

Dear Exhibitors,

HKTDC Food Expo 2009 – Important Circulars

Thank you for your participation in the Food Expo 2009. Enclosed please find the following important notices for your preparation of the Expo:

1. Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form (**Attachment 1**)
(Submission deadline for additional facilities: **13 July 2009**)
2. Buyer Nomination Form for Hotel Sponsorship (**Attachment 2**)
3. Special Events Organised by Exhibitors during the Expo (**Attachment 3**)
4. Caution on Third Party Promotional Offers (**Attachment 4**)
5. Caution on Rental of Credit Card Payment Terminals (**Attachment 5**)
6. Immigration Regulations to be observed and followed by exhibitors (if applicable) (**Attachment 6**)
7. Important Exhibition Regulations (**Attachment 7**)
8. Food Related Laws and Regulations (**Attachment 8**)
9. Special Safety Reminder for Standard Booth and Raw Space Design (**Attachment 9**)

* The Vehicle Entry Permit and Transportation Worker Badges will be distributed in July 2009.

For more information, please feel free to contact us on Tel: (852) 2240-4126/ 2240-4076 or Fax: (852) 3521-3108/ 3521-3242.

Exhibitions Department
Hong Kong Trade Development Council

致各參展商:

香港貿發局美食博覽 2009-重要通告

歡迎參加美食博覽 2009。煩請查收:

1. 電子版參展商手冊及額外設施服務申請表格通告 (額外設施申請之截止日期為**2009年7月13日**) (**附件 1**)
2. 酒店贊助推薦買家計劃 (**附件 2**)
3. 有關於攤位內舉行的特別節目之事宜 (**附件 3**)
4. 請小心處理由第三者提供之推廣優惠 (**附件 4**)
5. 提防有關信用卡終端機租賃服務 (**附件 5**)
6. 參展商遵守的入境規例 (**附件 6**)
7. 展覽會重要規則 (**附件 7**)
8. 食品有關法律和規例 (**附件 8**)
9. 標準攤位及展覽空地設計之特別安全提示 (**附件 9**)

* 有關**運輸工人證**及**車輛入場許可證**將於**2009年7月**派送到 貴公司。

若有任何疑問, 請致電 (852) 2240-4126/ 2240-4076 或以傳真 (852) 3521-3108/ 3521-3242 與我局聯絡。

預祝 展出成功!

香港貿易發展局
二零零九年六月



Attachment 1

Dear Exhibitors,

Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form

Thank you for your participation in the HKTDC Food Expo 2009.

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

(Remarks: No hardcopy will be distributed)

Exhibitor Manual: <http://hkfoodexpo.hktdc.com/manual/manual.htm>

Order Forms: <http://hkfoodexpo.hktdc.com/manual/order.htm>

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

Submission deadline for Order Forms: **13 July 2009**

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

Contact Persons:

Ms. Winnie leong : Tel: (852) 2240-4812 Email: winnie.wi.ieong@hktdc.org

Ms. Audrey Wang : Tel: (852) 2240-4076 Email: audrey.ty.wang@hktdc.org

Ms. Florence Tang : Tel: (852) 2240-4126 Email: florence.tang@hktdc.org

Ms. Jeani Wang: Tel: (852) 2240-4352 Email: jeani.wz.wang@hktdc.org

I wish you every success in the Expo.

Yours Faithfully,

Dawn Chan

Exhibitions Project Manager

附件 1

致各參展商:

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 2009。

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:本年度將不會派發印刷本)

參展商手冊: <http://hkfoodexpo.hktdc.com/manual/manual.htm>

額外設施及服務申請表格: <http://hkfoodexpo.hktdc.com/manual/order.htm>

參展商手冊詳細刊載了今屆展覽會的有關資料,對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則,並留意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: **2009年7月13日**

如有任何查詢或需要協助,歡迎與本局聯絡。

聯絡人:

楊慧賢小姐	電話: (852) 2240-4812	電郵: winnie.wi.ieong@hktdc.org
汪天欣小姐	電話: (852) 2240-4076	電郵: audrey.ty.wang@hktdc.org
鄧凱文小姐	電話: (852) 2240-4126	電郵: florence.tang@hktdc.org
王惟珍小姐	電話: (852) 2240-4352	電郵: jeani.wz.wang@hktdc.org

謹祝 貴公司展出成功!

香港貿易發展局
展覽項目經理
陳凱芳謹啟

Attachment 2

Dear Exhibitors,

HKTDC Food Expo 2009 (13-15/8/2009)
Nomination of Buyers for Hotel Sponsorship

Thank you very much for your support to the coming Food Expo 2009. To encourage the participation of more buyers from around the world, we are offering hotel sponsorship programme for selective overseas buyers to visit our Expo.

In this regard, you are encouraged to nominate buyers for our invitation selection. We shall give you due credit when extending the offer to the buyers and advise you the outcome of your nomination afterwards. Please note, however, that we shall have the final discretion in selecting the buyers for extending the offer, and that priority will always be given to those who have not visited our fair before.

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by **13 July 2009**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming expo. If you have any questions, please do not hesitate to contact Ms Sharon Chan on Tel: (852) 2240-4065; Fax: (852) 3521-3209 or email: hkfoodexpo.visitor@hktdc.org.

Yours Faithfully,
Exhibitions Department
Hong Kong Trade Development Council

附件 2

致各參展商:

香港貿發局美食博覽 2009 (2009 年 8 月 13-15 日)
酒店贊助推薦買家計劃

感謝 貴司對美食博覽 2009 的支持。為了吸引更多海外買家到場與 貴司洽談業務，本局將提供香港的酒店贊助予被挑選的海外買家。因此本局誠邀 閣下提名合適的買家。被揀選邀請的買家，將會收到列出提名公司名稱的邀請函，同時，本局亦會通知 貴公司提名的結果。請注意優先權將給予從未參觀過美食博覽的買家，而本局保留最終選擇權利。

為了給予本局充足的時間安排，請 閣下填妥買家推薦表格，並於**2009 年 7 月 13 日或之前**傳真至本局。本局將繼續以 貴司的利益為依歸，務求利用展覽會為 貴司締造一個具效益、高增值的宣傳渠道。詳情請電(852)2240-4065,傳真至(852)3521-3209 或電郵至hkfoodexpo.visitor@hktdc.org與陳詩銘小姐聯絡。

祝各參展商展出成功。

香港貿易發展局
展覽事務部

Attachment 2

To : Hong Kong Trade Development Council
Attn : Ms Sharon Chan
Tel : (852) 2240-4065
Fax : (852) 3521-3209

Nomination Form for Hotel Sponsorship of Buyers 酒店贊助推薦買家計劃
HKTDC Food Expo 2009 香港貿發局美食博覽 2009 (13-15/8/2009)

Submission Deadline 截止日期: 13 July 2009

From (Exhibitor Name): _____

Information of Nominated Buyer

Name of Company: _____

Name of Person: Mr/ Mrs/ Ms: _____

Title: _____

Address: _____

Country: _____ Postal Code: _____

Tel: _____ Fax: _____

E-mail: _____ Website: _____

First time visitor to fair organised by HKTDC? Yes No

- 請複印此表格作更多買家提名。Please copy this nomination form for nominating more than one buyer.
- 本局保留最終選擇權利邀請買家參觀美食博覽。從未參觀過本局舉辦之展覽會買家，將獲優先考慮。Priority of hotel sponsorship will be given to new visitor, and is subject to sole discretion of the Hong Kong Trade Development Council.

Attachment 3

Dear Exhibitors,

Special Events Organised by Exhibitors during the Expo

To facilitate the management of traffic flow at the fairground and protect the interest of all exhibitors, exhibitors who plan to organise special events such as talk shows and cocktails **WITHIN** their booth area during the Food Expo 2009 are requested to submit the detailed proposal of the event(s) to the Organiser in advance for official approval. These events should be organised in a planned and considerate manner and the exhibitors should employ sufficient staff/security guards for crowd control. The Organiser reserves the right to intervene the event(s) if it is not officially approved.

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

Should your organisation incline to organise special events as mentioned, please send us the written request with proposal including the date, time, programme and other details by fax **on or before 13 July 2009**. The fax number is (852) 3521-3108/3242.

Should you have any enquiries, please contact our staff at (852) 2240-4126/4076.

Exhibitions Department
Hong Kong Trade Development Council

附件 3

致各參展商:

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，假若參展商有意在展覽期間於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，為其他參展商或參觀人士帶來不便，本局可能會終止該特別節目，敬請留意。

貴司如有意於攤位內舉行特別節目，煩請 貴司於 **2009年7月13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) 3521-3108/3242。

如有任何查詢，請致電(852) 2240-4126/4076 聯絡。

香港貿易發展局
展覽事務部

Attachment 4

Dear Exhibitors,

Caution on Third Party Promotional Offers from Fair Guide/Expo-Guide

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from FAIR GUIDE (owned by CONSTRUCT DATA) for listings in its guide at the exhibitors' expense. It has recently come to HKTDC's attention that another company under the name Expo-Guide (owned by Commercial Online Manuals S de RL de CV) has sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that neither the FAIR GUIDE (owned by CONSTRUCT DATA) nor the **Expo-Guide** (owned by Commercial Online Manuals S de RL de CV) has any connection with the HKTDC or any of our fairs. You should 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 before signing any such documents.

It should be noted that the contents and wording of Expo-Guide's and Fair Guide's letter and Order Form are virtually identical. It is possible that Expo-Guide and Construct Data are related companies or are in some way connected. As the practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association against Unfair Competition, you are urged not to sign any materials that you receive from Construct Data, Expo-Guide and/or Commercial Online Manuals S de RL de CV. If you have mistakenly entered into contract with Construct Data and/or Expo-Guide, you should notify Construct Data and/or Expo-Guide in writing accordingly and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. In any event, you are strongly advised to seek independent legal advice before signing any documents issued by or sending any money to Construct Data, Expo-Guide and/or Commercial Online Manuals S de RL de CV.

Should you have any questions, please contact Ms. Dawn Chan, Exhibitions Project Manager at tel: (852) 2240-4077; or email: dawn.hf.chan@hktdc.org of the Hong Kong Trade Development Council.

Exhibitions Department
Hong Kong Trade Development Council

附件 4

致各參展商:

請小心處理由第三者(FAIR GUIDE/EXPO-GUIDE)

提供之推廣優惠

香港貿易發展局獲悉參展商曾接獲FAIR GUIDE (由CONSTRUCT DATA所擁有)的邀請,在其指南中刊登名錄,費用由參展商負責。貿發局最近發現另一公司(Expo-Guide)(由 Commercial Online Manuals S de RL de CV所擁有)亦向參展商發出類似信件,邀請參展商更新或更正他們於其指南中之資料作為免費刊登名錄。貿發局特此澄清及重申:由CONSTRUCT DATA所擁有之FAIR GUIDE或Commercial Online Manuals S de RL de CV所擁有之Expo-Guide概與貿發局或本局的任何展覽完全無關。閣下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。本局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,以保障閣下本身的利益。

由於Expo-Guide及FAIR GUIDE的信件內容及語句幾乎完全相同,Expo-Guide及CONSTRUCT DATA可能是相關或有連繫之公司。由於CONSTRUCT DATA之經營手法已被奧地利保障公平競爭協會視為不公平及誤導,本局現勸籲閣下不要簽署任何從CONSTRUCT DATA, Expo-Guide及/或Commercial Online Manuals S de RL de CV收到之文件。如閣下在錯誤情況下CONSTRUCT DATA及/或與Expo-Guide訂立合約,閣下應以書面通知CONSTRUCT DATA及/或Expo-Guide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。在任何情況,本局強烈建議閣下於簽署任何由CONSTRUCT DATA, Expo-Guide及/或Commercial Online Manuals S de RL de CV及/或向其付款之前尋求獨立法律意見。

如有任何問題,請與本局展覽項目經理陳小姐聯絡,電話:(852) 2240-4077,電郵:dawn.hf.chan@hktc.org

此致

香港貿易發展局
展覽事務部

Attachment 5

Caution on Rental of Credit Card Payment Terminals

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

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

Hong Kong Trade Development Council

附件 5

提防有關信用卡終端機租賃服務

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

如有任何疑問,請聯絡本局查詢。

香港貿易發展局謹啟

Attachment 6

Dear Exhibitors,

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/). If you have any queries regarding the above, please do not hesitate to contact Hong Kong Trade Development Council.

Yours Faithfully,
Exhibitions Department
Hong Kong Trade Development Council

附件 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/)。如對上述規定有任何疑問，歡迎聯絡香港貿易發展局。

此致

香港貿易發展局
展覽事務部

Attachment 7

Dear Exhibitors,

Important Exhibition Regulations

Thank you for joining the Food Expo 2009. We would like to bring your attention to two 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 organise. 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 the prior written approval from us **no later than 13 July 2009** 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 having obtained our written permission will be treated as "sub-letting" in contravention of the sub-letting rules and regulations. Please remember that any of the above-mentioned activities can only take place in relation to products which fall into the same product category zone as that chosen by you.

2. Display relevant exhibits

Exhibitors are reminded that they may only display exhibits, which fall into the product section that they have chosen on their application form and subsequently confirmed by the Organiser. 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 Food Expo. Exemption of use will be granted at the discretion of HKTDC on case by case basis. Exhibitors could send in their written applications to HKTDC at least 30 days prior to the first day of the show. In the application, reasons for use and descriptions of the equipment should be provided.

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

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**. HKTDC will conduct onsite inspections during the fair. HKTDC reserves the right to halt any use of the equipment if there is exhibitor fails to comply with the regulations.

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.

Yours Faithfully,
Exhibitions Department
Hong Kong Trade Development Council

附件 7

展覽會重要規則

歡迎參加美食博覽 2009。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩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 **2009 年 7 月 13 日或之前**向主辦機構提出申請書面批准，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美食博覽的參觀人士，所有參展商應儘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緊巡查。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。

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，多謝合作。

此致

香港貿易發展局

展覽事務部

Attachment 8

Food Related Laws and Regulations

Exhibitors are requested to read through sections 3.23.1 to 3.23.14 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 3.23, and to exempt the Hong Kong Trade Development Council and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the laws and regulations by the exhibitor.

3.23.1 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 3.23. 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 FEHD, Department of Health, Customs & Excise Department, Immigration Department, as well as the Consumer Council, may also conduct inspections onsite during the fair period.

3.23.2 Food Laws of Hong Kong

The Food and Environmental Hygiene Department (FEHD) of the Government of the Hong Kong Special Administrative Region (HKSAR) have 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) Part V — (Food and Drugs) of the Public Health and Municipal Services Ordinance (Cap. 132 of Laws of Hong Kong);
- (2) Colouring Matter in Food Regulations (Cap.132H);
- (3) Dried Milk Regulations (Cap.132R);
- (4) Sweeteners in Food Regulations (Cap.132U);
- (5) Food Adulteration (Metallic Contamination) Regulations (Cap.132V);
- (6) Food and Drugs (Composition and Labelling) Regulations (Cap.132W);
- (7) Food Business Regulation (Cap.132X);
- (8) Frozen Confections Regulation (Cap.132AC);
- (9) Harmful Substances in Food Regulations (Cap.132AF);
- (10) Imported Game, Meat and Poultry Regulations (Cap.132AK);

- (11) Milk Regulation (Cap.132AQ);
- (12) Mineral Oil in Food Regulations (Cap.132AR);
- (13) Preservatives in Food Regulation (Cap.132BD);
- (14) Slaughterhouses Regulation (Cap.132BU); and
- (15) Smokeless Tobacco Products (Prohibition) Regulations (Cap.132BW).

Exhibitors of the Food Expo must comply with all these laws and regulations relating to food. 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>.

3.23.3 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.

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 Food and Environmental Hygiene Department 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 Food & Environmental Hygiene Department.

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

(2) Fire Regulation

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

[For inquiries, please contact HKTDC (852) 2240-4907.]

(3) Tasting and Sales of Alcoholic Beverages

Exhibitors conducting sales or tasting of alcoholic beverages during the Food Expo must be done in one or both of the following ways:

- (i) carry out at the designated "alcoholic beverage tasting area" with the assistance of the Hong Kong Convention & Exhibition Centre (HKCEC) operators, and/or
- (ii) for those exhibitors who wish to conduct alcoholic beverage 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.

Any such Temporary Liquor Licence these exhibitors obtained must be displayed at an eye-catching location in their booth AND have to be copied to the HKTDC at least 30 days before the commencement of the Food Expo.

Unless a Temporary Liquor Licence is obtained, all sales of alcoholic products must be bottled or canned, and no sales 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.

[For inquiries on temporary liquor licence, please contact General Licensing Section of the Hong Kong Police at (852) 2860-6524 or

<http://www.police.gov.hk/hkp-home/english/plo/gls.htm>.]

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

(4) 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 of the Public Health and Municipal Services Ordinance (Cap.132) to have the prescribed label written in Chinese, English or both.

[For inquiries, please contact Food Surveillance and Labelling Unit of FEHD at (852) 2868-0000 or <http://www.fehd.gov.hk>.]

(5) Undesirable Medical Advertisements Ordinance

Any exhibits, which include any kind of medicament or other curative or preventive substance, 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 labelling and advertisements. Any labelling 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>]

(6) 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.

[For inquiries, please contact the Secretariat of the Chinese Medicine Council of Hong Kong

(852) 2121-1888 or <http://www.cmchk.org.hk>]

(7) 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.

[For inquiries, please contact HKTDC at (852) 2240-4584.]

(8) 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 on telephone (852) 2824 6111, by fax (852) 2877 7711 or through the Internet <http://www.immd.gov.hk/>.]

3.23.4 Conditions on Selling and Dispensing Food or Beverages

In consideration of the safety and hygiene concern of the general public, subsequent to close consultation with relevant health authorities, the following conditions on selling and dispensing food or beverages must be observed and complied with by all exhibitors:

- (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 and 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 Hong Kong Trade Development Council (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 exhibitor 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 License from the FEHD for sale of food at the fairground. The said Temporary Food Factory License 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.

- (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) 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).
- (8) Any warming or re-heating of the food products (for tasting only) must take place within the stands in the exhibition venue to which each exhibitor is assigned by the HKTDC and shall only be done by microwave ovens and small frying pans heated by electric appliances of good working condition only. The HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that the 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. Any exhibitor wishing to install any additional ovens or appliances must obtain the prior written approval of the 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.
- (9) Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. Inspection would be conducted during the fair period and the Organiser reserves the right to discontinue any sale or free tasting service if excessive emission of oily fumes, steam or hot air is found at exhibitors' booth.
- (10) 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 the 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 Booklet")
- (11) Upon signing the Food Expo Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt the 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.

- (12) The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website <http://www.fehd.gov.hk/safefood/foodlaw1.html>. Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.
- (13) Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licenses from the FEHD. Any such food permit/license obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to the HKTDC at least 30 days before the commencement of the Food Expo.

Exhibitors should also observe the provisions of the Immigration Ordinance (Cap. 115), in that 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 enquiries, please contact the Immigration Department of the HKSAR on telephone (852) 2824 6111, by fax (852) 2877 7711 or through the Internet <http://www.immd.gov.hk/>.]

3.23.5 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 taken effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licenses 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 one or both of the following ways:
 - (1) carry out at the designated "alcoholic beverage tasting area" with assistance of the Hong Kong Convention & Exhibition Centre (HKCEC) operators, and/or
 - (2) 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 the HKTDC at least 30 days before the commencement of the Food Expo.
- All sales of alcoholic products must be closed and sealed, and no sales of alcoholic drinks by the glass or open-bottle would be allowed.
- 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 <http://www.police.gov.hk/hkp-home/english/plo/gls.htm>. For compliance with the Dutiable Commodities Ordinance, please contact Customs & Excise Department at (852) 2815 7711 or <http://www.customs.gov.hk>.

3.23.6 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.

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 the Food and Environmental Hygiene Department and the Department of Health, as well as the Consumer Council, will also conduct regular inspections onsite during the fair period.

3.23.7 **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/publications/code/code_index.htm.]

3.23.8 **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 2582 8888.



 HKTDC
Food Expo
美食博覽



3.23.9 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 Food and Environmental Hygiene Department:

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) apply
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 the 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 the 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 at http://www.fehd.gov.hk/forms/index_forms.html. For enquiries, please call the 24-hour hotline of FEHD at (852) 2868 0000.

For details on the various types of food business licences and permits and their respective application procedures, please refer to the “Guide on Types of Licences Required” and the “Guide on Application for Licenses” published by the FEHD (both downloadable at <http://www.fehd.gov.hk/licensing/index.html>) or call the 24-hour hotline of the FEHD at (852) 2868 0000.



3.23.10 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:
http://www.cfs.gov.hk/english/import/import_ifc.html.

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 the HKTDC at least 30 days before the commencement of the Food Expo for records.

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 the 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/forms/index_forms.html

Regulated Items

- In addition, 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 websites of Customs & Excise Department at <http://www.customs.gov.hk> and the Centre for Food Safety of FEHD at <http://www.cfs.gov.hk>.

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.

3.23.11 Food & Drugs (Composite and Labelling) Regulations

Under the Food and Drugs (Composition and Labelling) Regulations of the Public Health and Municipal Services Ordinance (Cap.132), proper food labels should be attached to all pre-packaged food and beverages. The food labels, written in Chinese, English or both, should provide information on the following eight aspects:

- food name or designation;
- list of ingredients;
- indication of "best before"(此日期前最佳) or "consumed before" (此日期前食用) date;

Marking of Date in Arabic Numerals:	DD	MM	YY
	日	月	年
(e.g.)	25	06	2010

- statement of special condition for storage or instructions for use;
- full name and address of manufacturer or packer;
- count, weight or volume;
- 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.

For further details regarding the Food and Drugs (Composition and Labelling) Regulations, please contact the Food Surveillance and Labelling Unit of FEHD [Tel: (852) 2868-0000] or browse FEHD website at <http://www.fehd.gov.hk/>.



3.23.12 Chinese Medicine Ordinance and Related Regulations

Chinese Medicine Ordinance

The Ordinance (Cap. 549 of the Laws of Hong Kong) was passed by the Legislative Council on 14 July 1999. The Ordinance and its subsidiary legislations including the Chinese Medicines Regulation, Chinese Medicines (Fees) Regulation and Chinese Medicines Traders (Regulatory) Regulation should be taken as the standards for regulation of Chinese medicines in Hong Kong.

The Ordinance established a statutory body, the Chinese Medicine Council of Hong Kong (“CMCHK”) in September 1999 to formulate regulatory measures for Chinese medicine including the registration of practitioners in Chinese medicine, the licensing of traders in Chinese medicines, the registration of proprietary Chinese medicines and other related matters in Hong Kong.

The functions of CMCHK are: -

- a) to ensure adequate standards of professional practice and professional conduct in the profession of Chinese medicine practitioners;
- (b) to promote professional education of Chinese medicine practitioners;
- (c) to ensure adequate standards of practice and conduct in the trade of Chinese medicines;
- (d) to promote and ensure-
 - (i) the proper use of Chinese herbal medicines;
 - (ii) the safety, quality and efficacy of proprietary Chinese medicines;
- (e) to co-ordinate and supervise the activities of the boards; and
- (f) to carry out any other functions assigned to it under this Ordinance.

For further information concerning CMCHK and updates of news regarding Chinese medicines in Hong Kong, please consult the official website of CMCHK at <http://www.cmchk.org.hk> or contact the Secretariat of CMCHK at (852) 2121-1888.

Registration System for Proprietary Chinese Medicines

According to the Ordinance, all kinds of proprietary Chinese medicines (“pCms”) must first be registered by the Chinese Medicines Board (“CMB”) of the CMCHK before they can be imported, manufactured and sold in Hong Kong.

The requirements for registration of pCms are dependent on the classification category of the pCms under application, and the registration group selected by the applicant. Application for registration of pCms manufactured in Hong Kong should be submitted by the relevant manufacturer, whilst application for registration of pCms manufactured outside Hong Kong should be submitted by the importer or the local representative or agent of the manufacturers. Exhibitors

should refer to the “Application Handbook for Registration of Proprietary Chinese Medicines” for details on the application for registration of pCms.

The Handbook, the application forms and the relevant Guide and Checklists can be obtained from:-

- (a) the Chinese Medicines Section of the Department of Health at 2/F Public Health Laboratory Center, 382 Nam Cheong Street, Shek Kip Mei, Kowloon.
- (b) through facsimile request of the interactive information hotline: (852) 2574-9999 (except the Handbook); and
- (c) download from the website of CMCHK at <http://www.cmchk.org.hk>.

For enquiries, please contact the hotline of the Chinese Medicines Section of the Department of Health at (852) 2574-9999.

Licensing of Chinese Medicines Traders

According to the Ordinance, any trader who wishes to carry on the business of retail and wholesale of Chinese herbal medicines as well as the wholesale and manufacture business of proprietary Chinese medicines in Hong Kong must first obtain a relevant licence issued by the CMB of CMCHK before operating the business.

Exhibitors must hold the necessary “Retailer Licence (Exhibition) in Chinese Herbal Medicines” in order to sell Chinese Herbal Medicines at the fairground; otherwise, exhibitors can only display such medicines without selling them. For exhibitors who hold “Retailer Licence in Chinese Herbal Medicines” or “Wholesaler Licence in Chinese Herbal Medicines”, they can apply for “Retailer Licence (Exhibition) in Chinese Herbal Medicines” from the CMCHK.

Exhibitors should refer to the “Handbook of the Application for Chinese Medicines Trader Licences” which can be downloaded from the website of CMCHK at <http://www.cmchk.org.hk> for details on the application for the necessary trader licences.

For further information, please contact the Chinese Medicines Section, Chinese Medicine Division, Department of Health by calling its enquiry hotline (Tel: (852) 2319-5119), fax (No. (852) 2319-2664) or post to its address at 2/F, Public Health Laboratory Centre, 382 Nam Cheong Street, Kowloon.

Import and Export of Chinese Medicines

According to the Import and Export (General) Regulations (Cap.60A of the Laws of Hong Kong), any person who wishes to import or export any of the Chinese herbal medicines specified in Schedule 1 or the 5 types of the Chinese herbal medicines specified in Schedule 2 of the Chinese Medicine Ordinance as well as any proprietary Chinese medicines must first apply for an import or export licence.

The applications for import and export licence of **Proprietary Chinese Medicines** (“pCms”) are handled by the Pharmaceutical Service of the Department of Health. Applicants are required to lodge their applications for import and export licence to the following address:

Pharmaceuticals Import/Export Control Unit

Pharmaceutical Service, Department of Health
3/F, Public Health Laboratory Centre
382 Nam Cheong Street, Shek Kip Mei
Kowloon, Hong Kong
Enquiries: (852) 2319-8460

From 11 January 2008, applicants for import/export license of pCms must submit a copy of the wholesaler licence or manufacturer licence in pCms or a copy of the transitional certificate in addition to the documents required in the application form. Exhibitors should refer to the “Guideline for Import and Export of Traditional Chinese Medicines” issued by the Department of Health downloadable at <http://www.psdh.gov.hk/eps/eng/html/medgide.jsp> for guidance on the application of import/export licence of pCms.

Regarding the control on the import/export of **Chinese herbal medicines**, from 11 January 2008, applications for import/export of the 31 Chinese herbal medicines in Schedule 1 to and the 5 Chinese herbal medicines in Schedule 2 to the Chinese Medicine Ordinance should be made to the Chinese Medicines Section of the Department of Health:

Chinese Medicines Section

Department of Health
2/F, Public Health Laboratory Centre
382 Nam Cheong Street, Shek Kip Mei
Kowloon, Hong Kong
Enquiries: (852) 2209-9405 / 2319-5119

Please note that any person importing or exporting of the aforesaid 36 types of Chinese herbal medicines and proprietary Chinese medicines without an import and export licence may commit an offence under the Import and Export (General) Regulations. The person who is found guilty shall be liable to a fine at HK\$500,000 and to imprisonment for 2 years. Please visit the link www.legislation.gov.hk for the details of the regulations.

Exhibitors should refer to the “Guidelines for applications for import/export licence of Chinese herbal medicines (申請中藥材進/出口許可證指南)” (Chinese version only) which is applicable only for wholesalers and manufacturers in Chinese herbal medicines for guidance on the application of import/export licence of Chinese herbal medicines. The Guideline can be downloaded from the website of CMCHK at http://www.cmchk.org.hk/pcm/pdf/pcm_import.pdf.

Undesirable Medical Advertisements Ordinance

The Department of Health of the HKSAR Government has set forth very strict rules and regulations relating to drug labelling and medical advertisements. 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, pamphlets and labels on products and any announcement made orally or by means of producing or transmitting light or sound.

Exhibitors should ensure that all exhibits, which include any kind of medicament or other curative or preventive substance, and whether a proprietary medicine, a patent medicine or a purported natural remedy, must conform to the requirements under the Undesirable Medical Advertisements Ordinance (Cap. 231), the full text of which can be downloaded at <http://www.legislation.gov.hk/index.htm>.

Officials from relevant government departments may conduct on-site inspection during the Fair for any allegation or complaint of misbehaviors or irregularities.

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/>.

3.23.13 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.cites.org.hk>.

3.23.14 **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, 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 labelling 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 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 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.

- (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; labelling 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.

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:

- the online Government Bookstore at <http://www2.bookstore.gov.hk>;
- the Publications Sales Unit of Information Services Department at Room 402, Murray Building, Garden Road, Central, Hong Kong or call (852) 2537-1910; 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.

附件 8

食品有關法律和規例

參展商應仔細閱讀「參展商手冊」內第 3.23.1 至 3.23.14 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 3.23 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。

3.23.1 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 3.23 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、衛生署、海關、入境事務處，及消費者委員會等均會派員於展覽期間到場巡查。

3.23.2 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：

- (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) 食物摻雜(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)

參展商必須遵守上述法例和規例內所有有關食物的規定。

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.legislation.gov.hk/index.htm> 下載。

3.23.3 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。

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。[查詢：食環署電話 (852) 2868-0000 或網址<http://www.fehd.gov.hk/licensing/index.html>]

(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) 2240-4126]

(3) 售賣或提供含酒精飲品試飲服務

參展商必須遵守以下售賣或提供含酒精飲品試飲服務的規定：

- (i) 於指定「酒精飲品試飲區」內在香港會議展覽中心的職員協助下，售賣或提供試飲服務。及 / 或
- (ii) 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。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 天提交牌照副本予香港貿發局。

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。

[查詢臨時酒牌：香港警察牌照課 - 電話(852) 2860-6524 或網址

<http://www.police.gov.hk/hkp-home/chinese/plo/gls.htm>]

[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>]

(4) 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。食物標籤須以中文或英文或中英兩種語文印製。

[查詢：食環署食物監察及標籤小組 - 電話 (852) 2868-0000 或網址

<http://www.fehd.gov.hk/>]

(5) 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、專利藥物或看來是天然藥品的物質，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/>]

(6) 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。

[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>]

(7) 產品真偽

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

[查詢：香港貿發局電話 (852) 2240-4584]

(8) 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/>]

3.23.4 售賣及派發食品或飲料之條件

為確保美食博覽期間的公眾衛生及安全，香港貿發局於徵詢有關衛生部門意見後，要求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：

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。
3. 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。。
4. 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裏的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。
5. 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。
6. 所有飲品必須以密封式包裝售賣以防濺溢。
7. 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。
8. 所有展出的食品或飲料如須加熱（作試食用途），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。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。
9. 參展商應避免加熱食品時產生大量油煙。主辦機構會於會場內巡查，倘若發現參展商之攤位產生大量油煙或蒸氣，主辦機構有權停止該參展商的銷售或免費試食服務。
10. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得 24 小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「額外設施及服務申請表」內之表格七）。

11. 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。
12. 最新之香港食物法例在刊登於網站<http://www.fehd.gov.hk/safefood/foodlaw1.html>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。
13. 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。

參展商應留意：根據香港法律第 115 章《入境條例》之規定，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/>]

3.23.5 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或提供含酒精飲品試飲服務之規條：

- 所有參展商必須聲明會否於展覽期間售賣或提供含酒精飲品試飲服務。
- 在展場推廣含酒精飲品的參展商，必須遵守香港法例第 109 章《應課稅品條例》中《應課稅品（酒類）規例》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任何一種或同時以兩種形式進行：
 - 1) 於指定「酒精飲品試飲區」內由香港會議展覽中心的職員協助及/或

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。

- 所有含酒精飲品必須以密封式包裝售賣，不得以杯裝或已開瓶的形式供應或銷售。
- 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 或網址

<http://www.police.gov.hk/hkp-home/chinese/plo/gls.htm>。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>。]

3.23.6 贗品假貨

為保障消費者之權益，美食博覽會場內之商品必須為真品及附有適當標籤。

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和衛生署，與及消費者委員會等均會派員於展覽期間作巡查。

3.23.7 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/publications/code/code_indexc.htm 下載。]

3.23.8 **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。

3.23.9 **限制出售的食物規例**

限制出售的食物

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. 饅頭籮
17. 以售賣機出售的食物
18. 刺身
19. 壽司
20. 供不經烹煮而食用的蠔
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，並最好貯放在攝氏零下 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)可以在網址http://www.fehd.gov.hk/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/licensing/index.html>下載)或致電食環署的 24 小時熱線：(852) 2868 0000。

3.23.10 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。為確保食物衛生標準，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於食環署網頁

http://www.cfs.gov.hk/tc_chi/import/import_ifc.html 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。

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/licensing/guidec.html> 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頁<http://www.customs.gov.hk> 或食物安全中心的網頁<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

3.23.11 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（成分組合及標籤）規例》，所有預先包裝食品及飲品須附有適當標籤。食物標籤須以中文或英文或中英兩種語文印製，為消費者提供下列八項資料：

- a) 食物名稱或稱號；
- b) 配料/成分；
- c) “此日期前最佳”(best before)或“此日期前食用”(consumed before)日期的說明；

日期之標示： DD MM YY
 日 月 年
 (例) 25 06 2010

- d) 特別貯存方式或使用指示的陳述；
- e) 製造商或包裝商的名稱及地址；
- f) 數量、重量或體積；
- g) 已知可導致過敏的物質；及
- h) 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。

如對《食物及藥物（成分組合及標籤）規例》有任何查詢，可致電食環署的食物監察及標籤小組 (852) 2868 0000 或瀏覽食環署網頁www.fehd.gov.hk。

3.23.12 《中醫藥條例》及其他相關的法例

《中醫藥條例》

香港法例第 549 章《中醫藥條例》（“該條例”）於 1999 年 7 月 14 日由立法會通過。該條例及其附屬法例包括《中藥規例》、《中醫藥(費用)規例》和《中藥業(監管)規例》是香港特別行政區規管中藥的基準。

根據該條例於 1999 年 9 月成立的香港中醫藥管理委員會(“中醫藥管委會”)，是為香港制定中醫規管制度包括中醫的註冊、中藥商的牌照、中成藥的註冊和相關事宜而成立的法定機構。

中醫藥管委會的職能如下 —

- (a) 確保中醫的專業執業及專業操守方面達到足夠的水平；
- (b) 促進中醫的專業教育；
- (c) 確保中藥業在執業及操守方面達到足夠的水平；
- (d) 促進和確保 —
 - (i) 適當使用中藥材；
 - (ii) 中成藥的安全、品質及成效；
- (e) 統籌和監管各組的活動；及
- (f) 執行其根據該條例獲給予的任何其他職能。

有關中醫藥管委會的資料和香港中醫藥的最新消息，請瀏覽中醫藥管委會的網頁 <http://www.cmchk.org.hk>。如有任何查詢，可聯絡中醫藥管委會秘書處的電話：(852) 2121-1888。

中成藥註冊制度

根據《中醫藥條例》，所有中成藥必須經中醫藥管委會轄下中藥組註冊後，方可在本港製造、銷售、進口和管有。

中成藥的註冊要求是按照中成藥的註冊類別及申請人所選擇的註冊組別而決定的。若該中成藥在香港製造，須由有關製造商提出申請；若該中成藥在香港以外的地方製造，須由有關進口商或製造商的本地代表或代理提出申請。有關詳情，請參閱中醫藥管委會編製的「中成藥註冊申請手冊」。

該手冊、註冊申請書及有關的指引和清單可從以下途徑取得 —

- (a) 衛生署中藥事務組，地址：九龍石硤尾南昌街 382 號公共衛生檢測中心 2 樓；
- (b) 透過互動電話熱線 (852) 2574-9999 索取傳真文本 (該手冊除外)；及
- (c) 從中醫藥管委會的網頁 <http://www.cmchk.org.hk> 下載。

如有查詢 請致電衛生署中藥事務組的電話 (852) 2574-9999。

中藥商領牌制度

根據《中醫藥條例》，凡經營中藥材零售，中藥材批發，中成藥批發及中成藥製造業務的中藥商，都必須取得中醫藥管委會轄下中藥組發出的有關牌照後，才可經營業務。

參展商須持有「中藥材零售商（展銷）牌照」，方可於會場銷售藥材，否則只可在會場內展示藥材產品，而不可銷售。已經持有「中藥材零售商牌照」、「中藥材批發商牌照」、「中成藥批發商牌照」或「中成藥製造商牌照」的參展商，可向香港中醫藥管理委員會作出「中藥材零售商（展銷）牌照」申請。

有關牌照申請的程序，請瀏覽中醫藥管委會的網頁 <http://www.cmchk.org.hk> 並下載「中藥商牌照申請手冊」細閱詳情。

如有查詢 請致電衛生署中藥事務組的電話 (852) 2419-5119，或傳真致 (852) 2319-2664，或郵寄致九龍石硤尾南昌街 382 號公共衛生檢測中心 2 樓。

中成藥的進口或出口

根據香港法例第 60A 章《進出口(一般)規例》，任何人進口或出口《中醫藥條例》附表 1 內指明的所有中藥材及附表 2 內 5 種指明的中藥材，以及任何中成藥，必須事先申請進口許可證或出口許可證。

中成藥的進/出口許可證申請，現時由衛生署藥劑事務部藥物出入口管制組處理。申請人須將進口或出口許可證申請表格交往下述地址：

衛生署藥劑事務部 - 藥物出入口管制組

香港九龍石硤尾南昌街 382 號

公共衛生檢測中心 3 樓

查詢電話：(852) 2319-8460

由 2008 年 1 月 11 日開始，申請人在申請中成藥的進出口許可證時，除須提交申請書內所要求的文件外，還須提交中成藥批發商或中成藥製造商牌照/過渡證明書的副本。參展商請從網頁 <http://www.psdh.gov.hk/eps/chi/html/medgide.jsp> 下載「中成藥進/出口申請指南」細閱有關詳情。

至於**中藥材**的進出口管制方面，由 2008 年 1 月 11 日起，任何人進口或出口《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，須向衛生署中藥事務組提交申請：

衛生署中藥事務組

九龍石硤尾南昌街 382 號

公共衛生檢測中心 2 樓

查詢電話：(852) 2209-9405 / 2319-5119

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 網頁瀏覽。

參展商請從網頁 http://www.cmchk.org.hk/pcm/pdf/pcm_import.pdf 下載「申請中藥材進/出口許可證指南」（只適用於中藥材批發商及中成藥製造商）細閱有關詳情。

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的附表 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籍產生或傳送光或聲音的方式所出的宣布。

參展商應確保所有的展品，包括任何種類的藥劑或其他治療性或預防性物質，不論是專賣藥物、專利藥物或看來是天然藥品的物質，都必須遵照《不良醫藥廣告條例》的規定。該法例之全文可於網址<http://www.legislation.gov.hk/index.htm> 下載。

有關政府部門會就有關不當或違法行為的指稱或投訴派員於展覽期間到場檢查。

如有查詢，可致電衛生署的電話：(852) 2961-8989 或(852) 2961-8991 或瀏覽其網頁 www.dh.gov.hk。

3.23.13 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.cites.org.hk>。

3.23.14 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）- 對於藥物的配製及攪雜；將經攪雜程序而導致品質、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（包括中藥材及中成藥）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及其他事項施加管制與規定；
- (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及其他事項施加管制與規定。

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>；
- 透過政府新聞處位於香港花園道美利大廈 402 室的刊物銷售組購買或致電 (852)25371910；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。

Attachment 9

Special Safety Reminder for Standard Booth and Raw Space Design

Please visit “**Exhibitors’ Centre**”, “**Order Form Electronic Version**” at <http://foodexpo.hktdc.com> for accessing Form 1 to 7 mentioned under this section.

4.1 Standard Booth / Premium Booth

All shell booths are designed, erected and decorated by the Organiser. Facilities provided include partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet. The Organiser reserves the right 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 free of charge. Exact wording of company name (English lettering) as supplied in your application form will be used. 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 at their own. Exhibitors requiring special assistance to relocate or delete standard facilities should submit their request using **Forms 3 and 4** to the Organiser no later than **13 July 2009**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **13 July 2009**.

Standard Booth Exhibitors must adhere to the following:

- 1) No additional booth fitting or display may be attached to the shell booth structure.
- 2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- 3) No items may exceed a height of 2.5 metre or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organiser.

- 5) If any booths which differs from the approved specifications or does not confirm to the Organiser's rules and regulations, the Organiser reserves the right to alter or remove without prior notice at the Exhibitor's/Contractor's own expense.
- 6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical Regulations of Hong Kong Electricity Ordinance stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- 7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

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 1800hrs on 11 August 2009 for booth decoration.

To gain access to the venue for contracting work, please complete **Form 7**, Contractors' Information, together with full payment of site work deposit (please refer to section 4.2.2, 4.2.13 & 4.2.14 for details) to the Organiser. **Late application after deadline 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 Exhibition Services & Logistics Centre, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong.

The Council's Exhibition Services Department can provide booth décor/modifications at a competitive price. You are most welcome to contact our colleagues for such service at phone: (852) 2240 5466, fax: (852) 2519-8223 or email: ex.ser@hktdc.org.

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.

4.2 Custom-built Stands on Raw Space

For this option of participation, Exhibitors will be given carpeted raw exhibition floor space only. They 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 may specify before or during the Exhibition.

Raw Space Exhibitors may appoint any competent local Stand Contractor 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://foodexpo.hktdc.com>.

For Raw Space Exhibitors, raw space contractors’ information (Form 1), construction drawings and lighting distribution plan and site work deposit should be submitted to reach Mr Abel Kwan (abel.kwan@hktdc.org), Exhibition Services, Hong Kong Trade Development Council for review no later than **13 July 2009**, and a copy of a valid insurance policy should reach Mr Abel Kwan no later than **13 July 2009**. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor or its appointed contractor.

4.2.1 Plans & Design Proposals

Drawings submitted must be in reasonable scale of not less than 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. Drawings submitted will be forwarded to the Venue Operator for approval.

Any alteration after drawing submission should be addressed to the Organiser for review and Venue Operator for approval.

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

You will be asked to collect the contractor’s badge and vehicle pass at HKTDC Exhibition Services & Logistics Centre, 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 the Exhibition Venue and no custom-built stand will be permitted to be erected at the Exhibition Venue unless raw space contractors’ information, construction drawings and lighting plan and site work deposit (including late charge, if applicable) and a copy of a valid insurance policy have been received by the Organiser.

4.2.2 Site Work Deposit

Exhibitors/Contractors of raw space 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 booth, the 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 be refunded within two months after the conclusion of the Fair if their exhibition sites are, in the Organiser’s view, clear of damage to the exhibition hall and of all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.14. Otherwise, the deposit will be deducted.

Payment methods as below: (Please choose either one)

1) By Cheque

Cheque must be issued from a bank in Hong Kong made payable to
“Hong Kong Trade Development Council” and mail/deliver to:
HKTDC Exhibition Services & Logistics Centre
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 be arranged by cheque to the **cheque issuer**.

2) By Cash Deposit

HK\$ Current 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 to the **bank-in account**.

3) By Credit Card (Visa / MasterCard)

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

Remark : a) The site work deposit should reach us by **13 July 2009**.

b) We do not accept payment by cheque after **29 July 2009**, please settle by credit card or cash deposit instead.

4.2.3 Insurance

Contractors are required to take out and maintain public liability insurance in respect of the contractor’s liability for death or injury to any person, 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 take 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 the move-in period, exhibition period and move-out period. The said insurance policy should be provided to the Organiser by **13 July 2009**.

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

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

Charges for Over-time Move-in, i.e. working after 2400hrs (midnight) on 11 and 12 August 2009 will be calculated in accordance with the booth area assigned, regardless of its location.

Booth Area	Overtime Charge per hour
20 sqm or below	HK\$ 2,100
Exceeding 20 sqm to 50 sqm	HK\$ 3,100
Exceeding 50 sqm to 100 sqm	HK\$ 4,200
Exceeding 100 sqm to 500 sqm	HK\$ 5,200

Charges for Over-time Move-out, i.e. working after 2400hrs (midnight) on 15 August 2009 for Trade Hall, and 17 August 2009 for Public Hall will be calculated according to its exact booth location. Overtime Work between 0001-0300 hrs on 16 August 2009 for Trade Hall Exhibitors and 18 August 2009 for Public Hall Exhibitors:

Location	Overtime Charge per hour
Hall 1A, 1B, 1C, 1E, 3C or 3E	HK\$ 22,150
Hall 1D or 3D	HK\$ 16,000
Hall 3B	HK\$ 18,450
Hall 3F, 3G, 5F or 5G	HK\$ 23,400

Remarks: Charges will be based on multiples of hour.

Overtime Work beyond 0300 hrs on 16 August 2009 for Trade Hall Exhibitors and 18 August 2009 for Public Hall Exhibitors:

Location	Overtime Charge per hour
Hall 1A, 1B, 1C, 1E, 3C or 3E	HK\$ 44,300
Hall 1D or 3D	HK\$ 32,000
Hall 3B	HK\$ 36,900
Hall 3F, 3G, 5F or 5G	HK\$ 46,800

Remarks: Charges will be based on multiples of hour.

4.2.5 Height Limit

Location	Maximum Booth Height
Hall 1A~E, Hall 3B~G & Hall 5BCEFG	5500mm
Convention Hall, Convention Foyer, Grand Hall & Grand Foyer	5000mm
Hall 1A~E Concourse, Hall 3BC Concourse, Hall 5D & Theatre Foyer	4000mm
Meeting Rooms	3500mm
Hall 3D~G Concourse, Hall 3E South Concourse, Hall 5E South Concourse & Hall 5FG Concourse	3000mm

Hall 5BC Concourse, Mezzanine 2, Mezzanine 4 & Meeting Room Corridors & Foyers	2500mm
Expo Drive Hall & Convention Hall Mezzanine	2200mm

- 1) Starting April 2008, all new raw space design shall not exceed the height of 5500mm.
- 2) New raw space designs are defined literally, i.e. all raw space stands are regarded as new except those reused stands with identical design built as 2007's without any structural modifications. Otherwise, it will be subject to the height restriction of 5500mm.
- 3) From January 2010, all stands will be subject to the height restriction of 5500mm.

Smoke Curtain

For booths situated within ± 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 Safety Report

A Safety Report must be submitted for all custom-built stands on raw space exceeding 2500mm in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. The safety report shall be endorsed by **registered professional engineer in a structural discipline (recognised by Engineers Registration Board)**. Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.

Please enclose a valid copy of RPE certificate in a **structural** discipline during Form 1 submission for our record.

The said safety report should be submitted to the Organiser by dropping it into the collection box situated at the nearest Technical Services Counter by 1800 hrs on the last move-in day, i.e. **12 August 2009**. If this rule is not observed, the Organiser and/or the Venue Operator reserve the right to prohibit all access to the Stand.

Hanging Truss (For lighting purpose only)

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

4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out any electrical works at Exhibitors' expenses. In addition, all electrical installations must be carried out by a qualified electrician with a valid "Certificate of registration of electrical worker". Design plans or proposals for electrical installation must be submitted to reach the Organiser for review together with aforementioned stand design proposals before **13 July 2009**. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

4.2.8 Fire Precaution

For all construction with wooden materials involved, raw space contractors are required to prepare one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period for safety reason. This rule is also applicable to pavilion which has to prepare one functional fire extinguisher for every 60 sqm of its assigned area.

4.2.9 Reflective Vest

All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the 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 metre in height is prohibited within the Exhibition Venue by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 metre or more above the ground, Contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the 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, specifying the location, the extend 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 metre or above the ground. For further details, please visit the website at 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 right to stop 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 authorised person for on-site supervising of installation/dismantling works.

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 minimise 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 erection, 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 maximise 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.

4.2.13 All Exhibitors and Contractors must comply with the following points

Raw Space Exhibitors must ensure that they and their Contractors are fully aware of the following points when preparing design proposals. Failure to observe such rules 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 booth. 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 lighting devices extruded not exceeding an overall length of 450mm from booth boundary. These may include but not limit to plasma TVs, exhibits, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
- 4) Any main construction set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.
- 5) No suspensions are to 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 right 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 area 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) Regulation of Hong Kong Electricity Ordinance (Chapter 406).
- 12) All lighting devices 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 shall 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 and total maximum weight is 20kg including all supplementary hanging accessories. The maximum size is 1.22m x 2.44m in vertical or horizontal hanging format of which must be hung atop the Space area with a minimum height of no less than 6m above ground.
- 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 are strictly non-transferable. Otherwise, site work deposit will be deducted.
- 22) All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, Exhibition Services & Logistics Centre, Tseung Kwan O Industrial Estate, 83 Chun Yat Street, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to actual administrative charges incurred and will be deducted from the site work deposit.

4.2.14 Deduction of Site Work Deposit

Please ensure that the Stand Contractors are well aware of the conditions of the site work deposit deduction below.

	Conditions	Deposit to be deducted upon Violation of Conditions
1)	Contractor does not follow the move-in/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 is 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 exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, 3-D letterings & graphics etc...	50%
6)	Any main construction 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 booth's partitions/walls decorated not up to a smooth acceptable plain color finish.	50%
9)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in period.	50%
10)	All glass materials not properly removed before using hydraulic grab lorry to dispose the booth structure.	50%
11)	Employing unqualified personnel for work at the Exhibition Venue.	50%
12)	Smoking inside the Exhibition Venue and/or non designated smoking area.	HK\$1,000/count
13)	If extra electricity is required, they should order from the 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
14)	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
15)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$300/badge

16)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$300/exhibitor or pavilion
17)	Transfer of contractor badges.	HK\$300/badge
18)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
19)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.	HK\$200/attached point
20)	All alteration or removal of shell scheme fascia board should be done by the Official Contractor. Otherwise, the Official Contractor reserves the right 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
21)	Any facilities (wall, entrance door, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator
22)	Any additional hall rental charges incurred due to over-time move-in and/or move-out requested by Exhibitor/Contractor.	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 right to pursue 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 right to deduct from the deposit as deemed necessary.
- c) The Organiser will not be responsible for any loss and claim on all disposed items arising from the violation of conditions, rules and regulations by the Exhibitor/Contractor.
- d) For those frequent offenders, the Organiser reserves the right to ban the Contractor and/or its Company from any construction works organised by the HKTDC.
- e) The Organiser reserves all rights on the final decision on all disputes.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Abel Kwan at tel: (852) 2584-4578.

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

Exhibitions Department
Hong Kong Trade Development Council

標準攤位及展覽空地設計之特別安全提示

請瀏覽網頁<http://foodexpo.hktdc.com>「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七。

4.1 標準攤位/特級攤位參展商

所有標準攤位的設計、蓋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攤位內的適當位置。

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根據申請表格所提供之名稱作準。角位/三邊/四邊開放攤位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/四邊開放攤位的附加費將不獲豁免。

一般而言，參展商不得改動攤位結構或拆除攤位的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫「額外設施及服務申請表」內之**表格三及四**，並於**2009年7月13日**前交回主辦機構。

如有需要刪除任何標準設施，請於**2009年7月13日**前通知主辦機構，可免收費用。

租用標準攤位的參展商及其委托之承建商必須注意及遵守下列各項規定：

- 1) 非大會供應的設施均不得裝嵌在標準攤位結構的物料上。
- 2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。展覽攤位及展場內裝置如有任何損壞，概由參展商負責賠償。
- 3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的攤位界限。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。
- 4) 展覽會完結時，所有展品、攤位物料必須在主辦機構規定的指定時間內立刻清理。任何展品、攤位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) 如攤位不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- 6) 參展商裝設的電器設備（包括照明裝置）必須符合香港政府電力條例之電力規定。嚴禁參展商在攤位內安裝不符合安全標準的電力裝置或電線。

- 7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

4.1.1 標準佈置

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**2009年8月11日下午6時後**進場進行涉及木工的攤位佈置。

若參展商委託之承建商需要提早進場，請填寫**表格七(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、4.2.13 及 4.2.14 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申請。**

貴司之申請一經批核，請貴司於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街 83 號)領取承建商証及車証。

本局之展覽服務部亦可提供攤位修飾 / 設計服務，歡迎貴司與有關職員聯絡查詢，電話：(852) 2240 5466；傳真：(852) 2519-8223；電郵：ex.ser@tdc.org.hk。

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。

進場/離場超時租場收費

請參閱第 4.2.4 條。

4.2 在展覽空地自建攤位

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蓋建攤位，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。

租用展覽空地的參展商可委聘任何本地符合資格的承建商設計及蓋建攤位。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証。參展商可瀏覽網頁 <http://foodexpo.hktcdc.com> 「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 **2009 年 7 月 13 日**將承建商資料申報表(表格一)、設計圖則及燈圖、施工按金交到主辦機構審閱；而有效的保單副本亦須於 **2009 年 7 月 13 日**交到主辦機構存檔。否則，主辦機構會收取 1200 港元(150 美元)的遲交罰款。

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。圖則會轉交展館營運者審批。

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。圖則亦會轉交展館營運者審批。參展商如需額外設施，須填寫**表格二**申請租用，所有費用必須預先繳付。

請貴司於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街 83 號)領取承建商証及車証。假若自建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(包括遲交罰款，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証及車証，亦不得在展覽場地

建攤位。

4.2.2 施工按金

所有展覽空地及申請提早佈置攤位的標準/特級攤位參展商/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。蓋建雙層展覽攤位必須繳雙倍施工按金。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 4.2.14 條者，按金將於展覽會結束後 2 個月內退回。

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 展覽營運中心

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」。

按金會以支票形式退回發票者。

2. 現金入賬方式

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入賬者/戶口。

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：1) 施工按金須於 2009 年 7 月 2 日或之前入帳。

2) 於 2009 年 7 月 29 日後繳交的施工按金以支票方式繳付恕不適用，請以信用卡方式或現金入賬方式付款。

4.2.3 保險

承建商必須購買有效及不少於港幣 1000 萬之公眾責任險。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有效及充足的保險，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 2009 年 7 月 13 日或之前將其保險細則交予主辦機構。

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：—

進場超時租場收費 – 即於2009年8月11及12日午夜12時後進行工作，將按攤位面積計算，與其位置無關。

攤位面積	超時租場費用(以每小時)
20 平方米或以下	2,100 港元
超越 20 – 50 平方米	3,100 港元
超越 50– 100 平方米	4,200 港元
超越 100 – 500 平方米	5,200 港元

離場超時租場收費 即於貿易館2009年8月15日及公眾館2009年8月17日午夜12時後進行工作，將按攤位所在的展館位置計算。

貿易館參展商於2009年8月16日及公眾館參展商於2009年8月18日凌晨零時1分至凌晨3時進行工作：

位置	超時租場每小時收費
展覽廳 1A、1B、1C、1E、3C 或 3E	22,150 港元
展覽廳 1D 或 3D	16,000 港元
展覽廳 3B	18,450 港元
展覽廳 3F、3G、5F 或 5G	23,400 港元

註：收費按每小時計算

貿易館參展商於2009年8月16日及公眾館參展商於2009年8月18日凌晨3時後進行工作，將按攤位所在的展館位置計算。

位置	超時租場每小時收費
展覽廳 1A、1B、1C、1E、3C 或 3E	44,300 港元
展覽廳 1D 或 3D	32,000 港元
展覽廳 3B	36,900 港元
展覽廳 3F、3G、5F 或 5G	46,800 港元

註：收費按每小時計算

4.2.5 高度限制

位置	高度限制
展覽廳 1A~E、3B~G 及 5BCEFG	5.5 米
展覽廳 1A~E、3BC 及 5D 大堂及演奏廳前廳	4 米
展覽廳 3D~G 大堂、展覽廳 3E 及 5E 南面大堂及展覽廳 5FG 大堂	3 米

- 1) 由2008年4月起，所有全新的展覽空地攤位設計，高度一律不得超過5.5米。
- 2) 「全新的展覽空地攤位設計」是指所有展覽空地攤位必須是於2007年之再用攤位而沒有任何結構上的修改。否則，必須遵守5.5米的高度限制。
- 3) 由2010年1月起，所有攤位必須遵守5.5米的高度限制。

防煙閘

在防煙閘下± 0.5米的範圍內，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 及 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 安全報告

所有高度超逾 2.5 米的展覽空地攤位、懸空照明支架及/或主辦機構及/或展館 運者認為有需要者，必須提交安全報告書。此安全報告必須由註冊專業工程師（結構）簽發。（工程師必須為“工程師註冊管理局”註冊成員）。

請連同表格一提交一份有效的註冊結構工程師證明副本予主辦機構存檔。

所有安全報告書須於最後進場日（即 2009 年 8 月 12 日）下午 6 時或之前將報告書投放到鄰近之「攤位設施」展位之收集箱。如不遵守此規定，主辦機構/展館營運者有權禁止所有人士進入有關攤位。

懸空支架(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。

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。所有電力安裝技工必須持有「香港電業工程人員註冊證明書」。電力裝置設計草圖及圖則須連同上述攤位設計圖，於 **2009 年 7 月 13 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。

4.2.8 防火措施

為安全起見，凡使用木材蓋建之攤位承建商必須在攤位施工期間預備一個有效滅火筒在攤位內的顯眼地方。

上述規例亦適用於國家館，每60平方米就須有一個有效滅火筒在攤位內的顯眼地方。

4.2.9 反光背心

任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、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蓋建或拆卸工程，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。

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。

4.2.12 減少廢物及回收措施

香港特區政府於1998年制定了減少廢物綱要計劃，列出多項措施來提高市民減廢和回收再造的意識，參展商和/或承建商須參照下列的減廢指引：

設計期

- 在場內施工前預先計劃減廢措施，減少廢物的產生。
- 盡量採納組件形式的展架設計和場外預先製組件工序。
- 攤位設計及宣傳物品應採用環保物料，如再造物料。
- 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

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

4.2.13 所有參展商及其承建商必須注意及遵守下列各項規定

租用展覽空地的參展商，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 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蓋建攤位。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/承建商在動工蓋建攤位前，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而施工按金亦會被扣除。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、參展商名牌或標記。唯燈具裝置不可超逾攤位界限 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，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) 承建商証應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。否則，本局將扣除施工按金。
- 7) 參展商的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到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及依靠等用途。
- 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(第 406 章)的電力(電線接駁)規定。
- 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的適當位置。

- 14) 所有用以蓋建和裝修攤位或設施的材料，必須具防火功能及經由展館營運者及/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定之進場及離場時間表，不得提早進場及離場。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及重量均有限制，總重量不可超越 20 公斤，包括橫額及其所有吊掛部份和零件，而尺寸則不大於 1.22 米 x 2.44 米（垂直或橫向）吊掛在其攤位範圍上空及吊掛高度不少於離地 6 米。
- 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有關之廢料籠內，以免發生意外。若發現有處理失當，本局將扣除施工按金。
- 21) 承建商證嚴禁轉讓他人使用。否則，本局將扣除施工按金。
- 22) 承建商或其委託者須於香港貿易發展局展覽營運中心(香港九龍將軍澳將軍澳工業邨駿日街 83 號)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。

4.2.12 施工按金扣款制

請確保所委託之承建商得悉以下細則及施工按金之扣款。

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定之時間進場或離場。	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會被清理而不作方另行通知。	50%
5) 攤位結構超逾攤位高度上限及/或界限，包括但不限於等離子電視、立體字及噴畫等。	50%
6) 任何主結構之裝嵌與呈交主辦機構之圖則不符。	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) 攤位之所有見光位之裝飾未達致平滑及可接受的標準。	50%
9) 在進場期間未能適當/及時處理其產生之垃圾包裝材料及建材。	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)	僱用不合資格人員於展覽場地工作。	50%
12)	在展覽場地及/或非指定的地方吸煙。	每次 1,000 元
13)	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 元
14)	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而不作另行通知並收取清理費。	每立方米 500 元
15)	承建商証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。	每証 300 元
16)	未有事前領取承建商証及車証而需臨場交收。	每參展商/國家館 300 元
17)	工作証轉讓予他人使用。	每証 300 元
18)	在圍板上鑽螺絲、油漆或錘釘。	每件 300 元
19)	任何攤位構件安裝在大會承建商之物料上。	每連接點 200 元
20)	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。	重新安裝每招牌 200 元 重造招牌每米 200 元
21)	展館設施損毀(如牆壁、門口、雲石地面等)。	按展館營運者實際收費收取
22)	任何應參展商/承建商要求之進場及/或離場超時收費。	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) 主辦機構對所有的紛爭有最終的決定權。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與關志文先生（電話：852 2584-4578）聯絡。

此致

香港貿易發展局
展覽事務部