

June 2014

Dear Exhibitors

## **HKTDC Food Expo 2014 (Gourmet Zone) – Important Circulars**

Thank you for your participation in the HKTDC Food Expo (Gourmet Zone) 2014. Enclosed please find the following important notices for your preparation of the Expo:

### **Important Circulars**

1. Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form  
Additional Facilities and Services Order Deadline [3 July 2014](#)  
Advertising and Promotion Opportunities Deadline [3 July 2014](#)
2. Move-in & Move-out Arrangement
3. Special Events Organised by Exhibitors during the Expo
4. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair
5. Security Measures and Related Issues
6. Immigration Regulations to be observed and followed by exhibitors (if applicable)
7. Important Exhibition Regulations
8. Food Related Laws and Regulations
9. New Measures on Custom-Built Stand
10. Special Safety Reminder for Standard Booth and Custom-Built Stand Design
11. Special Airfares by Cathay Pacific
12. Move-out Regulations
13. Guidance to exhibitors for on-site usage of electricity

\* **Vehicle Entry Permit and Exhibitor Badges** will be distributed in **August 2014**.

For more information, please feel free to contact us the following persons:

Contact	Tel	Fax	E-mail
Mr Ken Li	(852) 2240 4239	(852) 3915 1441	ken.kh.li@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Ms Ingrid Tjendro	(852) 2240 4352	(852) 3746 6169	ingrid.s.tjendro@hktdc.org

Hong Kong Trade Development Council

2014年6月

致各參展商：

## 香港貿發局美食博覽 (尊貴美食區) 2014 - 重要通告

歡迎參加美食博覽 (尊貴美食區) 2014。煩請查收:

### 重要通告

1. 電子版參展商手冊及額外設施服務申請表格通告  
額外設施及截止申請日期 **2014年7月3日**  
廣告及宣傳截止申請日期 **2014年7月3日**
2. 進館及撤館交通安排
3. 有關於攤位內舉行的特別節目之事宜
4. 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair)提供之推廣優惠
5. 保安措施及相關事項
6. 參展商遵守的入境規例
7. 展覽會重要規則
8. 食品有關法律和規例
9. 特裝攤位新措施
10. 標準攤位及特裝攤位設計之特別安全提示
11. 優惠機票
12. 撤館規則
13. 現場使用電力安全指引

\* 有關**車輛入場許可證及參展商證**將於2014年8月派送到貴公司。

若有任何疑問，請與本局以下人員聯絡：

姓名	電話	傳真	電郵
李健恒先生	(852) 2240 4239	(852) 3915 1441	ken.kh.li@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
朱殷麗小姐	(852) 2240 4352	(852) 3746 6169	ingrid.s.tjendro@hktdc.org

預祝 展出成功！

香港貿易發展局

**Circular 1: Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form**

Thank you for your participation in the HKTDC Food Expo 2014.

Please note that the electronic version of Exhibitors' Manual and Order Forms are now available at the Fair Website for your viewing and downloading. Web link is as listed below:

(Remarks: No hardcopy will be distributed)

**Exhibitors' Manual**

[http://www.hktdc.com/fair/hkfoodexpo-en/s/2005-For\\_Exhibitor/HKTDC-Food-Expo/Exhibitors'-Manual.html](http://www.hktdc.com/fair/hkfoodexpo-en/s/2005-For_Exhibitor/HKTDC-Food-Expo/Exhibitors'-Manual.html)

**Order Forms**

[http://www.hktdc.com/fair/hkfoodexpo-en/s/2006-For\\_Exhibitor/HKTDC-Food-Expo/Order-Form.html](http://www.hktdc.com/fair/hkfoodexpo-en/s/2006-For_Exhibitor/HKTDC-Food-Expo/Order-Form.html)

The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation for the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

Submission deadline for Order Forms: **3 July 2014**

Should you require further information or assistance, please do not hesitate to contact us.

Contact	Tel	Fax	E-mail
Mr Ken Li	(852) 2240 4239	(852) 3915 1441	ken.kh.li@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Ms Ingrid Tjendro	(852) 2240 4352	(852) 3746 6169	ingrid.s.tjendro@hktdc.org

Hong Kong Trade Development Council

**通告 1: 電子版參展商手冊及額外設施服務申請表格通告**

歡迎參加香港貿發局美食博覽 2014。

參展商手冊及額外設施服務申請表格電子版現已上載到展會網站,供各參展商細閱及下載。網址如下:  
(備註: 本局將不會派發印刷本)

**參展商手冊**

[http://www.hktdc.com/fair/hkfoodexpo-tc/s/2005-For\\_Exhibitor/香港貿發局美食博覽/參展商手冊.html](http://www.hktdc.com/fair/hkfoodexpo-tc/s/2005-For_Exhibitor/香港貿發局美食博覽/參展商手冊.html)

**額外設施及服務申請表格**

[http://www.hktdc.com/fair/hkfoodexpo-tc/s/2006-For\\_Exhibitor/香港貿發局美食博覽/申請表格.html](http://www.hktdc.com/fair/hkfoodexpo-tc/s/2006-For_Exhibitor/香港貿發局美食博覽/申請表格.html)

參展商手冊詳細刊載了今屆展覽會的有關資料,對貴公司籌備參展工作甚有幫助。請詳閱手冊內所列各項規則,並留意遞交額外設施及服務申請表格上所列明的呈交截止日期。

遞交額外設施及服務申請表格截止日期: **2014年7月3日**

如有任何查詢或需要協助,歡迎與本局聯絡。

聯絡人:

姓名	電話	傳真	傳真
李健恒先生	(852) 2240 4239	(852) 3915 1441	ken.kh.li@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
朱殷麗小姐	(852) 2240 4352	(852) 3746 6169	ingrid.s.tjendro@hktdc.org

香港貿易發展局

## Circular 2: Special Move-in & Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in days (**13 August**) and move-out days (**17 August; and 18 August before 12nn**) of the **HKTDC Food Expo 2014**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

### Special Move-in Arrangement (13 August 2014)

All roads near the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in on 13 August 2014. Control point will be set-up at the entrance, and only the following vehicles will be allowed to enter the HKCEC area:

#### A. Lorry / Light Goods Vehicle

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with a **Move-in Vehicle Permit** issued by HKTDC  
(Issued to all exhibitors in early August 2014)

#### Move-in procedure

Exhibitors should use the Vehicle Permit issued by HKTDC within the specified timeslot to carry out the move-in process. Please also pay attention to the following details:

1. The vehicle control points will be set up at roads approaching HKCEC. Only goods vehicles with a valid Move-in Vehicle Permit issued by HKTDC will be allowed to enter the HKCEC at the specified time slot for move-in.
2. Upon arrival at the vehicle control point, the driver **MUST** first present the Move-in Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.
3. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

### Special Move-out Arrangement (17 August 2014 and 18 August before 12nn)

Exhibitors should use the Move-out Vehicle Permit with specific time slots to carry out the move-out process with the following details:

#### A. Lorry / Light Goods Vehicle

(Entries to the HKCEC will **only be allowed** for goods vehicles with the **Vehicle Permit** issued by HKTDC)

### **Move-out procedure**

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the valid **Move-out Vehicle Permit** issued by the HKTDC will be allowed to enter the HKCEC at the specified time slot for move-out on **August 17 and August 18 (before 12nn), 2014.**
2. Upon arrival at the vehicle control point, the driver **MUST** first present the **Vehicle Permit** issued by HKTDC. Drivers should then queue up and wait for further instructions. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.
3. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

### **B. Private Car / Taxi**

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit or report to the vehicle marshalling area. However, drivers must enter HKCEC area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive Entrance / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

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

Exhibitors requiring the use of the 40 ft. container size lifts for the transport of bulky stand materials should apply in advance with the HKTDC for special vehicle permits.

Please note that vehicle passes are not parking permits. All vehicles / trucks must leave the loading bay after the loading of their exhibits.

For enquiries, please call HKTDC customer service hotline: **(852) 1830-670.**

Hong Kong Trade Development Council

## 通告 2: 進館及撤館交通安排

多謝各位參加香港貿發局美食博覽2014，本局將於上述展覽會之進館日（即8月13日）及撤館日（即8月17日及18日正午12時前）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

### 進館交通安排（2014年8月13日）

#### A. 貨車/輕型客貨車

必須持有

- 由貿發局發出之車輛許可證（將於八月初向各參展商發出）

#### 進場程序

各參展商請按本局派發之進館車輛許可證上指定時間進館。敬請各參展商留意以下詳情：

1. 臨近香港會議展覽中心路段將設置車輛控制點，只准持有由香港貿易發展局所發出之進館車輛許可證之貨車按許可證上指定時間駛進香港會議展覽中心進館。
2. 車輛到達車輛控制點後，司機必須先出示由香港貿易發展局所發出之進館車輛許可證，並排隊等候香港會議展覽中心之工作人員之指示進入香港會議展覽中心上落貨區。車輛輪候進館時間將視乎貨車數目、進館速度及當日之交通狀況而定。
3. 如排隊等候的車輛數目太多，主辦機構將酌情採取其他措施。

### 撤館交通安排（2014年8月17日及18日正午12時前）

#### A. 貨車/輕型客貨車

各參展商請按本局派發之撤館車輛許可證上指定時間安排撤館。敬請各參展商留意以下詳情：

#### 離場程序

1. 於撤館當日於臨近香港會議展覽中心路段將設置控制點，只准持有由香港貿易發展局所發出之撤館車輛許可證之貨車於2014年8月17日及18日正午12時前按許可證上指定時間，駛進香港會議展覽中心進行撤館。
2. 當車輛到達車輛控制點後，司機必須出示由香港貿易發展局發出適用於該時段之撤館車輛許可證，並排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
3. 如排隊等候的車輛數目太多，主辦機構將酌情採取其他措施。

#### B. 私家車/的士

進入會展中心範圍之私家車及的士不需要持有車輛許可證或到車輛等候處報到，惟所有私家車及的士必須經博覽道入口或港灣道入口進入會展中心範圍，並只能於博覽道正門或港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心範圍，不得停留或候客。





**\*於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，  
酌情採取交通管制及改道措施\***

參展商如需使用可容納40呎貨櫃的升降機來搬運大型攤位用品，必須預先向貿易發展局申請特別車輛通行證。

車輛通行證並非泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830-670查詢。

香港貿易發展局



### **Circular 3: Special Events Organised by Exhibitors during the Expo**

To facilitate the management of traffic flow at the fairground and protect the interests of all exhibitors, exhibitors who plan to organise special events such as talk shows and cocktails **WITHIN** their booth area during the Food Expo 2014 are required to submit the detailed proposal of the event(s) to the Organiser in advance for official approval. These events should be organised in a planned and considerate manner and the exhibitors should employ sufficient staff/security guards for crowd control. The Organiser reserves the right to intervene in the event(s) if it is not officially approved.

The Organiser will evaluate the number of special events launched concurrently and the expected number of attendees at the fairground. The Organiser may request rescheduling your special event(s) to other time slot(s) if necessary. The Organiser may terminate the event(s) if the crowd has blocked the passageways or caused disturbance to other exhibitors and/or visitors during the event(s).

Should your organisation plans to organise special events as mentioned, please send us a written request with proposal including the date, time, programme and other details by fax **on or before 5 July 2014**. The fax number is **(852) 3521 3145**.

Should you have any enquiries, please contact our staff at **(852) 2240 4231**.

Hong Kong Trade Development Council

### **通告 3: 有關於攤位內舉行的特別節目之事宜**

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

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

貴公司如有意於攤位內舉行特別節目，煩請 貴公司於 **2014年7月5日或之前**以傳真方式，書面通知本局該特別節目之日期、時間、內容及其他詳情。傳真號碼：**(852) 3521 3145**。

如有任何查詢，請致電**(852) 2240 4231** 聯絡。

香港貿易發展局



**Circular 4 : Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair**

It has come to the Organiser's attention that Fair Guide (owned by Construct Data), Expo Guide (owned by Commercial Online Manuals S de RL de CV "Commercial Online Manuals") and Event Fair - The Exhibitors Index have sent invitations to exhibitors asking them to update or correct their data with their fair directories. The Organiser would like to stress that our fairs **DO NOT HAVE ANY CONNECTION WITH** the Fair Guide, the Expo Guide or the Event Fair.

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 organisations. 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 wordings of Fair Guide's and Expo Guide's letters and order forms are virtually identical. It is possible that Construct Data and Commercial Online Manuals 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 you to sign any materials you receive from Construct Data, Commercial Online Manuals and/or Event Fair. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals and/or Event Fair, you should notify Construct Data, Commercial Online Manuals and/or Event Fair 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 for the appropriate response to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, please visit

[http://www.ufi.org/Public/Default.aspx?Clef\\_SITESMAPS=142&Clef\\_SITESMAPS=161](http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161)

Should you have any questions, please contact Mr Lawrence Wong, Exhibitions Project Manager at tel: (852) 2240-4275; or email: [lawrence.lc.wong@hktdc.org](mailto:lawrence.lc.wong@hktdc.org).

Hong Kong Trade Development Council

**通告 4： 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair)提供之推廣優惠**

主辦機構注意到 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) 和 Event Fair - The Exhibitors Index 向參展商發出邀請，讓參展商更新或更正於他們的展覽名錄內刊登之參展商資料。

香港貿發局特此澄清及重申: Fair Guide、Expo Guide 和 Event Fair 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。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 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 與 Commercial Online Manuals 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 及/或 Event Fair 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual 及/或 Event Fair 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals 及/或 Event Fair 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 與 Commercial Online Manuals 採取之行動，請瀏覽此網頁  
[http://www.ufi.org/Public/Default.aspx?Clef\\_SITESMAPS=142&Clef\\_SITESMAPS=161](http://www.ufi.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161)。

如有任何問題，請與本局展覽項目經理王樂澂先生聯絡，電話：(852) 2240-4275，電郵：[lawrence.lc.wong@hktdc.org](mailto:lawrence.lc.wong@hktdc.org)。

香港貿易發展局

## **Circular 5: Security Measures and Related Issues**

### **Security Measures Against Thefts and Losses at the Fair**

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

	<u>For Exhibitors</u>	<u>For Visitors</u>
13 August 2014 (Wed) (Move-In)	11:00am	-----
14-18 August 2014 (Thurs-Mon)	8:15am	10:00am

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

Exhibitors are also reminded that responsibilities for ensuring sufficient insurance covered against any losses or damages rest on the exhibitors and not the Organiser. All property and goods (including without limitation all Publicity Material) brought by Exhibitors into any part of the Exhibition Venue (including, without limitation, Stands, Space and Raw Space) are at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

### **Caution on Rental of Credit Card Payment Terminals**

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

Hong Kong Trade Development Council

**通告 5: 保安措施及相關事項**

**有關防止展品遺失或盜竊的保安措施**

**進場時間**

各參展商每日之進館時間為展覽會開放前 1 小時 45 分鐘方可進入展館，參展商進館時間將為：

	參展商	參觀人士
2014 年 8 月 13 日(星期三) - 進館日	上午 11 時 00 分	-----
2014 年 8 月 14-18 日(星期四至一)	上午 8 時 15 分	上午 10 時

**提高警覺**

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

為更有效及全面地防止展品遺失或盜竊，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無須為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。

**提防有關信用卡終端機租賃服務**

香港貿發局提醒所有參展商在使用任何信用卡終端機供應商的租賃服務前，應先清楚了解其背景，並細閱有關文件及合約細則，以確保閣下本身的利益。

香港貿易發展局



## **Circular 6: Immigration and Regulations to be Observed and Followed by Exhibitors**

### **1. Exhibitors from outside Hong Kong**

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

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

### **2. Exhibitors from Chinese mainland**

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

### **3. 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/](http://www.info.gov.hk/immd/)). If you have any queries regarding the above, please do not hesitate to contact the Hong Kong Trade Development Council.

Hong Kong Trade Development Council

## 通告 6: 參展商須遵守的入境規例

### 1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，惟逗留期間，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. 來自中國內地參展商

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/](http://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。

香港貿易發展局



**Circular 7: Important Exhibition Regulations****Important Exhibition Regulations**

Thank you for joining the HKTDC Food Expo 2014. We would like to bring your attention to three particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

**1. Sub-letting**

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

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

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

Please remember that you MUST obtain prior written approval from us **no later than 29 June 2014** if you wish to conduct the above-mentioned activities. We will expect to receive some form of documentation confirming the relationship between you and the third party company before considering your application.

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

**2. Display relevant exhibits**

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

### 3. Regulation of Sound Level / Loud Hailers

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

For exhibitors using other audio-visual equipment in their booths, please **keep the sound level at 80db (A) or below**. This is to minimize the inconvenience caused to other exhibitors and visitors. The Organiser will conduct onsite inspections on sound level at the fair ground. Should there be violations found, the exhibitors concerned will be served with warnings. Upon serving the third warnings, the Organiser has the discretion to discontinue activities concerned. If exhibitors fail to adhere to the Organiser's instruction, the Organiser has the discretion to discontinue the exhibition of the exhibitor concerned and the exhibitor shall not receive any refund or compensation.

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

Exhibitors should also put their audio-visual equipment inside their booths **with a minimum of set back of 1m from the booth boundary**. The Organiser will conduct onsite inspections during the fair. The Organiser reserves the right to halt any use of the equipment if there are exhibitors who have failed to comply with the regulations.

### 4. Issue Receipt to Consumers

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

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

Hong Kong Trade Development Council

## 通告 7: 展覽會重要規則

歡迎參加香港貿發局美食博覽 2014。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中三項重要規則詳列如下，敬希垂注。

### 1. 分租

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

主辦機構明確規定，參展商只可為與之有直接或法定關係的公司進行以下活動：

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

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

假若參展商有意進行上述活動，必須於 **2014 年 6 月 29 日或之前**向主辦機構提出書面申請，並須出示有關文件，證明與所涉公司的關係。

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

### 2. 展品類別

參展商展示的產品，必須與參展申請表格中及經我局確認後的產品區相符。假若主辦機構發現有參展商用於展示該類別產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品或展台位置，甚至終止其參展權。

### 3. 使用音量 / 擴音器的規則

為了營造一個舒適愉快的環境予香港貿發局美食博覽的參觀人士，所有參展商應盡量避免在會場內使用高分貝聲音擴放器材，包括高聲信號器、麥克風和擴音器等。如有任何特殊情況，參展商必須於開展前三十天向主辦機構呈上書面申請，詳述使用此等器材的特殊理由及將使用的器材，主辦機構將會就具體情況酌情處理。

除前述規定，參展商在使用任何其他視聽器材時，須確保所有視聽器材安裝妥善，音量亦應調至**低於 80 分貝(A 級)**，以免對其他參展商或參觀人士造成滋擾。主辦機構會在展覽期間不定時巡視會場，以確保示範活動的音量在限制範圍內。如有違規，主辦機構有權干涉，並發出警告。在發出第三次警告時，主辦機構有權立即終止有關活動。如被警告的參展商拒絕與主辦機構合作，主辦機構有權立即終止該參展商的參展資格而毋須為此退還有關費用或作出任何賠償。

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

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

#### 4. 展商向消費者提供收據

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

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

香港貿易發展局

## **Circular 8: Compliance with Applicable Laws and Regulations**

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

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

Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.

- Prevention of Bribery Ordinance (Cap. 201) - which makes provisions for the prevention of bribery and other related matters.
- Personal Data (Privacy) Ordinance (Cap.486) - which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the data protection principles as listed under the Ordinance.
- Copyright Ordinance (Cap.528) - which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) - which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) - which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) - which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Pyramid Schemes Prohibition Ordinance (Cap.617) - which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Undesirable Medical Advertisements Ordinance (Cap. 231) - which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases as prescribed in the Ordinance. (See 3.26.10 below)
- Electricity Ordinance (Cap.406) - which provides for, amongst others, safety requirements for electrical products, meaning any current-using equipment, lighting fitting or accessory that uses low voltage or high voltage electricity.
- Air Pollution Ordinance (Cap. 311) - which makes provision abating, prohibiting and controlling pollution of the atmosphere, including prohibiting the manufacture



in or import into Hong Kong certain regulated consumer products (such as hairspray) that contain volatile organic compound content in excess of the prescribed limit.

- Public Health and Municipal Services Ordinance (Cap.132) - which regulates, amongst others, the preparation and adulteration of food and drugs and provides for protection to purchasers of food and drugs by prohibiting sale of food or drugs unfit for human use and false or misleading labeling or advertising of the same. (See 3.26 below)
- Control of Obscene & Indecent Articles Ordinance (Cap.390) - which controls articles which contain material that is obscene or indecent (including material that is violent, depraved or repulsive).
- Toys and Children's Products Safety Ordinance (Cap. 424) - which provides for, amongst others, safety standards for children's toys, specified chattels used in association with children.
- Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) - which regulates the import, export, and possession or control of certain endangered species of animals and plants. (See 3.26.11 below)
- Waste Disposal Ordinance (Cap. 354) - which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste.
- Firearms and Ammunitions Ordinance (Cap. 238) - which makes provisions for the control and licensing on the possession and dealing in arms and ammunition.
- Weapons Ordinance (Cap. 217) - which prohibits the possession of certain weapons.

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

### **Warranties**

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



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

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

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that the Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

### **Indemnity**

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



**Food Related Laws and Regulations**

Exhibitors are requested to read through sections 3.26.1 to 3.26.17 of the Exhibitor's Manual and ensure complete compliance with all the stated laws, regulations and conditions.

The Exhibitor agrees to comply with all the laws, regulations and conditions mentioned in section 3.25, and to exempt the Organiser and the Exhibition Venue from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the laws and regulations by the exhibitor. The Organiser and the Exhibition Venue are also no liable for any compensation to be made for any such contravention by the Exhibitor.

**3.26.1 Free Tasting for Product Demonstration <NEW>**

Exhibitors may offer food or beverage samples to visitors of the Exhibition for tasting provided that:

- (a) the samples are prepared in connection with the demonstration of the Exhibitor's products;
- (b) the samples are provided free of charge;
- (c) alcoholic beverages must not be tasted by or sold to visitors aged below 18;
- (d) the samples are offered in the area of the Exhibitor's Stand (or areas designated by the Organiser, if any);
- (e) the samples and/or the ingredients are well packaged or well covered and are served in small quantity and tasting portion only;
- (f) Exhibitor's staff preparing or dispensing food or beverages must wear face masks, gloves and clean clothing;
- (g) the samples and/or the ingredients must be within the expiry date of consumption and must be in a condition normally expected of or commonly acceptable in relation to that particular kind of food or beverages.

### **3.26.2 Onsite Inspection**

To ensure full compliance with the laws and regulations, the Organiser maintains the right to demand for immediate remedial action by Exhibitors upon request during the Fair period if the Organiser has any suspicion on any non-compliance of the laws and regulations mentioned in section 3.24. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Officials from various government departments and authorities such as Food and Environmental Hygiene Department ("FEHD"), Department of Health, Customs & Excise Department, Immigration Department, Chinese Medicine Council of Hong Kong, as well as the Consumer Council, may also conduct inspections onsite during the Fair period.

### **3.26.3 Food Laws of Hong Kong**

FEHD of the Government of the Hong Kong Special Administrative Region (HKSAR) has set forth very strict rules and regulations relating to sale of food in Hong Kong. Any food, whether imported or locally produced, intended for sale in Hong Kong shall comply with the local food laws including but not limited to the list below:

- (1) Public Health and Municipal Services Ordinance (Cap. 132)
  - (a) Part V — (Food and Drugs) of the Public Health and Municipal Services Ordinance (Cap. 132 of Laws of Hong Kong);
  - (b) Colouring Matter in Food Regulations (Cap.132H);
  - (c) Dried Milk Regulations (Cap.132R);
  - (d) Sweeteners in Food Regulations (Cap.132U);
  - (e) Food Adulteration (Metallic Contamination) Regulations (Cap.132V);
  - (f) Food and Drugs (Composition and Labeling) Regulations (Cap.132W);
  - (g) Food Business Regulation (Cap.132X);
  - (h) Frozen Confections Regulation (Cap.132AC);
  - (i) Harmful Substances in Food Regulations (Cap.132AF);
  - (j) Imported Game, Meat and Poultry Regulations (Cap.132AK);
  - (k) Milk Regulation (Cap.132AQ);
  - (l) Mineral Oil in Food Regulations (Cap.132AR);
  - (m) Preservatives in Food Regulation (Cap.132BD);



- (n) Slaughterhouses Regulation (Cap.132BU);
- (o) Smokeless Tobacco Products (Prohibition) Regulations (Cap.132BW); and
- (p) Pesticide Residues in Food Regulation (Cap. 132CM).

Note that Pesticide Residues in Food Regulation (Cap.132CM) takes effect from 1 August 2014. The Regulation imposes the maximum concentration of specified pesticide residues permitted in specified food commodities. It also stipulates that unless the consumption of the concerned food is not dangerous or prejudicial to health, the import or sale of any food found to contain pesticide residues, except for exempted pesticides specified in the Regulation, is an offence under the Regulation which attracts a maximum penalty of \$50,000 fine and 6-month imprisonment. For compliance with the requirements of this Regulation, Exhibitors may refer to the Guidelines published by the FEHD and the Centre for Food Safety which can be browsed at the following link:

[http://www.cfs.gov.hk/english/whatsnew/whatsnew\\_fstr/whatsnew\\_fstr\\_21\\_Pesticide.html](http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html).

The full text of the Public Health and Municipal Services Ordinance and its subsidiary legislations can be downloaded at <http://www.legislation.gov.hk/index.htm>.

(2) Food Safety Ordinance (Cap. 612)

The Food Safety Ordinance provides a tracing mechanism for food safety in Hong Kong, which comprises a registration scheme for food importers and distributors and a record-keeping scheme prescribed for all food importers and distributors in relation to movement of food.

According to the Ordinance, "Food" includes –

- (a) drink;
  - (b) ice;
  - (c) chewing gum and other products of a similar nature and use;
  - (d) smokeless tobacco products; and
  - (e) articles and substances used as ingredients in the preparation of food,
- but does not include –
- (f) live animals or live birds, other than live aquatic products;



- (g) fodder or feeding stuffs for animals, birds or aquatic products; or
- (h) medicine as defined by section 2(1) of the Pharmacy and Poisons Ordinance (Cap. 138) or Chinese herbal medicine or proprietary Chinese medicine as defined by section 2(1) of the Chinese Medicine Ordinance (Cap. 549).

**“Food importer”** means a person who carries on a business which brings or causes to be brought any food into Hong Kong by air, land or sea.

**“Food distributor”** means a person who carries on a business of which the principal activity is wholesale supply of food in Hong Kong. This also includes in general food producers (like fish/vegetables farmers and fishermen) and food manufacturers who supply their products by wholesale.

#### Registration scheme

The Ordinance requires any person who carries on a food importation/ distribution business to register with Director of Food and Environmental Hygiene as a food importer/ food distributor. Any person who does not register with FEHD as a food importer/distributor but carries on a food importation or distribution business commits an offence and is liable to a maximum fine of \$50,000 and imprisonment for 6 months.

For details of the registration scheme, exhibitors should refer to the FEHD’s publication “A Guide to the Registration Scheme for Food Importers and Food Distributors” available at the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk).

#### Record-keeping requirements

The Ordinance requires any person who, in the course of business, imports, acquires or supplies by wholesale food in Hong Kong to keep transaction records of the business from which it acquired the food and the business to which it supplied the food. Any person who captures local aquatic products and in the course of business, supplies them in Hong Kong is also required to keep the capture record.

Failure to comply with the record-keeping requirement is an offence under the Ordinance and upon conviction a person is liable to a maximum fine of \$10,000 and

imprisonment for 3 months.

There is no stipulated format for the records of each transaction to be maintained but such records should cover the following information as required under Part 3 of the Food Safety Ordinance:

(A) Record of local acquisition of food (Local acquisition record)

A person who, in the course of business, acquires food in Hong Kong must record the following information about the acquisition –

- (a) the date the food was acquired;
- (b) the name and contact details of the seller;
- (c) the total quantity of the food;
- (d) a description of the food.

The record must be made within 72 hours after the time the food was acquired.

(B) Record of acquisition of imported food (Import record)

A person who, in the course of business, imports food acquired outside Hong Kong must record the following information about the acquisition –

- (a) the date the food was acquired;
- (b) the name and contact details of the seller;
- (c) the place from where the food was imported;
- (d) the total quantity of the food;
- (e) a description of the food.

The record must be made at or before the time the food is imported.

(C) Record of capture of local aquatic products (Capture record)

A person who captures local aquatic products and who, in the course of business, supplies them in Hong Kong must record the following information about the capture –

- (a) the date or period of the capture;

- (b) the common name of the local aquatic products;
- (c) the total quantity of the local aquatic products;
- (d) the area of the capture

Exhibitors are required to fulfill their obligation in keeping records of their food products by following the Code of Practice on Keeping Records Relating to Food issued under section 43 of the Ordinance which can be downloaded from the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk)

The full text of the Ordinance can be downloaded at <http://www.legislation.gov.hk/index.htm> and Guidelines on the operation of the Ordinance issued by the Centre for Food Safety can be downloaded from the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk)

Exhibitors of the Food Expo must comply with all the laws and regulations relating to food. Exhibitors are deemed to have notice of the latest Food Laws in Hong Kong and have complied with any amended Food Laws once the amended laws have been posted on the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk)

### **3.26.4 Summary on Food Related Regulations**

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

#### **(1) Selling and Dispensing Food or Beverages**

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

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

Exhibitors who wish to conduct retail sales of restricted items like milk, ice-cream



and frozen confections should apply for the necessary food permits from the FEHD.

Exhibitors who will carry out on-site food processing activities must provide Hong Kong Trade Development Council (HKTDC) at least 30 days before the Food Expo notification in writing with the type of food items to be processed and whether the items are for free tasting or for sale. Where sale of on-site processed food will be conducted, the exhibitor is also required to provide HKTDC a copy of its Temporary Food Factory Licence at the same time.

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

## **(2) Fire Regulation**

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

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

## **(3) Food Labelling**

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

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

## **(4) Undesirable Medical Advertisements Ordinance**

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

## **(5) Registration of Proprietary Chinese Medicines**

According to Chinese Medicine Ordinance (Cap 549), all proprietary Chinese



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

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

### **(6) Product Genuineness & Product Labelling**

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

### **(7) Retail Sales Activities for Overseas Exhibitors**

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

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

### **3.26.5 Conditions on Selling and Dispensing Food or Beverages**

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

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

In addition to the provisions of the Food Safety Ordinance, the following conditions



on selling and dispensing food or beverages must be observed and complied with by all exhibitors:

### **Food Permits and Licences**

1. All food and beverages exhibited at the Food Expo must be in hygienic condition of the highest standard and must be fit for human consumption. For the sake of public health, the Organiser maintains the right to demand for valid certificates on the food product quality issued by the relevant health and food safety authorities upon request during the Fair period. If the Organiser has any suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Please ensure that there are no fake or unhygienic food products at the fairground.
2. Exhibitors can offer exhibits for tasting by visitors provided that they are free of charge to the visitors and that such tasting takes place within the designated area to which each exhibitor is assigned by the (HKTDC). Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing.
3. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground. The said Temporary Food Factory Licence must be displayed at an eye-catching location within the Exhibitor's booth with copy provided to HKTDC at least 30 days before the commencement of the Food Expo. The Organiser reserves the right to discontinue any sale if the exhibitor fails to present the said licence by the deadline.
4. Only pre-packaged food samples i.e. samples of any food packaged, whether completely or partially, in such a way that the contents cannot be altered without opening or changing the packaging, the food in which is ready for presentation to the

visitors as a single food item, can be sold to the visitors at the exhibition venue.

5. All exhibits, whether sold to or tasted by the visitors, must be within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits. Any other food or beverages supplied to visitors for tasting must be not older than would normally be expected of or commonly acceptable in relation to that particular kind of food or beverages.
6. All sales of beverages must be closed and sealed to prevent spilling.
7. The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk). Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.
8. Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licences from the FEHD. Any such food permit / licence obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to HKTDC at least 30 days before the commencement of the Food Expo.

### **On-site Food-processing Activities and Storage**

9. No open fire is allowed at the fairground and all exhibitors should note that no elaborate food preparation processes are allowed at the exhibitors' booth(s).
10. Means of food processing shall be restricted to steaming, or at most, grilling methods, while deep-fried or Yakitori is not permitted.
11. Any warming or re-heating of the food products must take place within the stands in the exhibition venue to which each exhibitor is assigned by HKTDC and shall only be done by microwave ovens and small frying pans heated by electric appliances of good working condition only. HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that HKTDC regards as defective, dangerous or improper. Each exhibitor is only allowed to install one microwave oven and one other electrical appliance in his/her respective stand. Exhibitors are also responsible for ordering sufficient power supply to support their electric cooking appliances. Booths with grilling must be installed with charcoal-filtered range hood in

order to minimise problems of indoor air pollution. HKTDC Exhibition Services can offer officially recognised charcoal-filtered range hoods for rent. Any exhibitor wishing to install any additional ovens or appliances must obtain the prior written approval of HKTDC who have an absolute discretion upon whether to give such approval. Notwithstanding that the HKTDC may have given such approval they are at liberty to subsequently withdraw approval at any time.

12. Booths with sales or distribution of soft ice-cream must be equipped with piping and drainage.
13. Acceptance of exhibitors which conduct food-processing on-site is subject to the sole decision of HKTDC.
14. Upon signing the Food Expo Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from food provided by the exhibitor or any offence committed by the exhibitor.
15. Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. As a safety measure, cooking appliances facing aisles are required to be shielded off by 30cm high panels above the stove top on three sides to avoid spillage of cooking oil or hot water.
16. All exhibitors should ensure that storage of food items should be under temperature-controlled conditions in refrigerators, freezers or other appropriate appliances of good and proper working condition. Prior arrangements should be made with HKTDC for the supply of 24-hour electricity throughout the duration of the exhibition. (Please refer to Form 7 in "Additional Facilities and Services Order Form")

### **3.26.6 Conditions on Tasting and Sales of Alcoholic Beverages**

Below are the rules and conditions governing the tasting and sales of alcoholic beverages during the Food Expo.

- All exhibitors are required to declare if their participation would involve alcoholic



beverages.

- The supply and sales of alcoholic beverages by the glass in any catering form without a valid Temporary Liquor Licence within the exhibition venue is strictly prohibited and any breach thereof shall result in the exhibitor concerned being disallowed from continuing to participate in the exhibition. Exhibitor conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance, Laws of Hong Kong Cap. 109. According to the Dutiable Commodities Ordinance, “alcoholic liquor” means any liquid which contains more than 1.2% of ethyl alcohol by volume, such as sheung ching, mow toi, ko leung, brandy, whisky, gin, rum, vodka, champagne, still wine, beer, cider, sake and etc.
- Since the legislative amendments to the Dutiable Commodities Ordinance took effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licences or permits for the import or export, manufacture, storage or movement of wine and liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C. No valuation of the alcoholic beverages concerned for duty purpose will be required. However, the existing licensing/permit controls on liquors with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C remain unchanged. Exhibitors of such liquors should forward a copy of the removal permit for duty-paid goods issued by the Customs & Excise Department to the HKTDC at least 30 days before the commencement of the Food Expo for records.
- Exhibitors conducting sales or tasting of alcoholic beverages during the Food Expo should observe the following rules and conditions:
- Consumption or tasting of alcoholic beverages must be done in the following ways:
  - 1) for those exhibitors who wish to conduct alcoholic beverages free tasting within the exhibition booth, they must apply for the relevant Temporary Liquor Licence directly from the Hong Kong Police at least 30 days before the commencement of the Food Expo. Only a person who is already in possession of a full Liquor Licence will be considered to be issued with a Temporary Liquor Licence. Any such Temporary Liquor Licence an exhibitor obtained must be displayed at an eye-catching location in the booth AND have to be copied to HKTDC at least 30



days before the commencement of the Food Expo.

- 2) Unless a Temporary Liquor Licence is obtained, all sales of alcoholic products must be bottled or canned, and no sales and/or free-tasting of alcoholic beverages by the glass or open-bottle would be allowed. Exhibitors conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance (Cap. 109) wherever appropriate.
- Alcoholic beverages **MUST NOT** be tasted by or sold to visitors aged below 18. In case of any doubt, please request visitors to show a proof of age, e.g. Hong Kong ID Card.
  - It is necessary to post a sign stating a message to the above effect. (The Organiser will provide the sign to the concerned exhibitors)

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

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

### **3.26.7 Product Genuineness**

To protect the welfare of the visitors, products sold, dispensed, promoted or displayed at the Food Expo must be genuine and conform to the labels affixed to them and their package insert.

Please note that the Organiser and Po Sau Tong Ginseng & Antler Association Hong Kong Limited, sponsor of the Food Expo, have the sole discretion to examine or test any ginseng, antler, dried seafood or Chinese soup ingredients regarding the product genuineness. The Organiser will take the examination or test results into account when considering whether or not to accept the application of the exhibitor for the upcoming Food Expo.

Government Officials from FEHD, Department of Health, Customs & Excise Department, Chinese Medicine Council of Hong Kong as well as the Consumer



Council, will also conduct regular inspections onsite during the Fair period.

### **3.26.8 Guidelines on Processing Food & Beverages**

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

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



60°C for a period of not more than 4 hours, otherwise it should be discarded.

[The Food Hygiene Code issued by the FEHD can be downloaded at  
[http://www.fehd.gov.hk/english/publications/code/code\\_index.htm](http://www.fehd.gov.hk/english/publications/code/code_index.htm)]

### **3.26.9 Catering Services**

According to the regulations of the Hong Kong Convention & Exhibition Centre (HKCEC), no catering items or service provided from outside HKCEC is permitted, and HKCEC security will take action against the delivery of any catering items.

Exhibitors may have food and drinks at the cafeteria inside the exhibition halls or at the restaurants. Should you require in-house delivery service, you may also contact the HKCEC directly at (852) 2582 8888.

### **3.26.10 Regulations on Sales of Restricted Food**

#### **Restricted Foods**

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

1. (a) Fresh meat  
(b) Chilled meat other than pre-packaged chilled beef, mutton or pork  
(c) Pre-packaged chilled beef, mutton or pork  
(d) Frozen meat
2. Fresh, chilled or frozen game
3. Fresh, chilled, frozen or live fish, excluding live fish on a fish farm



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



14. Cut fruit
15. Leung Fan (涼粉)
16. Man Tau Lo (饅頭籮)
17. Food sold by means of a vending machine
18. Sashimi
19. Sushi
20. Oyster to be eaten in raw state
21. Meat to be eaten in raw state

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

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

### **Sale of Restricted Foods**

Exhibitors who intend to conduct sale of any of the above restricted foods in the Food Expo are required to obtain the necessary Restricted Food Permit from the

FEHD and submit copy of the permits to HKTDC at least 30 days before the commencement of the Food Expo for records.

A Temporary Food Factory Licence is also required for any Exhibitor who intends to conduct sale of any pre-cooked restricted food or beverages reheated for consumption at the Food Expo. A copy of the licence should be forwarded to HKTDC at least 30 days before the commencement of the Food Expo for records.

Both the Form of Application for Permit (FEHB95A) and the Form of Application for a Temporary Food Factory Licence (FEHB 201) can be downloaded from the website of FEHD at [www.fehd.gov.hk](http://www.fehd.gov.hk) . For enquiries, please call the 24-hour hotline of FEHD at (852) 2868 0000.

### **3.26.11 Regulations on Importation of Food Products**

Food importers, through close liaison with exporting countries, are responsible for ensuring that food items they procure comply with the local legislation. To help ensure hygienic standards of food, importers are encouraged to obtain health certificates issued by health authorities of countries of origin to accompany their imports certifying that the food products concerned are fit for human consumption.

There are specific legal requirements or administrative arrangements for the import of the following selected food items due to their perishable or high-risk nature:

- (a) game, meat and poultry;
- (b) milk and milk beverages;
- (c) frozen confections; and
- (d) marine products.

FEHD has prepared individual leaflets advising on the proper procedures for importing the above food items respectively:

- Guide to Import of Food into Hong Kong
- Guide to Import of Milk and Milk Beverages into Hong Kong
- Guide to Import of Frozen Confections into Hong Kong

- Guide to Import of Game, Meat and Poultry into Hong Kong
- Guide to Import of Marine Products into Hong Kong
- Guide to Application for Import Licence for Frozen Meat, Chilled Meat, Frozen Poultry and Chilled Poultry.

These leaflets can be collected at the Centre for Food Safety of FEHD at 43/F, Queensway Government Offices, 66 Queensway, Hong Kong or browsed at: the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk)

◆ **Health Certificate by Local Health Authority on Food Products**

- Regardless of the type of food product, exhibitors are required to present a health certificate issued by their respective local health authority for importation into Hong Kong. A copy of the health certificate should be forwarded to HKTDC at least 30 days before the commencement of the Food Expo for records.

◆ **Close Watch on Latest News Regarding Food Safety**

- Exhibitors should keep a close watch on the latest news published by the Centre for Food Safety on its website at [www.cfs.gov.hk](http://www.cfs.gov.hk) to ensure their display and/or promoted food products are safe for public consumption.

◆ **Prior Approval for Importation of Restricted Food Items**

- The importations of restricted food items require prior approval for importation from FEHD. These restricted items include frozen confections (including ice cream), milk and milk beverages, etc. A copy of the approval, if applicable, should be forwarded to HKTDC at least 30 days before the commencement of the Food Expo for records.
- The application forms are downloadable from the website of FEHD at: <http://www.fehd.gov.hk/english/forms/fehb95.pdf>.

◆ **Regulated Items**

- There are specific legal and administrative requirements under the Public Health and Municipal Services Ordinance (Cap.132) for the import of any food containing regulated items such as added colouring matter, metal, artificial sweeteners, aflatoxins, erucic acid and/or other prohibited substances, preservatives and/or antioxidants and endangered species ingredients. Exhibitors are required to conform with these requirements to ensure that their products are fit for local sale or consumption.
- Further information on importation of regulated items can be found at the



◆ **Freight Forwarder**

- Exhibitors may contact any Freight Forwarder for further details regarding importation of food products. The contacts of some Freight Forwarders are listed on the website of Hong Kong Exhibitions and Convention Industry Association (HKECIA) at [http://www.exhibitions.org.hk/english/members\\_company\\_a.php](http://www.exhibitions.org.hk/english/members_company_a.php).

**3.26.12 Food & Drugs (Composite and Labelling) Regulations**

The Food and Drugs (Composition and Labelling\*) Regulations (Cap. 132W of the Laws of Hong Kong SAR) make it mandatory for all prepackaged food to carry a prescribed label of prepackaged food and a nutrition label marked or labeled with its energy value and nutrient. Both labels shall be in either the English or the Chinese language or in both languages.

Violation of the Food and Drugs (Composition and Labelling) Regulations is an offence. Offenders found guilty are liable to a fine of up to HK\$50,000 and to imprisonment of up to 6 months.

The label of prepackaged food must provide information of 1) food name/designation; 2) list of ingredients; 3) indication of “best before” or “used by” date; 4) statement of special condition for storage or instructions for use; 5) full name and address of manufacturer or packer; 6) count, weight or volume; 7) declaration of the presence of substances which are known to cause allergy on food labels. And, additive constituting one of the ingredients of a prepackaged food shall be listed by both its functional class and its specific name.

The nutrition label must contain the following 8 aspects and should also cover the amount of any claimed nutrients:

- energy
- protein
- carbohydrates
- total fat



- saturated fatty acids
- trans fatty acids
- sodium
- sugars

All **Hong Kong and overseas exhibitors** that intend to conduct selling of prepackaged foods at HKTDC Food Expo should make sure their products carry the required nutrition label.

For exhibitors selling prepackaged foods that have a total sales volume of less than 30,000 units a year in Hong Kong, and the prepackaged foods do not provide any nutrition claims, they are eligible to apply for a Small Volume Exemption (SVE) at the Centre for Food Safety under the FEHD. Upon approval, the Centre will issue to the exhibitor an exemption number per food application for use in the course of its selling at the Fair. SVE should only be applied by Hong Kong manufacturers or Hong Kong importers. Overseas exhibitors are advised to apply for their SVE via their Hong Kong importers/distributors/agents.

Prepackaged food samples that have no required nutrition labels and are not exempted should only be offered for free food tasting or promoted as display items. They are not allowed to be sold at the Food Expo.

Officials from the FEHD may conduct random inspections onsite during the Fair period. The Organiser may, given all circumstantial supportive factors, call for immediate removals of the alleged food items from sale. In the incidences that repeated warnings are in vain, the Organiser has the discretion to terminate the exhibitors' right to continue participating in the Fair with immediate effect.

To comply with the requirements of the Regulations, Exhibitors should refer to the Guidelines/Guidance Notes issued by the Centre for Food Safety, available at its website at [www.cfs.gov.hk](http://www.cfs.gov.hk) and including the following:

- Trade Guidelines on Preparation of Legible Food Label
- Trade Guidelines on Serving Size of Prepackaged Food For Nutrition Labelling
- Labelling Guidelines on Food Allergens, Food Additive and Date Format
- Technical Guidance Notes on Nutrition Labelling and Nutrition Claims
- Method Guidance Notes on Nutrition Labelling and Nutrition Claims

- Guide to Application for Small Volume Exemption

For further details regarding the Food and Drugs (Composition and Labelling) Regulations, please contact the Food Safety at: (852) 2868 0000 or visit its website at <http://www.legislation.gov.hk/eng/home.htm>.

**IMPORTANT NOTICE**

**During the Fair period, exhibitors must observe and pay special attention to the following relevant ordinances & rules for Chinese medicine & health products (3.24.12 to 3.24.14):**

**3.26.13 Chinese Medicine Ordinance and Other Relevant Legislations**

**Chinese Medicine Ordinance (Cap. 549 of the Laws of Hong Kong)**

The Ordinance which was passed by the Legislative Council on 14 July 1999 established a regulatory system for the protection of public health, the accomplishment of a professional status for Chinese medicine practitioners and the enhancement of safety, quality and efficacy of Chinese medicines in Hong Kong. The contents of the Chinese Medicine Ordinance include the composition and functions of the Chinese Medicine Council, Chinese Medicine Practitioners Board, Chinese Medicines Board and the seven committees established under the Chinese Medicine Council; the regulatory system for Chinese medicine practitioners, which includes registration, examination and discipline of Chinese medicine practitioners; and the regulatory system for Chinese medicines, which includes licensing and regulation of Chinese medicines traders and registration of proprietary Chinese medicines.

**All exhibitors are reminded that they must hold a valid Retailer Licence (Exhibition) in Chinese Herbal Medicines for selling or offering Chinese medicines at the Fair. For details on the application of the Licence, please contact the Chinese Medicine Council of Hong Kong at (852) 2121 1888 or email to [info@cmchk.org.hk](mailto:info@cmchk.org.hk).**

**Registration System and Statutory Requirements for Proprietary Chinese Medicines Implemented**



In accordance with s.119 of the Chinese Medicine Ordinance (Cap. 549), all proprietary Chinese medicines must be registered under the Ordinance with the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, possessed or sold in Hong Kong. Any person who sells, or imports, or possesses any unregistered proprietary Chinese medicine shall commit an offence and upon conviction shall be sentenced at maximum for a fine at HK\$100,000 and imprisonment for 2 years.

Sections 143 and 144 of the Ordinance also impose an offence on any person who sells, or has in his possession for the purpose of selling, any proprietary Chinese medicine without a label and a package insert which does not comply with the prescribed requirements and the maximum penalty is a fine of \$100,000 and 2-years' imprisonment.

**All Hong Kong and overseas exhibitors are reminded that they must fulfill the obligations imposed by the Chinese Medicine Ordinance before they can possess, sell, market, display, exhibit or deal in any other ways with proprietary Chinese medicines at the Fair(s).** Summaries of the operation of the Ordinance in respect of Chinese herbal medicines and proprietary Chinese medicines can be found on the website of the Chinese Medicine Council of Hong Kong at <http://www.cmchk.org.hk/>. For a full text of the Ordinance, please browse the website of the Bilingual Law Information System at <http://www.legislation.gov.hk/eng/home.htm>.

### **3.26.14 Undesirable Medical Advertisements Ordinance**

The Department of Health of the HKSAR Government has set forth very strict rules and regulations relating to drug labelling. The Undesirable Medical Advertisements Ordinance, Cap.231 of the Laws of Hong Kong, prohibits the advertising of any medicine, surgical appliances or treatment for the prevention or treatment of diseases or conditions specified in the Schedules 1 and 2 of the Ordinance. Advertisements include any notice, poster, pamphlet and label on product and any announcement made orally or by means of producing or transmitting light or sound. It is possible that representatives from relevant government departments would conduct an on-site inspection during the Fair for any misbehaviors or irregularities.



Exhibitors are reminded that sections 2 to 8, 10 and 12 of the Undesirable Medical Advertisements Ordinance has taken effect from 1 June 2012 so that the prohibition or restriction on advertisements of six prescribed group of health claims (relating to breast lumps, genitourinary system, endocrine system, body glucose, blood pressure and blood lipids or cholesterol) is extended to all orally consumed products, except those customarily consumed as food or drink.

The maximum penalty for contravention of the Ordinance is also increased to \$50,000 and 6-months' imprisonment for a first offence and \$100,000 and 1-year's imprisonment for a second or subsequent offence.

The full text of the Ordinance can be downloaded from the Bilingual Law Information System at <http://www.legislation.gov.hk/eng/home.htm>.

For compliance with the requirements of the Ordinance, Exhibitors should also consult the Guidelines on Undesirable Medical Advertisement Ordinance available at the website of the Drug Office of the Department of Health at [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk).

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

### **3.26.15 Rules & Regulations for Imports and Exports of Chinese Medicines**

The import and export of proprietary Chinese medicines and 36 types Chinese herbal medicines (*including 31 Chinese herbal medicines specified in Schedule 1 and the 5 Chinese herbal medicines specified in Schedule 2 (Flos Campsis (凌霄花); processed Radix Aconiti (製川烏); processed Radix Aconiti Kusnezoffii (製草烏); Radix Clematidis (威靈仙) and Radix Gentianae (龍膽) of the Chinese Medicine Ordinance*) as listed in the First Schedule to the Import and Export (General) Regulations (Chapter 60, sub Leg.A), Laws of Hong Kong, are subject to licensing control. Importation / Exportation of these articles must be covered by an import/export licence issued by the Department of Health.

Please note that importation/exportation of proprietary Chinese medicines and 36 types Chinese herbal medicines without an import/export license may violate the Import and Export (General) Regulations. Such violation constitutes an offence



and offenders found guilty are liable to a fine of up to HK\$500,000 and to imprisonment of 2 years. For details of the relevant provisions of the Regulations, please browse the website [www.legislation.gov.hk](http://www.legislation.gov.hk).

- 1) An Import or Export Licence must be applied to cover the consignment before the arrival or departure of the goods. Application should be submitted after completion of Import Licence Form 3 and Export Licence Form 6, by hand to the Chinese Medicine Section, Chinese Medicine Division of the Department of Health, at 16/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon.

Details of the applications for import/export permit for Chinese herbal medicines and proprietary Chinese medicines can be found in the Guidelines issued by the Chinese Medicine Division of Department of Health which are available on its website at [www.cmd.gov.hk](http://www.cmd.gov.hk).

- 2) In the case of an import licence application, the applicant will be given the original and duplicate of licence. The original is to enable the licensee to take delivery of the goods from the carrier (shipping company, airline or transportation company). Please note that under Section 8 of the Import and Export Ordinance (I & E Ordinance), the original must be presented to the carrier within 7 days after importation of the goods, irrespective of whether delivery of the goods is taken. The duplicate is for the licensee's retention.
- 3) Under Sections 6C(1) and 6D(1) of the I & E Ordinance, no person shall import or export pharmaceutical products and medicines except under and in accordance with a licence issued by the Director-General of Trade and Industry. Sections 6C(2) and 6D(3) of the I & E Ordinance stipulate that any person who contravenes Sections 6C(1) and 6D(1) shall be guilty of an offence and shall be liable on conviction to a fine of \$500,000 and to imprisonment for two years.
- 4) For further information, please contact Drug Office of the Department of Health at (852) 23198458 or visit its website at [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk).
- 5) The exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged



or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

### **3.26.16 Protection of Endangered Species of Animals and Plants Ordinance**

The Protection of Endangered Species of Animals and Plants Ordinance (the Ordinance), Cap. 586, is the local legislation which gives effect to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) in Hong Kong. The Ordinance requires a licence to be issued in advance by the Agriculture, Fisheries and Conservation Department for the import, introduction from the sea, export, re-export or possession of specimens of a scheduled species, whether alive, dead, its parts or derivatives (including medicines). The Ordinance also specifies the circumstances under which no licence is required for trade in endangered species. The control regime follows closely the requirements under CITES.

The Ordinance applies to all parties, including traders, tourists and individuals, who conduct activities involving endangered species. For details of the Ordinance and guidelines for applying necessary licences, please visit the website of the Agriculture, Fisheries and Conservation Department at <http://www.afcd.gov.hk/eindex.html>.

### **3.26.17 Other Relevant Legislations**

Other than the laws and regulations mentioned in the foregoing sub-sections, Exhibitors shall also comply with the provisions of relevant legislations for example:

- (i) Under the Prevention of Bribery Ordinance (Cap.201), any person who, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for that public servant's exercise of his duties commits an offence;
- (ii) Under the Public Health and Municipal Services Ordinance (Cap. 132), which imposes restrictions on and requirements for, amongst others, preparation and adulteration of drugs; possession for the purpose of sale, exposition and advertising of drugs injuriously affected in their quality, constitution or potency by means of adulteration; prohibitions against sale to the prejudice of purchasers of drugs not of the nature or quality demanded by purchasers;



- prohibitions against sale, exposition or possession for sale of drugs intended but unfit for use by man; and prohibitions against sale and display of drugs for sale with false or misleading labeling or advertising;
- (iii) Under the Animals and Plants (Protection of Endangered Species) Ordinance (Cap. 187), restrictions related to the control of endangered species;
  - (iv) Under the Undesirable Medical Advertisements Ordinance (Cap.231), which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases and all orally consumed products as prescribed in such Ordinance and abortion;
  - (v) Under the Waste Disposal Ordinance (Cap. 354), which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste of any class or description, the licensing and registration of places and persons connected with any such activity, the protection and safety of the public in relation to any such activity and other related matters;
  - (vi) Under the Trade Descriptions Ordinance (Cap. 362), which imposes, amongst others, prohibitions against application of false trade description to goods; possession for sale or for any purpose of trade or manufacture of goods with false trade description; prohibitions against supply of goods with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; and prohibitions against import and export of goods with false trade description or forged trade mark.

The Ordinance presently only prohibits false trade descriptions to goods and not services. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 was passed on 17 July 2012 and its key changes include:

- the expansion of the definition of “trade description” in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;



- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define “services” under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions.

The Amendment Ordinance will come into operation tentatively in mid-2014.

- (vii) Under the Pharmacy and Poisons Ordinance (Cap.138), which imposes restrictions on and requirements for, amongst others, possession and sale (both retail and wholesale) of poisons by registered pharmacists; registration of premises where poisons are kept for the purposes of retail sale; the requirement of prescription by a registered medical practitioner, registered dentist or registered veterinary surgeon for sale of certain designated poisons; labeling of and containers for poisons; storage and transport of poisons; and manufacture, import and export for pharmaceutical products. In particular, attention should be drawn to the restrictions relating to the control of medicines containing any western medicine as ingredients, and references should be made to the latest information and news posted on the website of Drug Office, Department of Health: [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk).

Please refer to the various ordinances for details. The full text of the ordinances can be downloaded from the website: <http://www.legislation.gov.hk/index.htm>.

Government publications can also be purchased through the following channels:

- visiting the online Government Bookstore at <http://www2.bookstore.gov.hk>;
- calling the Publications Sales Unit of Information Services Department at (852) 2537 1910 or sending an email to [puborder@isd.gov.hk](mailto:puborder@isd.gov.hk); or
- downloading the order form from the ISD website at <http://www.isd.gov.hk> and submit the order online or by fax to (852) 2523 7195.

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



Hong Kong Trade Development Council

## 通告 8: 遵守適用法律及規章

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

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

- 註冊外觀設計條例 (第 522 章) - 該條例就註冊外觀設計權利訂立條文。
- 商標條例 (第 559 章) - 該條例就商標註冊及包括註冊商標的保護及執行的相關事項訂立條文。
- 專利條例 (第 514 章) - 該條例就專利註冊及包括註冊專利的保護及執行的相關事項訂立條文。
- 禁止層壓式計劃條例 (第 617 章) - 該條例禁止推廣、知情參與及誘使他人參與層壓式計劃。
- 不良廣告(醫藥)條例 (第 231 章) - 該條例其中條文禁止發佈可能導致他人使用該條例中所訂明的某些疾病的任何藥物、外科用具或療法的廣告。(見下列 3.26.10)
- 電力條例 (第 406 章) - 該條例其中就電氣產品 (指使用低壓或高壓電力的任何用電器具、照明配件或附件) 的安全規格訂立條文。
- 空氣污染管制條例 (第 311 章) - 該條例就消滅、禁止與管制大氣污染訂立條文。其中包括禁止在香港製造或進口所含的揮發性有機化合物成分超出所規定限額的若干受規管消費品 (例如髮膠)。
- 公眾衛生及市政條例 (第 132 章) - 該條例其中就規管食物及藥物的配製及攪雜並藉藉禁止售賣不宜供人使用的食物或藥物或該等食物或藥物的虛假或誤導標籤或廣告而對食物及藥物購買人提供保障訂立條文。(見下列 3.26)
- 淫褻及不雅物品管制條例 (第 390 章) - [管制內容屬於或含有淫褻或不雅資料\(包括暴力、腐化或可厭的資料\)的物品。](#)
- 玩具及兒童產品安全條例 (第 424 章) - 該條例其中就兒童玩具及指明的兒童用品的安全標準訂定條文。
- 保護瀕危動植物物種條例 (第 586 章) - 該條例對一些瀕危的動物和植物物種的進口、出口、擁有或控制作出管制。(見下列 3.26.11)
- 廢物處置條例 (第 354 章) - 該條例規管廢物的處理、儲存、收集及處置，包括廢物處理、再加工和回收。



- 火器及彈藥條例 (第 238 章) - 該條例規管火器及彈藥的管有和經營的牌照事宜。
- 武器條例 (第 217 章) - 該條例禁止持有某些武器。

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

### 保證

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

- (a) 必須遵守所有適用於參展商或主辦機構的法律及規章 (包括但不限於香港法例) 及任何適用的國際公約；
- (b) 必須遵守所有由有關的政府機關及專業團體(包括但不限於香港的政府機關及專業團體) 發出適用於參展商或主辦機構的專業守則、指引或聲明；
- (c) 並無侵犯任何第三者的任何知識產權或其他權利；
- (d) 根據主辦機構的合理意見，並非不利於主辦機構的形象、聲譽或有其他不良影響。

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

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

### 彌償

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

## 食品有關法律和規例

參展商應仔細閱讀「參展商手冊」內第 3.26.1 至 3.26.17 項，並確保完全符合所述的有關法律、規例和條件的規定。

參展商同意遵守所有 3.24 項內所述的法律、規例和條件之規定，並同意如因違反該等規定而招致任何投訴或訴訟，香港貿易發展局（“香港貿發局”）及香港會議展覽中心（管理）有限公司均不會負上任何責任，亦無須作出任何賠償。

### 3.26.1 產品示範及免費樣品 <新增項目>

參展商可向參觀人士提供食品或飲品樣品作試味，但必須遵守下列規定：

- (a) 樣品是從參展商的產品示範中準備而成的；
- (b) 樣品是免費提供的；
- (c) 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務；
- (d) 樣品在參展商攤位內（或主辦機構指定地區，如適用）提供；
- (e) 樣品及/或其原材料經妥善包裹或蓋掩，並且只屬小量及試味性質；
- (f) 參展商負責準備及派發食品或飲品的員工必須佩戴口罩、手套和穿着潔淨衣物；
- (g) 樣品及/或其原材料必須仍在有效日期內並屬該食品或飲品一般預期或通常被接受的狀態或狀況。

### 3.26.2 會場內巡查

為確保有關法律和規例的執行，主辦機構有權在懷疑有任何違反 3.25 項所述法律和規例的事情時，要求有關參展商於展覽會場上即時採取補救行為。若屢勸無效，主辦機構有權即時終止該參展商的參展資格。政府部門及機構包括食物環境衛生署（“食環署”）、衛生署、海關、入境事務處，香港中醫藥管理委員會及消費者委員會等均會派員於展覽期間到場巡查。

### 3.26.3 香港的食物法例

香港特別行政區政府的食物環境衛生署（“食環署”）對於在香港銷售的食品訂有嚴格的規例。任何在香港售賣的食品，不論是從外地進口或在本地製造，均須遵守香港有關食物的法律，包括但不限於下列法規：

- (1) 公眾衛生及市政條例 ( 香港法律第 132 章 )
- (a) 公眾衛生及市政條例 ( 香港法律第 132 章 ) 第 V 部 — 食物及藥物
  - (b) 食物內染色料規例 ( 香港法律第 132H 章 )
  - (c) 奶粉規例 ( 香港法律第 132R 章 )
  - (d) 食物內甜味劑規例 ( 香港法律第 132U 章 )
  - (e) 食物攪雜 ( 金屬雜質含量 ) 規例 ( 香港法律第 132V 章 )
  - (f) 食物及藥物 ( 成分組合及標籤 ) 規例 ( 香港法律第 132W 章 )
  - (g) 食物業規例 ( 香港法律第 132X 章 )
  - (h) 冰凍甜點規例 ( 香港法律第 132AC 章 )
  - (i) 食物內有害物質規例 ( 香港法律第 132AF 章 )
  - (j) 進口野味、肉類及家禽規例 ( 香港法律第 132AK 章 )
  - (k) 奶業規例 ( 香港法律第 132AQ 章 )
  - (l) 食物內礦物油規例 ( 香港法律第 132AR 章 )
  - (m) 食物內防腐劑規例 ( 香港法律第 132BD 章 )
  - (n) 屠房規例 ( 香港法律第 132BU 章 )
  - (o) 無煙煙草產品 ( 禁止 ) 規例 ( 香港法律第 132BW 章 )
  - (p) 食物內除害劑殘餘規例 ( 香港法律第 132CM 章 )

請注意《食物內除害劑殘餘規例》( 香港法律第 132CM 章 ) 自 2014 年 8 月 1 日起實施。該規例規定在食物類商品內指定的除害劑殘餘的最高濃度，同時規定只有在食用含有除害劑殘餘(該規例指定豁免的除害劑除外)的食物不會損害健康的情況下，才會容許有關食物的進口或銷售。違反該規例所訂的罪行最高可被判處 5 萬元罰款和 6 個月監禁。就如何符合該規例的要求，參展商可參閱食環署及食物安全中心公佈的指引，有關指引可瀏覽以下網址：

[http://www.cfs.gov.hk/tc\\_chi/whatsnew/whatsnew\\_fstr/whatsnew\\_fstr\\_21\\_Pesticide.html](http://www.cfs.gov.hk/tc_chi/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html)

香港法律第 132 章《公眾衛生及市政條例》及其附屬規例的全文可於網頁 [http://www.cfs.gov.hk/tc\\_chi/food\\_leg/food\\_leg\\_list.html](http://www.cfs.gov.hk/tc_chi/food_leg/food_leg_list.html) 下載。

(2) 食物安全條例 (香港法律第 612 章)

《食物安全條例》為加強香港之食物安全實行食物溯源措施，包括設立食物進口商和分銷商登記制度，以及規定食物商必須備存食物進出紀錄。

根據香港法律第 612 章《食物安全條例》，“食物”包括：

- (a) 飲品；
- (b) 冰；
- (c) 香口膠及其他具相類性質及用途的產品；
- (d) 無煙煙草產品；及
- (e) 配製食物時用作配料的物品及物質，

但不包括—

- (f) 活的動物或活的禽鳥(活水產除外)；
- (g) 動物、禽鳥或水產的草料或飼料；或
- (h) 《藥劑業及毒藥條例》(香港法律第 138 章)第 2(1)條所界定的藥物或《中醫藥條例》(香港法律第 549 章)第 2(1)條所界定的中藥材或中成藥。

“食物進口商”指經營食物進口業務的人，而其業務是以/安排以空運或循陸/水路將食物運入香港。

“食物分銷商”指經營食物分銷業務的人，而其業務的主要活動是在香港批發供應食物；食物生產者(如養魚戶、菜農、漁民)和食物製造商，如以批發方式出售其產品，亦屬食物分銷商。

登記制度

《食物安全條例》規定任何經營食物進口/分銷業務的人須向食環署署長登記為食物進口商/食物分銷商。任何人如未向食環署署長登記為食物進口商/食物分銷商而經營食物進口/分銷業務，即屬犯罪，最高可被判罰款 50,000 元及監禁六個月。



有關此登記制度的詳情，請參閱食環署出版的《食物進口商和食物分銷商登記制度指引》，該指引可見於食物安全中心的網頁 [www.cfs.gov.hk](http://www.cfs.gov.hk)。

#### 備存食物進出紀錄的規定

《食物安全條例》規定任何人如在業務運作中在香港從某地方進口食物、獲取食物或以批發方式供應食物，須就獲取食物及供應食物備存有關於商號的交易紀錄。此外，捕撈本地水產並在業務運作中在香港供應該等水產的人士，須備存捕撈紀錄。

任何人如未能遵從備存紀錄的規定，在《食物安全條例》下即屬違法，最高可被判罰款 10,000 元及監禁三個月。

須備存的每項交易的紀錄並無訂明的格式，但有關紀錄應涵蓋《食物安全條例》第 3 部規定的以下資料：

#### (A) 本地獲取食物的紀錄 (本地來貨紀錄)

任何人如在業務運作中在香港獲取食物，須就獲取有關食物記錄以下資料：

- (a) 獲取有關食物的日期；
- (b) 賣方的名稱及聯絡詳情；
- (c) 有關食物的總數量；
- (d) 有關食物的描述。

有關紀錄須在獲取有關食物後的 72 小時內作出。

#### (B) 獲取進口食物的紀錄 (進口紀錄)

任何人如在業務運作中進口在香港以外地方獲取的食物，須就獲取有關食物記錄以下資料：

- (a) 獲取有關食物的日期；
- (b) 賣方的名稱及聯絡詳情；

- (c) 進口有關食物的地方；
- (d) 有關食物的總數量；
- (e) 有關食物的描述。

有關紀錄須在進口有關食物之時或之前作出。

( C ) 捕撈本地水產的紀錄 ( 捕撈紀錄 )

任何人如捕撈本地水產，並在業務運作中在香港供應該等水產，須就該項捕撈記錄以下資料：

- (a) 該項捕撈的日期或期間；
- (b) 該等本地水產的常用名稱；
- (c) 該等本地水產的總數量；
- (d) 該項捕撈的地區。

參展商必須遵照食環署根據《食物安全條例》第 43 條發出的「備存食物紀錄的實務守則」之內容就獲取食物及供應食物備存有關於紀錄。該守則可見於食物安全中心的網頁 [www.cfs.gov.hk](http://www.cfs.gov.hk)。

香港法律第 612 章《食物安全條例》的全文可於網頁 <http://www.legislation.gov.hk/index.htm> 下載。食物安全中心有關執行上述條例的指引可於網頁 <http://www.cfs.gov.hk> 下載。

參展商必須遵守上述法例和規例內所有有關食物的規定並查閱於食物安全中心的網頁 [www.cfs.gov.hk](http://www.cfs.gov.hk) 上公告的最新之香港食物法例。任何有關香港食物法例的立法和修訂一經在該網頁刊登，即表示參展商已知悉並接納遵守該等法例。

### 3.26.4 食物規例概覽

參展商必須遵守的一些規例和條件現摘要如下：

#### (1) 售賣及派發食品或飲料

現場售賣之食品或飲料必須為密封包裝之產品。所有現場零售交易參展商必須向消費者提供有



**效之收據**。收據上需列明參展商公司名稱，交易日期及金額。

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

參展商如想進行例如奶類、雪糕及其他冰凍甜點之零售交易，須向食環署申請有關食物許可證。參展商如欲於展場內烹調食品，必須在美食博覽舉行前最少 30 天以書面通知香港貿發局，將要在展場內烹調的食品之類別及其用途(免費試食或銷售)。如參展商欲烹調食品作銷售用途，則需同時額外提供其臨時食物製造廠牌照的副本予香港貿發局。

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

## (2) 防火規例

在任何情況下，會場內皆不得生火。

[查詢：香港貿發局電話 (852) 2240 4470。]

## (3) 食物標籤

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

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

## (4) 不良醫藥廣告條例

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

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

## (5) 中成藥的註冊

根據香港法例第 549 章《中醫藥條例》，所有中成藥必須經香港中醫藥管理委員會轄下中藥組



註冊後才可以進口香港、在香港製造或售賣。所有中成藥亦必須附有法例規定的標籤和說明書。

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

#### (6) 產品真偽

主辦機構及美食博覽之贊助機構“香港參茸藥材寶壽堂商會”有權審核或測試各種參茸海味或中式保健湯包之真偽。

#### (7) 海外參展商會場零售活動

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

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

### 3.26.5 售賣及派發食品或飲料之條件

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

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

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

#### 食物牌照/許可證

1. 所有供銷售或試味的食品及飲料，必須符合最嚴格的衛生規定和適合人類食用。為保障市民健康，主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出的食物衛生及安全之證明文件。如果基於環境證據的支持使主辦機構對任何展品產生懷疑，主辦機構可以要求有關參展商立即停止售賣或展示該展品。若屢勸不效，主辦機構亦有權即時終止該參展商的參展資格。主辦機構要求所有參展商能確保所有攤位內之展品沒有任何劣質貨品或不衛生食品。
2. 參展商可提供展品予參觀人士試味，但此等試食必須為免費，並於香港貿發局分配予

參展商的攤位範圍內進行。主辦機構強烈建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發。所有負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服，以確保衛生。

- 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。有關的牌照必須展示於參展商攤位內顯眼的位置並已於美食博覽舉行前最少 30 天提交牌照副本予香港貿發局。如參展商於限期前未能提交有關牌照，主辦機構有權停止該參展商的銷售服務。
- 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裹的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。
- 所有展品，不論是供參觀人士購買或試食，均須為未超逾食用期限的食物，而有關期限必須清楚標明於展品的容器或包裝上。任何其他供試味的食品或飲料，其儲存期均不得超逾該類產品一般可以接受的期限。
- 所有飲品必須以密封形式包裝售賣以防濺溢。
- 最新之香港食物法例在刊登於食物安全中心的網站 [www.cfs.gov.hk](http://www.cfs.gov.hk) 時生效。經修訂之香港食物法例一經刊登，即表示參展商已知悉該等法例，並接納經修訂之法例條款。
- 根據展品的不同性質，參展商須向食環署申請有關的食品牌照/許可證。有關的食品牌照/許可證必須張貼於攤位內的顯眼位置，並於美食博覽舉行前最少 30 天提交其副本予香港貿發局存檔。

#### 會場內的食品處理及存放

- 會場內不得生火，參展商亦須注意：不得在攤位內進行繁複的食品烹調程序。
- 參展商於展場內只能以蒸煮或燒烤方法烹調食品，不能進行油炸或以日式燒烤方式處理食品。
- 所有展出的食品或飲料如須加熱，必須在香港貿發局分配予各參展商的攤位內進行，

並只可採用操作正常的微波爐及小型電爐。香港貿發局有權著令參展商即時撤換香港貿發局認為危險、有問題或不合適的加熱器具，而無需預先作出通知。同時，每家參展商只許在其攤位裝設微波爐及其他電動煮食器各一具。參展商需安排足夠電力供應予其煮食用具。以燒烤方式處理食品的參展商必須安裝含**過濾木炭的抽油煙機**以室內減少空氣污染。參展商可向香港貿發局展覽服務部租用合資格的抽油煙機。任何參展商如欲安裝額外的煮食爐具或電器，必須事先取得香港貿發局的書面許可。香港貿發局有權決定是否批准這類申請，而即使在作出批准後，仍有權隨時收回所發出的許可。

12. 銷售或供應軟雪糕的展台必須配備水管及排水裝置。
13. 香港貿發局對批准參展商在場內烹調食品有絕對酌情權，亦有權隨時取消已發出的許可。
14. 參展商一經簽署美食博覽申請表格及聲明書，即表示參展商同意遵守有關條款，並同意如有任何因參展商供應的食品或參展商違反法規而招致的投訴或訴訟，香港貿發局及香港會展中心均不需要負責，亦無需作出賠償。
15. 為避免熱油或熱水濺溢發生意外，所有面向行人通道的烹飪器具必須安裝三面 30 公分高的圍板（以爐面起計）以作遮擋。
16. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得 24 小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「額外設施及服務申請表」內之表格六）。

### 3.26.6 售賣或提供含酒精飲品試飲服務之條件

以下是有關在美食博覽期間售賣含酒精飲品試飲服務之規條：

- 所有參展商必須聲明會否於展覽期間售賣或提供含酒精飲品試飲服務。
- 在展場推廣含酒精飲品的參展商，必須遵守香港法例第 109 章《應課稅品條例》中《應課稅品（酒類）規例》的有關規定。根據該條例，酒類是指任何以量計含多於 1.2%乙醇的液體例如雙蒸、茅台、高粱、拔蘭地、威士忌、氈酒、蘭姆酒、伏特加酒、香檳酒、無氣葡萄酒、啤酒、蘋果酒、日本清酒等酒類。

- 根據 2008 年 6 月 6 日生效的《應課稅品條例》的修訂，酒商毋須再就進口或出口、製造、貯存或搬運葡萄酒和在攝氏 20 度的溫度下量度所得酒精濃度以量計不多於 30% 的酒類而申請任何牌照或許可證，亦無須就有關的含酒精飲品作稅務評值。不過，對於在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類，原有牌照/許可證的管制措施則維持不變。參展商如果想在美食博覽中銷售對於在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類飲品，請於美食博覽舉行 30 天前，將香港海關發出的已課稅貨品移走許可證之副本交予香港貿發局以作紀錄。
- 未領有臨時酒牌的參展商嚴禁在展覽場地散裝供應及售賣酒精飲品。違反此規例的參展商將被主辦機構取消其繼續參展的資格。
- 酒精飲品之飲用或試味必須以下列形式進行：

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

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

- 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。若對有興趣購買或試飲含酒精飲品人士之年齡有懷疑，應要求對方出示身份證明。
- 請於攤位內張貼有關上述聲明之告示牌。（主辦機構將會派發告示牌予有關參展商）

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

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

### 3.26.7 膺品假貨

為保障消費者之權益，美食博覽會場內所售賣、派發、推廣及展示之商品必須為真品及附有適

主辦機構及美食博覽之贊助機構“香港參茸藥材寶壽堂商會有限公司”有絕對權審核或測試各種參茸補品、海味或中式湯料之真偽。主辦機構可參考審測結果作為決定是否接納該參展商參與之後的美食博覽。

政府部門包括食環署、衛生署、海關、中醫藥委員會與及消費者委員會等均會派員於展覽期間作巡查。

### 3.26.8 處理食品及飲料之衛生指引

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

- 參展商應該於每天進入場館前自行量度體溫，如有不適，尤其體溫超過攝氏 38 度（華氏 100.4 度），及/或有呼吸道病徵例如咳嗽或打噴嚏，便不應進入場館，並且應該立即求診。
- 本局建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發，確保衛生。而負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服。所有食物、飲品或餐具，必須適當貯存和蓋掩。
- 任何作現場銷售的包裝食品或飲料應以密封式包裝。
- 保持個人衛生。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或皂液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。
- 切勿面對食物咳嗽或打噴嚏。不可隨地吐痰或丟棄垃圾。
- 所有參展商必須保證展品只在指定攤位內展出，而攤位必須保持乾淨整潔。所有垃圾或拆開之包裝物料必須放入垃圾袋內，並於每日展覽完畢後放置於展館的垃圾收集區。
- 有潛在危害的食物必須放在攝氏 4 度或以下，或攝氏 60 度或以上的環境；如食物應該冷藏，食物必須處於冷藏的狀態（最好是在攝氏零下 18 度或以下）。參展商可將有潛在危害的即食食物留存在攝氏 4 度至 60 度環境下陳列或等候以待食用。



但陳列或留存的時間不得超過 4 小時。

[食環署編製的《食物衛生守則》可以在網址  
[http://www.fehd.gov.hk/tc\\_chi/publications/code/code\\_index.htm](http://www.fehd.gov.hk/tc_chi/publications/code/code_index.htm)下載]。

### 3.26.9 餐飲服務

根據香港會展中心之規則，會場範圍內不可享用任何非由香港會展中心提供之餐點服務，該中心的保安人員將會阻截任何由非香港會展中心提供之外賣飲食。

參展商如需進餐，可到會場內的飲食部或餐廳。如欲享用香港會展中心的餐飲送遞服務，請致電(852) 2582 8888。

#### 3.26.10 限制出售的食物規例

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

1. (a) 新鮮肉類
- (b) 冷凍肉類，但不包括經預先包裝的冷凍牛肉、羊肉或豬肉
- (c) 經預先包裝的冷凍牛肉、羊肉或豬肉
- (d) 冷藏肉類
2. 新鮮、冷凍或冷藏野味
3. 鮮魚、冷凍魚、冷藏魚或活魚，但不包括魚塘的活魚
4. (a) 活的水禽，但不包括家禽飼養場內或批發市場內的活的水禽
- (b) 其他活的家禽，但不包括家禽飼養場內或批發市場內的活的家禽
- (c) 新鮮家禽屠體、冷凍家禽屠體或冷藏家禽屠體
5. 新鮮、冷凍或冷藏介貝類水產動物，但不包括被列為禁售食物的在香港海港和香港仔海港內收集的介貝類水產動物
6. 進口的熟肉或乾肉，或經其他方法處理或配製的進口肉類
7. 進口的腸或配製成腸衣的任何動物的其他部分
8. 進口的肉餡餅、香腸或其他經配製或製造而含有非肥肉的任何肉類、熟肉或乾肉的食品
9. 奶類或奶類飲品，即《奶業規例》(第 132 章，附屬法例 AQ) 對其適用的奶類

或奶類飲品

10. (a) 軟雪糕
- (b) 其他冰凍甜點
11. 涼茶
12. 非瓶裝飲料 (一般來說是指那些調製供即時飲用，而毋須盛於密封瓶、罐或其他容器的飲品，例如鮮果汁、以濃縮果汁或糖漿稀釋的飲品、豆漿和由人手操作的調配分售機所出售的飲品。)
13. 燒味或滷味
14. 切開的水果
15. 涼粉
16. 饅頭籬
17. 以售賣機出售的食物
18. 刺身
19. 壽司
20. 供不經烹煮而食用的蠔
21. 供不經烹煮而食用的肉類

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

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

第 132AK 章《進口野味、肉類及家禽規例》之規定。

### 限制出售食物之銷售

參展商如果想在美食博覽中售賣任何受限制出售食物，必須取得食環署發出的售賣限制出售食物許可證，並請於美食博覽舉行 30 天前，將其許可證副本交予香港貿發局以作紀錄。



參展商如果想在美食博覽中銷售任何需加熱才出售的限制出售食物，必須同時取得食環署發出的臨時食物製造廠牌照，並請於美食博覽舉行 30 天前，將該牌照副本交予香港貿發局以作紀錄。

申請售賣限制出售食物許可證的表格（表格編號：FEHB95A）和臨時食物製造廠牌照的申請書（表格編號：FEHB201）可以在食環署的網址

[http://www.fehd.gov.hk/tc\\_chi/forms/index\\_forms.html](http://www.fehd.gov.hk/tc_chi/forms/index_forms.html) 下載。如有查詢，請致電食環署的 24 小時熱線：(852) 2868 0000。

如需各種食物牌照/許可證及其申請程序的詳細資料，請參閱食環署印刷的“申請所需牌照類別指引”和“申請牌照指南”（兩者皆可在網頁：

[http://www.fehd.gov.hk/tc\\_chi/licensing/index.html](http://www.fehd.gov.hk/tc_chi/licensing/index.html) 下載）或致電食環署的 24 小時熱線：(852) 2868 0000。

### 3.26.11 進口食品之規例

食物入口商有責任與出口當地保持緊密聯繫，確保所入口的食物符合香港法例的規定。確保食物衛生標準，食物入口商應先向來源地衛生當局申領衛生證明書，然後將證明書隨貨附上，以證明所入口的食物適宜供人食用。

下列食物由於屬於“容易變壞”和“高危”性質，入口時必須符合某些特定的法例要求或行政安排：

- (a) 野味、肉類和家禽；
- (b) 奶類及奶類飲品；
- (c) 冰凍甜點；及
- (d) 海產。

食環署已分別就入口上述食物的正確程序製備了下列指引單張供入口商參考：

- 《香港入口食物指引》
- 《香港入口野味、肉類或家禽指引》
- 《冷藏肉類、冰鮮肉類、冷藏禽肉和冰鮮禽肉進口許可證申請指引》
- 《香港入口奶類及奶類飲品指引》
- 《香港入口冰凍甜點指引》

- 《香港入口海產指引》

這些指引單張可在香港金鐘道 66 號金鐘政府合署 43 樓食物安全中心索取或其網站 [www.cfs.gov.hk](http://www.cfs.gov.hk) 瀏覽。

#### 當地衛生局之食物衛生證明書

- 不論任何食品，參展商必須持有出口地區衛生局之食物衛生證明書，方可進口本港。請於美食博覽舉行 30 天前，將該證明書副本交予香港貿發局以作紀錄。

#### 密切注意食物安全之最新資訊

- 參展商應密切注意食物安全中心網站 [www.cfs.gov.hk](http://www.cfs.gov.hk) 上提供之最新資訊，以確保展出/銷售之食品可供公眾安全享用。

#### 進口「限制出售之食物」須獲預先許可

- 所有限制出售之食品必須獲得食環署之預先批核方可進口本港。其中包括冰凍甜點（包括雪糕），鮮奶及奶類飲料等。請於美食博覽舉行三十天前，將該證明書副本交予香港貿發局以作紀錄。
- 申請表可於食環署的網頁 <http://www.fehd.gov.hk/english/form/fehb95.pdf> 下載。

#### 受管制的食物

- 根據香港法律第 132 章《公眾衛生及市政條例》，任何食物內含染色料、金屬雜質、人工甜味劑、致癌物質、芥子酸及/或其他禁止物質、防腐劑及/或抗氧化劑及瀕臨絕種的動物成份等受限制之成份，均需遵照有關法例的管制或特別行政安排，方可進口。參展商須確保其展品符合有關規定而適合在香港銷售或使用。
- 詳細資料可見於香港海關的網站 [www.customs.gov.hk](http://www.customs.gov.hk) 或食物安全中心的網站 [www.cfs.gov.hk](http://www.cfs.gov.hk)。

#### 轉運代理人

- 欲知食品進口的更詳盡資料，參展商可與任何轉運代理人聯絡。部份轉運代理公司聯絡資料已刊於香港展覽會議業協會之網站：

[http://www.exhibitions.org.hk/english/members\\_company\\_a.php](http://www.exhibitions.org.hk/english/members_company_a.php)。

### 3.26.12 食物及藥物 ( 成分組合及標籤 ) 規例

根據香港法律第 132 章《公眾衛生及市政條例》中《食物及藥物(成份組合及標籤)規例》，所有預先包裝食品及飲品須以中文或英文或中英兩種語言印製，提供以下八項資料：

- 1) 食物名稱/稱號;
- 2) 配料/成分;
- 3) 此日期前最佳或此日期前食用日期的標示;
- 4) 特別的貯存方式或使用名稱的陳述;
- 5) 製造商或包裝商的名稱及地址;
- 6) 數量、重量或體積;
- 7) 已知可導致過敏的物質;
- 8) 添加劑如構成預先包裝食物的配料，須列明該添加劑的作用類別及其所用名稱。

該規例同時規定所有已包裝食品必須附有標明其能量值或任何營養素含量與及營養聲稱的標籤。

標籤必須包含以下八種資料：

- 能量
- 蛋白質
- 碳水化合物
- 總脂肪
- 飽和脂肪酸
- 反式脂肪酸
- 鈉
- 糖

標籤亦必須列明各種涉及聲稱的營養素的含量。

所有參加香港貿發局美食博覽並擬在現場銷售包裝食品及飲品的**香港及海外參展商**，均必須遵守此等規例。

如任何預先包裝的食品屬相同版本而在香港的每年銷售量不超過 30,000 件，可向食物環境衛生署轄下的食物安全中心申請《小量豁免》。申請豁免的產品不能在包裝上載有任何營養聲稱。食物安全中心批准後，會就每份申請發給參展商一個豁免號碼以用在展覽會場上的銷售過程中。《小量豁免》的申請必須由於香港註冊的公司提出。海外參展商應透過本地進口商或經銷商提出申請。如參展商的貨品未能符合上述營養聲稱標籤的規例及未能成功申請《小量豁免》，其貨品則不能在展覽期間出售，只能以宣傳或免費試食形式推廣。

食環署的職員會派員於展覽期間進行巡查。如發現違規情況，主辦機構可以要求有關參展商即時停止售賣有關貨品。若屢勸不效，主辦機構有權即時終止該參展商的參展資格。

任何干犯營養聲稱標籤規例有關罪行的人士可被罰款港幣五萬元及監禁六個月。參展商應參考食物安全中心的網站 [www.cfs.gov.hk](http://www.cfs.gov.hk) 上有關的指引，包括：

- 《製備可閱的食物標籤業界指引》，
- 《預先包裝食品營養標籤的食用分量業界指引》，
- 《有關食物致敏物、食物添加劑及日期格式的標籤指引》，
- 《營養標籤及營養聲技術指引》，
- 《營養標籤及營養聲稱檢測方法技術指引》，
- 《小量豁免申請指引》。

如有任何查詢，參展商可致電食物安全中心，電話：(852)2868 0000 或瀏覽網頁：[www.cfs.gov.hk](http://www.cfs.gov.hk)。

### 重要通知

在展覽會期間，參展商必須注意並嚴格遵守以下各項有關中醫藥及健康產品的法例及規則(3.24.12 至 3.24.14)

### 3.26.13 《中醫藥條例》

#### 香港法例第 549 章《中醫藥條例》

香港法例第 549 章《中醫藥條例》於 1999 年 7 月 14 日由立法會通過，設立了全面的中醫藥規管制度以保障公共健康、提高中醫的專業地位和增進中藥業的水平。《中醫藥條例》的內容包括香港中醫藥管理委員會及其轄下中醫組、中藥組和七個小組的組成及職能；中醫規管制度的中醫註冊、考試和紀律；以及中藥規管制度的中藥商領牌、中藥商監管和中成藥註冊。

參展商必須持有中醫藥管理委會轄下中藥組發出的「中藥材零售商（展銷）牌照」才可在展場內零售中藥材展品。有關詳情可查詢中醫藥管理委會（電話：(852) 2121 1888 或電郵：[info@cmchk.org.hk](mailto:info@cmchk.org.hk)）。

#### 中成藥註冊制度和法定要求開始實施

香港法例第 549 章《中醫藥條例》（下稱“該條例”）第 119 條規定所有中成藥必須經香港中醫藥管理委員會轄下的中藥組註冊，方可在本港進口、銷售和管有。任何人銷售、進口或管有任何未經註冊的中成藥即屬違法，定罪後可被判處港幣 100,000 元罰款及入獄 2 年監禁。

根據該條例第 143 和 144 條，任何人銷售或管有用作銷售任何沒有附上指定的標籤和說明書的中成藥亦屬違法，最高刑罰為罰款 100,000 元及監禁 2 年。

所有香港和外地的參展商都必須滿足該條例的規定才可在展場內管有、銷售、推廣、展示或以任何方式處理中成藥物品。有關該條例的簡介可參看香港中醫藥管理委員會的網頁：<http://www.cmchk.org.hk/>。參展商亦可於雙語法例資料系統的網頁：<http://www.legislation.gov.hk/eng/home.htm> 閱讀及列印該條例的全文。

### 3.26.14 不良醫藥廣告條例

香港特別行政區政府的衛生署對於藥劑製品標籤訂有嚴格的規例。根據香港法例第 231 章《不良醫藥廣告條例》的規定，任何人不得發布廣告以宣稱任何藥物、外科用具或療法可以治療或預防該條例內列於附表 1 及附表 2 內所指定的疾病或病理情況。廣告包

括任何公告、海報、單張、廣告外盒標籤及任何以口頭方式或藉產生或傳送光或聲音的方式所出的宣布。有關政府部門有可能於展覽會期間到場巡查所有不當及違規行為。

參展商須注意該條例第 2 至 8、10 和 12 條自 2012 年 6 月 1 日起生效，禁止或限制發布廣告的範圍擴展至包括乳房腫瘤、生殖泌尿系統、內分泌系統、體內糖分、血壓和血脂或膽固醇等 6 組保健聲稱及將受禁止或限制的聲稱實施於所有口服產品，但不包括慣常作為食品或飲品食用或飲用的產品。

違反該條例的刑罰，亦加重至初犯者罰款 50,000 元及監禁 6 個月和重犯者罰款 100,000 元及監禁 1 年。

有關條例的全文可在於雙語法例資料系統的網頁：

<http://www.legislation.gov.hk/eng/home.htm> 下載。參展商亦應參閱衛生署在藥物辦公室網站 [www.drugoffice.gov.hk](http://www.drugoffice.gov.hk) 發出的《不良廣告（醫藥）條例指引》。

參展商當清楚知道並同意遵守有關條款，任何參展商因違反上述有關或相關條例而招致的投訴或訴訟，香港貿易發展局及香港會議展覽中心概不負責，亦無須作出賠償。

### 3.25.15 關於輸入或輸出香港的中藥材和中成藥須知

根據法例規定，進/出口載列於香港法例第 60 章附屬法例 A《進出口（一般）規例》附表一內的中成藥及 36 種中藥材（包括《中醫藥條例》訂明的 31 種附表 1 中藥材及 5 種附表 2 的中藥材（凌霄花（*Flos Campsis*）；製川烏（*processed Radix Aconiti*）；製草烏（*processed Radix Aconiti Kusnezoffii*）；威靈仙（*Radix Clematidis*）和龍膽（*Radix Gentianae*）），須受簽證管制。凡進/出口此等物品，必須事先向衛生署申領相關的進口許可證/出口許可證。

請注意，在未有進口許可證和出口許可證的情況下進口及出口有關 36 種中藥材及中成藥，可能會觸犯《進出口（一般）規例》，一經定罪，最高可處罰款港幣 500,000 元及監禁 2 年。有關法例條文的詳細內容，可於 [www.legislation.gov.hk](http://www.legislation.gov.hk) 網頁瀏覽。

一) 申請中藥材和中成藥的進出口許可證，申請人於貨品進出口前，應遞交下列資料至「香港九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 16 樓衛生署中醫藥事務部中藥事務組」申請簽證。



有關申請中藥材和中成藥的進出口的詳情，請參閱見於衛生署中醫藥事務部網站: [www.cmd.gov.hk](http://www.cmd.gov.hk) 的「申請中藥材進出口許可證指南」和「中成藥進出口申請指南」。

- 二) 如申請進口證，申請人將會獲發給正本及第一副本。持證人可憑正本向運載商(船務公司、航空公司或運輸公司)提取證上所述貨物。請注意，根據《進出口條例》第 8 條，不論提取貨物與否，正本必須於貨物進口後七天內交給運載商。第一副本則由持證人保存。
- 三) 根據《進出口條例》第 6C(1)條及第 6D(1)條，任何人士必須已獲有效的進出口證，並遵行證上所述規定，方可輸入或輸出藥劑產品及藥物。上述條例第 6C(2)條及第 6D(3)條訂明，凡違反第 6C(1)條及第 6D(1)條即屬犯罪，一經定罪，可被判罰款五十萬元及監禁兩年。
- 四) 如需進一步查詢關於藥劑產品及藥物的進出口簽證手續，請瀏覽衛生署藥物辦公室網址[www.drugoffice.gov.hk](http://www.drugoffice.gov.hk) 或致電藥物辦公室藥物註冊及出入口管制組：(852) 2319 8460。
- 五) 參展商一經簽署申請表格，即表示參展商同意遵守有關條款，任何參展商因違反上述條例而招致的投訴或訴訟，香港貿發局及香港會議展覽中心概不負責，亦無需作出賠償。

### 3.26.16 保護瀕危動植物物種條例

香港法例第 586 章《保護瀕危動植物物種條例》是香港為履行《瀕危野生動植物種國際貿易公約》(該公約)的規定而制定的法律。該條例規定：凡進口、從公海引進、出口、轉口或管有列明物種的標本，不論屬活體的、死體的、其部分或衍生物(包括藥物)，均須事先申領漁農自然護理署發出的許可證。該法例亦指明在某些情況下准予進行列明物種的交易，而無需申領許可證。有關的管制制度大致上參照該公約的規定。

該條例適用於所有進行牽涉瀕危物種的活動的人士，包括貿易商、旅客及個別人士。有關該法例及申領有關許可證的詳情，請瀏覽漁農自然護理署的網站上有關自然護理的網頁 <http://www.afcd.gov.hk/cindex.html>。



### 3.26.17 其他相關法律

除了上述各項法律和規例之外，參展商亦須遵守其他相關的法例，如：

- (i) 《防止賄賂條例》(香港法例第 201 章) 訂明，任何人士無合法權限或合理辯解向公職人員提供任何利益，作為其執行職務的誘因或報酬，均屬犯法；
- (ii) 《公眾衛生及市政條例》(香港法例第 132 章) - 對於藥物的配製及攙雜；將經攙雜程序而導致品質、成分或效力受損的藥物售賣或為將該等藥物出售而將其展出、宣傳及管有；禁止售賣其性質或品質與購買人所要求不符的藥物以致對購買人不利；禁止售賣、展出或管有以供出售擬供人使用但不宜作該用途的藥物；及禁止出售及為出售而展出含虛假或誤導性標籤或宣傳的藥物及其他事項施加管制與規定；
- (iii) 《動植物(瀕危物種保護)條例》(香港法例第 187 章) 就有關瀕危物種的管制；
- (iv) 《不良醫藥廣告條例》(香港法例第 231 章) 就藥物(包括中藥材、中成藥、外科用具或療法及不包括慣常作為食品或飲品的所有口服產品) 的廣告宣傳作出的管制；
- (v) 《廢物處置條例》(香港法例第 354 章) - 對任何類別或種類的廢物的產生、貯存、收集及處置(包括處理、再加工、循環再造)；對任何有關該等活動的地方及人士的發牌及登記；以及對涉及該等活動的公眾的保護及其他有關事宜施加管制與規定；
- (vi) 《商品說明條例》(香港法例第 362 章) - 對於禁止將虛假商品說明應用於貨品；管有載有虛假商品說明的貨品作售賣或任何商業或製造用途；禁止供應載有虛假商品說明的貨品；禁止載有偽造商標或將虛假商標應用於貨品；及禁止載有虛假商品說明或偽造商標的貨品的進口及出品與其他事項施加管制與規定。

現行的《商品說明條例》只禁止將虛假商品說明應用於任何貨品，而不適用於服務。《2012 年商品說明(不良營商手法)(修訂)條例》已於二零一二年七月十七日獲得立法會通過而主要內容包括：



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

此修訂條例暫定在二零一三年年中全面執行；

(vii) 《藥劑業及毒藥條例》(香港法例第 138 章) - 對於註冊藥劑師管有及銷售(包括零售及批發)毒藥；用作存放毒藥以供零售的處所的註冊；由註冊醫生、註冊牙醫或註冊獸醫開出某些指定毒藥的處方的規定；毒藥的標籤及盛載容器；毒藥的存放及運送、及藥劑的製造、進口及出口施加管制及規定與其他事項施加管制與規定。參展商須特別注意有關對含有西藥成分的藥物管制，並留意衛生署藥物辦公室在其網頁：<http://www.drugoffice.gov.hk/eps/root/index.html> 上通告的最新資料和更新。

詳情請參閱各有關條例。條例的全文可以從網址 <http://www.legislation.gov.hk/index.htm> 下載。

香港政府的刊物可以下列方法購買：

- 進入網上「政府書店」選購，網址為 <http://www2.bookstore.gov.hk>；
- 致電 (852) 2537 1910 或電郵 [puborder@isd.gov.hk](mailto:puborder@isd.gov.hk) 致政府新聞處刊物銷售組；或
- 於政府新聞處的網址 <http://www.isd.gov.hk> 下載並於網上遞交訂購表格，或將表格傳真至刊物銷售組的傳真號碼：(852) 2523 7195。



參展商一經簽署申請表格，即表示參展商同意遵守有關條款，任何參展商因違反上述條例而招致的投訴或訴訟，香港貿發局及香港會議展覽中心概不負責，亦無需作出賠償。

香港貿易發展局

**Circular 9: Points to Note / New Measures on Custom-Built Stand**

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items		
4.2	<p><u>Information submission</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", "Fire Service Certificate" and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>		
4.2.2	<p><u>Site work deposit</u> Calculation based on HK\$200/US\$25 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000 respectively.</p>		
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period.</p> <p><b>Gourmet Zone (Hall 3B) - 12~18 Aug 2014</b> <b>Food Trade (Hall 5BCD &amp; 5FG) - 12~17 Aug 2014</b> <b>Food Public (Hall 1BCDE &amp; 3CDE) - 12~19 Aug 2014</b></p>		
4.2.4	Hall rental charges for over-time move-in and move-out		
4.2.5	Maximum stand height		
4.2.6	<u>Submission of Structural Safety Certificate, Structural Calculations and Fire Service Certificate</u>		
	Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction
	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH
	Suspended lighting truss & equipment	<100 kg	≥ 100 kg
	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
	Supervise construction works at site		

		Verify stability after completion by issuing structural safety certificate	
	Submit design drawings to Organiser by <b>19 June 2014</b>	By email	4 original copies with structural calculations*
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>13 Aug 2014</b>	1. Structural Safety Certificate** 2. Fire Services Certificate**	
	Submit to Official Electrical Contractor by 1500 hrs on <b>13 Aug 2014</b>	Certificate of installation, inspection & testing (Form WR1)** (please refer to section 4.2.7)	
<p>* Of which 2 sets will be forwarded to Director of Food &amp; Environmental Hygiene at least <b>42 days</b> before first show day as required by the Food &amp; Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license</p> <p>** Failing to provide the said certificates/WR1 by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For <b>AP/RSE</b> registry, please visit <a href="http://www.bd.gov.hk/english/inform/e_rse_1.html">http://www.bd.gov.hk/english/inform/e_rse_1.html</a>.</p> <p><u>Fire Services Certificate</u> In compliance with the Temporary Places of Public Entertainment Licence (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted. A documentary proof of compliance for all custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser as per schedule mentioned above, as documentary proof of compliance for submission to the Fire Services Department. Please refer to <a href="http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3">http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3</a> for details. For <b>Registered Fire Service Installation Contractor</b> registry, please visit <a href="http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf">http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf</a>.</p>			
4.2.7	Electricity		



 HTDC  
**Food Expo**  
 美食博覽

Ref: Food-2014-06 Gourmet

2014-06

	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 <b><u>Official Electrical Contractor</u></b> as per schedule mentioned above.
4.2.9	<u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.
4.2.12	<u>Waste Reduction and Recovery Measures</u> In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	<u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.  Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at <a href="mailto:hkcecepc@hkcec.com">hkcecepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

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

"A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry" has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via [http://www.exhibitions.org.hk/english/media\\_detail.php?id=275](http://www.exhibitions.org.hk/english/media_detail.php?id=275)

For queries, please feel free to contact:

Hall 1BCDE & 3BCDE – Ms Grace Lee <email ([grace.py.lee@hktcd.org](mailto:grace.py.lee@hktcd.org)) or phone (852 2240 5519)>

Hall 5BCD & 5FG – Mr Abel Kwan <email ([abel.kwan@hktcd.org](mailto:abel.kwan@hktcd.org)) or phone (852 2240 5466)>

Thank you for your kind understanding and co-operation.





---

 HKTDC  
**Food Expo**  
美食博覽

Ref: Food-2014-06 Gourmet

2014-06

Hong Kong Trade Development Council





**通告 9: 特裝參展新措施及注意事項**

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

部份	內容		
4.2	<p><b>提交資料</b> 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 2,000 港元 (250 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「消防證明書」及「電力裝置完工證明書」〔表格 WR1〕。</p>		
4.2.2	<p><b>施工按金</b> 按金以每平方米 200 港元 (25 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元及 50,000 港元。</p>		
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場。</p> <p><a href="#">尊貴美食區 (展覽廳 3B) - 2014 年 8 月 12~18 日</a>  <a href="#">貿易館 (展覽廳 5BCD 及 5FG) - 2014 年 8 月 12~17 日</a>  <a href="#">公眾館 (展覽廳 1BCDE 及 3CDE) - 2014 年 8 月 12~19 日</a></p>		
4.2.4	進場及離場超時租場收費		
4.2.5	攤位高度限制		
4.2.6	提交「結構安全證明書」、「數據證明」、「消防證明書」		
	攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
	懸空照明支架及設備	<100 公斤	≥ 100 公斤
	認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明
		監督搭建工程 在完成搭建後驗證並簽發結構安全證明書	
	於 <a href="#">2014 年 6 月 19 日</a> 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則及數據證明*
	於 <a href="#">2014 年 8 月 13 日</a> 下午 3 時或之前投放到「攤位設施」展位之收集箱	1. 結構安全證明書** 2. 消防證明書**	
	於 <a href="#">2014 年 8 月 13 日</a> 下午 3 時或之前交予	電力裝置完工證明書〔表格 WR1〕** (詳情請參閱第 4.2.7 章)	

	<p>大會電力承建商</p> <p>* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 <b>42 天</b>前，轉交予食物環境衛生署署長審閱。</p> <p>**如未能於最後進場日晚上 10 時前交妥相關文件，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關<u>認可人士/註冊結構工程師</u>的名冊，請瀏覽屋宇署網頁： <a href="http://www.bd.gov.hk/chineseT/inform/c_rse_1.html">http://www.bd.gov.hk/chineseT/inform/c_rse_1.html</a>.</p>
	<p><u>消防證明書</u></p> <p>按有關小型賣物會及展覽會於臨時娛樂場所牌照的申請規定，不得裝設易燃飾物。所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間將一份證書〔消防表格 251〕投放到「攤位設施」展位之收集箱，以證明符合規定。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁 <a href="http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3">http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3</a>。有關<u>註冊消防裝置承辦商</u>的名冊，請瀏覽消防處網頁： <a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p>
4.2.7	<p><u>電力裝置</u></p> <p>按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予<b>大會電力承建商</b>，以茲證明。</p>
4.2.9	<p><u>反光背心</u></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。</p>
4.2.12	<p><u>減少廢物及回收措施</u></p> <p>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。</p>
4.2.13	<p><u>建築業安全訓練證明書</u></p> <p>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。</p> <p>如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電（852）2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	<p>參展商及其承建商必須遵守的規定</p>



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

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

[http://www.exhibitions.org.hk/tc\\_chi/media\\_detail.php?id=275](http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275)

如有查詢，請聯絡：

展覽廳 1BCDE 及 3BCDE - 李佩盈小姐 <電郵 [grace.py.lee@hktdc.org](mailto:grace.py.lee@hktdc.org); 電話 852-2240 5519>  
展覽廳 5BCD 及 FG - 關志文先生 <電郵 [abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org); 電話 852-2240 5466>

多謝合作！

香港貿易發展局

**Circular 10: Special Safety Reminder for Standard Booth and Custom-Build Stand Design**

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at <http://www.hktdc.com/fair/hkfoodexpo-en/HKTDC-Food-Expo.html> for accessing Form 1~8 mentioned under this section.

These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 3]. Without limitation paragraphs 66 - 72 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 4.

**4.1 Standard Booth / Premium Booth**

All shell booths will be designed, erected and decorated by the Organiser. Facilities including partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet will be provided. The Organiser reserves the rights to make changes on the facilities provided at any time before the commencement of the Fair. Main switch and distribution board may be required to be installed within booth area at the organiser’s discretion.

**Fascia Board with company name will be provided for free. Exact wording of the company name (In English) provided in your application form will be used for its fascia board.** An Exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels before the specified deadline. Any corner/peninsula/island location surcharge applicable will not be waived under such circumstances.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the [Forms 3 and 5](#) (Additional/Modification of standard facilities) to the Organiser no later than [3 July 2014](#).

**Deletions** of standard items are free of charge if the Organiser is notified no later than the deadline of [3 July 2014](#) only.

**Shell Booth Exhibitors and their appointed contractors must adhere to the following requirements:**

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including the costs of restating and resetting up the Shell Booth in compliance with the requirements.

- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) No items could exceed a height of 2500mm or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify 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:
- 1) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
  - 2) any loss or damage arising from Exhibitor's decoration of the interior of their booth areas (whether or not in adherence to the requirements);
  - 3) any death or personal injury suffered by a third party attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
  - 4) loss or damage, including death or personal injury, caused by the negligence or wilful default of the Exhibitor or failure to comply with the rules and regulations of the Organiser;
  - 5) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence.

#### 4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organiser, if the Exhibitors and/or their appointed Contractors wish to move into the venue after 1800 hrs on 12 Aug 2014 for wood-work booth decoration

To gain access to the venue for contracting work, please complete **Form 9**, Contractors' Information, together with full payment of site work deposit (please refer to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organiser. **Application after deadline (17 July 2014) will not be entertained.**

Upon approval of the early move-in request, you will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong.

#### Distribution of Contractor's Badges & Vehicle Passes

Standard Booth Deco		
Sqm up to	Contractor's Badge	Vehicle Pass (move-in & out)
60	5	2

If extra badges and passes are required, please contact our project in-charge in advance. Arrangement will be made if the extra quantity required is reasonable indeed.



#### 4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use [Forms 3 to 5](#) for ordering the required facilities. Pre-payment in full will be required.

#### 4.1.3 Over-time Hall Rental Charges for Move-in/Move-out

Please refer to section 4.2.4 for details.

#### 4.1.4 Water Supply and Drainage

**Water supply and drainage service ordering and installation guideline for exhibition halls:**

- 1) No tee-off connection to each water supply and drainage point is allowed.
- 2) The distance between the bottom of the equipment drain point and the floor cannot be less than 400mm.
- 3) The temperature of the draining water cannot be more than 40 degrees Celsius or less than the supply water temperature.
- 4) Equipment involving large volume of water discharge such as dishwashing machine is not allowed.
- 5) The water supply outlet from the service trenches or pits should be easily accessible for technician's inspection at all times.
- 6) Installation of water service for booth with raised floor is not recommended.
- 7) The service orders must be submitted together with its location plan before the deadline.
- 8) The service trenches or pits for water service cannot be located on the main aisles.
- 9) All electrical switches and distribution boards should be properly partitioned off from the water sink.
- 10) For double deck construction, water service cannot be installed at the upper deck.
- 11) If fish tank is installed, dripping pan should be placed under the tank.

#### 4.2 Custom-Built Participation

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. Exhibitors have to design and construct their own booths and adhere to the Rules and Regulations as stipulated in Para. 3.1 as well as any other conditions which the Organiser might specify before or during the Exhibition.

The Council's Exhibition Services Department can provide custom-built design at a competitive price. You are most welcome to contact [Mr Kam Wong](#) at phone: (852) 2240 5472, fax: (852) 2169 9714 or email: [kam.wong@hktdc.org](mailto:kam.wong@hktdc.org).

Custom-Built Participation Exhibitors may also appoint any competent local Stand Contractors to design and construct their booths. If an overseas contractor is appointed, it is mandatory to comply with the requirements imposed by the Immigration Department of Hong Kong. Please ensure that their workers have valid working visa/permits to work in Hong Kong. For the latest "Directory of Exhibition Stand Contractors in Hong Kong", please visit "Exhibitors' Centre", "Exhibitor Supporting Services", "Stand Contractors" at <http://www.hktdc.com/fair/hkfoodexpo-en/HKTDC-Food-Expo.html>

For Custom-Built Participation Exhibitors, Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan and site work deposit should reach Mr Abel Kwan (abel.kwan@hktcd.org) Exhibition Services, Hong Kong Trade Development Council for review no later than **19 June 2014**. A copy of valid public liability insurance should reach Mr Abel Kwan (abel.kwan@hktcd.org) no later than **4 July 2014**. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.

Exhibitors requiring additional facilities such as electricity supply and communications facilities, please complete **Form 2** and return to the Organiser with full payment before deadline.

#### 4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction
Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings to Organiser by <b>19 June 2014</b>	By email	4 original copies with structural calculations*
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>13 Aug 2014</b>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.6)	
<b>Submit to Official Electrical Contractor by 1500 hrs on 13 Aug 2014</b>	<b>Form WR1 (refer to section 4.2.7)</b>	
* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least <b>42 days</b> before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license		
<b>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food &amp; Environmental Hygiene Department will not accept any electronic</b>		

**submission of plans.**

An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit [http://www.bd.gov.hk/english/inform/e\\_rse\\_1.html](http://www.bd.gov.hk/english/inform/e_rse_1.html).

Fire services certificate should be certified by Registered Fire Services Installation Contractors. For the List of Registered Fire Services Installation Contractors, please visit <http://www.hkfsd.gov.hk/eng/cert.html>.

Any alterations after drawing submission should be addressed to the Organiser and relevant parties for review.

Contractor's badge and vehicle pass will be distributed at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no construction will be permitted at the Exhibition Venue unless custom-built participation contractors' information, construction drawings, lighting plan, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

**Hanging Truss (For lighting purpose only)**

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1.0m height, with a minimum of 2.5m and a maximum of 6.0m ground clearance.

**Distribution of Contractor's Badges & Vehicle Passes**

Sqm up to	Single-Storey Construction		Two-Storey Construction	
	Contractor's Badge	Vehicle Pass (move-in & out)	Contractor's Badge	Vehicle Pass (move-in & out)
36	15	5	25	8
72	20	8	30	12
108	30	8	40	12
144	35	10	45	14
180	45	10	55	14
216	50	12	-	-
252	60	12	-	-
288	65	14	-	-

**International Pavilion**

- Please liaise quantity with our project in-charge

If extra badges and passes are required, please contact our project in-charge in advance. Arrangement will be made if the extra quantity required is reasonable

#### 4.2.2 Site Work Deposit

Exhibitors/Contractors of custom-built participation and of standard/premium booth requesting for early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. For two-storey construction stand, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000** respectively.

All deposits will be **bank-in** and the amount will be refunded within **TWO** months after conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.15. Otherwise, costs incurred by the Organiser will be deducted from the deposit.

Payment methods as below: (Please choose either one)

1) By Cheque

Cheque must be issued from a Hong Kong local bank made payable to "Hong Kong Trade Development Council" and mailed/delivered to:  
Exhibition Services Department  
Hong Kong Trade Development Council  
83 Chun Yat Street, Tseung Kwan O Industrial Estate  
Tseung Kwan O, Kowloon  
Hong Kong

Please indicate "Site Work Deposit", "Fair name", "Booth numbers" and "Exhibitor's name" on the back of the cheque. Refund will **ONLY** be arranged by cheque to that cheque account.

2) By Transfer

HK\$ Account No. : 004-002-222701-005  
Account Name : Hong Kong Trade Development Council  
Bank Name : The Hongkong & Shanghai Banking Corporation Limited

Please indicate "Site Work Deposit", "Fair name", "Booth numbers" and "Exhibitor's name" on the payment receipt copy and email/fax to the Organiser. Refund will be arranged by cheque.

3) By Credit Card (Visa / Master Card)

Please provide credit card number, name and expiry date to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.

- Remarks :
- a) **ALL CASH OR CHEQUE DEPOSITS WITHOUT IDENTIFIABLE BANK ACCOUNT DETAILS WILL NOT BE ACCEPTED.**
  - b) **The site work deposit should reach us by 19 June 2014.**
  - c) **We do not accept payment by cheque after 19 June 2014, please settle by transfer or credit card.**

**4.2.3 Insurance**

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, a contractor should 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.

The insurance should be maintained in force at all times during move-in period, exhibition period and move-out period. A copy of the said insurance policy should be provided to the Organiser by **19 June 2014**.

**Gourmet Zone (Hall 3B) - 12~18 Aug 2014**

**Food Trade (Hall 5BCD & 5FG) - 12~17 Aug 2014**

**Food Public (Hall 1BCDE & 3CDE) - 12~19 Aug 2014**

**4.2.4 Over-time Hall Rental Charges for Move-in/Move-out**

If Exhibitors and/or their appointed Contractors work beyond the time as specified by the Organiser during move-in and move-out period, they should pay to the Organiser the over-time charges which claimed by the Venue Operator against the Organiser as follows:-

**Over-time Move-in**, i.e. working after 2400hrs (midnight) during move-in period. Charges will be calculated on multiple of hours and according to the booth area assigned.

Booth Area	Charges per stand per hour
Up to 20 sqm	HK\$ 2,400
21~50 sqm	HK\$ 3,500
51~100 sqm	HK\$ 4,800
101~500 sqm	HK\$ 5,900

**Over-time Move-out**, i.e. working after 2400hrs (midnight) on 16 August 2014 (for Trade Hall), and after 2400hrs on 17 August and after 1200hrs on 18 August 2014 (for Gourmet Zone), and after 2400hrs (midnight) 18 August 2014 (for Public Hall). Charges will be calculated on multiple of hours according to its exact booth location.

Location	Charges per booth per hour for working on the day following last show day	
	0001~0300 hrs	Beyond 0300 hrs
Hall 1A, 1B, 1C, 1E, 3C or 3E	HK\$ 24,900	HK\$ 49,800

Hall 1D or 3D	HK\$ 18,000	HK\$ 36,000
Hall 3B	HK\$ 20,750	HK\$ 41,500
Hall 3F, 3G, 5F or 5G	HK\$ 26,350	HK\$ 52,700
Hall 5B+C	HK\$ 44,950	HK\$ 89,900
Hall 5D	HK\$ 7,050	HK\$ 14,100
Hall 5E	HK\$ 27,050	HK\$ 54,100
Grand Hall	HK\$ 26,400	HK\$ 52,800
Grand Foyer	HK\$ 14,250	HK\$ 28,500
Convention Hall A or C	HK\$ 3,600	HK\$ 7,200
Convention Hall B	HK\$ 5,200	HK\$ 10,400
Convention Foyer	HK\$ 11,850	HK\$ 23,700
Theatre Foyer	HK\$ 3,150	HK\$ 6,300

#### 4.2.5 Height Limit

Location	Maximum Booth Height
* Hall 1A~E, Hall 3B~G, Hall 5BCEFG	5500mm
* Convention Hall and Foyer, Grand Hall and Foyer	5000mm
Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4000mm
Meeting Rooms	3500mm
Hall 3E~G Concourse, Hall 3E South Concourse, Hall 3FG Materials Handling Area, Hall 5E South Concourse, Hall 5FG Concourse, Hall 5FG Materials Handling Area	3000mm
Hall 5BC Concourse, Mezzanine 2, Mezzanine 4	2500mm
* Applicable for two-storey construction	

#### Smoke Curtain

For any stand situated within  $\pm 500$ mm of the smoke curtain, the maximum allowable booth height is 2500 or 3000mm. Please refer to the hall plan for details.

Location of Smoke Curtain	Maximum Booth Height
Hall 1A~E, 3B~E, 5B~E	3000mm
Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG	2500mm

#### 4.2.6 Structural Safety Certificate / Fire Services Certificate

A structural safety certificate must be submitted for all custom-built stands exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand



constructions must be conducted under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)**. The AP/RSE should verify the stability of the stand by completing structural safety certificate.

The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **13 Aug 2014**. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.

Exhibitors must accept full responsibility for the safety of the Stand and comply with the Construction Sites (Safety) Regulations (Chapter 59).

Exhibitors are advised to maintain stability of the booth by evenly distributing the exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.

In compliance with the Temporary Places of Public Entertainment Licence (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted. A documentary proof of compliance for all custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser **by 1500 hrs** on the last move-in day, i.e. **13 Aug 2014**, as documentary proof of compliance for submission to the Fire Services Department. Please refer to <http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3> for details.

#### 4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by **19 June 2014**. Electricity can be supplied in 220 volt ( $\pm 6\%$ ), single phase, 50 Hz or 380 volt ( $\pm 6\%$ ), three phases, 50 Hz.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day, i.e. **13 Aug 2014**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

#### **4.2.8 Fire Precaution**

All materials and fittings used in construction and decoration of the booth must be flame retardant and be in accordance with all applicable fire prevention and building regulations. For all construction with wooden materials involved, one functional extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason.

#### **4.2.9 Reflective Vest**

All visitors and persons 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.

#### **4.2.10 Scaffold**

Strictly for safety purposes, the use of ladders in excess of 2 meters height is prohibited within Exhibition Venue by persons working in association with Scheduled Exhibition. If a construction/dismantling work is carried out at a level over 2 meters or higher above ground, Contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.

If this rule is not observed, HKTDC and/or the Venue Operator will have the rights to suspend the relevant construction activity immediately.

#### **4.2.11 Occupational Safety and Health Ordinance**

Exhibitors and/or their Contractors must comply with the Occupational Safety and Health Ordinance in construction and dismantling the stands and to adhere to the occupational health and safety measure as required by the venue operator:

- 1) Make sure the workplace is safe and healthy;
- 2) Provide and maintain safety working equipment and procedures;
- 3) Appoint authorized person for on-site supervising of installation/dismantling works.

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor are advised to pay attention to the guide via [http://www.exhibitions.org.hk/info/2010\\_HKECIA\\_Safety\\_Guideline\(Eng\).pdf](http://www.exhibitions.org.hk/info/2010_HKECIA_Safety_Guideline(Eng).pdf).

#### **4.2.12 Waste Reduction and Recovery Measures**

In 1998, HKSAR Government unveiled the Waste Reduction Framework Plan,

which sets out various initiatives to heighten public awareness on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

### **Design Stage**

- 1) Plan for waste reduction before on-site operation to minimize waste generation.
- 2) Adopt modular exhibition designs and off-site pre-fabrication processes as far as practicable.
- 3) Use environmental-friendly materials (e.g. recycled materials) for stand design and construction, publicity and promotion.
- 4) Adopt flexible exhibition designs to include opportunities for future adaptation. Reuse of construction materials, use of recycled materials in construction and recyclable materials should be taken into account at the design stage.

### **Installation and Dismantling Stage**

- 1) Check with the Organiser for locations of recycling facilities and items which could be recovered.
- 2) Instruct on-site staff of good recycling practice.
- 3) Install and dismantle in proper manner to avoid damages to items particularly those intended for reuse.
- 4) Plan stands dismantling properly to maximize the reuse and recycling of materials.
- 5) Fully utilize raw materials to avoid wastage.
- 6) Handle special waste (e.g. chemical waste) properly.
- 7) Consider reuse and recycling before disposal of the materials.
- 8) For technical advice, please contact the Waste Reduction Helpline: (852) 2755-2750 of the Environmental Protection Department of Hong Kong SAR Government.

### **Fluorescent Lamps Recycling Programme**

Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.

#### **4.2.13 Construction Industry Safety Training Certificate** Labour Department, Hong Kong Exhibition and Convention Industry Association

(HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.

With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as "Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue.

All stand fitting contractors must acquire the said certificates (cards) and have it properly displayed when working at the Venue. The Venue Operator's security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.

Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at [hkcepc@hkcec.com](mailto:hkcepc@hkcec.com) or (852) 2582 8888 should you need further assistance.

**4.2.14 All Exhibitors and Contractors must comply with the following requirements**  
Custom-Built Stand Exhibitors must ensure that they and their Contractors are fully aware of the following requirements when preparing design proposals. Failure to observe such requirements may result in costly alterations on site being required by the Organiser and/or the Venue Operator. In the worst case, the Organiser may prohibit the construction of the intended custom-built stand. Any charges so incurred will be entirely at the Exhibitor's expense:

1)	Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organiser.
2)	All structures built on ground must be self standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra deposit will be deducted if the Official Contractor's materials are damaged.
3)	No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 450mm from booth boundary. These might include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser will be subjected to site work deposit deduction.
5)	No suspensions could be made from the ceiling of the Exhibition Hall, nor may any fixings be made to the floor, walls or any other parts of the building.
6)	The Contractor is responsible to put its company name on the contractors'

	badges in a clearly identifiable way and/or without properly displaying at the Exhibition Venue. Otherwise, site work deposit will be deducted.
7)	The name and/or booth number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
8)	Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2500 mm facing adjacent booth must be set back 500 mm from booth boundary. All viewable areas of the common side-wall bordering neighboring stands should be smooth and well dressed in plain color without any graphics. Otherwise, site work deposit will be deducted.
9)	Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent booths.
10)	The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor.
11)	All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).
12)	All lighting fixtures should be installed at least 2200mm above ground. If not, they should be well protected so as not to cause danger to the general public.
13)	Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
14)	All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.
15)	Paint spraying, welding and the use of electrical saw are strictly prohibited inside the Exhibition Hall. Otherwise, site work deposit will be deducted.
16)	Contractors should strictly follow the move-in/move-out schedule set by the Organiser. No prior move-in/move-out without Organiser's prior consent is allowed. Otherwise, all workers and construction materials will be required to leave the hall immediately until the official time and site work deposit will be deducted.
17)	Banners are restricted to two-dimensional signs only. Please refer to order form for details.
18)	Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking. Otherwise, site work deposit will be deducted.
19)	There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue, loading area and/or any non-designated areas will be disposed without prior notice and site work deposit will be deducted.
20)	For safety reasons, CEC has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck. Otherwise, site work deposit will be deducted.
21)	All contractor badges and vehicle passes are available for contractors' or



	their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges and will be deducted from the site work deposit.
22)	All contractor badges are strictly non-transferable. Otherwise, site work deposit will be deducted.

#### 4.2.15 Deduction of Site Work Deposit

Please ensure that Stand Contractors comply with the conditions herein. Without prejudice to the Organiser's rights to indemnification and/or reimbursement specified herein and in the Rules and Regulations, the Organiser may deduct the specified amount/percentage of the site work deposit upon failure to comply with a condition as specified below.

Conditions		Deposit to be deducted upon Violation of Conditions
1)	Contractor did not follow the move-in or move-out schedule set by the Organiser.	100%
2)	Paint spraying, welding or using electrical saw inside the Exhibition Hall or any non-designated areas are strictly prohibited.	100%
3)	Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue.	100%
4)	Any items found outside the respective booth area, after the daily working hours, may be disposed without prior notice.	50%
5)	Stand construction exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, decorative lighting, 3-D letterings & graphics etc...	50%
6)	Any main constructions set-up deviated from the drawings submitted to the Organiser.	50%
7)	Any signage or visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2500mm facing adjacent booth does not set back 500mm from booth boundary.	50%
8)	All viewable booths' partitions/walls decorated not up to a smooth acceptable plain color finish; or such finish is not fully fixed by 2359 hrs on the day before delegate move-in.	50%
9)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out.	50%
10)	All glass fixtures not properly handled before using hydraulic grab lorry to dispose the booth	50%



	structure.	
11)	Stand construction or dismantling in an improper or unsafe manner.	50%
12)	Employing unqualified personnel for work at the Exhibition Venue.	50%
13)	Smoking in non designated smoking area of Exhibition Venue	HK\$1,000/count
14)	If extra electricity is required, they should order from Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order etc will be charged the price difference with surcharge applied plus administration charges.	HK\$1,000/9 sqm
15)	Any construction materials, empty cartoons, wooden structure, display stands and equipment placed outside booth area during the fair period will be disposed without prior notice and extra removal charges will be incurred.	HK\$500/cbm
16)	Fail to meet Organiser's submission deadline of required certificates/documents on last move-in day.	HK\$500/item
17)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$300/badge
18)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$300/exhibitor or pavilion
19)	Transfer of contractor badges/vehicle passes.	HK\$300/badge/pass
20)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
21)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.	HK\$200/attached point
22)	All alteration or removal of shell scheme fascia board should be done by the Official Contractor. Otherwise, the Official Contractor reserves the rights to reinstall it at a charge. If the company fascia is damaged or lost, re-production cost will be incurred.	Reinstall @ HK\$200/fascia Reproduction @ HK\$200/m
23)	Any facilities (wall, entrance door, carpet, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator
24)	Any additional hall rental charges incurred due to over-time move-in and move-out.	Please refer to Section 4.2.4

Remarks:

- a) If the site work deposit is not sufficient to cover the actual cost/penalty incurred, the Organiser reserves the rights to dun the Contractor for the



- outstanding balance.
- b) Even if the Exhibitor/Contractor violates the conditions/rules and regulations other than the above, the Organiser reserves the rights to deduct from the deposit as deemed necessary.
  - c) The Organiser will not be responsible for any loss and claim on all disposed items arose from the violation of conditions, rules and regulations by the Exhibitor/Contractor.
  - d) For those frequent offenders, the Organiser reserves the rights to ban the Contractor and/or its Company from any construction works organised by the HKTDC.
  - e) Deductions from the site work deposit are without prejudice to other rights and claims that may be made by the Organiser under the Rules and Regulations.
  - f) In case of any disputes, the decision of the Organiser should be final and binding.

\*\* In case of discrepancy between the English and Chinese versions, the English version shall prevail.

Hong Kong Trade Development Council

## 通告 10: 標準攤位及特裝攤位設計之特別安全提示

請瀏覽網頁<http://www.hktdc.com/fair/hkfoodexpo-tc.html> 「參展商中心」、「額外設施及服務申請表格電子版本」以索取本文提及之表格一至八。  
本條款及條件乃附加於並補充 [第 3 節] 的規例。在不受限制的情況下，規例第 66 至 72 段應適用於有關按照本第 4 節所進行的一切工程。

### 4.1 標準展台/特級展台

所有標準展台的設計、搭建及裝修工作均由主辦機構負責。大會提供的設施包括圍板、公司名牌、桌子、椅子、陳列架、地櫃、聚光燈及地毯等。主辦當局有權在展覽會開幕前，更改所提供的設施，並有權將開關掣及過載保護分線箱安裝於展台內的適當位置。

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將採用申請表格所提供之名稱。角位/三邊/四邊開放展台的參展商可於指定限期前，選擇以圍板封閉原先開放的一邊或多邊。在這情況下，任何適用於角位/三邊/四邊開放展台的附加費將不獲豁免。

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫「額外/改動設施服務申請表」內之**表格三至五**，並於**2014年7月3日**前交回主辦機構。

如需刪除任何標準設施，請於**2014年7月3日**前通知主辦機構，可免收費用。

**標準展台的參展商及其委託之承建商必須遵守下列各項規定：**

- 1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台鋁架或結構或圍板上均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 參展商須負責就因沒有遵從第 1 段而引致的任何損失或損害，向主辦機構支付款項，包括遵從有關規定重新整理及重新搭建標準展台的費用。
- 3) 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。所有張貼於標準展台的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 6) 不得拆除公司名牌及其固定構件。
- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。

- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備(包括照明裝置)必須嚴格遵循香港《電力條例》之《電力(線路)規例》(第406E章)。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。
- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用(包括但不限於法律費用)及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
  - 1) 參展商未能遵從上文所列有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
  - 2) 參展商對其展台範圍的內部裝飾(不論是否遵循有關規定)所引致的任何損失或損害；
  - 3) 可歸因於參展商使用或裝飾其展台而引致第三方的任何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
  - 4) 因參展商的疏忽或故意失責或者未能遵從主辦機構的規則及規例而造成的任何損失或損害(包括死亡或身體受傷)；
  - 5) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還展台而進行的工程而引致(不論是如何引致的)，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。
- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害(包括對參展商的裝置及/或個人財產造成的損失或損害)所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。

#### 4.1.1 展台佈置

參展商及/或其委託之承建商必須先獲主辦機構書面批准，方可在 **2014年8月12日下午6時後** 進場進行涉及木工的展台佈置。

若參展商委託之承建商需要提早進場，請填妥表格九(承建商資料申報表)並連同設計圖則及施工按金全數(請參閱第4.2.2、4.2.14及4.2.15條)於指定截止日期前一併交付主辦機構。主辦機構恕不接受逾期(2014年7月17日)申請。

貴公司之申請一經批核，請貴司於香港貿易發展局(香港九龍將軍澳將軍澳工業邨駿日街83號)領取承建商證及車輛通行證。



**承建商證及車輛通行證分發數量**

標準展台佈置		
攤位面積達	承建商證	車輛通行證 (進場及離場)
60	5	2

如需額外承建商證及車輛通行證，請預先聯絡有關負責人。本局會視乎要求數量的合理性而作出安排。

**4.1.2 額外設施**

參展商如需額外設施，如電話、陳列設施、視聽器材等，須填寫**表格三至五**申請租用，所有費用必須預先繳付。

**4.1.3 進場/離場超時租場收費**

請參閱第 4.2.4 條。

**4.1.4 供水及排水設施**

申請及安裝指引：

- 1) 不可將供/排水的接駁位再分拆使用。
- 2) 用具的排水位與地面之距離不能少於 0.4 米。
- 3) 排水之水溫不能逾攝氏 40 度或低於供水之溫度。
- 4) 不可用於大排水量的用具，如洗碗碟機。
- 5) 不可阻礙出水之槽位，以免妨礙工程人員隨時作檢查。
- 6) 設置地台的展台不建議加裝供/排水設施。
- 7) 申請供/排水設施須連同安裝位置圖於截止日期前提交。
- 8) 出水槽位不可置於主通道上。
- 9) 所有電掣或掣箱須與洗滌槽有適當的分隔。
- 10) 供/排水位不能安裝在雙層建築物之上層。
- 11) 如需要安裝魚缸，應設置盛水器於魚缸之下以防漏水。

**4.2 特裝參展**

選擇這種參展方式的參展商，只獲分配鋪有地毯的展覽空地。參展商須自行設計及搭建攤位，並須遵守規例第 3.1 段，以及主辦機構在展出前或舉行期間的其他規定。

本局之展覽服務部亦可提供特裝攤位設計服務，歡迎貴公司與**黃金漢先生**聯絡，電話：(852) 2240 5472；傳真：(852) 2169 9714；電郵：[kam.wong@hktcd.org](mailto:kam.wong@hktcd.org)。

租用特裝攤位的參展商亦可委聘任何本地符合資格的承建商設計及搭建攤位。參展商如聘用海外(非香港)承建商，其必須遵守香港入境處的有關要求。請確保其員工持有有效香港工作許可證。參展商可瀏覽網頁<http://www.hktcd.com/fair/hkfoodexpo-tc.html>「參展商中心」、  
「其他服務資料」、「展台承建商目錄」以參閱最新的「香港展覽會展台承建商名錄」。

參展商或其委託之承建商須於**2014年6月19日**或之前將承建商資料申報表(表格一)、設計圖則及燈圖、施工按金交到香港貿易發展局展覽服務部**關志文先生**([abel.kwan@hktcd.org](mailto:abel.kwan@hktcd.org))；而有效的公眾責任保單副本亦須於**2014年7月4日**或之前交到**關志文先生**([abel.kwan@hktcd.org](mailto:abel.kwan@hktcd.org))存檔，否則主辦機構會收取 2000 港元(250 美元)的逾期行政費。

參展商如需額外設施如供電及通訊設施等，須填寫**表格二**申請租用，所有費用必須預先繳付。

4.2.1 設計圖則

圖則比例必須不少於 1:100，並須註明十足尺寸及詳附平面布置圖、攤位正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。

攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
懸空照明支架及設備	<100 公斤	≥ 100 公斤
認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明
	監督搭建工程	
	在完成搭建後驗證並簽發結構安全證明書	
於 <u>2014 年 6 月 19 日</u> 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則及數據證明*
於 <u>2014 年 8 月 13 日</u> 下午 3 時或之前投放到「攤位設施」展位之收集箱	1. 結構安全證明書（詳情請參閱第 4.2.6 章） 2. 消防證明書（詳情請參閱第 4.2.6 章）	
於 <u>2014 年 8 月 13 日</u> 下午 3 時或之前交予大會電力承建商	表格 WR1（詳情請參閱第 4.2.7 章）	
* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前，轉交予食物環境衛生署署長審閱		
<b>按照《電子交易條例》(2000 年第一號) 第 11(1) 條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。</b>		

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：

[http://www.bd.gov.hk/chineseT/inform/c\\_rse\\_1.html](http://www.bd.gov.hk/chineseT/inform/c_rse_1.html)

消防證明書須由註冊消防裝置承辦商簽發。有關註冊消防裝置承辦商名單，請瀏覽消防處網頁<http://www.hkfsd.gov.hk/chi/cert.html>。

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構及相關機構審閱。

貴公司請於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號辦公室；領取承建商證及車輛通行證。假若特裝攤位的承建商資料申報表(表格一)、設計圖則及燈圖、施工按金(包括逾期行政費，如適用)及有效的保單副本未達主辦機構，參展商或其委託之承建商將不獲發適用於展覽場地的承建商證及車輛通行證，亦不得在展覽場地搭建攤位。

**懸空支架(只供照明用途)**

不得在展覽場地的天花結構懸垂攤位構件或照明裝置。所有照明裝置必須安裝在照明支架，而其高度不得超過 1 米、離地高度介乎 2.5 米與 6 米之間。



**承建商證及車輛通行證分發數量**

攤位面積達	單層搭建攤位		雙層搭建攤位	
	承建商證	車輛通行證 (進場及離場)	承建商證	車輛通行證 (進場及離場)
36	15	5	25	8
72	20	8	30	12
108	30	8	40	12
144	35	10	45	14
180	45	10	55	14
216	50	12	-	-
252	60	12	-	-
288	65	14	-	-

**國家館** - 請聯絡有關負責人

如需額外承建商證及車輛通行證，請預先聯絡有關負責人。本局會視乎要求數量的合理性而作出安排。

4.2.2

**施工按金**

所有特裝攤位及申請提早佈置標準/特級展台的參展商/承建商必須繳交施工按金，按金以每平方米 200 港元(25 美元)計算。搭建雙層結構攤位必須繳交雙倍施工按金。而最低及最高的金額分別為 5,000 港元及 50,000 港元。

施工按金將存入銀行，假若主辦機構認為攤位已妥善清理、裝置並無任何損壞、在大會指定時間內完成及沒有違反第 4.2.15 條者，按金將於展覽會結束後 2 個月內退回。否則，主辦機構所產生的費用將從按金中扣除。

繳交方式如下：（請選其一）

1) 支票方式

抬頭「香港貿易發展局」，必須是香港銀行可提款之支票，並郵寄或交到本局  
地址：香港貿易發展局 展覽服務部  
香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

支票背面請註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」。按金只會以支票形式退回該支票戶口。

2) 轉賬方式

港元戶口號碼：004-002-222701-005  
戶口名稱：香港貿易發展局  
銀行名稱：香港上海滙豐銀行

請於入賬收據副本註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」並電郵/傳真致主辦機構。按金會以支票形式退回。

3) 信用卡方式(VISA / Mastercard)

請提供信用咭號碼、持咭人姓名及信用卡屆滿日期以供主辦機構安排。按金將會在扣除信用卡公司之手續費後（如適用）退回信用咭戶口。

備註： a) 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。

- b) 施工按金須於 **2014年6月19日** 或之前繳交/入帳。  
c) 於 **2014年6月19日** 後恕不接受以支票方式繳交施工按金，請以轉賬或信用卡方式付款。

#### 4.2.3 保險

承建商必須購買有效之公眾責任險。每次事故賠償限額不少於港幣 1000 萬，而保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害、財物損毀。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。

保險有效期須包括進場、展覽期間及離場。承建商須於 **2014年6月19日** 或之前將其保險單副本交予主辦機構。

尊貴美食區 (展覽廳 3B) - 2014年8月12~18日  
貿易館 (展覽廳 5BCD 及 5FG) - 2014年8月12~17日  
公眾館 (展覽廳 1BCDE 及 3CDE) - 2014年8月12~19日

#### 4.2.4 進場/離場超時租場收費

假若參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的超時場租如下：

**進場超時租場**—即進場日午夜 12 時後進行工作，收費將按攤位面積計算。

攤位面積	每攤位每小時收費
20 平方米或以下	2,400 港元
21~50 平方米	3,500 港元
51~100 平方米	4,800 港元
101~500 平方米	5,900 港元

**離場超時租場**—(貿易館 - 2014年8月16日午夜 12 時後)、(尊貴美食區- 2014年8月17日午夜 12 時後及 18日正午 12 時後)、(公眾館 - 2014年8月18日午夜 12 時後)即拆場日午夜 12 時後進行工作，收費將按攤位面積計算。

位置	於展覽會完結翌日工作 每攤位每小時收費	
	凌晨零時 1 分 至凌晨 3 時	凌晨 3 時後
展覽廳 1A、1B、1C、1E、3C、3E	24,900 港元	49,800 港元
展覽廳 1D 或 3D	18,000 港元	36,000 港元
展覽廳 3B	20,750 港元	41,500 港元
展覽廳 3F、3G、5F 或 5G	26,350 港元	52,700 港元
展覽廳 5B+C	44,950 港元	89,900 港元
展覽廳 5D	7,050 港元	14,100 港元
展覽廳 5E	27,050 港元	54,100 港元
大會堂	26,400 港元	52,800 港元
大會堂前廳	14,250 港元	28,500 港元
會議廳 A 或 C	3,600 港元	7,200 港元
會議廳 B	5,200 港元	10,400 港元
會議廳前廳	11,850 港元	23,700 港元

演講廳前廳	3,150 港元	6,300 港元
-------	----------	----------

#### 4.2.5 高度限制

位置	高度限制
* 展覽廳 1A~E、3B~G、5BCEFG	5.5 米
* 會議廳及前廳、大會堂及前廳	5 米
展覽廳 1A~E 大堂、3B~D 大堂、5D、演講廳前廳	4 米
會議室	3.5 米
展覽廳 3E~G 大堂、3E 南面大堂、3FG 卸貨區、5E 南面大堂、5FG 大堂、5FG 卸貨區	3 米
展覽廳 5BC 大堂、大堂中樓 2 及 4	2.5 米
*可搭建雙層結構	

#### 防煙閘

在防煙閘下±0.5 米的範圍內，所有攤位高度不得超過 2.5 米或 3 米。請參閱展覽廳平面圖。

防煙閘位置	高度限制
展覽廳 1A~E、3B~E、5B~E	3 米
展覽廳 1、3 及 5 大堂、展覽廳 3FG 及 5FG	2.5 米

#### 4.2.6 結構安全證明書 / 消防證明書

所有高度超逾 2.5 米的特裝攤位、懸空照明支架及/或主辦機構及/或展館□運者認為有需要者，必須提交展覽攤位結構安全證明書。所有攤位必須由註冊結構工程師監督下搭建。該註冊結構工程師須驗證其結構安全並簽發結構安全證明書。

所有結構安全證明書須《連同攤位穩定性的數據證明（按照第 4.2.1 章規定）》於最後進場日（即 2014 年 8 月 13 日）下午 3 時或之前投放到「攤位設施」展位之收集箱。主辦機構將轉交展館營運者。如於當晚下午 10 時亦未能不遵守此規定，主辦機構或展館營運者有權在整個期間禁止所有人士進入有關攤位。

參展商須完全負責攤位結構的安全及遵守《建築地盤（安全）條例》第 59 章。

參展商亦須注意平均地展示商品於攤位內，以免影響攤位的穩定性。如有疑問，請與承建商或註冊結構工程師商討。

按有關小型賣物會及展覽會於臨時娛樂場所牌照的申請規定，不得裝設易燃飾物。所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於最後進場日（即 1dy）下午 3 時或之前將一份證書〔消防表格 251〕投放到「攤位設施」展位之收集箱，以證明符合規定。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁 <http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3>。

#### 4.2.7 電力裝置

所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。電力裝置設

計草圖及圖則須連同上述攤位設計圖，於 **2014年6月19日** 前呈交主辦機構審閱。會場供應電力為 220 伏特 (±6%)、單相、50 赫或 380 伏特 (±6%)、三相、50 赫。

按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試**必須**由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 **2014年8月13日** 下午3時前交予大會電力承建商，以茲證明。如未能於該晚下午10時前交妥，展期內將不獲電力供應。

#### 4.2.8 防火措施

所有搭建特裝攤位的材料和裝置，必須具有防火或阻燃功能及符合防火和建築規定。為安全起見，凡使用木材搭建的攤位，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。

#### 4.2.9 反光背心

任何訪客或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。

#### 4.2.10 金屬棚架

為確保安全，展覽期間展館內禁止任何人士使用高度超過2米梯子。對於所有在離地2米或以上高度進行的攤位搭建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。同時，工人在離地2米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址：[http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm)。

若有違規者，展館營運者及本局有權立即中止有關建築活動。

#### 4.2.11 職業安全及健康條例

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

- 1) 確保僱員在工作時的安全及健康；
- 2) 提供或維持安全作業裝置及工作系統；
- 3) 委派一名負責人在場監管搭建及拆除攤位的施工。

此職業安全及健康條例是因應展館營運者的要求

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：[http://www.exhibitions.org.hk/tc\\_chi/media\\_detail.php?id=275](http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275)。

#### 4.2.12 減少廢物及回收措施

香港特區政府於1998年制定減少廢物綱要計劃，列出多項措施以提高市民減廢及回收再造意識，參展商和/或承建商須參照下列的減廢指引：

##### 設計期

- 1) 在場內施工前預先計劃減廢措施，減少產生廢物。
- 2) 盡量採納組件形式的展架設計和場外預製組件工序。
- 3) 攤位設計及宣傳物品應採用環保物料，如再造物料。
- 4) 採納彈性的展架設計，增加將來重用的可行性。於設計期應考慮重用建材，及使用再造物料和可回收物料作為建材。

##### 裝置及拆除期



- 1) 向主辦單位查詢回收設施的位置，和可回收的物料種類。
- 2) 向員工指導場內的正確回收工序。
- 3) 適當地裝置及拆除攤位，避免破壞物品，特別是可供回收再用的物品。
- 4) 拆除攤位須有周詳的計劃，增加物料重用和回收的可行性。
- 5) 盡用所有原材料，避免浪費。
- 6) 小心處理特殊廢物，如化學廢物。
- 7) 在棄置物料前，先考慮能否重用及回收再造。
- 8) 如需技術支援，請聯絡環保署的回收熱線：(852) 2755-2750。

#### 慳電膽及光管回收計劃

各類熒光燈管（直管、圓管和慳電膽）及高強度氣體放電燈（如水銀蒸氣燈、金屬鹵化物燈和鈉燈）都含水銀。若燈管破爛，所釋出的水銀會污染附近環境，不慎吸入或接觸皮膚更會危害人體健康。故此應按相關法例規定作適當棄置處理。

根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。

#### 4.2.13 建築業安全訓練證明書

勞工處、香港展覽會議業協會、展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施（即「平安咭」），並已生效。凡進入展館裝拆攤位的承建商必須持有有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的根本安全訓練。

凡進入展館工作的承建商，必須持有平安咭並須清楚地展示出來，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。

如有任何查詢，可透過電郵 [hkcepc@hkcec.com](mailto:hkcepc@hkcec.com) 或致電 (852) 2582 8888 與展館營運者之項目策劃及統籌部聯絡。

#### 4.2.14 所有參展商及承建商必須遵守下列各項規定

租用特裝攤位的參展商，必須保證其與承建商製備的設計草圖完全符合以下各項規定，否則展館營運者及/或主辦機構可要求作出修改；因而招致的昂貴修改費用，將由參展商自行負責。在最壞的情況下，主辦機構可能禁止承建商搭建計劃中的自行搭建攤位。任何因此而招致的費用將由參展商全數承擔。

- |  |
|--|
| 1) 攤位尺寸以米為單位。參展商/承建商在動工搭建攤位前，必須確定攤位位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。    |
| 2) 所有在地上建築的結構必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安裝在大會承建商之物料上，一經發現，承建商要負責將其拆除，同時本局會扣除施工按金。如發現大會承建商之物料有損毀，本局將扣除施工按金。 |
| 3) 任何攤位裝置不得伸展超逾劃定的攤位界限，該等裝置包括但不限於等離子電視、展品、裝飾燈具、參展商名牌或標記。唯一般照明燈具裝置（如泛光燈、長臂射燈等）不可超逾攤位界限0.45米以外。            |
| 4) 現場攤位之主結構與交予主辦機構之圖則如有不符之處，本局將扣除施工按金。   |
| 5) 不得在展覽場館內的天花板懸吊垂飾(上文提及只供照明用途的懸空支架、懸空結構除外)，亦不得在地板、牆壁或建築物的任何部份裝設任何固定裝置。                                  |
| 6) 承建商證應清楚可辨認地展示承建商公司名稱及/或沒有在展館內佩帶，否則，   |

	本局將扣除施工按金。
7)	參展商名稱及攤位號碼必須擺放於面向通道的顯眼位置。如違反上述規定，主辦機構有權代為安裝在適當位置，費用由參展商自付。
8)	任何超過2.5米面向毗鄰攤位的名牌及裝飾(包括公司名稱、商標、標語、相片及背景圖案等)，必須放置於攤位界線0.5米以內的地方。所有視線範圍的結構必須平滑及粉飾達可接受的標準而沒有任何圖案等裝飾。
9)	參展商不可用毗鄰攤位之圍板作任何裝飾或依靠等用途。
10)	如要改變地毯類型或顏色，必須事先通知主辦機構，所需費用概由參展商負責。
11)	所有電力裝置及電線安裝必須遵照香港《電力條例》的《電力(線路)規例》(第406E章)。
12)	所有燈飾裝置必須安裝於離地2.2米以上，否則，應有適當的保護設施以保障公眾安全。
13)	大會承建商有權將開關掣及過載保護分線箱安裝於攤位內適當位置。
14)	所有用以搭建和裝修攤位或設施的材料，必須具防火功能並經由展館營運者及/或主辦機構檢驗。
15)	展場內嚴禁噴漆、燒焊及使用電鋸。一經發現，本局將扣除施工按金。
16)	承建商必須遵照大會編訂之進場及離場時間表，不得提早進場或離場。一經發現，所有工人及其建築物料須即時離場，直至大會所指定的時間方可施工，本局將扣除施工按金。
17)	所有橫額或旗幟之尺寸均有限制，詳情請參閱相關表格。
18)	施工建築期間之廢料(如包裝材料)必須立即放於廢料籠內，否則，本局將扣除施工按金。
19)	會場不會提供儲存服務。所有空箱、設備、貨物、工具及物料不得放置於會場、卸貨區及/或非指定的地方。一經發現，會將其棄置而不獲事先通知，而施工按金會被扣除。
20)	為確保安全，展館已在進場及撤場期間特設專為棄置玻璃物料之廢料籠，以便與其他物料分開處理。在使用夾斗車清理攤位建築物料之前，請把玻璃物料與其他物料分別棄置於展館相應廢料籠內，以免發生意外。若發現有處理失當，本局將扣除施工按金。
21)	承建商或其委託者須於香港貿易發展局位於香港九龍將軍澳將軍澳工業邨駿日街83號辦公室領取承建商証及車証，否則，本局將收取行政費並於施工按金中扣除。
22)	承建商證嚴禁轉讓他人使用，否則本局將扣除施工按金。

#### 4.2.15 施工按金扣款制

請確保攤位承建商遵守本文中的細則。在不影響主辦機構於本文內及在規例內所指明的彌償及/或付還等權利的情況下，在未能遵從下文所指明細則的情況下，主辦機構可扣除指明款額/百分率的施工按金。

施工按金罰則	違規之按金扣款
1) 參展商/承建商沒有依照主辦機構所訂之時間進場或離場。	100%
2) 在展覽廳及/或非指定的地方進行噴漆、焊接或使用電鋸。	100%
3) 儲存建材、工具、空箱及/或其他物品於會場。	100%
4) 所有裝備沒有在施工時間後擺放於所屬之攤位內將被清理而不另行通知。	50%
5) 攤位結構逾攤位高度上限及/或界限，包括但不限於等離子電視、裝飾燈具、立體字及噴畫等。	50%
6) 任何主結構裝嵌與呈交主辦機構圖則不符。	50%



7)	任何高逾 2.5 米並面向毗鄰攤位的招牌展覽板(包括但不限於公司名稱、商標、口號、相片及圍身板)由攤位界線沒有後移 0.5 米。	50%
8)	攤位所有見光位之裝飾未達致平滑及可接受的標準；或該裝飾未能於參展商布展前午夜 12 時前完成。	50%
9)	在進場或離場期間未能適當/及時處理其產生之垃圾包裝材料或建材。	50%
10)	沒有在使用夾斗車清理攤位建築物料之前，將所有玻璃物料拆除。	50%
11)	以不適當或不安全的方式搭建或拆卸攤位。	50%
12)	僱用不合資格人員於展覽場地工作。	50%
13)	在展館非指定地方吸煙。	每次 1,000 港元
14)	如攤位需要額外用電，必須向大會承建商申報及繳費。任何非法駁電或所用電力超出其應有數量，除要繳付其差額及附加費外，另收取行政費用。	每 9 平方米 1,000 港元
15)	任何建料、空箱、木結構、展示牌及工具一旦被發現置於攤位以外將會被清理而不作另行通知並收取清理費。	每立方米 500 港元
16)	未能在最後進場日指定時間內遞交相關文件予主辦機構。	每項 500 港元
17)	工作證沒有清楚可辨認地顯示承建商的公司名稱及/或沒有在展館內佩帶。	每證 300 港元
18)	未有事前領取工作證及車輛通行證而需臨場交收。	每參展商/國家館 300 港元
19)	工作證/車輛通行證轉讓予他人使用。	每證 300 港元
20)	在圍板上鑽鏢絲、油漆或嵌釘。	每件 300 港元
21)	任何攤位構件安裝在大會承建商之物料上。	每連接點 200 港元
22)	所有公司名牌的改動或拆除須由大會承建商代辦，否則大會承建商保留權利將其裝回及收費。如公司名牌有損毀或遺失，大會承建商會重造及收費。	重裝每招牌 200 港元 重造招牌每米 200 港元
23)	展館設施損毀(如牆壁、門口、地毯、雲石地面等)。	按展館營運者 實際收費收取
24)	任何進場及離場超時收費。	請參閱第 4.2.4 條

備註:

- a) 如施工按金不足以抵償實際支出/收費，主辦機構有權追收承建商之差額。
- b) 即使參展商/承建商違反其他罰則/條例，主辦機構有權按需要而扣減其施工按金。
- c) 主辦機構對參展商/承建商因違反罰則/條例而棄置物品之遺失及損失概不負責。
- d) 主辦機構有權禁止慣性違規者及/或其公司在主辦機構所主辦項目之所有工作。
- e) 從施工按金所作的扣款不應影響主辦機構根據規例可提出的其他權利及申索。
- f) 如有任何爭議，主辦機構的決定屬最終決定並具約束力。

\*\* 倘中英文本有所差異，概以英文本為準。

香港貿易發展局



**Circular 11: Special Airfares by Cathay Pacific**

Cathay Pacific Airways, our official carrier of the HKTDC Food Expo 2014, is offering you and your travel companions exclusive airfares in all classes. To take advantage of this offer, please click <http://events.cathaypacific.com> and input the **event access code MICE883** to avail of special fares for you.

Hong Kong Trade Development Council

**通告 11: 優惠機票**

國泰航空為「香港貿發局美食博覽 2014」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 (**MICE883**) 查詢票價及訂票。

香港貿易發展局

## Circular 12: Special Circular – Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 10:00 p.m. on 17 August 2014.** According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 17 August 2014, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

Hong Kong Trade Development Council

## 通告 12: 特別通告 – 撤館規則

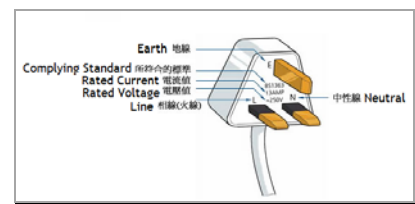
本局去年接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於8月17日下午10時前把展品搬離會場。**參展申請表內的展覽會規則第45項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於8月17日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

香港貿發局

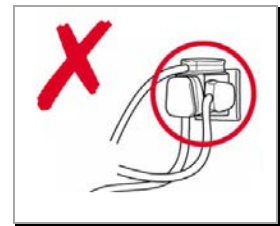
### Circular 13: Guidance to exhibitors for on-site usage of electricity

- If booth contains standard socket (except additional) provided by organizer, please be reminded that the fuse maximum capacity is 800 watt for one electrical appliance only.  
(\*Exhibitors of Gourmet Zone please refer to your booth layout for the capacity of the provided socket)

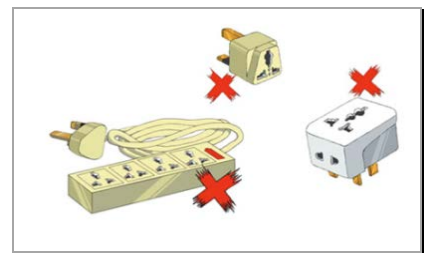
- The electrical appliance used by the exhibitor on-site should be a 3-pin plug which is complied with the electrical safety requirements (as shown in the picture).



- Exhibitor should check which type of socket you have ordered and its power limitation. **Each socket can only be plugged in one electrical appliance only.** The fuse will be broken if electricity consumption exceeded the power supply limit. Fuse re-installation charge on-site is **HK\$50**.



- **No multi-plug or extension cord are allowed to be connected to the socket.** HKTDC staff will inspect it constantly and reserve the right to suspend electricity supply unless the problem is rectified by the exhibitor concerned.



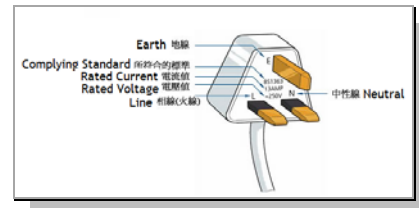
- Exhibitors who have rented fridge from their own suppliers, please check carefully the power consumption and specification of the equipment to avoid any electricity overload on-site and cause the broken of fuse. (Those exhibitors who have ordered 24 hours power supply should pay special attention)

Exhibition Services, Hong Kong Trade Development Council

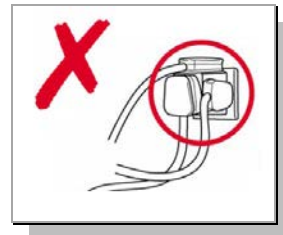
## 通告 13: 現場使用電力安全指引

- 攤位若附設大會提供之電力插座(後加除外)，其最大用電量只限於 800 瓦 (watt)以下之單一電器使用。  
(\*尊貴美食區之參展商請參閱展位圖則標示所包括之電力插座之電量)

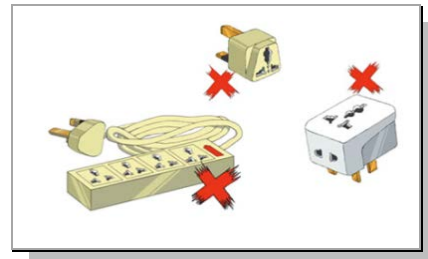
- 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



- 參展商請留意閣下所租用插座之供電量，每一個電力插座均有其負電上限。每一個供電插座上，只可插上一件符合其供電量之電器用品，切勿超過負荷，以免保險絲斷路。現場因斷路須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。本局職員會不時巡查，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。



- 如參展商已向個別供應商租用雪櫃冷藏食品，請查詢清楚有關雪櫃之耗電量及規格，以避免雪櫃於現場因電力超過負荷而引致保險絲斷路(已申請24小時供電之參展商須加倍注意)

香港貿易發展局 展覽服務部