

July 2016

Dear Exhibitors

HKTDC Food Expo 2016 (Gourmet Zone) – Important Circulars

Thank you for your participation in the HKTDC Food Expo (Gourmet Zone) 2016. Enclosed please find the following important notices for your preparation of the Expo:

Important Circulars

1. Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form
Additional Facilities and Services Order Deadline [30 June 2016](#)
Advertising and Promotion Opportunities Deadline [30 June 2016](#)
2. Special Move-in & Move Out Arrangement
3. Special Events Organised by Exhibitors during the Expo
4. Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory **<NEW>**
5. Caution on Arranging Payment and Fraudulent Emails **<NEW>**
6. Caution on Emails and Phone Calls of Questionable/Unclear Origins **<NEW>**
7. Security Measures and Related Issue
8. Immigration Regulations to be observed and followed by exhibitors (if applicable)
9. Important Exhibition Regulations
10. Environmental Levy Scheme on Plastic Shopping Bags
11. Special Safety Reminder for Standard Booth and Custom-Built Stand Design
12. Move-out Regulations
13. Guidance to exhibitors for on-site usage of electricity
14. Guidance to Custom Built exhibitors for on-site usage of electricity **<NEW>**
15. Join HKTDC social media channels and get up-to-date fair information

* **Vehicle Entry Permit and Exhibitor Badges** will be distributed in **August 2016**.

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

Contact	Tel	Fax	E-mail
Ms Michelle Chan	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Mr Wesley Chan	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

Hong Kong Trade Development Council

2016年7月

致各參展商：

香港貿發局美食博覽 (尊貴美食區) 2016 - 重要通告

歡迎參加美食博覽 (尊貴美食區) 2016。煩請查收:

重要通告

1. 電子版參展商手冊及額外設施服務申請表格通告
額外設施及截止申請日期 [2016年6月30日](#)
廣告及宣傳截止申請日期 [2016年6月30日](#)
2. 進館及撤館交通安排
3. 有關於攤位內舉行的特別節目之事宜
4. 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ AVRON/International Fairs Directory)提供之推廣優惠
<新>
5. 請小心處理有關繳付參展費用之安排及欺詐電郵騙案 <新>
6. 請小心處理來歷不明的電子郵件或電話 <新>
7. 保安措施及相關事項
8. 參展商遵守的入境規例
9. 展覽會重要規則
10. 塑膠購物袋環保徵費計劃
11. 標準攤位及特裝攤位設計之特別安全提示
12. 撤館規則
13. 現場使用電力安全指引
14. 特裝參展商注意事項 - 現場使用電力指引 <新>
15. 通過香港貿發局的社交平台獲取最新展覽會資訊

* 有關車輛入場許可證及參展商證將於2016年8月派送到貴公司。

若有任何疑問，請與本局以下人員聯絡：

姓名	電話	傳真	電郵
陳慧如小姐	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳琮皓先生	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

預祝 展出成功！

香港貿易發展局

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

Thank you for your participation in the HKTDC Food Expo 2016.

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

(Remarks: No hardcopy will be distributed)

Exhibitors'

Manual http://www.hktdc.com/fair/hkfoodexpo-en/s/2005-For_Exhibitor/HKTDC-Food-Expo/Exhibitors'-Manual.html

Order Forms

http://www.hktdc.com/fair/hkfoodexpo-en/s/2006-For_Exhibitor/HKTDC-Food-Expo/Order-Form.html

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

Submission deadline for Additional Facilities and Service Order Forms: **[30 June 2016](#)**

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

Contact	Tel	Fax	E-mail
Ms Michelle Chan	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Mr Wesley Chan	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

Hong Kong Trade Development Council

通告 1: 電子版參展商手冊及額外設施服務申請表格通告

歡迎參加香港貿發局美食博覽 2016。

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

參展商手冊

http://www.hktdc.com/fair/hkfoodexpo-tc/s/2005-For_Exhibitor/香港貿發局美食博覽/參展商手冊.html

額外設施及服務申請表格

http://www.hktdc.com/fair/hkfoodexpo-tc/s/2006-For_Exhibitor/香港貿發局美食博覽/申請表格.html

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

遞交額外設施及服務申請表格截止日期: [2016年6月30日](#)

如有任何查詢或需要協助,歡迎與本局聯絡。

聯絡人:

姓名	電話	傳真	傳真
陳慧如小姐	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳琮皓先生	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

香港貿易發展局

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

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (10 August 2016) and move-out days (14-15 August 2016 before 12 noon) of the HKTDC Food Expo 2016. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Special Move-in Arrangement

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 10 August 2016 (move-in day)**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Phase II:

i) Large Vehicle / Lorry / Light Goods Vehicle
Goods vehicles will only be allowed to enter into the HKCEC loading areas with

- a. Vehicle Permit issued by HKTDC AND
- b. Trip Ticket issued at the designated vehicle marshalling area

Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) issues a Move-in Vehicle Permit (10 August 2016) to all exhibitors.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the designated vehicle marshalling area according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 8:00 a.m. until all the move-in activities finished. The exact location of the vehicle marshalling area to be announced.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. According to the traffic condition, a Trip Ticket will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive within 2 hours with a) HKTDC Vehicle Permit AND b) Trip Ticket.
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.

ii) Private Car / Taxi

Move-in procedure

Private cars and taxis entering HKCEC Phase II will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Phase II via Expo Drive (opposite to Grand Hyatt Hong Kong) and unload their goods at the Expo Drive Entrance. **NO waiting or parking at the HKCEC Phase II is allowed.**

Special Move-Out Arrangement

Exhibitors may use their own vehicles or other forwarder's service. A move-out permit with entrance time of "**After 10:00 p.m.**" (16 Aug 2015) would be issued to each request accordingly in **early August** with the following details: -

i) Large Vehicle / Lorry / Light Goods Vehicle

Move-out procedure

1. **Gourmet zone Move-out day- 14 August 2016 (after 10pm) and 15 August 2016 (before noon)**. Hong Kong Trade Development Council (HKTDC) issues a Move-out Vehicle Permit to exhibitors. On move-out day, **Goods vehicles (Large Vehicle / Lorry / Light Goods Vehicle)** should arrive HKCEC, according to time showed on the issued vehicle permits (**i.e. Gourmet Zone – 14 August 2016, After 10:00 p.m.**) and driver **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from attendant of the HKCEC.
2. If the loading area becomes overloaded, further measures will be implemented at discretion.

ii) Other Transportation

Private vehicles and **taxis** will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.

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

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

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

For enquiries, please call HKTDC customer service hotline: **(852) 1830-668**.

Hong Kong Trade Development Council

通告 2: 進館及撤館交通安排

主辦機構將於香港貿發局美食博覽2016之進館日(2016年8月10日)及撤館日(8月14至15日正午12時前)實行特別交通安排,以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情:

進館交通安排

將於2016年8月10日上午9時起封閉香港會議展覽中心(會展中心)附近路段及設置控制點,只准以下

i. 大型車輛/貨車/輕型客貨車

必須同時持有

- 由香港貿易發展局預先發出之車輛通行證及
- 進場當天由指定之車輛等候處發出之往來證明書方可進場

進場程序

- 香港貿易發展局(貿發局)將向各參展商發出2016年8月10日之進場車輛通行證。
- 在進入會展中心貨物起卸區前,所有大型車輛、貨車及輕型客貨車必須在車證上之指定時間到達指定之車輛等候處報到。車輛等候處將於2016年8月10日上午8時開放,直至所有進場程序完成。車輛等候處之詳細地點將於稍後公佈。
- 當大型車輛、貨車及輕型客貨車到達車輛等候處後,必須出示由貿發局發出適用於該時段之車輛通行證,並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
- 車輛等候處將根據交通情況向輪候之司機發出一張往來證明書。司機須攜同 a. 車輛通行證及 b. 往來證明書於2小時內經博覽道或會議道入口前往會展中心貨物起卸區進場。
- 未能提供上述兩種證件者將均不能進入會展中心卸貨區。

ii. 私家車/的士

進場程序

進入會展中心第二期之私家車及的士不需要持有車輛通行證或到車輛等候處報到,惟所有私家車及的士必須經博覽道入口(即君悅酒店對面)進入會展中心第二期,並只能於博覽道正門進行落貨。司機於落貨後必須盡快離開會展中心第二期,不得停留或候客。

撤館交通安排

各參展商可選用閣下之貨車或貨運代理。本局將向其派發撤館車輛通行證(8月14日“下午十時後”)以供使用。車輛通行證將於8月上旬以速遞發放給各參展商。敬請留意以下詳情:

i) 大型車輛/貨車/輕型客貨車

撤場程序

- 撤館日於2016年8月14日,香港貿易發展局(貿發局)將向各參展商發出撤館日之進場車輛通行證。於尊貴美食區撤館當日大型車輛、貨車及輕型客貨車可按車輛通行證上時間到達會場排隊,等待安排進場
- 如車輛等候超出可停泊車輛數目時,車輛等候處將酌情採取進一步措施。



- ii) 其他交通安排
於撤館其間，將酌情准許私家車及的士駛入會展新翼範圍，但不得停留或候客。

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

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

車輛通行證並非泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830-668查詢。

香港貿易發展局

Location of the Vehicle Marshalling Area in Tsing Yi
青衣車輛等候處位置圖



Circular 3: Special Events Organised by Exhibitors during the Expo

To safeguard the interests of all exhibitors and enhance the orderly flow of visitors at the fairground, should any exhibitor wish to organise special events, or invite movie stars, celebrities or singers to attend marketing functions, **prior written approval from the Organiser is necessary. Prior to publicising and marketing such special events, exhibitors should ensure that sufficient security guards will be hired for crowd control, so that the events will not cause any inconvenience to other exhibitors.** The Organiser maintains the right to ban unauthorised special events.

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

Should you be interested to organise special events inside your exhibition booths, please submit the event details (date, time, format, number of crowd control personnel deployed, etc) in writing to the Organiser **on or before 30 June 2016.** The fax number is (852) 3521 3145.

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

Hong Kong Trade Development Council

通告 3: 有關於攤位內舉行的特別節目之事宜

每年參展商於攤位內舉行的特別節目(例如:邀請明星出席展覽、派發禮物、舉行開幕典禮、進行抽獎等等)令美食博覽更添歡樂氣氛。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舉行特別節目, 或邀請影星、電視名星或歌星出席任何推廣活動, 在進行該宣傳活動或推廣活動前, **必須事先獲得本局書面批准及自行僱用足夠保安人員以便控制人群及維持秩序, 並在不妨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, **故申請的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**2016年6月30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、形式及維持秩序人員數目等。傳真號碼: (852) 3521 3145.

如有任何查詢, 請致電(852) 2240 4231 聯絡。

香港貿易發展局

Circular 4: Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory <NEW>

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 also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON **and International Fairs Directory** have 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 the Fair Guide, the Expo Guide, the Event Fair, the AVRON **and the International Fairs Directory** has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON **and International Fairs Directory**. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON and **International Fairs Directory** are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON,

and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, **and/or International Fairs Directory**, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, **and/or International Fairs Directory** in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON **and International Fairs Directory**, please visit http://www.ufinet.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161

Should you have any questions, please contact Mr. Wesley Chan, Exhibitions Project Manager at tel: (852) 2240 4352; or email: wesley.ch.chan@hktdc.org .

Hong Kong Trade Development Council

通告 4： 請小心處理由第三者 (Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory)提供之推廣優惠 <新>

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。香港貿發局最近發現另外多家公司，包括 Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有)，Event Fair、AVRON 和 International Fairs Directory 及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。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 概與香港貿發局或本局的任何展覽完全無關。

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

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data, Commercial Online Manuals, Event Fair, AVRON 與 International Fairs Directory 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。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，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

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

欲瞭解更多信息關於 UFI 對 Fair Guide, Expo Guide, Construct Data 與 Commercial Online Manuals 採取之行動，請瀏覽此網頁

http://www.ufinet.org/Public/Default.aspx?Clef_SITESMAPS=142&Clef_SITESMAPS=161。

如有任何問題，請與本局展覽項目經理陳琮皓先生聯絡，電話：(852) 2240 4352，電郵：wesley.ch.chan@hktdc.org。

香港貿易發展局



Circular 5: Caution on Arranging Payment and Fraudulent Emails
<NEW>

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

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

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

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

Contact	Tel	Fax	E-mail
Ms Michelle Chan	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Mr Wesley Chan	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

Hong Kong Trade Development Council

通告 5: 請小心處理有關繳付參展費用之安排及欺詐電郵騙案 <新>

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

另外，有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
 - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
 - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款賬戶名稱(香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
 - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: +852 1830 668 並提供參展展會的名稱或歡迎聯絡本局查詢。

姓名	電話	傳真	電郵
陳慧如小姐	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳琮皓先生	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

香港貿易發展局

Circular 6: Caution on Emails and Phone Calls of Questionable/Unclear Origins
<NEW>

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious of any emails of questionable/unclear origins for their participation in the HKTDC Fairs. To protect your own interests, you are reminded to always exercise due diligence. If applicants would like to verify any phone calls, e-mails purporting to be initiated by or related to HKTDC, please feel free to contact our fair representatives directly

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

HKTDC customer service hotline: (852) 1830-668

Contact	Tel	Fax	E-mail
Ms Michelle Chan	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
Mr Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Mr Wesley Chan	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

Hong Kong Trade Development Council

通告 6: 請小心處理來歷不明的電子郵件或電話 <新>

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心來歷不明的人士或機構發出的可疑電郵或電話。為保障貴公司利益，請務必謹慎處理，參展商如需核實任何以本局名義撥出的電話或發出的電郵，請直接與本局職員聯絡。

如有任何疑問，歡迎聯絡本局查詢。

香港貿易發展局熱線: (852) 1830-668

姓名	電話	傳真	電郵
陳慧如小姐	(852) 2240 4058	(852) 3915 2472	michelle.wy.chan@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳琮皓先生	(852) 2240 4352	(852) 3746 6765	wesley.ch.chan@hktdc.org

香港貿易發展局

Circular 7: Security Measures and Related Issues

Security Measures Against Thefts and Losses at the Fair

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

	<u>For Exhibitors</u>	<u>For Visitors</u>
10 August 2016 (Wed) (Move-In)	11:00am	-----
11-14 August 2016 (Thurs-Mon)	8:15am	10:00am

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

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

Caution on Rental of Credit Card Payment Terminals

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

Hong Kong Trade Development Council

通告 7: 保安措施及相關事項

有關防止展品遺失或盜竊的保安措施

進場時間

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

	參展商	參觀人士
2016 年 8 月 10 日(星期三) - 進館日	上午 11 時 00 分	-----
2016 年 8 月 11-14 日(星期四至一)	上午 8 時 15 分	上午 10 時

提高警覺

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

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

提防有關信用卡終端機租賃服務

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

香港貿易發展局

Circular 8: 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 the Hong Kong Trade Development Council.

Hong Kong Trade Development Council



通告 8: 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。

香港貿易發展局

Circular 9: Important Exhibition Regulations

Important Exhibition Regulations

Thank you for joining the HKTDC Food Expo 2016. We would like to bring your attention to four particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. Sub-letting

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

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

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

Please remember that you MUST obtain prior written approval from us **no later than 24 June 2016** if you wish to conduct the above-mentioned activities. We will expect to receive some form of documentation confirming the relationship between you and the third party company before considering your application.

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

2. Display relevant exhibits

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

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

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

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

4. Issue Receipt to Consumers

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

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

Hong Kong Trade Development Council

通告 9: 展覽會重要規則

歡迎參加香港貿發局美食博覽 2016。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中四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**2016年6月24日或之前**向主辦機構提出書面申請，並須出示有關文件，證明與所涉公司的關係。

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

2. 展品類別

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

3. 使用音量 / 擴音器的規則

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

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

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

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

4. 展商向消費者提供收據

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

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

香港貿易發展局

Circular 10: Environmental Levy Scheme on Plastic Shopping Bags

Introduced under the Product Eco-responsibility Ordinance (Cap. 603) ("PERO"), the Environmental Levy Scheme on Plastic Shopping Bags seeks to address the problem of excessive plastic shopping bag use. The Product Eco-responsibility (Amendment) Bill 2013 for the full implementation of the Scheme was introduced into the Legislative Council. It was approved by the Legislative Council on 19 March 2014 and has come into effect on 1 April 2015. The Product Eco-responsibility Ordinance imposes duty on seller to charge for plastic shopping bags if there is a sale by retail of goods to a customer. The seller must charge the customer an amount not less than 50 cents for each plastic shopping bag or each pre-packaged pack of 10 or more plastic shopping bags. Any person who fails to comply commits an offence and will be liable to a fine at HK\$100,000 on the first occasion and to a fine at \$200,000 on each subsequent occasion.

For further information, please contact the Environmental Protection Department at (852) 31522299 or email psb@epd.gov.hk.

Hong Kong Trade Development Council

通告 10: 塑膠購物袋環保徵費計劃

產品環保責任條例（香港法例第603章）引進的塑膠購物袋環保徵費計劃是為解決過度使用塑料購物袋的問題。向立法會提交審議的2013年產品環保責任(修訂)條例草案將全面實施該計劃。該草案在2014年3月19日被立法會批准，並於2015年4月1日生效。產品環保責任條例規定如有貨品以零售方式出售予顧客，賣方有義務向顧客就塑料購物袋收取訂明的款額。賣方就直接或間接向顧客提供的每個塑膠購物袋或經預先包裝的每份為數10個或以上的塑膠購物袋，向顧客收取不少於5角的款額。任何人如未能遵從即屬犯法，首度被裁定犯該罪行時可被判處港幣100,000元罰款，而在其後每次被裁定犯該罪行時可處罰款港幣200,000元。

有關詳情可查詢環境保護署（電話：(852) 3152 2299或電郵：psb@epd.gov.hk）。

香港貿易發展局



Full Implementation of the Plastic Shopping Bag Charging



Background

Since **1 April 2015**, the Plastic Shopping Bag Charging (PSB Charging) has been fully implemented in Hong Kong to promote reduction in the use of PSBs.

Scope

The PSB Charging covers **all sellers with retail sales of goods** in Hong Kong, irrespective of scale of operation and business nature. Except for the situations where there is exemption, the seller must charge the customer an amount not less than 50 cents for each PSB provided, and must refrain from offering any rebate or discount to the customer with the effect of directly offsetting the PSB charge or any part of that amount. The PSB charge will be retained by the seller. Seller who provides PSB in contravention of the law will be subject to a **fixed penalty of \$2,000**.



Bags Subject to Charge

All bags that are made **wholly or partly of plastic**, irrespective of whether there is a carrying device, are subject to charge. **Paper bags with plastic lamination or component and non-woven bags (commonly known as environmental bags)**, are also covered.



(Sellers can check with suppliers or manufacturers to ascertain whether bags distributed contain plastic materials.)

Exemption arrangements

Under the PSB Charging, the following uses of PSBs will be exempted from the charging requirements:

1. PSB used for food hygiene reasons

In order to address food hygiene concerns, the use of PSBs to carry only foodstuff without packaging or not in airtight packaging will not be charged. Furthermore, the use of PSBs to carry frozen/ chilled foodstuff to segregate the condensation of water vapour from other goods will not be charged.



Foodstuff without packaging



Foodstuff in non-airtight packaging



Frozen/ Chilled foodstuff

2. PSB used for packaging

PSBs used for prepackaging and have been sealed before they are delivered to the retailer will not be charged. Examples are detergents value pack and toilet paper rolls in packaging bag. PSBs forming part of the goods, for example, packaging bags for books and magazines, cooler bags provided for containing ice-cream, and plastic bags/envelopes for DVDs/CDs are also exempted. **However, additional PSBs provided to contain these packaged products are required to be charged.**



3. PSB provided with the services

PSBs provided with the service tendered, without involving the retail sale of goods, will not be charged. Examples are PSB provided by medical laboratory for carrying x-ray report and PSBs provided with medical consultation for containing medicines.



FAQs for Exhibitors

Q 1: Are the PSBs provided during exhibitions subject to the PSB charge?

A 1: Whether PSBs distributed during exhibitions are subject to PSB charge or not depend on if there is a retail sale of goods. If retail activities are involved (e.g. Book Fair, Food Expo), the exhibitor (both local and overseas) must charge the customer an amount not less than 50 cents for each PSB provided to the customer according to the legislative requirements, except for situations where there is exemption. If only wholesale with no retail activities are involved during the exhibitions, the PSBs distributed are not subject to charge. Nevertheless, based on the "Use less, Waste less" principle, exhibitors are encouraged to minimize the use of PSBs under any circumstances.

Q 2: Are the packaging bags that are used to pack the goods subject to the PSB charge?

A 2: A typical transparent flat-top packaging bag, which originally comes with a product for protection when the product is manufactured (e.g. packaging bags for books and magazines), is considered as a bag forming part of the goods and hence can be exempted from the PSB charge. However, if such a bag is provided at the time of sale, it has to be charged. Nevertheless, based on the "Use less, Waste less" principle, suppliers/ sellers are encouraged to minimize the use of PSBs and packaging materials.

Q 3: If the customer receives a gift with a purchase, is the PSB provided to contain the gift subject to the PSB charge?

A 3: The seller must charge the customer not less than 50 cents for the PSB provided to contain the gift, which is given out in connection with retail sale of goods.

Q 4: Are the PSBs distributed outside the exhibition booths (e.g., at the entrance of the exhibition hall, on the footbridge) subject to the PSB charge?

A 4: If there is a sale by retail of goods to a person, the PSB provided in connection with the sale of goods is subject to charge, regardless where the bags are provided. Example: An exhibitor distributes PSBs outside the exhibition hall. If a person obtained a PSB and then shopped at the exhibitor's booth, the exhibitor will have to charge the person not less than 50 cents for the PSB provided previously. We recommend that exhibitors, in particular those with retail sales, do not distribute PSBs for promotion to avoid potential violation of the legislative requirements.

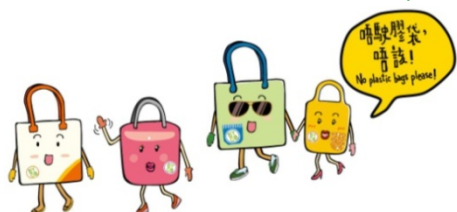
Q 5: What should an exhibitor do with the PSB charge collected?

A 5: The PSB Charging adopted the "retention" approach whereby sellers may retain the PSB charge without the need of remitting to the Government. We encourage sellers to donate the income generated from the PSB charge to support suitable environmental causes.



Do's

- Always ask if customers need a PSB before distribution and suggest them to BYOB
- Reduce the use of PSBs by making the best use of the volume of PSBs
- Always charge at least 50 cents for each PSB provided unless it is exempted
- Issue a receipt for the PSB charge particularly if requested by the customer concerned
- Provide suitable staff training to ensure smooth operation and proper compliance
- Keep a record of the PSB charge collected and number of PSBs distributed as far as possible



Don'ts

- Do not provide any discount or rebate to offset the PSB charge
- Do not hand out more PSBs than necessary, charged or otherwise
- Do not distribute any PSB containing both exempted and non-exempted items without the PSB charge

For details about the PSB Charging, please visit our dedicated website:

http://www.epd.gov.hk/epd/psb_charging/



For enquiry about the PSB Charging, please contact the Environmental Protection Department at:

Hotline: 3152-2299

Email: psb@epd.gov.hk



全面推行塑膠購物袋收費



背景

自**2015年4月1日**起，塑膠購物袋收費（「膠袋收費」）已全面實施，以進一步減少膠袋用量。

膠袋收費的範圍

「膠袋收費」涵蓋全港所有以零售方式出售貨品的商戶。除了法例訂明的豁免情況外，賣方必須就提供的每個塑膠購物袋，向顧客收取不少於5角，並不得向顧客提供任何回贈或折扣，以直接抵銷膠袋收費的款額。膠袋收費由商戶自行保留及處理。如商戶違規派發膠袋，可被**定額罰款 2,000 元**。



需要收費的塑膠購物袋

所有**完全或部分由塑膠製成的袋**，不論是否有作攜帶用途的設計，都需要收費。**有塑膠薄面或塑膠成分的紙袋及以塑膠製造的不織布袋（一般稱為「環保袋」）**亦包括在內。



（商戶可以向供應商或製造商查詢，從而確定所派發的袋是否含有塑膠物料。）

豁免情況

按照「膠袋收費」的條例，以下用途的膠袋可豁免收費：

1. 因食品衛生而用的袋

為了確保食品衛生，如膠袋只盛載無包裝或非氣密包裝的食品，是可豁免收費的。此外，如膠袋只盛載冰凍或冷凍食品，以把凝結的水氣與其他貨品分開，亦可豁免收費。



無包裝的食品



非氣密包裝的食品



冰凍或冷凍食品

2. 用作包裝的袋

膠袋如用作預先包裝貨品及於運送到零售商之前已經密封，便無須收費，例如多支裝洗潔精或多卷裝廁紙的包裝膠袋。構成貨品的一部分的膠袋，亦無須收費，例如用於盛載書籍雜誌的透明膠袋、用作保溫的雪糕袋及保護光碟的透明膠套。**但如額外再提供膠袋盛載這些已經包裝的貨品就要收費。**



3. 構成服務一部分的袋

隨服務提供的膠袋而當中不涉及以零售方式出售貨品，便可豁免收費，例如化驗所盛載 X 光報告的膠袋或診所隨診治服務提供盛載藥物的膠袋。



供展覽商參考的常見問題

問 1： 在展覽時提供的膠袋需要收費嗎？

答 1： 在展覽時所派發的膠袋是否需要收費，視乎是否有貨品以零售方式出售而定。如有涉及零售活動（例如書展、食品展），參展商（包括本地及海外）必須根據法例要求，除在可豁免收費的情況外，就提供予顧客的每個膠袋收取最少 5 角。但如展覽只涉及批發交易並沒有零售活動，則所派發的膠袋不受法例規管。不過，基於「惜物、減廢」的原則，參展商在任何情況下都應盡量減少使用膠袋。

問 2： 包裝上使用平頭膠袋需要收費嗎？

答 2： 一般新貨品在供應予賣方時已使用的透明平頭包裝膠袋（例如用於包裝書籍雜誌的透明膠袋），可視為構成貨品的一部分而獲豁免收費。但如在顧客購買貨品時才提供此類膠袋便須收費。基於「惜物、減廢」的原則，供應商/賣方應盡量減少使用不必要的包裝或提供膠袋。

問 3： 如顧客購物後會有贈品，盛載贈品的膠袋需要收費嗎？

答 3： 賣方如在與貨品的出售有關連的情況下提供膠袋盛載贈品，必須就提供予顧客的每個膠袋收取不少於 5 角。

問 4： 在展覽攤位以外的地方（例如展覽館門口、天橋）派發膠袋是否受規管？

答 4： 如有貨品以零售方式出售予某人，參展商在與貨品的出售有關連的情況下提供的膠袋便須收費。例子：參展商在場外派發膠袋，如有人索取了膠袋後在展覽攤位購物，參展商便需要就該膠袋收取不少於 5 角的膠袋收費。我們不建議參展商，特別是涉及零售貨品的參展商，派發膠袋作宣傳，以避免違規。

問 5： 參展商應如何處理所得的膠袋收費？

答 5： 「膠袋收費」採用「由商戶保留」的模式，容許商戶自行保留及處理膠袋收費，無須交付政府。我們鼓勵商戶捐出所得的膠袋收費，以支持合適的環保工作。



應做的事項

- 先詢問顧客是否需要膠袋才派發，並建議顧客自備購物袋
- 善用膠袋容量盛載貨品，以減少使用膠袋
- 除非只用於盛載豁免貨品，否則就每個所提供的膠袋收取不少於 5 角的款額
- 為顧客提供有顯示膠袋收費的收據
- 加強培訓員工以確保運作順暢及遵守有關規定
- 盡可能保存交易紀錄以記載袋的派發量及收取的膠袋收費



不應做的事項

- 切勿向顧客提供折扣或回贈以抵銷膠袋收費
- 切勿向顧客提供沒有收費的膠袋以盛載混合豁免及非豁免的貨品
- 切勿過量發放膠袋，不論膠袋需要收費與否

有關「膠袋收費」的詳情，可參考有關網站：

http://www.epd.gov.hk/epd/psb_charging/

有關「膠袋收費」的查詢，可與
環境保護署聯絡：

熱線：3152-2299

電郵：psb@epd.gov.hk



Circular 11: Special Safety Reminder for Standard Booth and Custom-Build Stand Design

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at <http://www.hktdc.com/fair/hkfoodexpo-en/HKTDC-Food-Expo.html> for accessing Form 1~9 mentioned under this section.

These terms and conditions are in addition to, and supplement, the Rules and Regulations in [Section 3]. Without limitation paragraphs 67 - 74 of the Rules and Regulations shall apply in relation to all works undertaken in accordance with this Section 4.

4.1 Standard Booth / Premium Booth

All shell booths will be designed, erected and decorated by the Organiser. Facilities 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 the company name (in English) as supplied in your application form will be used.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the [Forms 3 and 5 \(Additional/Modification of standard facilities\)](#) to the Organiser no later than [30 Jun 2016](#).

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of [30 Jun 2016](#).

Standard and Premium Booth Exhibitors and their appointed contractors must adhere to the following points:

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or

structure or panels of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.

- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.

- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
 - b) any loss or damage arising from Exhibitor's decoration of the interior of their booth areas (whether or not in adherence to the requirements);
 - c) any death or personal injury suffered by a third party attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including death or personal injury, caused by the negligence or wilful default of the Exhibitor or failure to comply with the rules and regulations of the Organiser;
 - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law.

Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence.

4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organiser, if the Exhibitors and/or their appointed Contractors wish to move into the venue **after 1800 hrs on 9 Aug 2016** for wood-work assembly inside booth.

To gain access to the venue for contracting work, please complete **Form 9** (Contractors' Information) together with design drawing and full payment of site work deposit (please refer to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organiser. **Application after deadline (14 Jul 2016) will not be entertained.**

The decoration should be properly dismantled and placed within booth area between 2000-2100 hrs on the last show day so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 0100 hrs on the day following the last show day. Otherwise, site work deposit will be forfeited.

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

The Council's Exhibition Services Department can provide booth decoration/modifications at a competitive price. You are most welcome to contact Ms Carol Oey at phone: (852) 2240 5412, fax: (852) 2169 9681 or email: carol.sy.oey@hktdc.org.

Distribution of Contractor's Badges & Vehicle Passes

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

Please contact our project in-charge in advance for reasonable extras of badges and passes.

4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual

equipment, etc. should use [Forms 3 to 5](#) for ordering the required facilities. Pre-payment in full will be required.

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

Please refer to section 4.2.4 for details.

4.1.4 Water Supply and Drainage

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

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

4.2 Custom-built Participation

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

The Council's Exhibition Services Department can provide Custom-built design at a competitive price. You are most welcome to contact Ms Manvy Chan at phone: (852) 2240 5471, fax: (852) 2270 5798 or email: manvy.wm.chan@hktcd.org.

Custom-built Participation Exhibitors may also 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://www.hktdc.com/fair/hkfoodexpo-en/HKTDC-Food-Expo.html>.

For Custom-built Participation Exhibitors, Form1 (Custom-built Participation Contractors’ Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr Ricky Lam (ricky.tk.lam@hktdc.org) (Hall 1 and 3) / Mr Abel Kwan (abel.kwan@hktdc.org) (Hall 5), Exhibition Services, Hong Kong Trade Development Council for review no later than **16 Jun 2016**. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.

Exhibitors requiring additional facilities such as electricity supply, communications facilities etc..., please complete [Form 2](#) (Electricity Supply & Communication Facilities) and return to the Organiser with full payment before deadline.

4.2.1 Plans & Design Proposals

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

Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings	By email	4 original copies with

to Organiser by 16 Jun 2016	structural calculations*
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 10 Aug 2016	<ol style="list-style-type: none"> 1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)
Submit to Official Electrical Contractor by 1500 hrs on 10 Aug 2016	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)
<p>* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license</p>	
<p><u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.</u></p>	

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

You will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless Form 1 (Custom-built participation contractors' information), construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

Hanging Truss (For lighting purpose only)

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1m height, with a minimum of 2.5m and a maximum of 6m ground clearance.

Distribution of Contractor's Badges & Vehicle Passes

Stand area	Single/Double-Storey Construction
------------	-----------------------------------

up to (sqm)	Contractor's Badge	Vehicle Pass (move-in & out)	Remarks
36	15	4	If considerable amount of custom-built stand is to be built by a contractor, TDC reserves the right to issue lesser vehicle pass in total
72	20	6	
108	30	6	
144	35	8	
180	45	8	
216	50	8	
252	60	8	
288	65	10	
288+	Please liaise with project-in-charge		

National/District Pavilion

- Please liaise quantity with our project in-charge.

Please contact our project in-charge in advance for reasonable extras of badges and passes.

4.2.2 Site Work Deposit

Exhibitors/Contractors of Custom-built participation and of standard/premium booth requesting for early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on **HK\$300 / US\$40 per sqm**. For two-storey construction stand, the site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 (US\$ 667) and HK\$75,000 (US\$ 10,000)**.

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

Mr Ricky Lam / Mr Abel Kwan
Exhibition Services Department
Hong Kong Trade Development Council

83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

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

2) By Transfer

HK\$ Account No. : 004-002-222701-005

Account Name : Hong Kong Trade Development Council

Bank Name : The Hongkong & Shanghai Banking Corporation

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

3) By Credit Card (Visa / Master Card)

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

- Remarks
- a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
 - b) **The site work deposit should reach us by [16 Jun 2016](#).**
 - c) **We do not accept payment by cheque after [16 Jun 2016](#), please settle by transfer or credit card.**

4.2.3 Insurance

Contractors are required to carry out and maintain **public liability insurance** in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum **not less than HK\$10 million for any single claim, unlimited in aggregate**. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other

risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.

The insurance should be maintained in force at all times during **move-in period, exhibition period and move-out period**. A copy of the public liability insurance policy should be provided to the Organiser by **16 Jun 2016**.

Gourmet Zone (Hall 3B) - 9~15 Aug 2016

Food Trade (Hall 5BCDE & 5FG) - 9~14 Aug 2016

Food Public (Hall 1ABCDE & 3CDE) - 9~16 Aug 2016

Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly.

4.2.4 **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 should bear the over-time charges claimed by the Venue Operator against the Organiser as follows:-

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

Booth Area	Charges per stand per hour
Up to 20 sqm	HK\$ 2,700
21~50 sqm	HK\$ 3,900
51~100 sqm	HK\$ 5,300
101~500 sqm	HK\$ 6,500

Over-time Move-out, i.e. working after 2400hrs (midnight) on 13 August 2016 (Food Trade Hall), after 1800hrs on 15 August 2016 (for Gourmet Zone) and after 2400hrs (midnight) on 15 August 2016 (for Food Public Hall) the last show day.

Charges will be calculated on multiple of hours according to its exact booth location.

Location	Charges per booth per hour for working on the day following last show day	
	0001~0300 hrs	Beyond 0300 hrs
Hall 1A, 1B, 1C, 1E, 3C, 3E	HK\$ 27,350	HK\$ 54,700
Hall 1D, 3D	HK\$ 19,750	HK\$ 39,500
Hall 3B	HK\$ 22,750	HK\$ 45,500
Hall 3F, 3G, 5F, 5G	HK\$ 28,900	HK\$ 57,800
Hall 5B+C	HK\$ 49,250	HK\$ 98,500
Hall 5D	HK\$ 7,700	HK\$ 15,400
Hall 5E	HK\$ 29,650	HK\$ 59,300
Grand Hall	HK\$ 28,950	HK\$ 57,900
Grand Foyer	HK\$ 15,600	HK\$ 31,200
Convention Hall A, C	HK\$ 3,950	HK\$ 7,900
Convention Hall B	HK\$ 5,700	HK\$ 11,400
Convention Foyer	HK\$ 13,000	HK\$ 26,000
Theatre Foyer	HK\$ 3,450	HK\$ 6,900

Over-time work less than an hour will be rounded up to one hour.

4.2.5 Height Limit

Location	Maximum Booth Height
* Hall 1A~E, Hall 3B~G, Hall 5BCEFG, Convention Hall, Grand Hall	5m
Convention Foyer, Grand Foyer	5m
Hall 1A~E Concourse, Hall 3B~D Concourse, Hall 5D, Theatre Foyer	4m
Meeting Rooms	3.5m
Hall 3E~G Concourse, Hall 3E South Concourse Hall 5E South Concourse, Hall 5FG Concourse	3m

Hall 5BC Concourse, Mezzanine 2, Mezzanine 4	2.5m
* Applicable for two-storey construction	

Smoke Curtain

For any stand situated within $\pm 0.5m$ of the smoke curtain, the maximum allowable booth height is 2.5m or 3m. Please refer to the hall plan or check with Organiser, if required.

Location of Smoke Curtain	Maximum Booth Height
Hall 1A~E, 3B~E, 5B~E	3m
Hall 1, 3 & 5 Concourse, Hall 3FG, Hall 5FG	2.5m

4.2.6 Structural Safety Certificate

A structural safety certificate must be submitted for all Custom-built stands exceeding 2.5m in height, using a hanging lighting truss and/or otherwise deemed required by the Organiser and/or the Venue Operator. All stand constructions must be conducted under the supervision of an **Authorized Person/Registered Structural Engineer (AP/RSE)** and he/she should verify the stability of the stand by completing structural safety certificate.

An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit <https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration®Type=RSE>.

The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **10 Aug 2016**. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.

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

Exhibitors are advised to maintain stability of the booth by evenly distributing the

exhibits on the fixtures. Please consult your contractor or AP/RSE if necessary.

4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by **16 Jun 2016**. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day, i.e. **10 Aug 2016**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

4.2.8 Fire Precaution / Fire Service Certificate

In compliance with the Temporary Places of Public Entertainment License (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted.

A documentary proof of compliance for all Custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser by 1500 hrs on the last move-in day, i.e. **10 Aug 2016**, as documentary proof of compliance for submission to the Fire Services Department. Please refer to <http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3> for details.

For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment.

For all construction with wooden materials involved, at least one functional extinguisher at a conspicuous spot within the assigned area during the construction and show period for safety reason.

4.2.9 Reflective Vest

All visitors and persons requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.

4.2.10 Scaffold

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

4.2.11 Occupational Safety and Health Ordinance

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

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

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor are

advised to pay attention to the guide via
[A Guide to Health and Safety in the Hong Kong Exhibition & Convention Industry Eng.pdf](#).

4.2.12 Waste Reduction and Recovery Measures

In 1998, HKSAR Government unveiled the Waste Reduction Framework Plan, which sets out various initiatives to heighten public awareness on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

Design Stage

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

Installation and Dismantling Stage

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

Fluorescent Lamps Recycling Programme

Fluorescent lamps (straight tubes, round tubes, energy saving lamps and high intensity discharge lamps (e.g. mercury vapour lamp, metal halide lamp and

sodium lamp) contain mercury. Release of mercury from broken lamps can contaminate the surrounding and create health hazard through inhalation or skin contact. Proper handling and disposal should be made in order not to harm humans and the environment and to comply with the relevant legal requirements.

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

4.2.13 Construction Industry Safety Training Certificate

Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue.

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

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

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

4.2.14 All Exhibitors and Contractors must comply with the following requirements

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

1)	Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organiser.
2)	All structures built on ground must be self standing without the absolute use of hanging points. If any material is found attached to the Official Contractor's materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra sum will be claimed by the Official Contractor if their materials are damaged.
3)	No parts of any structures may extend beyond the boundaries of the site allocated except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 0.35m from booth boundary. These may include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.
5)	No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), 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.
7)	The name and/or booth number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
8)	Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent booth must be set back 0.5m from booth boundary. All viewable areas of the common side-wall bordering neighboring stands should be smooth and well dressed in plain color without any graphics.
9)	Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent booths.
10)	The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by

	the Exhibitor/Contractor.
11)	All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).
12)	All lighting fixtures should be installed at least 2.2m above ground or they should be well protected so as not to cause danger to the general public.
13)	Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
14)	All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.
15)	Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw.
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. All workers and construction materials will be required to leave the hall immediately until the official time.
17)	Banners are restricted to two-dimensional signs only. Please refer to order form for details.
18)	Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking.
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 etc... will be disposed without prior notice.
20)	For safety reasons, Venue Operator 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.
21)	All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges.
22)	All contractor badges/vehicle passes are strictly non-transferable.
23)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.

4.2.15 Deduction of Site Work Deposit

Please ensure that Stand Contractors comply with the conditions herein. Without prejudice to the Organiser's rights to indemnification and/or reimbursement

specified herein and in the Rules and Regulations, the Organiser may deduct the specified amount/percentage of the site work deposit upon failure to comply with a condition as specified below.

Conditions		Deposit to be Deducted upon Violation of Conditions
1)	Contractor did not follow the move-in or move-out schedule set by the Organiser.	100%
2)	Paint spraying, welding or using circular saw inside the Exhibition Venue.	100%
3)	Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue.	100%
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser.	100%
5)	Stand construction exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, decorative lighting, 3-D letterings & graphics etc...	100%
6)	Stand construction or dismantling in an improper or unsafe manner.	100%
7)	Any items found outside the respective booth area, after the daily working hours, may be disposed without prior notice.	50%
8)	Any signage or visual (including, but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent booth does not set back 0.5m from booth boundary.	50%
9)	All viewable booths' partitions/walls decorated not up to a smooth, acceptable plain color finish; or such finish is not fully fixed by 2359 hrs on the day before delegate move-in.	50%
10)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out.	50%
11)	All glass fixtures not properly handled before using hydraulic grab lorry to dispose the booth	50%

	structure.	
12)	Employing unqualified personnel for work at the Exhibition Venue.	50%
13)	Fail to meet Organiser's submission deadline of required certificates/documents on last move-in day.	HK\$3,000/item
14)	Smoking in non designated smoking area of Exhibition Venue	HK\$1,000/count
15)	Transfer/mis-use of vehicle passes.	HK\$1,000/pass
16)	Transfer of contractor badges.	HK\$500/badge
17)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$500/badge
18)	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. Extra removal charges will be incurred.	HK\$500/cbm
19)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$500/exhibitor or pavilion
20)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
21)	Any facilities (wall, entrance door, carpet, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator plus Administrative Charge
22)	Any additional hall rental charges incurred due to over-time move-in and move-out.	Please refer to Section 4.2.4

Remarks:

- a) If the site work deposit is not sufficient to cover the actual cost/deduction incurred, the Organiser reserves the rights 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 rights to deduct from the deposit as deemed necessary.
- c) The Organiser will not be responsible for any loss and claim on all disposed items arose from the violation of conditions, rules and regulations by the Exhibitor/Contractor.
- d) For those frequent offenders, the Organiser reserves the rights to ban the



Contractor and/or its Company from any construction works organised by the HKTDC.

- e) Deductions from the site work deposit are without prejudice to other rights and claims that may be made by the Organiser under the Rules and Regulations.
- f) In case of any disputes, the decision of the Organiser should be final and binding.

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

Hong Kong Trade Development Council

通告 11：標準攤位及特裝攤位設計之特別安全提示

請瀏覽網頁<http://www.hktdc.com/fair/hkfoodexpo-en/HKTDC-Food-Expo.html>「參展商中心」、「額外設施及服務申請表格電子版本」以索取本文提及之表格一至九。

本條款及條件乃附加於並補充 [第 3 章] 的規例。在不受限制的情況下，規例第 67 至 74 段應適用於有關按照本第 4 節所進行的一切工程。

4.1 標準展台/特級展台

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

主辦機構負責免費提供公司名牌。公司名牌之正確英文寫法將採用申請表格所提供之名稱作準。

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫[表格三及五](#)「額外/改動設施服務申請表」，並於**2016年6月30日**前交回主辦機構。

如有需要刪除任何標準設施，請於**2016年6月30日**前通知主辦機構，可免收費用。

租用標準展台的參展商及其委託之承建商必須遵守下列各項規定：

- 1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台鋁架或結構或圍板上均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 參展商須負責就因沒有遵從第 1 段而引致的任何損失或損害，向主辦機構支付款項，包括遵從有關規定重新整理及重新搭建標準展台的費用。
- 3) 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。所有張貼於標準展台的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有

關參展商收取所需的清理費用。

- 5) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 6) 不得拆除公司名牌及其固定構件。
- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第 406E 章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。
- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
 - a) 參展商未能遵從上文所列出有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
 - b) 參展商對其展台範圍的內部裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
 - c) 可歸因於參展商使用或裝飾其展台而引致第三方的任何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
 - d) 因參展商的疏忽或故意失責或者未能遵從主辦機構的規則及規例而造成的任何損失或損害〔包括死亡或身體受傷〕；
 - e) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還

展台而進行的工程而引致〔不論是如何引致的〕，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。

- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害〔包括對參展商的裝置及/或個人財產造成的損失或損害〕所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。

4.1.1 展台佈置

參展商及/或其委託之承建商必須先獲主辦機構書面批准，方可在2016年8月9日下午6時後進場進行木器裝嵌的展台佈置。

若參展商委託之承建商需要提早進場，請填妥表格九〔承建商資料申報表〕並連同設計圖則及施工按金全數〔請參閱第4.2.2、4.2.14及4.2.15章〕於截止日期前一併交付主辦機構。**主辦機構恕不接受逾期〔2016年7月14日〕後的申請。**

所有佈置須於完展當天晚上8時至9時拆妥並適當擺放於該攤位內，以免影響大會承建商的攤位拆卸工作。所有物料及棄置物須於翌日凌晨1時前清離展館。否則，施工按金會被扣除。

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

本局之展覽服務部亦可提供展台修飾 / 設計服務，歡迎貴公司與黃小樾小姐聯絡，電話：〔852〕2240 5412；傳真：〔852〕2169 9681；電郵：carol.sy.oey@hktdc.org。

承建商證及車輛通行證分發數量

標準展台佈置		
攤位面積達〔平方米〕	承建商證	車輛通行證〔進場及離場〕
60	5	2

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

4.1.2 額外設施

參展商如需額外設施，如電話、陳列設施、視聽器材等，須填寫表格三至五申請租

用，所有費用必須預先繳付。

4.1.3 進場/離場超時租場收費

請參閱第 4.2.4 章。

4.1.4 供水及排水設施

申請及安裝指引：

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

4.2 特裝參展

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

本局之展覽服務部亦可提供特裝攤位設計服務，歡迎貴公司與陳惠美小姐聯絡，電話：〔852〕 2240 5471；傳真：〔852〕 2270 5798；電郵：manvy.wm.chan@hktdc.org。

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

參展商或其委託之承建商須於**2016年6月16日**或之前將表格一〔承建商資料申報表〕、設計圖則、施工按金及有效的公眾責任保險保單副本交到香港貿易發展局 展覽服務部 林梓鍵先生〔nicky.tk.lam@hktdc.org〕(展覽廳1號及3號) / 關志文先生〔abel.kwan@hktdc.org〕(展覽廳5號)存檔，否則主辦機構會收取 3,000 港元〔400 美元〕的逾期行政費。

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

4.2.1 設計圖則

圖則比例必須不少於 1:100，註明詳盡尺寸的平面圖及正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。

攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
懸空照明支架及設備	<100 公斤	≥ 100 公斤
認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性及簽發數據證明
	監督搭建工程	
	在完成搭建後驗證並簽發結構安全證明書	
於 2016年6月16日 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則及數據證明*
於 2016年8月10日 下午3時或之前投放到「攤位設施」之收集箱	<ol style="list-style-type: none"> 1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕 	
於 2016年8月10日 下午3時或之前交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕	
* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前，轉交予食物環境衛生署署長審閱		
按照《電子交易條例》〔2000年第一號〕第11〔1〕條訂立的《電子交易〔豁免〕令》，署長不會接受以電子形式提出申請牌照的圖則。		

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構及相關機構審閱。

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

懸空支架〔只供照明用途〕

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

承建商證及車輛通行證分發數量

攤位面積達 〔平方米〕	單層/雙層搭建攤位		備註
	承建商證	車輛通行證 〔進場及離場〕	
36	15	4	如承建商所搭建的特裝攤位 達相當的數量， 本局有權酌量減少車證的 總分發數量
72	20	6	
108	30	6	
144	35	8	
180	45	8	
216	50	8	
252	60	8	
288	65	10	
288+	請聯絡有關負責人		

國家/地區館 - 請聯絡有關負責人。

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

4.2.2 施工按金

所有特裝攤位及申請提早佈置標準/特級展台的參展商/承建商必須繳交施工按金，按金以每平方米 300 港元〔40 美元〕計算。搭建雙層結構攤位須繳交雙倍施工按金。**最低及最高的金額分別為 5,000 港元〔667 美元〕及 75,000 港元〔10,000 美元〕。**

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

繳交方式如下：〔請選其一〕

1) 支票方式

抬頭「香港貿易發展局」，必須是香港的銀行可提款之支票，郵寄或交到本局

地址：香港貿易發展局 展覽服務部 [林梓鍵先生 / 關志文先生](#)收
香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

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

2) 轉賬方式

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

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

3) 信用咭方式〔VISA / Mastercard〕

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

- 備註：
- a) 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。
 - b) 施工按金須於2016年6月16日或之前繳交/入帳。
 - c) 於2016年6月16日後恕不接受以支票方式繳交施工按金，請以轉賬或信用咭方式付款。

4.2.3 保險

承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣 1,000 萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第 282 章僱員補償條例（“該條例”）第 40 條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間（包括進場及離場）就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。

保險有效期須包括進場、展覽期間及離場。承建商須於2016年6月16日或之前將其公眾責任保險單副本交予主辦機構。

美食博覽尊貴美食區（展覽廳 3B）- 2016 年 8 月 9~15 日

美食博覽貿易館（展覽廳 5BCDE 及 5FG）- 2016 年 8 月 9~14 日

美食博覽公眾館（展覽廳 1ABCDE 及 3CDE）- 2016 年 8 月 9~16 日

按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。

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，須承擔由香港會議展覽中心向主辦機構徵收的超時場租如下：

進場超時租場—即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費
20 平方米或以下	2,700 港元
21~50 平方米	3,900 港元
51~100 平方米	5,300 港元
101~500 平方米	6,500 港元

離場超時租場—美食博覽貿易館 - 2016 年 8 月 13 日，美食博覽尊貴美食區- 2016 年 8 月 15 日(下午 6 時後)或美食博覽公眾館 - 2016 年 8 月 15 日，即拆場日午夜 12 時後進行工作，收費將按攤位面積計算。

位置	於展覽會完結翌日工作 每攤位每小時收費	
	凌晨零時 1 分 至凌晨 3 時	凌晨 3 時後
展覽廳 1A、1B、1C、1E、3C、3E	27,350 港元	54,700 港元
展覽廳 1D 或 3D	19,750 港元	39,500 港元
展覽廳 3B	22,750 港元	45,500 港元
展覽廳 3F、3G、5F 或 5G	28,900 港元	57,800 港元
展覽廳 5B+C	49,250 港元	98,500 港元
展覽廳 5D	7,700 港元	15,400 港元
展覽廳 5E	29,650 港元	59,300 港元
大會堂	28,950 港元	57,900 港元
大會堂前廳	15,600 港元	31,200 港元
會議廳 A 或 C	3,950 港元	7,900 港元
會議廳 B	5,700 港元	11,400 港元
會議廳前廳	13,000 港元	26,000 港元
演講廳前廳	3,450 港元	6,900 港元

超時工作不足一小時亦作一小時計。

4.2.5 高度限制

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

防煙閘

在防煙閘下±0.5 米的範圍內，攤位高度不得超過 2.5 米或 3 米。請參閱展覽廳平面圖或與主辦機構查詢。

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

4.2.6 結構安全證明書

所有高度超過 2.5 米的特裝攤位、懸空照明支架及/或按主辦機構及/或展館□運者要求，必須提交展覽攤位結構安全證明書。**註冊結構工程師**須監督攤位的搭建，並須驗證其結構安全及簽發結構安全證明書。

認可人士包括註冊建築師〔認可人士名單 1〕、註冊結構工程師〔認可人士名單 2〕或註冊屋宇測量師〔認可人士名單 3〕。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁：

<https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration®Type=AP%28E%29&langCode=2>

所有結構安全證明書《連同攤位穩定性的數據證明〔按照第 4.2.1 章規定〕》須於最後進場日〔即 **2016 年 8 月 10 日**〕下午 3 時或之前投放到「攤位設施」之收集箱。主辦機構將轉交展館營運者。如未能於當晚 10 時前交妥，主辦機構或展館營運者有權在整個

展期禁止所有人士進入有關攤位。

參展商須完全負責攤位結構的安全及遵守《建築地盤〔安全〕條例》第 59 章。

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

4.2.7 電力裝置

所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。電力裝置設計草圖及圖則須連同上述攤位設計圖，於2016年6月16日前呈交主辦機構審閱。會場供應電力為 220 伏特〔±6%〕、單相、50 赫或 380 伏特〔±6%〕、三相、50 赫。

按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於2016年8月10日下午3時前交予大會電力承建商，以茲證明。如未能於當晚 10 時前交妥，展期內將不獲電力供應。

4.2.8 防火措施 / 消防證明書

按展館營運者及有關小型賣物會及展覽會於臨時娛樂場所牌照的申請規定，不得裝設易燃飾物。

所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於最後進場日（即 2016年8月10日）下午 3 時或之前將一份證書〔消防表格 251〕投放到「攤位設施」展位之收集箱，以證明符合規定。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁 <http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3>。

有關 註冊消防裝置承辦商 的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。

不論是否經過防火處理，展館營運者一概禁止使用禾稈草。

為安全起見，凡使用木材搭建的攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。

4.2.9 反光背心

任何訪客或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人

士，一律必須穿上反光背心。若有不遵守者，展館營運者有權禁止該人士進入展廳。

4.2.10 金屬棚架

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

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

若有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。

4.2.11 職業安全及健康條例

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

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

此職業安全及健康條例是因應展館營運者的要求

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

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

4.2.12 減少廢物及回收措施

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

設計期

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

裝置及拆除期

- 1) 向主辦單位查詢回收設施的位置，和可回收的物料種類。

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

慳電膽及光管回收計劃

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

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

4.2.13 建築業安全訓練證明書

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

凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。

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

4.2.14 所有參展商及承建商必須遵守下列各項規定

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

- | |
|---|
| 1) 攤位尺寸以米為單位。參展商/承建商在動工搭建攤位前，必須確定攤位位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。 |
| 2) 所有在地上搭建物必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安 |

	裝在大會承建商之物料上，一經發現，承建商要負責將其拆除。同時本局會扣除施工按金。如發現大會承建商之物料有損毀，費用亦須該承建商承擔。
3)	任何攤位裝置不得伸展超逾劃定的攤位界限，該等裝置包括但不限於等離子電視、展品、裝飾燈具、參展商名牌或標記。唯一般照明燈具裝置〔如泛光燈、長臂射燈等〕不可超逾攤位界限0.35米以外。
4)	現場攤位之主結構與交予主辦機構之圖則不符。
5)	不得在展覽場館內的天花板懸吊垂飾〔上文提及只供照明用途的懸空支架、懸空結構除外〕，亦不得在地板、牆壁或建築物的任何部份裝設任何固定裝置。
6)	承建商證應清楚可辨認地展示承建商公司名稱及/或沒有在展館內佩帶。
7)	參展商名稱及攤位號碼必須展示於面向通道的顯眼位置。如未能遵守此規定，主辦機構有權代為安裝在適當位置，費用由參展商自付。
8)	任何超過2.5米面向毗鄰攤位的名牌及裝飾〔包括公司名稱、商標、標語、相片及背景圖案等〕，必須放置於攤位界線0.5米以內的地方。所有視線範圍的結構必須平滑及粉飾達可接受的標準而沒有任何圖案等裝飾。
9)	參展商不可用毗鄰攤位之圍板作任何裝飾或依靠等用途。
10)	如要改變地毯類型或顏色，必須事先通知主辦機構，所需費用概由參展商負責。
11)	所有電力裝置及電線安裝必須遵照香港《電力條例》的《電力〔線路〕規例》〔第406E章〕。
12)	所有燈飾裝置必須安裝於離地2.2米以上或應有適當的保護設施以保障公眾安全。
13)	大會承建商有權將開關掣及過載保護分線箱安裝於攤位內適當位置。
14)	所有用以搭建和裝修攤位或設施的材料，必須具防火功能並需按展館營運者及/或主辦機構要求檢測。
15)	展館範圍內嚴禁噴漆、燒焊及使用圓鋸/風車鋸。請以線鋸取代圓鋸/風車鋸。
16)	承建商必須遵照大會編訂之進場及離場時間表，不得提早進場或離場。一經發現，所有工人及其建築物料須即時離場，直至大會所指定的時間方可施工。
17)	所有橫額或旗幟之尺寸均有限制，詳情請參閱相關表格。
18)	施工期間之廢料〔如包裝材料〕必須立即放於廢料籠內。
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/卸貨區等地方。一經發現，會將其棄置而不獲事先通知。
20)	為確保安全，展館已在進場及離場期間特設專為棄置玻璃物料之廢料籠，以便與其他物料分開處理。在使用夾斗車清理攤位建築物料之前，請把玻璃物料與其他物料分別棄置於展館相應廢料籠內，以免發生意外。
21)	承建商或其委託者須於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨駁日街83號辦公室領取承建商證及車輛通行證，否則，本局將收取額外行政費。
22)	嚴禁轉讓承建商證/車輛通行證。
23)	任何攤位構件安裝在大會承建商之物料上。

4.2.15 施工按金扣款制

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

施工按金罰則	違規之按金扣款
1) 參展商/承建商沒有依照主辦機構所訂之時間進場或離場。	100%
2) 在展館進行噴漆、焊接或使用圓鋸/風車鋸。	100%
3) 儲存建材、工具、空箱及/或其他物品於會場。	100%
4) 任何主結構裝嵌與呈交主辦機構圖則不符。	100%
5) 攤位結構逾攤位高度上限及/或界限，包括但不限於等離子電視、裝飾燈具、立體字及噴畫等。	100%
6) 以不適當或不安全的方式搭建或拆卸攤位。	100%
7) 所有裝備沒有在施工時間後放回所屬之攤位內將被清理而不另行通知。	50%
8) 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%
9) 攤位所有見光位之裝飾未達致平滑及可接受的標準；或該裝飾未能於參展商佈展日前午夜 12 時前完成。	50%
10) 在進場或離場期間未能適當/及時處理其產生之垃圾包裝材料或建材。	50%
11) 在使用夾斗車清理攤位建築物料之前，沒有將所有玻璃物料拆除及妥善處置。	50%
12) 僱用不合資格人員於展覽場地工作。	50%
13) 未能在最後進場日指定時間內遞交相關文件予主辦機構。	每項 3,000 港元
14) 在展館非指定地方吸煙。	每次 1,000 港元
15) 車輛通行證轉讓予他人使用或不適當使用。	每證 1,000 港元
16) 工作證轉讓予他人使用。	每證 500 港元
17) 工作證沒有清楚可辨認地顯示承建商的公司名稱及/或沒有在展館內佩帶。	每證 500 港元
18) 任何建料、空箱、木結構、展示牌及工具一旦被發現置於攤位以外將會被清理而不作另行通知，並須收取清理費。	每立方米 500 港元

19) 未有事前領取工作證及車輛通行證而需臨場交收。	每參展商/國際館 500 港元
20) 在圍板上鑽螺絲、油漆或嵌釘。	每件 300 港元
21) 展館設施損毀〔如牆壁、門口、地毯、雲石地面等〕。	按展館營運者收費 另加行政費
22) 任何進場及離場超時收費。	請參閱第 4.2.4 章

備註:

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

倘中英文本有所差異，概以英文本為準。

香港貿易發展局

Circular 12: Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 10:00 p.m. on 14 August 2016.** According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 14 August 2016, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

Hong Kong Trade Development Council

通告 12: 撤館規則

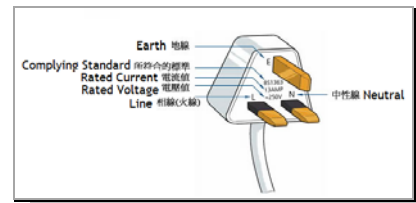
本局去年接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於8月14日下午10時前把展品搬離會場。**參展申請表內的展覽會規則第46項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於8月14日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

香港貿發局

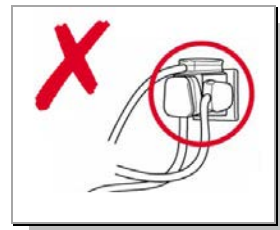
Circular 13: Guidance to exhibitors for on-site usage of electricity

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

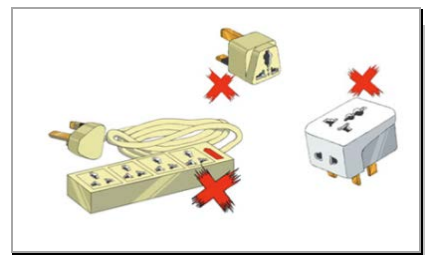
- The electrical appliance used by the exhibitor on-site should be a 3-pin plug which is complied with the electrical safety requirements (as shown in the picture).



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



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



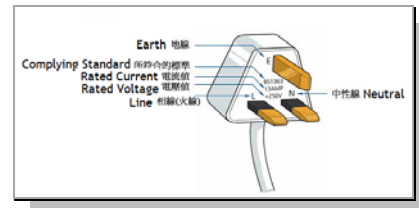
- Exhibitors who have rented fridge from their own suppliers, please check carefully the power consumption and specification of the equipment to avoid any electricity overload on-site and cause the broken of fuse. (Those exhibitors who have ordered 24 hours power supply should pay special attention)

Exhibition Services, Hong Kong Trade Development Council

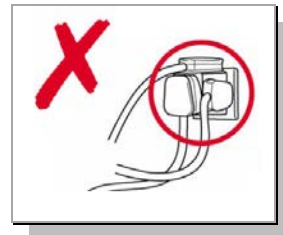
通告 13: 現場使用電力安全指引

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

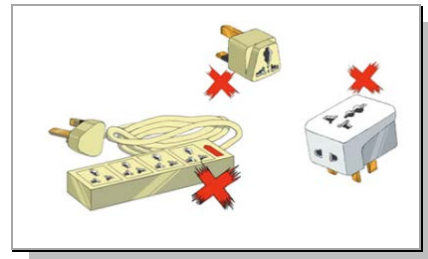
- 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



- 參展商請留意閣下所租用插座之供電量，每一個電力插座均有其負電上限。每一個供電插座上，只可插上一件符合其供電量之電器用品，切勿超過負荷，以免保險絲斷路。現場因斷路須重新安裝保險絲的費用為港幣五十元。



- 參展商切勿於插座上安裝萬能插頭或拖板。本局職員會不時巡查，一經發現本局將保留終止供電權利，直至有關參展商將問題插座改正。



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

香港貿易發展局 展覽服務部

Circular 14: Guidance to Custom Built exhibitors for on-site usage of electricity <NEW>

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**
- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.
- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

Exhibition Services, Hong Kong Trade Development Council

通告 14: 特裝參展商注意事項 -現場使用電力指引 <新>

- 特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- 參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- 按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。
- 特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部

Circular 15: Join HKTDC social media channels and get up-to-date fair information

To help connecting exhibitors with buyers, HKTDC has developed various social media channels:

	https://www.facebook.com/HKTDC.Exhibition
	https://www.instagram.com/hktdclifestyle
	https://plus.google.com/106601792538852254829/posts
	<p>F&B Import / Export Trade in Asia http://linkd.in/1FNTDWQ</p>
	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>1 Click the "+" icon at the top right-hand corner</p> <p>2 scan the QR code</p> </div> <div style="text-align: center;">  </div> </div> <p>Click  to follow the official account</p>

We sincerely invite you to follow us on the above channels to get up-to-date information:

- To pre-register for FREE admission badge for buyers
- To network with industry players (especially buyers) direct
- To receive the latest information on HKTDC fairs
- To learn the latest industry news
- To encourage interaction among traders

Hong Kong Trade Development Council

通告 15: 通過香港貿發局的社交平台獲取最新展覽會資訊

香港貿發局致力推廣社交平台，為使參展商和買家有更緊密的聯繫：

	https://www.facebook.com/HKTDC.Exhibition
	https://www.instagram.com/hktdclifestyle
	https://plus.google.com/106601792538852254829/posts
	F&B Import / Export Trade in Asia http://linkd.in/1FNTDWQ
	<p>① 點擊右上角  圖標 </p> <p>② 掃一掃 </p> <p>點擊  關注“官方帳號”按鈕</p>

本局現誠邀各參展商加入以上平台並密切關注香港貿發局展覽訊息：

- 優先登記免費買家入場證
- 直接與業內人士(特別是買家)交流聯繫
- 獲知香港貿發局展覽最新資訊
- 得知最新的行業訊息
- 參展商與業內人士可在不同平台上互動

香港貿易發展局