗的香港合資格律師。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

證明廣告商放置、展示或發布被投訴的廣告的所需文件證據

- 1. 證明有關知識產權的存在及廣告商的擁有權的所需文件證據（見上述 A，B，C，D 部中每類知識產權的要求（如適用））；或
- 2. 有效合約或許可正本或核證副本，以證明知識產權擁有人已授權，或授予該廣告商使用、發布、展示，及/或以其他方式交易或處理在被投訴的廣告中展示的相關作品、商標、外觀設計，及/或專利的權利。

以及由本局或法律顧問因應案件的實際情況而要求提供的任何其他證據。

*本局保留在不作另行通知的情況下，不時修改本須知內的任何內容（包括但不限於提交侵權投訴時所需的文件）。

若本須知的英文版本與中文版本有任何抵觸之處，則以本須知的英文版本為準。

Important Notice on Patented Technology and 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 (Autumn Edition) 2023, 13 - 16 October 2023 ("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。

2023 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 (2.3)**Fast Action Scheme**

The Hong Kong Customs and Excise Department will collaborate with the Hong Kong Brands Protection Alliance (HKBPA) to conduct the Fast Action Scheme during the HKTDC Hong Kong Electronics Fair 2023 (Autumn Edition). HKBPA represents 60 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 60 participating trade associations to join the Scheme.

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the commencement of the trade fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs and Excise Department will take enforcement action against products exhibited at the fairground that infringe the rights of those companies that have joined the Scheme.

The Fast Action Scheme will be operated independently of the Hong Kong Trade Development Council by the Customs and HKBPA, and is not a substitute for the existing on-site intellectual property rights ("IPR") complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC's on-site IPR office for assistance in the same manner as in the previous fairs.

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

Address : 1/F, CMA Building, 64-66 Connaught Road Central, Hong Kong
Tel : (852) 2543 1255
Fax : (852) 2544 2406
Contact Person : Miss Candy Mui
Email : info@hkbpa.org
Website : <https://www.hkbpa.org/>

Exhibitors are also strongly advised to carefully scrutinise your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the trade fair to avoid possible IPR infringement at the fair.

If you have further questions regarding HKTDC's on-site IPR complaints procedure, please feel free to contact us.

通告 (2. 3)

快速行動計劃

在香港貿發局香港秋季電子產品展 2023 舉行期間，香港海關將與「香港工商品牌保護陣綫」合作於展覽會進行「快速行動計劃」。代表 60 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，香港海關將核實跟進，並採取現場執法行動。

「計劃」將由海關及「陣綫」獨立運作，並不取代香港貿易發展局現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨貿發局於場內之知識產權辦事處尋求協助。

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

地址：中環干諾道中 64-66 號香港中華廠商聯合會大廈 1 樓

電話：(852) 2543 1255

傳真：(852) 2544 2406

聯絡人：梅小姐

電郵：info@hkbpa.org

網址：<https://www.hkbpa.org/>

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

如貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與貿發局聯絡。

Circular (3)**Special Circular - Caution on Arranging Payment and Fraudulent Emails**

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

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 us.

Hong Kong Trade Development Council

特別通告 - 提醒參展商小心提防欺詐電郵的通知

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

另外，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，請隨時致電本局查詢。

香港貿易發展局

Special Circular: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain the quality of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 16 October 2023**. According to clause 46 in the exhibition rules & regulations 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 in the afternoon on 16 October 2023. Those exhibitors who violated such rule will be served a warning letter.

Performance Bond

If an exhibitor violates the rules in HKTDC Hong Kong Electronics Fair 2023 (Autumn Edition) and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for HKTDC Hong Kong Electronics Fair 2024 (Autumn Edition). The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2024	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions and Digital Business Department. Further details shall be found in the invitation letter for HKTDC Hong Kong Electronics Fair 2024 (Autumn Edition).

The application of HKTDC Hong Kong Electronics Fair 2024 (Autumn Edition) will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during HK Electronics Fair 2024 (Autumn Edition), full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council

特別通告：撤館規則

主辦機構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。為了保持展覽會的質素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。主辦機構將於 10 月 16 日下午派員巡察各展館，如發現展商違規，主辦機構會即時發出警告信。

違規罰款按金

如參展商於 2023 年香港貿發局香港秋季電子產品展違反展覽會規則 46 條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「香港貿發局香港秋季電子產品展 2024」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2024 年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽及數碼業務部。詳情將列於 2024 年香港秋季電子產品展的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「香港貿發局香港秋季電子產品展 2024」的申請。

如參展商於 2024 年再度違規，違規罰款按金將會被沒收。如參展商於 2024 年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，若參展商繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來於香港秋季電子產品展選擇攤位的次序或取消該公司保留位置的權利，甚至取消未來參展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

香港貿易發展局

Circular 通告(5)
Rules and Measures for Move-out on 16 October 2023
有關撤館日（2023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 2023:

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 5:00pm); 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 arrange their **own forwarding agent or goods vehicle (after 5:00pm)** 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.

Allowed ✓	Not Allowed ✗

(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（於下午 5 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、手推車或腳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**自行安排運輸公司或貨車(於下午 5 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。

准許使用 ✓	不准使用 ✗

(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。)

Circular 通告 (6)**e-Invitation Leaflets to your Buyers 電子買家請柬**

Dear Exhibitor,

In order to assist you in inviting your buyers to the **HKTDC Hong Kong Electronics Fair 2023 (Autumn Edition)**, an e-invitation will be prepared for you to send to your buyers. Your buyers can hence simply click on the e-invitation leaflet and registration on our website for free admission. The e-invitation will be sent out in mid-September for you to invite your buyers.

Kindly note that the hard copy of invitation leaflet and invitation card will be replaced by e-invitation.

Admission fee is HK\$100 per person for onsite registration.

For details, please feel free to contact Ms. Ines Tsui on (852) 2240 4355 or at ines.wy.tsui@hktdc.org.

Thank you for your attention and wishing you a successful exhibition!

Hong Kong Trade Development Council

致各參展商：

為了協助 貴公司邀請買家參觀香港貿發局香港秋季電子展 2023，我局將會預備電子買家請柬于貴司使用。貴公司可以發送電子請柬予買家，買家只須點擊電子請柬上的連結於網上登記，便可免費登記進場參觀。電子請柬將會於九月中旬發出。

請注意買家請柬及明信片將會被電子買家請柬代替。

現場登記入場費每位港幣 **100** 元。

若有任何疑問，請致電(852) 2240 4355 或電郵至 ines.wy.tsui@hktdc.org 與徐穎欣小姐聯絡。

敬請留意。謹祝 貴司展出成功！

香港貿易發展局

Circular 通告(7)
Fair Important Notices 展會重要注意事項
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1	Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失及盜竊的保安措施
2	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
3	Caution on Third Party Promotion Offers 請小心處理由第三者提供之推廣優惠
4	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例
5	Safety Measure on site Construction/Dismantling Work 展覽活動施工場地安全守則

1. Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and revised procedures:

- 1) **Reinforce Security Patrol** - Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) **Signage** - Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 3) **Booth Curtains** - Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
- 4) **Overnight Storage Service** - To facilitate storage of precious exhibits at night **12-16 October 2023**, the Organiser will offer exhibitors overnight storage facility arrangement. Please refer to **Form (1) Exhibit Storage Service Reply Form of Exhibitor Package** for details.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the organiser.

香港貿易發展局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺，小心看管自己的展品。
- 2) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
- 3) **攤位布簾** - 本局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。
- 4) **通宵儲存服務** - 為方便參展商於 **2023 年 10 月 12-16 日期間晚上** 儲存貴重展品起見，主辦機構將提供通宵儲存服務。詳情請參閱**參展商須知表格(1)之展品儲存服務申請表**。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

2. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務

The Hong Kong Trade Development Council (HKTDC) is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the Fair.

Should you have any questions, please contact the Fair Management Office.

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

香港貿發局並提醒所有參展商不得在展覽期間進行零售活動。如有任何疑問,請聯絡主辦機構辦事處。

3. Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory) 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

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/>

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/>

4. Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規則

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 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) **Hong Kong Exhibitors**

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

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

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) **香港參展商**

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

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

5. **Safety Measure on Site Construction/Dismantling Work 展覽活動施工場地安全守則**

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre, with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labour Department** and **Occupational Safety & Health Council**. Details are as below:-

- 1) If the construction/dismantling work is carried out at 2 meters or more above the ground, contractors should use high reach equipment, such as metal scaffolding. All ladders with 2 meters or above will be prohibited. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person (sample of the form is attached for reference). This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and a statement to the effect that the scaffold is in safe working order, strength and stability.
- 2) Workers are required to wear safety belt while construction activities are carried out at 2 meters or more above the ground.
- 3) If this rule is not observed, HKCEC and HKTDC will have the right to stop the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr Aston Fong on tel (852) 2240 5459 or Ms Helen Yang on tel (852) 2240 5519 or visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

為確保展覽活動施工場地安全，香港會議展覽中心將根據**勞工處**及**職業安全健康局**的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) 任何搭建/拆卸工程於距離地面2米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。所有2米或以上工作梯具將會被禁止使用。此外，承建商必須提交由合資格人士填寫的表格五（隨附表格樣本以供參考），方可在施工場地使用棚架。此表格必須張貼於棚架的當眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。
- 2) 於距離地面2米或以上高度施工的工人必須配戴安全帶。
- 3) 如有違規者，香港會議展覽中心及香港貿易發展局有權立即制止有關搭建工程進行至符合安全標準。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與方詠鴻先生（電話：2240 5459）或 楊晨小姐（電話：2240 5519）或上網瀏覽《金屬棚架安全守則》，網址：

http://www.labour.gov.hk/eng/public/content2_8b.htm。

Circular 通告(8)**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 5.2** in the online "Additional Facilities & Services Order Form").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and causal 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 60 minutes.

Should you have further enquiries, please contact our Wireless LAN Service Hotline on 2582 1846 / 2582 1849 during fair period.

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「額外設施及服務申請表格」內的**表格 5.2**)。

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 60 分鐘, 無線上網服務亦會自行中止。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助, 請前往服務台或致電熱線 2582-1846 / 2582-1849。

HKCEC Free WiFi Service Login Procedure 香港會議展覽中心無線上網服務使用步驟

1. Enable the wireless connection on your device and select "HKCEC WiFi Complimentary" or "HKCEC Fast WiFi Complimentary".
啟動無線網絡裝置, 選擇「HKCEC WiFi Complimentary」或「HKCEC Fast WiFi Complimentary」網絡連接無線上網服務。
2. You will be connected to the login web page. If not, please open a browser and access "www.hkcec.com".
瀏覽器會被轉到會展中心免費無線網絡登入網頁。如沒有, 請開啟瀏覽器並進入「www.hkcec.com」。
3. Check the box to accept the terms and conditions, then click "Connect".
點選方格表示已閱讀並同意使用條款及條件, 然後點擊「連接」。
4. Internet access is enabled.
無線網絡正式接通。

Circular (9)**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.

Remark: The hall gangway and the area above the height above the booth are regarded as public area, no exhibit demonstration or display is allowed.

Thank you for your kind understanding and co-operation.

通告 (9)**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。

注意：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。

多謝合作！

Circular 通告(10)

Proper Handling of Waste after Fair
展覽完結後之廢物處理

It has come to our attention that inappropriate disposal of exhibits / stand materials / wooden structures were found on the move-out day after the fair closed at previous editions of the Fair.

This is to remind you that according to the Clause 56 of the Rules and Regulations of the Fair:

- 56.** All exhibits, Stand materials/Publicity Material and the like of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organiser. Any exhibits or Stand material/Publicity Materials and the like of the Exhibitor left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organiser and the Organiser shall not be obliged to account the proceeds to the relevant Exhibitor.

To facilitate exhibitors' disposal of different materials, disposal and recycling points will be set up along the back of halls starting at 4:30pm of the last fair day. Exhibitors should separate different materials and place in corresponding disposal and recycling areas respectively. Exhibitors failing to clear their booth may have to bear disposal fee charged by the Organiser, or may be given lower priority in the future participation of TDC events.

曾有參展商於過往展覽結束後，將展品/攤位物料/木製結構不當地遺留在展覽場地。

請留意展覽會規則第 56 條列明：

- 56.** 參展商必須於展覽會結束後，立即按主辦機構的安排及在指定時間內撤走參展商的所 有展品、攤位物料 / 宣傳品及展台物料等等的擺設。任何遺留在展覽場地的參展商 展品或攤位物料 / 宣傳品均被視作棄置物，主辦機構將予以清理，費用一概由有關參展商承擔。任何因處理該等物品所得的收益（如有的話），全歸主辦機構所有，主辦機構毋須向有關參展商呈報收益。

為方便參展商移走清理廢物，大會將於展會最後一天下午 4 時半開始於展覽館後方設置廢物棄置及回收點。參展商應將廢物分類並放進不同相應的回收或廢物收集點。如任何參展商未能妥善清理其展位，大會或會要求參展商承擔清潔費，將來參展貿發局展覽之資格亦會受影響。



Circular (11)**Green Tips to Exhibitors**

To make HK Electronic Fair (Autumn Edition) a greener trade fair, the following green tips are suggested for your participation.

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
- 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
- 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

Thank you for your cooperation!

通告 (11)**參展商綠色小貼士**

為支持香港秋季電子產品展成為綠色展覽，在參與香港秋季電子產品展同時，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
- 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

多謝合作！

Circular 通告 (12)

**Producer Responsibility Scheme (PRS)
on Waste Electrical and Electronic Equipment (WEEE) (WPRS)
有關廢電器電子產品生產者責任計劃**

We wish to draw your special attention to the Producer Responsibility Scheme (PRS), a key policy tool introduced by the Environmental Protection Department (EPD), the Government of the HKSAR.

To raise the public awareness of proper treatment of Waste Electrical and Electronic Equipment (WEEE), WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE) in Hong Kong, suppliers or sellers should act accordingly to fulfil statutory obligations.

Please refer to the attached information for the details of the Scheme, exhibitors who fall under the suppliers / sellers categories are advised to submit their applications to the EPD as early as possible, and conduct all necessary due diligence to avoid any form of penalty.

For more details of the WPRS, you may wish to visit:

Website : <http://weee.gov.hk>

Enquiry : enquiry@epd.gov.hk

Hotline : (852) 2310 0223

香港特區政府環境保護署（環保署）於近日已實施一項主要環保政策 – 廢電器電子產品生產者責任計劃（廢電器計劃），現請各參展商特別留意有關之計劃內容，並儘早向環保署遞交登記申請。

為提高公眾對正確處理廢電器電子產品的意識，廢電器計劃已於 2018 年全面實施。2018 年 8 月 1 日起，供應商 / 銷售商在香港分發受管制電器，需按有關法定要求安排相關事宜。

計劃詳情請參閱附件資料。為避免各參展商觸犯法例以導致罰款，受管制電器之供應商 / 銷售商請儘早向環保署遞交登記申請，並按附屬法例執行各項細節。

有關「廢電器計劃」的詳情，可瀏覽：

網站 : <http://weee.gov.hk>

查詢 : enquiry@epd.gov.hk

熱線 : (852) 2310 0223



環境保護署
Environmental Protection Department



注意!
Attention!



From **2018.8.1**
購買四電一腦
When Buying Regulated Electrical Equipment



**法定免費
除舊服務**
Statutory Free
Removal Service



**收據列明循環
再造徵費水平**
Receipt showing the
Recycling Levy Level



**循環再造
標籤識別**
Recycling Label



雪櫃、電視機
Refrigerator, Television



\$165



電腦、打印機及掃描器
Computer, Printer and Scanner



\$15



空調機、洗衣機
Air-conditioner,
Washing Machine



\$125



顯示器
Monitor

\$45

法例就上述設備徵收循環再造徵費
The law imposes a recycling levy on the above equipment



weee.gov.hk

廢電器電子產品生產者責任計劃
Producer Responsibility Scheme on
Waste Electrical and Electronic Equipment

誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者
Not include transportation / logistics service providers
- 供應商可以同時是銷售商
A supplier may also be a seller

主要責任 Main responsibilities:

供應商必須 Supplier must

- 經環保署登記成為登記供應商
Be registered as registered supplier with EPD
- 呈交季度申報
Submit quarterly returns
- 呈交審計報告
Submit audit reports
- 繳付循環再造徵費
Pay recycling levy
- 提供循環再造標籤予受分發者
Provide recycling labels to the distributee
- 妥善保存五年記錄
Keep records properly for five years

八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

空調機 (不超過 3 匹)	Air conditioners Not exceeding 3 hp)
雪櫃 (不超過 500 公升)	Refrigerators Not exceeding 500 L)
洗衣機 (不超過 10 公斤)	Washing Machines Not exceeding 10 kg)
電視機 (不超過 100 吋)	Televisions Not exceeding 100 inches)
電腦 (包括桌上、平板、 手提及筆記簿電腦)	Computers Including desktop, tablet, laptop and notebook computer)
打印機 (不超過 30 公斤)	Printers Not exceeding 30 kg)
掃描器 (不超過 30 公斤)	Scanners Not exceeding 30 kg)
顯示器 (不超過 100 吋)	Monitors Not exceeding 100 inches)

2018 年 8 月 1 日起

受管制電器供應商必須經環保署登記為「登記供應商」
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered
as registered supplier with EPD before distributing REE

請盡早遞交登記申請

**Please submit the application for registration
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after
EPD's receipt of the completed application form and all necessary support documents

查詢 Enquiries : 2310 0223 / WEEE@thewgo.org

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment
(WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term[§] / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.


Enquiry: enquiry@epd.gov.hk


Hotline: 2310 0223



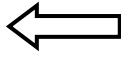
產品環保責任（受管制電器）規例
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

申請成為登記供應商或更改地址
Application for Registration as Registered Suppliers or Change of Address

☐ 申請成為登記供應商
Apply to be a Registered Supplier  請填寫整份表格（包括藍色部份）
Please fill in the whole form (including parts shaded in blue)

☐ 更改地址  只需填寫以下 A 段的藍色部份
Change of Address Only fill in the parts shaded in blue in Part A below

☐ 請在適當方格內填上[✓]號 Please tick as appropriate
請以正楷填寫以下各項資料 Please complete all items below in BLOCK LETTERS

A 段 供應商資料 Part A Supplier's Particulars			
登記編號 Registration No.		 此欄由本署填寫 For official use only	
公司／法團名稱（中文及英文） Name of Company/Corporation (in Chinese & English)		<input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas	
香港商業登記號碼 及 香港身份證號碼（獨資經營人士） HK Business Registration No. & HKID Card No. (Sole proprietor)			
香港業務地址 Business Address in Hong Kong			
香港通訊地址（如與業務地址不同） Correspondence Address in Hong Kong (if different from the business address)			
海外公司業務地址及商業登記號碼 Overseas Company Business Address and Business Registration No. (適用於海外公司 For overseas company)			
代表人姓名及香港身份證號碼（香港居民）或 旅行證件號碼 (非香港居民，請註明簽發機關) Representative's Name and HKID Card No. (Hong Kong resident) or Travel Document No. [for non-Hong Kong resident, please specify the issuing authority] (適用於海外公司代表 For overseas company representative)			
聯絡人名稱及職位 Name & Position of Contact Person			
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	
電郵地址 Email Address			

B 段 Part B	合夥人資料 (如適用) Company Partners (if applicable)		
首合夥人(1) 資料 Particulars of precedent partner (1)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

合夥人(2) 資料 Particulars of partner (2)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

合夥人(3) 資料 Particulars of partner (3)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

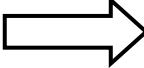
Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

C 段 申請一般登記 或 短期登記**Part C Apply for an ordinary registration OR a short-term registration**

申請人不能同時登記為一般登記及短期登記的供應商

The applicant cannot be registered as a supplier under both ordinary registration and short-term registration at the same time.

<input type="checkbox"/> 一般登記 Ordinary Registration	<ul style="list-style-type: none">● 擬議的登記生效日期： Proposed commencement date of registration: _____● 擬議的周年審計日： Proposed annual audit date:<ul style="list-style-type: none"><input type="checkbox"/> 三月三十一日 31st March<input type="checkbox"/> 六月三十日 30th June<input type="checkbox"/> 九月三十日 30th September<input type="checkbox"/> 十二月三十一日 31st December
<input type="checkbox"/> 短期登記 Short-term Registration	<ul style="list-style-type: none">● 短期登記只適用於在本港從事分發受管制電器業務不多於 30 天的供應商(例如展覽會的海外參展商)及該業務涉及須繳付的循環再造徵費預計不超過港幣二萬元 Short-term registration is only applicable to suppliers engaged in the business of regulated electrical equipment distribution in Hong Kong for not more than 30 days (For example: overseas expo exhibitors) and when the liability to pay recycling levy arising from such business is not expected to exceed HK\$20,000● 擬議登記生效期： Proposed validity period of the registration: from _____ 至 _____ to _____● 在本次登記申請日期前的 12 個月內，你曾否獲批短期登記 Have you been approved a short-term registration in the 12 months before the date of the present application<ul style="list-style-type: none"><input type="checkbox"/> 沒有 No<input type="checkbox"/> 有（請在下面註明登記編號） Yes (please state the registration number below)<ul style="list-style-type: none">(1) _____(2) _____(3) _____

D 段 供應商分發受管制電器的資料 Part D Supplier's Information on Distribution of Regulated Electrical Equipment ("REE")		
<p>➤ 品牌(Brand Names)  請用表格【TREE-1】填寫 Please use form "TREE-1" to provide the information</p> <p>➤ 受管制電器種類及數量 (Types & Quantity of REE)</p>		
<div style="text-align: center;"> 數量 Quantity 種類 Type </div>	估算輸入香港以供分發或初次使用的總數，不包括轉口 * (每年 / 時期內) Estimated total amount of REE imported for distribution or first-time use, excluding transshipment * (annually / within the period)	估算在香港製造以供分發或初次使用的總數 * (每年 / 時期內) Estimated total amount of REE manufactured in Hong Kong for distribution or first-time use * (annually / within the period)
<input type="checkbox"/> 電冰箱 Refrigerator		
<input type="checkbox"/> 電視機 Television		
<input type="checkbox"/> 空調機 Air conditioner		
<input type="checkbox"/> 洗衣機 Washing machine		
<input type="checkbox"/> 電腦 Computer		
<input type="checkbox"/> 列印機 Printer		
<input type="checkbox"/> 掃描器 Scanner		
<input type="checkbox"/> 顯示器 Monitor		

注意 Note

- * 請將不適用者刪去 ("時期內" 適用於短期登記)
Please delete where inapplicable ("within the period" applies to short-term registration)

E 段 申請人聲明
Part E Declaration of Applicant

*本人/ 我們謹此聲明，盡本人/ 我們所知所信，根據本表格所提供的資料皆為真確及完整。

*本人/ 我們已細閱申請人須知及關於*本人/ 我們個人資料的「個人資料收集聲明」。
*本人/ 我們謹此聲明，*本人/ 我們在此申請表上所填報的個人資料，就*本人/ 我們所知，均屬真確及最新的資料。
*本人/ 我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

*I/We have read the Notes to Applicant and Personal Information Collection Statement about *my/our personal data. *I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of *my/our knowledge. *I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

* 請將不適用者刪去 *Please delete where inapplicable.*

(簽署 Signature)

(姓名 Name)
(請用正楷填寫 in Block Letters)

(職位 Capacity)

代表 on behalf of :

(公司名稱及印鑑) (如適用者)
(Company Name and Chop as appropriate)

(日期)
(Date)

警告：

根據香港法例第 603 章《產品環保責任條例》第 9(1)條規定：

- * 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

Warning :

Under Section 9(1) of the Product Eco-responsibility Ordinance (Cap 603):

- * A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

1 Notes for Attention

- (a) Upon receipt of the application form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note by post or by email.
- (b) EPD will issue a certificate of registration and assign a registration number to each successful applicant. This number is a unique reference for each Supplier and should be quoted in all future correspondences with the EPD and also on all periodical returns and annual audit reports.
- (c) No renewal is necessary for ordinary registration.
- (d) Note for overseas expo exhibitor: exhibitors not engaged in distribution of REE in Hong Kong are not required to be registered.

2 General Notes

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

3 Documents to be submitted

- (a) A copy of the valid Business Registration Certificate of the applicant.
- (b) A copy of the owner’s valid Hong Kong Identity Card (“HKID Card”) (if the applicant is an individual company).
- (c) A copy of valid HKID Card or travel document for individual partners (if the applicant is a partnership company).
- (d) A copy of the representative’s identity document or travel document (if the applicant is an overseas company).
- (e) A copy of the documents to show that the applicant is a supplier or will become a supplier. For example, a copy of authorizing agency for all individual REE brands (“REE” refers to regulated electrical equipment), or record of importing REE in the last 12 months, or documents showing import of REE or participation in exhibition of REE in the next 12 months, or other documents as appropriate.
- (f) Completed form “TREE-1” (if applicable).

4 Important points for attention for approved registered Suppliers

- (a) The registered Supplier may apply to the EPD by prescribed form REE-4 for recycling labels.
- (b) The registered Supplier should furnish quarterly returns:
 - (i) within 28 days after the last day of each quarter, i.e. March 31, June 30, September 30 and December 31, for ordinary registration.
 - (ii) within 28 days after the end day of the whole validity period for short-term registration.

Any person who commits this offence is liable, on first conviction, to a fine at level 6 (HK\$100,000); and on a subsequent conviction, to a fine of \$200,000.
- (c) The amount of recycling levy payable will be determined with reference to the returns furnished by the registered Supplier;
- (d) In respect of returns submitted in each audit year, the registered Supplier (excluding those with exemption) must submit an annual audit report by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of each audit year.
- (e) In respect of returns submitted in the year, the registered Supplier must keep the prescribed records and documents relating to the returns within 5 years after that year and submit them to EPD for inspection whenever necessary.
- (f) If there is a change of address after registration, the registered Supplier must notify the EPD of the change in the specified form REE-1 within 30 days after its occurrence. A registered Supplier who fails to follow this requirement commits an offence and is liable on conviction to a fine at level 2 (HK\$5,000).

5 Enquiries

For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope “WPRS”.

遞交申請

郵寄： 將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署
香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓
並於信封面註明：「廢電器計劃」

親身提交： 將填妥的申請表連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處（東）	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處（南）	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處（西）	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處（北）	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

Application Submission

By Post: The completed application form together with copies of relevant documents can be sent by post to:

Address: Environmental Protection Department,
6/F., Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, Hong Kong

Please specify on the envelope: “WPRS”

In Person: The completed application form together with copies of relevant documents can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

個人資料收集聲明

收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環保署提交的申請。
2. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - i. 與處理本表格申請事項有關的工作；
 - ii. 有關環境法例的執行、執法和檢舉；
 - iii. 投訴調查；
 - iv. 統計及其他法定用途；及
 - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項申請。

可能移轉資料

4. 你在這份表格上就有關申請所提供的個人資料，環保署可向下列人士披露：
 - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
 - ii. 按有關法例獲准的其他人士。

查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

查詢

6. 如有任何疑問，可透過致電(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

Personal Information Collection Statement

Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your application to the EPD under the Product Eco-responsibility (Regulated Electrical Equipment) Regulation.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
 - i. activities relating to processing this application;
 - ii. administration, enforcement and prosecution of relevant environmental legislation;
 - iii. complaint investigations;
 - iv. statistical and any other legitimate purposes; and
 - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this application.

Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application to:
 - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
 - ii. other persons as permitted by the relevant legislation.

Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

Enquiries

6. For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope "WPRS".



產品環保責任（受管制電器）規例
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

受管制電器的品牌

Information on the Brand Names of Regulated Electrical Equipment

☐ 請在適當方格內填上[✓]號 Please tick as appropriate

請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS

此表格附同表格 REE-1 使用 This form is to be used with Form REE-1

受管制電器項目 Type of REE	品牌名稱 Brand Name
<input type="checkbox"/> 電冰箱 (雪櫃) Refrigerator	
<input type="checkbox"/> 電視機 Television	
<input type="checkbox"/> 空調機 (冷氣機) Air Conditioner	
<input type="checkbox"/> 洗衣機 Washing Machine	
<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 顯示器 Monitor	

如有需要，請影印此頁填寫 Please copy and fill in this form if necessary

Appendix: Exhibitors Enjoy Special Offer for hktdc.com Sourcing Online Promotion

參展商尊享「貿發網採購」平台推廣優惠

To facilitate exhibitors in reaching more online international buyers, the **HKTDC is offering a special 10-month online promotion on hktdc.com Sourcing to exhibitors** of the HKTDC Hong Kong Electronics Fair (Autumn Edition) to be held in October 2023. Coupled with the entitled 2-month online exposure (1-month before the fair + 1-month after the fair¹), exhibitors can extend and **enjoy a 12-month year-round featuring on hktdc.com Sourcing at a special price** to expedite seamless online transactions anytime, anywhere.

為讓參展商接觸更多網上國際買家，香港貿發局將為參與本局於 2023 年 10 月舉行之香港秋季電子產品展參展商提供「貿發網採購」平台推廣優惠，為期十個月。在參展商本身已享有平台推廣兩個月（展前一個月+展後一個月¹）網上曝光外，更可以優惠價延長於「貿發網採購」平台之推廣期至全年十二個月，讓買賣雙方可以隨時隨地於網上進行交易。

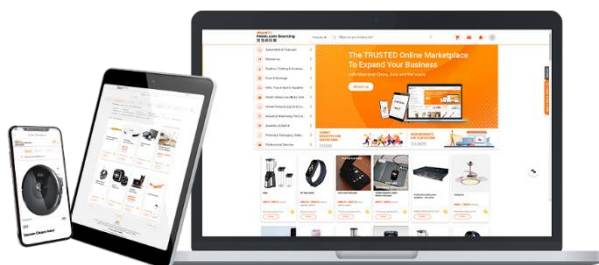
hktdc.com Sourcing Online Promotion:

「貿發網採購」平台推廣優惠內容：

- Extra 10-month online exposure on hktdc.com Sourcing
「貿發網採購」平台額外十個月推廣
- 3GB media storage space
3GB 雲端儲存空間
- Company information page
詳盡企業資訊版面

Special Price 優惠價：HK\$15,000 / US\$2,310^{2, 3}

Deadline 截止日期：27 Oct 2023⁴



hktdc.com Sourcing is approved by the Trade and Industry Department for 'SME Export Marketing Fund (EMF)'[#]. Eligible HK companies could obtain 50% subsidy if the application is approved successfully.

「貿發網採購」平台為工業貿易署「中小企業市場推廣基金」[#]批核項目，合資格之香港公司，成功申請可獲參加費 50% 的資助。

[#]Applicable to Hong Kong advertisers only. 只適用於香港公司。

Please contact us
for more
information.
詳情請聯絡

Hong Kong exhibitors 香港參展商：Miss Chole Ng 吳嘉琪小姐

Tel 電話：(852) 2240 5746

Email 電郵：advertising.edb@hktdc.org

Overseas exhibitors 海外參展商：Miss Karen Cheng 鄭凱琳小姐

Tel 電話：(852) 2240 5770

Email 電郵：gc.supplier@hktdc.org

Remarks 備註：

1. The promotion period is subject to change by HKTDC without prior notice.

推廣期如有任何更改，恕不另行通知。

2. hktdc.com Sourcing Package is approved by the Trade and Industry Department for 'SME Export Marketing Fund (EMF)'. The maximum cumulative grant per enterprise has been increased to HK\$1,000,000. For more information, please visit www.smefund.tid.gov.hk.

「貿發網採購」推廣計劃為工業貿易署「中小企業市場推廣基金」批核項目，每家企業的累計資助為 HK\$1,000,000。詳情請瀏覽：www.smefund.tid.gov.hk。

3. The Hong Kong dollar price applies to Hong Kong applicants only. Non-Hong Kong applicants please pay in US dollars.

港元價格僅適用於香港公司之申請，非香港公司請以美元價格繳付。

4. Contracts and payment should be submitted by 27 October 2023 and exhibitor's profile page on hktdc.com Sourcing should be launched on 13 November 2023 in order to enjoy the offer.

必須於 2023 年 10 月 27 日或之前簽約及付款，並於 2023 年 11 月 13 日開通「貿發網採購」平台，方可享有此項優惠。

5. The above advertising items and rates are for reference only. In the event of a dispute, the HKTDC reserves the right of final decision.

上述廣告內容及價格僅供參考，本局保留更改或取消之權利而不作另行通知。如有任何爭議，本局保留最終決定權。





Dear Exhibitors,

May we wish you every success in the forthcoming exhibition.

The Customs and Excise Department takes proactive enforcement actions against piracy and counterfeiting activities to protect the rights of intellectual property rights owners. We would like to remind you to ensure that all products exhibited or sold are genuine to avoid breaking the law.

Under the Copyright Ordinance, anyone who, without the authorization of the copyright owner, exhibits in public, sells or possesses an infringing copy of a copyright work for commercial purpose is liable to prosecution. The maximum penalty is imprisonment for 4 years and a fine of HK\$50,000 for each infringing copy upon conviction.

Under the Trade Descriptions Ordinance, it is a criminal offence to sell goods with false trade descriptions or forged trade marks. The maximum penalty is imprisonment for 5 years and fine of HK\$500,000.

To report copyright infringement, forged trademark and false trade description activities, please call Customs' 24-hour hotline at 2545 6182. All information will be treated in strict confidence.

Customs & Excise Department

October 2010



各位參展人士：

首先預祝各位在展覽會中展銷成功。

眾所周知，香港海關採取積極的執法行動，嚴厲打擊侵犯知識產權的活動，保障產權擁有人的權益。香港海關在此呼籲各位，應留意所展示或出售的物品是否正版正貨，以免觸犯法例。

根據《版權條例》，任何人士未經版權擁有人允許，公開陳列、出售或管有侵犯版權複製品作商業用途，即屬違法。一經定罪，最高刑罰為入獄四年及每件侵權品罰款五萬元。

根據《商品說明條例》，任何人士售賣冒牌或具虛假商品說明的貨品均屬刑事罪行。一經定罪，最高刑罰為入獄五年及罰款五十萬元。

各位如欲舉報有關侵權、偽冒商標或應用虛假商品說明的活動，可致電海關二十四小時熱線 2545 6182。一切資料將絕對保密。

香港海關

二零一零年十月

SME Export Marketing Fund (EMF)

Eligibility



Non-listed enterprises* registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

Funding Ceilings



- Each enterprise: **Cumulative** amount of **HK\$1,000,000**
- Each application: 50% of the total approved expenditures incurred or **HK\$100,000**, whichever is the less

Funding Scope



Trade exhibition held in/outside HK (physical/online)*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

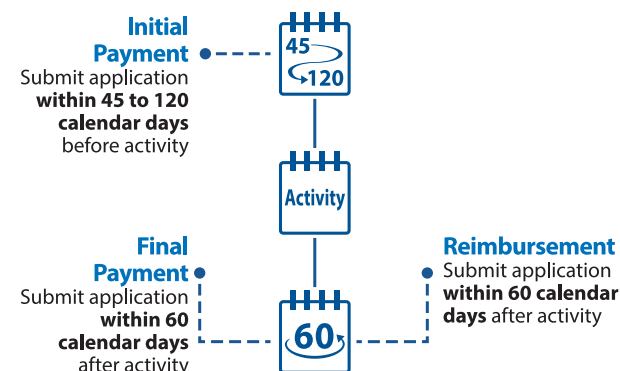


Corporate website/mobile apps

* Effective from 30 April 2021 until 30 June 2026, the funding scope of EMF is expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria is relaxed to cover non-SMEs.

Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<http://emf.tid.gov.hk/en>)

For enquiries, please contact:

SME Export Marketing Fund Branch
Trade and Industry Department

Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City,
Hong Kong

Tel. : 2398 5127
Fax : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : <https://emf.tid.gov.hk/en>



Seize the Chances Expand Markets

SME Export Marketing Fund

中小企業市場推廣基金

申請資格



在香港按照商業登記條例（第310章）登記並在本港有實質業務運作的**非上市企業***。

資助金額



- 每家企業：累計**100萬港元**
- 每宗申請：核准開支總費用的50%或**10萬港元**（以較低者為準）

資助範圍



境外/本地展覽會（實體/網上）*



商貿考察團（實體/網上）



貿易刊物廣告



電子平台/媒介的出口推廣

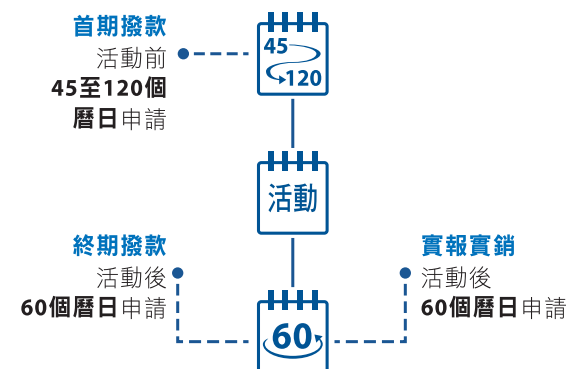


公司網站/流動應用程式

*由2021年4月30日起至2026年6月30日，基金擴大資助範圍至涵蓋以「本地市場」為目標及具規模的展覽會和網上展覽會，並放寬只限中小企申請的要求。

申請方法

申請企業可選擇首期撥款暨終期撥款**或**實報實銷。



提交申請

- 網上電子表格
- 郵遞/投遞/親身送遞



有關申請方式及手續的詳情，請參閱**申請指引**。申請表格及申請指引可從基金網頁(<https://emf.tid.gov.hk/tc>)下載。

如有查詢，歡迎聯絡：

工業貿易署
中小企業市場推廣基金科
香港九龍城協調道3號
工業貿易大樓13樓1301室

電話：2398 5127
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網站：<https://emf.tid.gov.hk/tc>



把握良機
開拓市場

中小企業
市場推廣基金