

June 2024

Dear Exhibitors,

**Important Circulars**

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

Important Circulars

1. Use of Electronic Version for Exhibitors' Manual and Additional Facilities Order Form
Additional Facilities and Services Order Deadline **4 July 2024**
Advertising and Promotion Opportunities Deadline **3 July 2024**
 2. Exhibitors Badges, Contractor Badges & Vehicles Passes
 3. Special Move-in & Move Out Arrangement
 4. Move-out Regulations
 5. Security Measures and Related Issues
 6. Immigration and Regulations to be Observed and Followed by Exhibitors
 7. Important Exhibition Regulations
 8. Charges on Vehicles with Extended Stay During Move-in & Move-out Days
 9. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance
 10. Environmental Levy Scheme on Plastic Shopping Bags
 11. Limited Storage & Exhibits Replenishment Arrangement
 12. Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory
 13. Caution on Arranging Payment, Fraudulent Emails and Phone Calls of Questionable/ Unclear Origins
 14. Food Safety Ordinance
 15. Pesticide Residues in Food Regulation
 16. Chinese Medicine Ordinance
 17. Wine & Liquor Related Laws and Regulations
 18. Compliance with Applicable Laws and Regulations
 19. Issues related to Trade Mark
 20. Practice for Metal Scaffolding Safety
 21. Guidance to Custom Built exhibitors for on-site usage of electricity
 22. Special Safety Reminder for Standard Booth and Custom-Built Stand Design
 23. Guidance to exhibitors for on-site usage of electricity and fair system and furniture
 24. Electronic Discount Coupon
 25. Special Events Organised by Exhibitors during the Expo
- * Electronics Vehicle Entry Permit and the Notice of Collection of Exhibitor Badges will be sent in August 2024.**

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

| Fair | Contact | Tel | Fax | E-mail |
|-----------------------------|-----------------|-----------------|-----------------|---------------------------|
| Food Expo (Public Hall) | Mr Michael Chan | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | Mr Lee Ka Wing | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| Food Expo (Gourmet Zone) | Ms Keira Chan | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | Ms Samantha Lau | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |

Hong Kong Trade Development Council

2024年6月

致各參展商：



重要通告

歡迎參加香港貿發局美食博覽。煩請查收：

重要通告

- 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 **2024年7月4日**
廣告及宣傳截止申請日期 **2024年7月3日**
- 參展商工作證、承建商工作證及車輛許可證
- 進館及撤館交通安排
- 撤館規則
- 保安措施及相關事項
- 參展商須遵守的入境規例
- 展覽會重要規則
- 車輛於進館及撤館期間延期停留額外費用
- 塑膠購物袋環保徵費計劃
- 2012年商品說明(不良營商手法)(修訂)條例
- 限量展品儲存及展品補充安排
- 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
- 請小心處理有關繳付參展費用之安排、欺詐電郵騙案及來歷不明的電子郵件或電話
- 《食物安全條例》
- 食物內除害劑殘餘規例
- 《中醫藥條例》
- 葡萄酒及烈酒有關法律和規例
- 遵守適用法律及規章
- 註冊商標事宜
- 金屬棚架安全守則
- 特裝參展商注意事項 - 現場使用電力指引
- 標準攤位及特裝攤位設計之特別安全提示
- 現場使用電力及攤位設施及傢俱安全指引
- 電子版優惠券
- 有關於攤位內舉行的特別節目之事宜

* 貴公司將於**2024年8月**收到電子車輛入場許可證及領取參展商證通知。

若有任何疑問，請與本局以下人員聯絡：

| 展會 | 姓名 | 電話 | 傳真 | 電郵 |
|-----------------|-------|-----------------|-----------------|---------------------------|
| 美食博覽 (公眾館) | 陳俊鴻先生 | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | 李家榮先生 | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| 美食博覽 (尊貴美食區) | 陳映竹小姐 | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | 劉天心小姐 | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |

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 fairs.

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 | Order Form |
|---|---|---|
| Food Expo (Public Hall & Gourmet Zone) | https://www.hktdc.com/event/hkfoodexpo/en/exhibitors-manual | https://www.hktdc.com/event/hkfoodexpo/en/additional-facilities-services-order-form |
| Food Expo PRO | https://www.hktdc.com/event/foodexpo/en/exhibitors-manual | https://www.hktdc.com/event/foodexpo/en/additional-facilities-services-order-form |

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: **4 July 2024**.

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

| Fair | Contact | Tel | Fax | E-mail |
|--------------------------|-----------------|-----------------|-----------------|---------------------------|
| Food Expo (Public Hall) | Mr Michael Chan | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | Mr Lee Ka Wing | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| Food Expo (Gourmet Zone) | Ms Keira Chan | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | Ms Samantha Lau | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |
| Food Expo PRO | Mr Perry Wong | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |
| | Mr Cedric Wan | (852) 2240 4317 | (852) 3746 6776 | cedric.sk.wan@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

感謝各參展商對今屆展覽會的鼎力支持。

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 | 額外設施及服務申請表格 |
|---------------------|---|---|
| 美食博覽 (公眾館及尊貴美食區) | https://www.hktdc.com/event/hkfoodexpo/tc/exhibitors-manual | https://www.hktdc.com/event/hkfoodexpo/tc/additional-facilities-services-order-form |
| 美食商貿博覽 | https://www.hktdc.com/event/foodexpo-pro/tc/exhibitors-manual | https://www.hktdc.com/event/foodexpo-pro/tc/additional-facilities-services-order-form |

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: **2024年7月4日**

如有任何查詢或需要協助，歡迎與本局聯絡。

| 展會 | 姓名 | 電話 | 傳真 | 電郵 |
|-----------------|-------|-----------------|-----------------|---------------------------|
| 美食博覽 (公眾館) | 陳俊鴻先生 | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | 李家榮先生 | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| 美食博覽 (尊貴美食區) | 陳映竹小姐 | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | 劉天心小姐 | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |
| 美食商貿博覽 | 黃沛鏗先生 | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |
| | 尹錫祺先生 | (852) 2240 4317 | (852) 3746 6776 | cedric.sk.wan@hktdc.org |

香港貿易發展局

Circular 2 Exhibitors Badges, Contractor Badges & Vehicles Passes

A. Exhibitor Badges

The number of exhibitor badges issued to exhibitors is in proportion to the size of the exhibition stand according to the following scale:

| Food Expo (Public Hall) (5 days) | | Food Expo (Gourmet Zone) (5 days) | | Food Expo PRO (3 days) | |
|-------------------------------------|-------------------------|--------------------------------------|-------------------------|---------------------------|-------------------------|
| Booth Size | No. of Exhibitor Badges | Booth Size | No. of Exhibitor Badges | Booth Size | No. of Exhibitor Badges |
| 12 sq.m. or less | 8 | 6 sq.m. or less | 5 | 9 sq.m. or less | 5 |
| 13-24 sq.m. | 16 | 7-12 sq.m. | 10 | 10-18 sq.m. | 10 |
| 25-36 sq.m. | 20 | 13-18 sq.m. | 15 | 19-27 sq.m. | 15 |
| 37-48 sq.m. | 25 | 19-24 sq.m. | 25 | 28-36 sq.m. | 25 |
| 49-60 sq.m. | 30 | 25-30 sq.m. | 30 | 37-45 sq.m. | 30 |
| 61-72 sq.m. | 35 | 31-36 sq.m. | 35 | 46-60 sq.m. | 35 |
| 73 sq.m. or more | 40 | 37 sq.m. or more | 40 | 61 sq.m. or more | 40 |

All exhibitors and their staff assigned to man the booth are strictly requested to wear exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period.

Exhibitor badges are issued to the representatives, agents and staff of the exhibitor only and they should not be transferred to others including visitors, guests or members. The Organiser reserves the right to verify the identity of the badge holder whenever necessary.

B. Contractor Badges

Contractor badges are only valid for admission during move-in and move-out period, and they cannot be used to enter the fairground during the exhibition period.

C. Vehicle Passes

ONE Electronic Vehicle Pass will be issued to each exhibitor for entering the loading and unloading bay of the Hong Kong Convention and Exhibition Centre. Drivers have to scan the QR code on vehicle pass with a mobile App "Go HKCEC" for getting a 'Queue ticket' and wait for a 'Entry QR code' for accessing loading bay of HKCEC. The e-vehicle pass is only valid during the period as indicated. Should exhibitors require additional quantity of pass, please apply in writing to the Organiser on or before **1 July 2024**.

Remarks:

- Exhibitors requiring the use of the **40 ft. container size lifts** for the transport of bulky stand materials should apply in advance to the Hong Kong Trade Development Council for **special vehicle permits**.
- Please note that vehicle passes are **not** parking permit. All vehicles / trucks must leave the loading bay after the loading/unloading of their exhibits.

Hong Kong Trade Development Council



通告 2 參展商工作證、承建商工作證及車輛許可證

A. 參展商工作證

參展商將獲發工作證，數目乃按照展覽攤位的面積計算如下：

| 美食博覽 (公眾館) (5天) | | 美食博覽 (尊貴美食區) (5天) | | 美食商貿博覽 (3天) | |
|--------------------|-------|----------------------|-------|----------------|-------|
| 攤位面積 | 參展證數目 | 攤位面積 | 參展證數目 | 攤位面積 | 參展證數目 |
| 12平方米或以下 | 8 | 6平方米或以下 | 5 | 9平方米或以下 | 5 |
| 13-24平方米 | 16 | 7-12平方米 | 10 | 10-18平方米 | 10 |
| 25-36平方米 | 20 | 13-18平方米 | 15 | 19-27平方米 | 15 |
| 37-48平方米 | 25 | 19-24平方米 | 25 | 28-36平方米 | 25 |
| 49-60平方米 | 30 | 25-30平方米 | 30 | 37-45平方米 | 30 |
| 61-72平方米 | 35 | 31-36平方米 | 35 | 46-60平方米 | 35 |
| 73平方米或以上 | 40 | 37平方米或以上 | 40 | 61平方米或以上 | 40 |

參展商及屬下負責看管攤位的職員在進場、離場和展覽舉行期間，必須時刻佩帶參展商工作證。

參展商工作證只適用於參展商攤位內當值之工作人員及代表，不得轉讓予他人/公司邀請來賓。主辦機構有權要求配帶工作證人員出示身份證明。

B. 承建商工作證

承建商工作證只適用於展會進館日及撤館日，不適用於展覽期間。

C. 電子車輛許可證

每名參展商均預先獲發 一張電子 車輛通行證，以便進入香港會議展覽中心的貨物裝卸區。貨車司機須下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼並取得籌號。進館日當天手機應用程式將依次叫號，司機於籌號被叫後需根據提示的時間前往 **葵涌車輛報到處**，報到並獲得進場二維碼後，方可進入香港會議展覽中心之裝卸區。電子車輛許可證，僅在指定時間內生效。參展商如需額外通行證，最遲必須於 **2024年7月1日** 以書面向主辦機構申請。

備註：

- 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，必須預先向香港貿易發展局申請特別車輛許可證。
- 車輛許可證 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。

香港貿易發展局

Circular 3 Special Move-in & Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (14 August 2024) and move-out day (**Food PRO – 17 August 2024; Public Hall & Gourmet Zone – 19 August 2024**) of the fairs. 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 (For ALL exhibitors)

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9 a.m. on 14 August 2024 (move-in day)**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC:

Special Move-Out Arrangement

Exhibitors may use their own vehicles or other forwarder's service. A move-out permit with entrance time of:-

- **For Food Expo PRO "After 5 p.m., 17 August 2024"**
- **For Food Expo (Public Hall & Gourmet Zone) "After 6 p.m., 19 August 2024"**

(A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the HKCEC on the move-in day (14 August 2024) and throughout the exhibition period (15-19 August 2024). The permit is **only valid for use at the specified dates and times** indicated on the permit.

Under the new arrangement of Hong Kong Convention and Exhibitions Centre (HKCEC), drivers will need to **REGISTER their e-Vehicle permit via the newly launched HKCEC Marshalling App named "Go HKCEC" before entering HKCEC loading area**. Drivers have to download the newly launched "Go HKCEC" App to their mobile phones before accessing the loading/unloading area of HKCEC. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a 'Queue ticket' and 'Entry QR code' to enter loading area of HKCEC.

Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**. Once the driver has successfully registered on the app, an in-App Notification will be sent to driver when his loading is ready for the truck with an Entry QR Code.


- **HKCEC Marshalling App "Go HKCEC"**

To safeguard smooth traffic around HKCEC and to minimize the waiting time of truck, HKCEC has launched a new App called "Go HKCEC". Through this App, lorries / light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.



ALL lorries / light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)

| Apple Store | Google Play | APK File (Huawei / Xiaomi / VIVO) |
|---|---|---|
|  |  |  |
|  |  |  |

Move-in /out Arrangement

- | | | |
|-----------------|-----------------|--------------|
| 1. Move-in Day | 14-August: | Offsite Mode |
| 2. Move-Out Day | 17 & 19-August: | Offsite Mode |

Types of Offsite Mode

Please look for remarks under “Time of Entry” on vehicle pass

Offsite Mode

- When the Time of Entry starts with (TY), it represents vehicle is required to reach Offsite Marshalling in **Kwai Chung** before driving to HKCEC.
- The vehicle status will be changed to Go to Kwai Chung. Click “Go to Kwai Chung”.
- Drive to HKCEC with the Entry QR Code shown on the App



FOR REGISTRATION ONLY
此證只作登記用途 不可進場

DELIVERY VEHICLE ENTRY PASS

送貨車輛許可證

No.: RP-200402

Event 活動名稱:
(54010) Hang Lung Properties Limited Management Conference

Venue 場地:
(L1) H1ABC

Time of Entry & Remarks 進場時間及備註:
(TY) 21 August 2023 0800-2359hrs;
(GF) 22 August 2023 0800-2359hrs;
(FF) 23 August 2023 0800-2359hrs

Download “Go HKCEC” mobile app for entry QR code
下載「香港快遞」手機應用程式以獲取入場二維碼

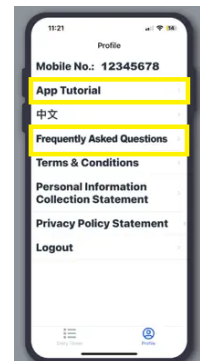
“Go HKCEC” User Guide Video

- <https://www.youtube.com/watch?v=4p00gv9hQgs>



Browse App tutorial and other useful information on the App

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”



HKCEC Hotline: 2582 8888

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers

Ref: 2024_06_1st Circular

can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

The above measure has been implemented in a number of exhibitions and was proven to be effective in alleviating the traffic congestion. Please contact the Organiser for any further enquiries. Thank you for your understanding and cooperation.

According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement 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 permit. 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 3 進館及撤館交通安排

主辦機構將於展覽會之進館日（2024年8月14日）及撤館日（**美食商貿博覽 – 2024年8月17日**；**公眾館及尊貴美食區 – 2024年8月19日**）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（適用於所有參展商）

將於**2024年8月14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

撤館交通安排

各參展商可選用閣下之貨車或貨運代理，本局將派發**撤館車輛通行證**。敬請留意以下詳情：

- **美食商貿博覽「2024年8月17日下午5時後」**
- **美食博覽公眾館及尊貴美食區「2024年8月19日下午6時後」**

(一) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一套**電子車證**，方便於展品進場日(即2024年8月14日)及展覽期間(2024年8月15日至19日)進入香港會議展覽中心之裝卸區。此證**只適用於許可證上指定之日期及時間**。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出**電子版車輛通行證**上的二維碼，取得籌號及進場二維碼後，方可進入香港會議展覽中心之裝卸區。

參展商獲發的**車輛許可證**只適用於手機應用程式「會展快運易」上之登記用途，單憑出示**電子車證**上的二維碼 (QR Code)並不能直接入場。各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。)登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

- 「會展快運易」手機應用程式


展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。



所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

Ref: 2024_06_1st Circular

- 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

| | | |
|--|--|---|
| Apple Store  | Google Play  | APK 檔案 (Huawei / Xiaomi / VIVO)  |
|  |  |  |

進場/撤館程序

- 進館日 8月14日: 禁區打卡模式 (TY Mode)
- 撤館日 8月17及19日: 禁區打卡模式 (TY Mode)

入場模式

請留意許可證上「進場時段」的標示

葵涌模式打卡模式

- 送貨車輛許可證上的進場時段上看到括號中出現「TY」，代表此時段屬於葵涌模式，亦代表前往會展中心前需要先駛到葵涌。
- 在「我的入場證」頁面中，被叫許可證上出現「請往葵涌」的狀態更新。此時請按「請往葵涌」。
- 前往會展並使用手機應用程式上之進場二維碼入場



電子車證樣本(僅供參考)

- 「會展快運易」教學影片

<https://www.youtube.com/watch?v=pgphCJWVvsQ>



- ~於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



會展熱線: 2582 8888

(二) 私家車 / 的士進場程序

於進館及撤館其間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道／港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

Ref: 2024_06_1st Circular

以上的安排已在早前的數個展覽會實施，並能有效地紓緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

**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。

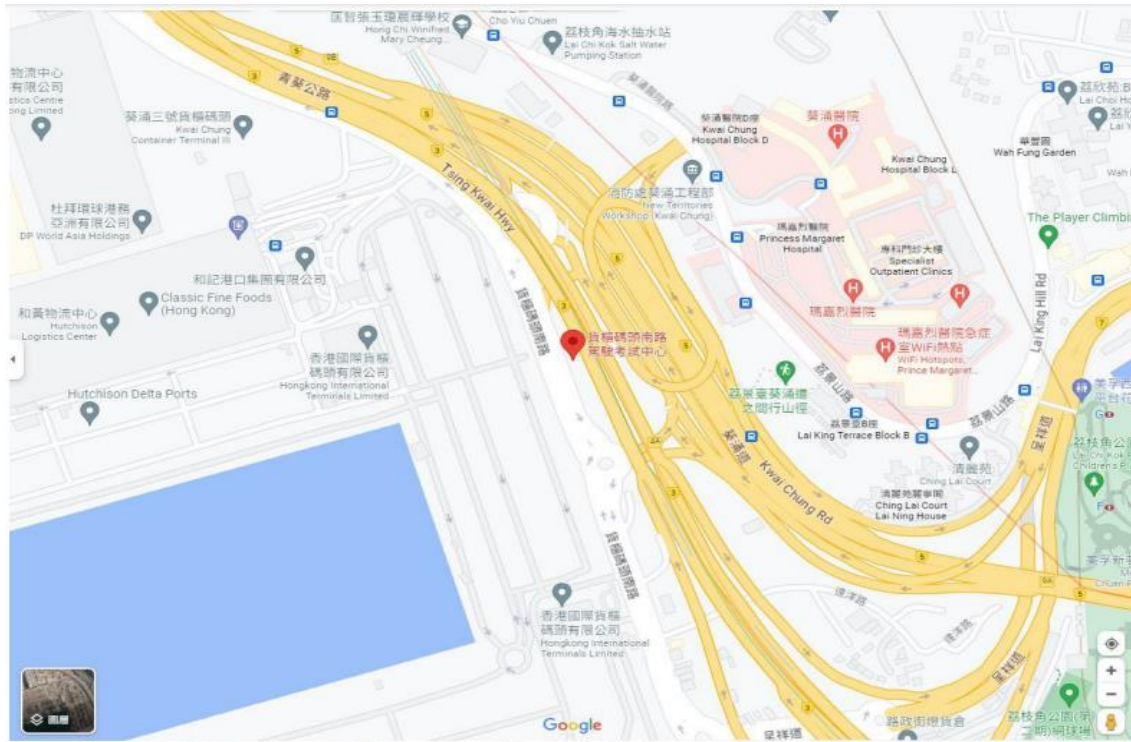
如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830-668查詢。

香港貿易發展局

Location of the Vehicle Marshalling Area in Kwai Chung 葵涌車輛等候處位置圖

CheckPoint Location: Container Port South Driving Test Centre

葵涌模式報到地點:貨櫃碼頭南路駕駛考試中心



Circular 4 Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 5-day (Food Expo-Public Hall & Gourmet Zone) and 3-day (Food Expo PRO) event to schedule and complete their visits at the Fairs. 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 Fairs including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests.

| | |
|---|--|
| | Move-Out of exhibits is prohibited |
| Food Expo PRO | before 5:00 p.m. on 17 August 2024 |
| Food Expo (Public Hall & Gourmet Zone) | before 6:00 p.m. on 19 August 2024 |

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 17 and 19 August 2024 respectively, 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 4 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。

| | |
|---------------------------|-----------------------------------|
| | 參展商 嚴禁 於以下時間把展品搬離會場 |
| 美食商貿博覽 | 嚴禁於 8 月 17 日下午 5 時前把展品搬離會場 |
| 美食博覽 (公眾館 及 尊貴美食區) | 嚴禁於 8 月 19 日下午 6 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 8 月 17 及 19 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 5 Security Measures and Related Issues

Security Measures Against Thefts and Losses at the Fair

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

Food Expo PRO

| | <u>For Exhibitors</u> | <u>For Visitors</u> |
|--------------------------------|-----------------------|---------------------|
| 14 August 2024 (Wed) (Move-In) | 9:00am | ----- |
| 15–17 August 2024 (Thur – Sat) | 8:15am | 10:00am |

Food Expo (Public Hall and Gourmet Zone)

| | <u>For Exhibitors</u> | <u>For Visitors</u> |
|--------------------------------|-----------------------|---------------------|
| 14 August 2024 (Wed) (Move-In) | 9:00am | ----- |
| 15–19 August 2024 (Thur – Mon) | 8:15am | 10:00am |

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

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

Caution on Rental of Credit Card Payment Terminals

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

Hong Kong Trade Development Council

通告 5 保安措施及相關事項

有關防止展品遺失或盜竊的保安措施

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：

美食商貿博覽

| | 參展商 | 參觀人士 |
|----------------------------|-------------|---------|
| 2024 年 8 月 14 日(星期三) – 進館日 | 上午 9 時 | ----- |
| 2024 年 8 月 15–17 日(星期四至六) | 上午 8 時 15 分 | 上午 10 時 |

美食博覽 (公眾館 及 尊貴美食區)

| | 參展商 | 參觀人士 |
|----------------------------|-------------|---------|
| 2024 年 8 月 14 日(星期三) – 進館日 | 上午 9 時 | ----- |
| 2024 年 8 月 15–19 日(星期四至一) | 上午 8 時 15 分 | 上午 10 時 |

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 6 Immigration and Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong

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

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

2. Exhibitors from Mainland China

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

3. Hong Kong Exhibitors

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

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

Hong Kong Trade Development Council

通告 6 參展商須遵守的入境規例

1. 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，惟逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作（無論受薪或非受薪），亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

2. 來自中國內地參展商

參加貿易展覽會的內地參展商，必須向中國內地有關部門申請出境許可。至於商務旅遊，內地居民須向戶籍所在的公安機關，根據商務旅遊計劃申請來港許可，公安機關會向內地的商務旅遊人士簽發往來港澳通行證及商務簽注。內地參展商必須遵守以上第 1 項所列的香港入境規例。

3. 香港參展商

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

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

香港貿易發展局

Circular 7 Important Exhibition Regulations

Important Exhibition Regulations

Thank you for your participation in the fairs. 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 15 July 2024** 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. Issue Receipt to Consumers

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

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

Hong Kong Trade Development Council



通告 7 展覽會重要規則

感謝各參展商對今屆展覽會的鼎力支持。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 **2024年7月15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. 展商向消費者提供收據

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

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

香港貿易發展局

Circular 8 Charges on Vehicles with Extended Stay During Move-in & Move-out Days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during 14-19 August 2024.

This practice is a result of several meetings with the Police and the Transport Department to alleviate traffic congestion by means of enhancing the loading and unloading efficiency during the move-in and move-out days.

The key points of this measure are summarised as below:

1. Days where charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas between **14-19 August 2024** inclusive.

2. The Charges

Phase 1

| | | |
|--------------------------------|---|---------------------------------|
| 1 st 60 minutes | : | Free |
| First 2 hours after 60 minutes | : | HK\$100/30 mins or part thereof |
| After 3 hours | : | HK\$150/30 mins or part thereof |
| Lost Ticket | : | HK\$500 (per ticket per day) |

Phase 2

| | | |
|--------------------------------|---|---------------------------------|
| 1 st 45 minutes | : | Free |
| First 2 hours after 45 minutes | : | HK\$100/30 mins or part thereof |
| After 2 hours and 45 minutes | : | HK\$150/30 mins or part thereof |
| Lost Ticket | : | HK\$500 (per ticket per day) |

3. Entry and Exit Control

The control point will be at the Truck Marshalling Area when vehicles are queuing for moving onward. Vehicles allowed to proceed to the Hall Loading Area will be given a ticket with clock-in time. Leaving vehicles will be clocked out at the control booth at the exit.

4. Payment Collection

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt.

5. Notice

Temporary prominent signs will be displayed at the Truck Marshalling Area showing the details of the free time allowed for loading/unloading and applicable charges. The same will be printed on the clock-in ticket.

The above measures had been practised in previous years and it worked well and contributed to the alleviation of traffic congestion. However, your support and understanding is the most important to facilitate an efficient move-in / move-out practice for the Food Expo and Food Expo PRO.

Thank you for your cooperation.

Hong Kong Trade Development Council

通告 8 車輛於進館及撤館期間延期停留額外費用

香港會議展覽中心與警務處及運輸署達成協議，同意在進館、展覽期間 (2024 年 8 月 14-19 日) 及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

1. 實施日期

為加快貨物起卸區車輛流通量，香港會議展覽中心於 **2024 年 8 月 14-19 日** 實施進場車輛使用時間收費計劃。

2. 費用

一期

車輛進場後首一小時
其後兩小時內 (或不足半小時)
超過三小時內 (或不足半小時)
遺失進場計時咭 (每張/每日)

以半小時收費

: 免費
: 港幣\$100
: 港幣\$150
: 港幣\$500

二期

車輛進場後首 45 分鐘
其後兩小時內 (或不足半小時)
其後兩小時及 45 分鐘內 (或不足半小時)
遺失進場計時咭 (每張/每日)

以半小時收費

: 免費
: 港幣\$100
: 港幣\$150
: 港幣\$500

3. 出入口處的控制

車輛將於貨車調車區出入口管制處開始排隊進場，當車輛進入展覽館的貨物起卸區的時候，司機將會收到一張進場計時咭並印上進場時間，在離開會場的時候交予出入口管制處辦理離場手續。

4. 繳費方法

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

5. 注意事項

新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況，惟最終的成效取決於是否得到參展商的諒解及支持。

敬請各參展商合作，使美食博覽及美食商貿博覽的進館及撤館能順利進行。

香港貿易發展局

Circular 9 Environmental Levy Scheme on Plastic Shopping Bags, Producer Responsibility Scheme for Glass Beverage Containers & Green Tips for Exhibitors

Environment 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 Ordinance imposes duty on seller to charge for plastic shopping bags in retail sale of certain goods to a customer. A seller must charge the customer an amount not less than 1 dollar for each plastic shopping bag or each pre-packaged pack of 10 or more plastic shopping bags, unless exempted under the Ordinance. Exemptions apply to plastic shopping bags carrying only certain items, such as food that are unpackaged or are not wholly contained in packaging or "takeaway" food contained in a non-air tight packaging and ready for immediate consumption by the customer. Plastic shopping bags containing only food or drink that are frozen, chilled or already wholly contained in packaging are no longer exempted from levying. 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.

Producer Responsibility Scheme for Glass Beverage Containers

Under the Product Eco-responsibility Ordinance (Cap. 603), starting from 1 February 2023, manufacturers and importers of glass-bottle beverages shall apply to the Environmental Protection Department to register as suppliers of such articles. From 1 May 2023 onwards, those manufacturers and/or importers who fail to register as suppliers are prohibited from distributing such articles. Registered suppliers are subject to certain reporting and record-keeping requirements on the distribution and consumption of glass-bottle beverages, and are required to pay container recycling levy currently set at \$0.98 per litre volume of glass containers.

Any manufacturers or importers who distribute glass-bottle beverages without registering as a supplier may be fined up to HK\$100,000. Any persons who fail to comply with the reporting or record-keeping requirements and/or to pay the recycling levy may be fined up to HK\$100,000 on first offence and up to HK\$200,000 on subsequent offence(s). Failure to pay the recycling levy may also attract up to a 10% surcharge on the levy.

From 1 May 2023, any persons who dispose, import and/or export glass container waste are also required to obtain a relevant licence and/or permit under the Waste Disposal Ordinance (Cap. 354).

For details of the Producer Responsibility Scheme, please visit the website of the Environmental Protection Department at

https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/gprs.html.

To make a greener fair, the following green tips are suggested for your participation at the fair.

Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To use re-erectable booth to reduce waste generated
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibit

Booth Operation

- To arrive the fairground by public transports provided by the Organisers
- To use e-brochures or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation
- To use re-usable utensils or biodegradable utensil instead of one-off disposable ones
- To avoid providing straws, or if necessary, use paper straws or biodegradable straws

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable wastes at recycle bins
- To minimize posting printed matters to interested buyers
- To donate food waste and unwanted edible food products at the fairground to two Hong Kong's food rescue charities - **Food Angel** and **Food For Good** to promote food recycling

Hong Kong Trade Development Council

通告 9 塑膠購物袋環保徵費計劃、玻璃飲料容器生產者責任計劃 及參展商綠色小貼士

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。產品環保責任條例規定如有某些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。除非獲該條例豁免，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，向顧客收取不少於一元的款額。獲豁免的種類包括只盛載某些類別物品的塑膠購物袋，例如沒有載於任何包裝或並非完全載於包裝的食品的塑膠購物袋，及盛載非氣密包裝、可供即時食用餐飲外賣的塑膠購物袋等。只盛載急凍、冷凍或完全載於包裝的食品或飲品的塑膠購物袋將不再獲得豁免。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）

玻璃飲料容器生產者責任計劃

根據《產品環保責任條例》（香港法例第603章），從2023年2月1日起，玻璃樽裝飲品的製造商和進口商應向環境保護署申請登記為此類物品的供應商。從2023年5月1日起，那些沒有登記為供應商的製造商和/或進口商將被禁止分發此類物品。已登記的供應商必須遵守有關玻璃樽裝飲品分發和耗用的呈報和記錄保存要求，並須支付容器循環再造徵費，徵費目前為每升玻璃容器港幣0.98元。

任何製造商或進口商如果沒有登記為供應商而分發玻璃樽裝飲品，可被罰款高達港幣100,000元。任何人士如不遵守呈報和記錄保存的規定及/或不繳付徵費，初犯可被罰款高達港幣100,000元，再犯可被罰款高達港幣200,000元。未能繳納徵費的，亦可被徵收高達10%的附加徵費。

從2023年5月1日起，任何處理、輸入及/或輸出玻璃容器廢物的人仕，亦須根據《廢物處置條例》（香港法例第354章）取得有關牌照及/或許可證。

有關生產者責任計劃的詳情，請瀏覽環境保護署的網頁：

https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/gprs.html

為支持香港貿發局美食博覽成為更環保展覽，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 採用可重用組件來設置攤位以減少廢物的產生
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱
- 如需派發餐具，應提供可再用的餐具或以可降解物料製成的餐具，而不應派發一次性的餐具
- 盡量減少派發飲管，如需使用，建議派發紙飲管或以可降解物料製成的飲管

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家
- 鼓勵展商在展覽完結後捐贈食品到慈善團體，讓「惜食堂」及「齊惜福」回收剩餘的包裝食物及廚餘，宣傳回收可食用的剩餘食物及廚餘的訊息

香港貿易發展局



Circular 10 The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 <IMPORTANT>

In response to strong public demands for enhancing protection of consumers against other commonly seen unfair trade practices in consumer transactions, the Hong Kong Special Administrative Region has completed a review of the existing consumer protection legislation and proposed improvements through amendments to the Trade Descriptions Ordinance. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 (Amendment Ordinance) was eventually passed on 17 July 2012 by the Legislative Council and its key changes include:

- the expansion of the definition of “trade description” in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;
- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define “services” under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions to promote adherence to the TDO.

The Amendment Ordinance came into operation on 19 July 2013. Exhibitors are reminded to read the Amendment Ordinance in detail to avoid possible offences, in particular the usage of terms in relation to prices and puffery claims (like “sale”, “original price”, “reduced price”, “lowest price”, “best seller” etc), bait advertising etc. For enquiries on the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, please contact the Customs and Excise Department at (852) 2815 7711 or visit http://www.customs.gov.hk/pda/en/traders/trade_controls/trade_desc/unfair.html.

Hong Kong Trade Development Council

通告 10 《2012 年商品說明 (不良營商手法) (修訂) 條例》 <重要通知>

為回應公眾的強烈要求加強保障消費者的權益，禁止消費交易中某些常見的不良營商手法，香港特別行政區已仔細檢討現時的保障消費者條例，並透過修訂《商品說明條例》以落實改善措施。《2012 年商品說明 (不良營商手法) (修訂) 條例》(《修訂條例》)已於 2012 年 7 月 17 日獲得立法會通過。《修訂條例》主要有以下內容:

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

《修訂條例》已於 2013 年 7 月 19 日全面執行。請參展商詳細閱讀及了解相關《修訂條例》的內容，以免觸犯法例，特別是有關價格詞語或吹捧聲稱（如「特價」、「原價」、「減價」、「最抵價」、「最暢銷」等）的使用、餌誘式廣告宣傳等。如對《2012 年商品說明 (不良營商手法) (修訂) 條例》有任何查詢，請致電香港海關 (852) 2815 7711 或瀏覽網頁：http://www.customs.gov.hk/pda/en/traders/trade_controls/trade_desc/unfair.html。

香港貿易發展局



Circular 11 **Limited Storage & Exhibits Replenishment Arrangement** <IMPORTANT>

Limited Storage

Limited storage space will be arranged in the hall loading area for exhibitors who have applied for storage area and permitted by the Organiser to place part of their exhibits for daily replenishment. Please be considerate by placing only a reasonable quantity of stock within the allocated area as this service is provided for the convenience and benefit of all exhibitors. The Organiser has the sole and final discretion of refusing any party who has been found abusing this service.

Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**

Any exhibits found placed in public areas or outside of the designated storage area after 9:45 am till end of the show day will be confiscated by the HKTDC **without any prior notification**. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged for a disposal fee.**

Exhibits Replenishment Arrangement

Please be reminded that no pallet jet will be allowed to access the exhibition hall 30 min before the fair opening time i.e. 9:30 am. All stocks and pallets must be stored and placed inside your booth area or at the designated storage area 15 min before the fair opening time i.e. 9:45 am on all show days.

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to your booth(s) from the temporary storage area during the fair opening hours. When replenishing the stocks, there must be at least 2 staff members taking care of the trolley. Trolleys must be equipped with rubber protection borders. To avoid any injury resulting from the falling of goods, exhibitors are **not allowed** to use trolleys to transport goods **exceeding the size of 1m x 1m x 1m**. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service. The Organiser reserves the rights to require exhibitors to follow additional safety measures, or even prevent exhibitors from using trolleys to replenish stock if the fairground is too crowded.

Other Important Notes

1. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room with HKCEC as private storage for safety purposes.
2. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.
3. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors, freight forwarder or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.

For those who failed to comply with the above rule and regulation may affected your future application in HKTDC events.

Hong Kong Trade Development Council



通告 11 限量展品儲存及展品補充安排 <重要通知>

限量展品儲存

儲存倉將設於卸貨區以供預先申請儲存服務並獲主辦機構接納之參展商作臨時儲存少量展品之用。參展商的存貨不得過量，並只能存放在於預留的地方，以免妨礙其他參展商存貨的權利。主辦機構有權決定各參展商儲存展品之數量，並有權拒絕任何參展商使用儲存倉。如有發現任何參展商濫用展品儲存服務，主辦機構將停止有關參展商繼續使用有關設施。

參展商必須根據獲分配的板數將貨物置於倉庫中，任何超出預定板數之貨物，請放置於攤位之內。本局絕對不會容許超出指定數量之貨物進入倉庫。

展覽當日早上 9:45 至展覽完結前，參展商於非指定倉庫或公眾地方放置貨物，本局將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款(每板港幣 500 元)以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物，會展中心的工作人員將 棄置有關物品，並 收取垃圾處理費用。

日常展品補給

於展覽期間，展會開幕 30 分鐘前即上午 9:30 前，所有『啣車』不得進入展館範圍內，此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 9:45 前妥善存放於展位範圍或預先申請的額外儲倉內。

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場人群擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。為免貨物於運送期從手推車上塌下，傷及他人，參展商不得運送體積超過 1 米 x 1 米 x 1 米 之貨物。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

其他注意事項

- 由於進出臨時倉庫的人數眾多，如參展商之貨物價值較高，本局強烈建議參展商自行向會展中心租用會議室作儲存倉庫之用。
- 主辦機構對涉及參展商/參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。參展商應自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞。
- 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商、運輸公司或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

若參展商未能遵守以上規則，將會影響 貴公司參與香港貿易發展局舉辦之活動。

香港貿易發展局

Circular 12 Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

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.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact our Exhibitions team.

| Fair | Contact | Tel | Fax | E-mail |
|--------------------------|-----------------|-----------------|-----------------|---------------------------|
| Food Expo (Public Hall) | Mr Michael Chan | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| Food Expo (Gourmet Zone) | Ms Keira Chan | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| Food Expo PRO | Mr Perry Wong | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |

Hong Kong Trade Development Council

通告 12 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。

本局並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.ufi.org/industry-resources/warning-construct-data/>。

如有任何問題, 請與本局展覽項目團隊聯絡。

| 展會 | 姓名 | 電話 | 傳真 | 電郵 |
|--------------|-------|-----------------|-----------------|---------------------------|
| 美食博覽 (公眾館) | 陳俊鴻先生 | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| 美食博覽 (尊貴美食區) | 陳映竹小姐 | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| 美食商貿博覽 | 黃沛鏗先生 | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |

香港貿易發展局

Circular 13 Caution on Arranging Payment and Fraudulent Emails

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. 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

| Fair | Contact | Tel | Fax | E-mail |
|-----------------------------|-----------------|-----------------|-----------------|---------------------------|
| Food Expo (Public Hall) | Mr Michael Chan | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | Mr Lee Ka Wing | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| Food Expo (Gourmet Zone) | Ms Keira Chan | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | Ms Samantha Lau | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |
| Food Expo PRO | Mr Perry Wong | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |
| | Mr Cedric Wan | (852) 2240 4317 | (852) 3746 6776 | cedric.sk.wan@hktdc.org |

Hong Kong Trade Development Council

通告 13 請小心處理有關繳付參展費用之安排及欺詐電郵騙案

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帳戶名稱(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 並提供參展會的名稱或歡迎聯絡本局查詢。

| 展會 | 姓名 | 電話 | 傳真 | 電郵 |
|-----------------|-------|-----------------|-----------------|---------------------------|
| 美食博覽 (公眾館) | 陳俊鴻先生 | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| | 李家榮先生 | (852) 2240 4470 | (852) 3543 8729 | kw.lee@hktdc.org |
| 美食博覽 (尊貴美食區) | 陳映竹小姐 | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |
| | 劉天心小姐 | (852) 2240 4275 | (852) 2169 9402 | samantha.ts.lau@hktdc.org |
| 美食商貿博覽 | 黃沛鏗先生 | (852) 2240 4617 | (852) 3521 3202 | perry.ph.wong@hktdc.org |
| | 尹錫祺先生 | (852) 2240 4317 | (852) 3746 6776 | cedric.sk.wan@hktdc.org |

香港貿易發展局

Circular 14 Important: Food Safety Ordinance (Cap. 612) <IMPORTANT>

Food Safety Ordinance (Cap. 612) is in force with effect from 1 February 2012. Brief introduction as follows:

1. Registration Scheme for food importers and food distributors

Food importers and distributors who have not registered with the Food and Environmental Hygiene Department (FEHD) but carry on a food importation or distribution business, without reasonable excuse, commit an offence and are liable to a maximum fine of \$50,000 and imprisonment for 6 months.

Food importers and distributors exempted from registration are also required to submit supplementary information to FEHD, such as information of contact and food category of imported/distributed food.

2. Record-keeping requirement to the movement of food

All food importers and distributors are required to maintain records of the movements of food. Food retailers have to keep records of acquisition of food. Any person who fails to comply with the record-keeping requirement, without reasonable excuse, commits an offence and is liable to a maximum fine of \$10,000 and imprisonment for 3 months.

For detailed information, please browse the website www.foodsafetyord.gov.hk or call their office hour hotline: (852)2156 3017 or (852)2156 3034.

Hong Kong Trade Development Council

通告 14 《食物安全條例》(第 612 章) <重要通知>

《食物安全條例》(第612章)已於2012年2月1日生效。簡介如下：

1. 食物進口商和食物分銷商登記制度

由2012年2月1日起，還未登記的食物進口商和分銷商，如無合理辯解，在未有登記的情況下經營食物進口或分銷業務，即屬違法，最高可被判罰款50,000元及監禁6個月。獲豁免登記的食物進口商和分銷商須向食環署提交補充資料，例如聯絡資料和進口或分銷食物的資料。

2. 備存食物進出紀錄

由2012年2月1日起，所有食物進口商及分銷商須備存食物進出紀錄。零售商亦須保存食物來貨紀錄。任何人如無合理辯解而沒有遵從備存紀錄的規定，即屬違法，最高可被判罰款10,000元及監禁3個月。

查詢詳情，請瀏覽網址 www.foodsafetyord.gov.hk 或於辦公時間致電: (852)2156 3017 或 (852)2156 3034。

香港貿易發展局

Circular 15 Pesticide Residues in Food Regulation (Cap. 132CM)
<IMPORTANT>

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

http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html.

Hong Kong Trade Development Council

通告 15 食物內除害劑殘餘規例（香港法律第 132CM 章）<重要通知>

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

http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html

香港貿發局

Circular 16 S.119 of Chinese Medicine Ordinance <IMPORTANT>

With effect from 3 December 2010, under s.119 of the Chinese Medicine Ordinance (Cap. 549), all proprietary Chinese medicines must be registered under the Ordinance with the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, possessed or sold in Hong Kong. Any person who sells, or imports, or possesses any unregistered proprietary Chinese medicine shall commit an offence and upon conviction shall be sentenced at maximum for a fine at HK\$100,000 and imprisonment for 2 years.

For the purposes of the Ordinance, the following terms are interpreted as follows:

- "proprietary Chinese medicine" (中成藥) means any proprietary product-

(a) composed solely of the following as active ingredients-

(i) any Chinese herbal medicines; or

(ii) any materials of herbal, animal or mineral origin customarily used by the Chinese;
or

(iii) any medicines and materials referred to in subparagraphs (i) and (ii) respectively;

(b) formulated in a finished dose form; and

(c) known or claimed to be used for the diagnosis, treatment, prevention or alleviation of any disease or any symptom of a disease in human beings, or for the regulation of the functional states of the human body"

- "Chinese herbal medicine" (中藥材) means any of the substances specified in Schedule 1 or 2 of the Ordinance (copy attached). The sale, possession, location and distribution of the Chinese herbal medicine listed in the Schedules are subject to the licensing requirements of a respective retailer or wholesaler licence in Chinese herbal medicines granted by the Chinese Medicines Board under the Ordinance. All Hong Kong and overseas exhibitors are reminded that they must fulfil the obligations imposed by the Chinese Medicine Ordinance before they can possess, sell, market, display, exhibit or deal in any other ways with proprietary Chinese medicines in the Fair(s). Brief summaries of the operation of the Ordinance in respect of proprietary Chinese medicines can be found on the website of the Chinese Medicine Council of Hong Kong at <http://www.cmchk.org.hk/>. An extract from the December 2010 issue of Chinese Medicines Traders Newsletter (Chinese version only) is attached for easy reference. For a full text of the Ordinance, please browse the website of the Bilingual Law Information System at <https://www.elegislation.gov.hk/>.

If you have any questions concerning the regulation of Chinese medicines in Hong Kong, please contact the Chinese Medicine Council of Hong Kong at (852) 2574-9999 or browse its website at <http://www.cmchk.org.hk/>

Hong Kong Trade Development Council

通告 16 香港法例第 549 章《中醫藥條例》第 119 條 <重要通告>

香港法例第549章《中醫藥條例》（下稱“該條例”）第119條有關中成藥註冊的法規已2010年12月3日起生效，所有中成藥必須經香港中醫藥管理委員會轄下的中藥組註冊，方可在本港進口、銷售和管有。任何人銷售、進口或管有任何未經註冊的中成藥即屬違法，定罪後可被判處港幣100,000元罰款及入獄2年監禁。

根據該條例第2條的釋義：

—“中成藥” (proprietary Chinese medicine) 是指任何符合下述說明的專賣產品 —

(a) 純粹由下述項目作為有效成分組成 —

(i) 任何中藥材；或

(ii) 慣常獲華人使用的任何源於植物、動物或礦物的物料；或

(iii) 第(i)及(ii)節分別提述的任何藥材及物料；

(b) 配製成劑型形式；及

(c) 已知或聲稱用於診斷、治療、預防或紓緩人的疾病或症狀，或用於調節人體機能狀態。

—“中藥材” (proprietary Chinese medicine) 是指該條例附表1或2內指明的任何物質（見附件）。附表內之中藥材的銷售、管有、存置和分配都必須遵照中藥組根據該條例授予有關中藥業者之零售商或批發商牌照的規範執行。所有香港和外地的參展商都必須滿足該條例的規定才可在展場內管有、銷售、推廣、展示或以任何方式處理中成藥物品。有關該條例的簡介可參看香港中醫藥管理委員會的網頁：

<http://www.cmchk.org.hk/>，現附上2010年12月出版的《中藥商通訊》中相關資料以供參考。

參展商亦可於雙語法例資料系統的網頁：<https://www.elegislation.gov.hk/>閱讀及列印該條例的全文。參展商如對香港監管中成藥的法規有任何疑問，請向香港中醫藥管理委員會查詢。電話：(852) 2574-9999 或瀏覽其網頁：<http://www.cmchk.org.hk/>。

香港貿易發展局



Circular 17 Wine & Liquor Related Laws and Regulations

Exhibitors are requested to read through sections 3.24 of the Exhibitor's Manual and ensure complete compliance with all the stated laws, regulations and conditions.

3.24.1 Attention

As Exhibitors are solely responsible for any complaint/legal action in relation to their activities and participation in the Exhibition, they must comply with all the relevant laws and regulations during the Exhibition on their own account. In particular, attention should be drawn to any sale or supply of liquor on the fair ground which can only be lawful if

- (i) the person being sold, gifted and/or supplied the liquor (including but not limited to any Exhibitor, visitor, buyer and/or consumer) is aged 18 or above; and
- (ii) no onsite consumption of liquor is allowed after the liquor sales transaction unless a liquor license has been obtained by the individual Exhibitor. In any event, no onsite consumption of liquor is permitted for any persons under the age of 18.
- (iii) wine tasting subsequent to a liquor sales transaction in booth area or the designated wine tasting areas on the fair ground is not considered as onsite consumption of liquor. In any event, no wine tasting is permitted for any persons under the age of 18.

3.24.2 Liquor Licence

In accordance with the laws of Hong Kong, any person who intends to sell liquor at any premises for consumption on the premises must obtain a liquor licence before commencement of such business.

A liquor licence can be obtained from the Liquor Licensing Board using the prescribed application form (downloadable at <http://www.fehd.gov.hk/english/forms/fehb106.pdf>). Details on the application and procedural requirements can be found in "A Guide to Application for Liquor Licences and Club Liquor Licences" published by the Food and Environmental Hygiene Department downloadable at www.fehd.gov.hk/english/licensing/ll-cll-appguide.doc. For detailed information, Exhibitors may contact the Licensing Section of the Food and Environmental Hygiene Department at www.fehd.gov.hk/ and their inquiry hotlines (Hong Kong and Islands: Tel: (852) 2879 5728; Kowloon: Tel: (852) 2729 1237 and New Territories: Tel: (852) 3183 9255).

A holder of a liquor licence is required to personally supervise the sale or consumption of liquor at the premises specified in the liquor licence. Each holder of a liquor licence has to be a natural person and can only obtain no more than one liquor licence. On any occasion where sale or supply of liquor for consumption is intended to be conducted at additional premises or in some events in public, an existing liquor licence holder must apply for a temporary liquor licence at the Police Licensing Office, The Hong Kong Police Force, 12-13/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong (Tel: (852) 2860 6524). A temporary liquor licence may be granted subject to payment of a prescribed fee and any conditions that may be imposed by the Commissioner of Police. Only holder of a liquor licence can apply for a temporary liquor licence.

In view of the rigid licensing conditions for liquor licence stipulated by the Liquor Licensing Board (listed on the Annex VI of the above-mentioned “A Guide to Application for Liquor Licences and Club Liquor Licences” as attached), it may not be possible for Exhibitors from overseas to obtain liquor licences.

3.24.3 Dutiable Commodities Ordinance

Exhibitors must pay attention to the provisions of the Dutiable Commodities Ordinance (Cap. 109 of the Laws of Hong Kong) and its subordinate legislation including but not limited to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong) which set forth the rules and regulations relating to the taxation, manufacturing/import/export, sale, supply, gift, dealing and control of liquors in Hong Kong.

The Ordinance defines “liquor” as any liquid which contains more than 1.2% of ethyl alcohol by volume except (a) denatured spirits; (b) any such liquid that is an ingredient in any goods, if that liquid cannot be converted to pure ethyl alcohol or to an intoxicating liquor or if such a conversion would not be economical. Under the Ordinance, “intoxicating liquors” includes spirits, liqueurs, wines, beer and all other liquors fit or intended for use as a beverage.

1. Taxation

With the coming into operation of the Duty Commodities (Amendment) Ordinance (2008) on 27 February 2008, duty shall be payable on the following types of liquor at the rates, expressed as a percentage of the value (calculated in accordance with section 26A of the Dutiable Commodities Ordinance), set out opposite to each type of liquor :

| Type of Liquor : | Rate |
|--|-------------------|
| Liquor with an alcoholic strength of more than 30% by volume measured at a temperature of 20 °C | 100% |
| Liquor, other than wine, with an alcoholic strength of not more than 30% by volume measured at a temperature of 20 °C (e.g. beer, cider, perry, etc) | 0% |
| Wine (e.g. red and white table wines, champagne, sherry, etc) | 0% |
| Where there is no or insufficient information available from which the Commissioner of Customs and Excise (or any officer authorized by him in that behalf) is able to determine the value of any quantity of liquor of less than 12 litres, imported at any time in one consignment, duty payable on such liquor is assessed at a fixed rate. | HK\$160 per litre |

2. Manufacturing / Import / Export

Licence is required for the importation, exportation and manufacturing of dutiable liquors including wine and liquor with an alcoholic strength of not more than 30% which are classified as zero-rated goods. Exhibitors should check with their own legal advisors or the Customs and Excise Department (“Customs”) on the current licensing and permit control arrangements which may be amended from time to time. Updates of news regarding the arrangements can be obtained from the Customs and Excise Department at www.customs.gov.hk/en/home/index.html.

For the time being, Exhibitors should take note of the following:

- (1) Customs may require any imported intoxicating liquor (for which a standard of quality is prescribed to be accompanied by a certificate of origin from the place where the liquor was made) to be certified as to the type, nature and quality of that liquor. Certificates of origin for brandy, whisky and rum shall contain such analytical and other particulars as will enable the liquor to be readily identified.
- (2) The name of the place of origin of port not produced in the Alto Douro district in Portugal, or sherry not produced in Jerez de la Frontera in Spain, shall be clearly marked on every container thereof.
- (3) For zero-rated goods imported in a single shipment for commercial purpose, no licence or permit is required if the value of the goods is less than \$5,000 but for goods with a value at \$5,000 or above, Customs will detain the goods and inform the owner to apply for an import licence and removal permit with the Department's Office of the Dutiable Commodities Administration.
- (4) The existing licence and permit control arrangements continues to apply on (i) zero-rated goods if imported by companies for commercial purpose under a regular annual licence goods and (ii) the removal of zero-rated goods from one warehouse to another, or for export.
- (5) For zero-rated goods for release to the local market, Customs will still issue a Removal Permit for Duty-paid Goods (despite zero duty) but with a special endorsement specifying that the duty on the subject goods is 0% of the value of the goods, and the goods will be regarded as duty-paid goods for the purpose of the Dutiable Commodities Ordinance. Zero-rated goods without such endorsement on the permits will be regarded as dutiable goods and subject to control under the Ordinance.

3. Sale or Supply

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), the sale of liquor is prohibited:-

- (i) at any premises for consumption on those premises; or
- (ii) at a place of public entertainment or a public occasion for consumption at the place or occasion except on the authority of a liquor licence or a temporary liquor licence.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine of \$1,000,000 and imprisonment for 2 years.

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), the sale of intoxicating liquor from a vending machine is prohibited.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine of \$50,000.

4. Control

4.1. Legal age of consumption of intoxicating liquor

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), it is an offence:-

- (i) for a liquor licensee to permit any person under the age of 18 years to drink any intoxicating liquor on any licensed premises. Any person who contravenes this regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months; and
- (ii) for any person to, in the course of business, sell or supply (including but not limited to giving as a gift) intoxicating liquor to any person under the age of 18. Any person who contravenes this regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000). on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months.

4.2. Employment

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), it is an offence:--

- (i) at any time any person under the age of 15 years; or
- (ii) between the hours of 10 p.m. and 6 a.m. any person under the age of 18 years; or
- (iii) between the hours of 6 a.m. and 10 p.m. any person under the age of 18 years except with the written permission of the Liquor Licensing Board.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months.

No Exhibitor (or employee of any Exhibitor) under the age of 18 will be admitted.

4.3. Labelling of liquor for local consumption

Regulation 67A of the Dutiable Commodities (Liquor) Regulations (Cap.109B of the Laws of Hong Kong) requires that every container containing liquor that is imported into or manufactured in Hong Kong for local consumption shall bear a label on which is printed the alcoholic strength, or the range of alcoholic strength, of the liquor and the label shall:

- (a) include the information needed which is printed legibly in English letters, Chinese characters, Arabic numerals or the symbol “%”, or any combination of them, unless the Commissioner of Customs and Excise otherwise authorizes in writing to be in other languages;
- (b) be securely affixed to or be part of the container; and
- (c) be so placed as to be clearly visible.

The importer or manufacturer in Hong Kong who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000).

3.24.4 Other Applicable Laws

In addition to the Dutiable Commodities Ordinance, Exhibitors should take note of other relevant laws and regulations including but not limited to the following: -

1. Counterfeit Alcoholic Liquor

Section 52(2) of the Public Health and Municipal Services Ordinance (Cap.132 of the Laws of Hong Kong) makes it an offence for any person who for the purpose of sale keeps in any container any liquid which is not of the nature, or not of the substance, or not of the quality, of the alcoholic liquor (meaning spirits, liqueurs, wines and Chinese type liquor) which, by reason of the labelling or other marking of such container, it appears to be.

2. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 effective 19 July 2013

In response to strong public demands for enhancing protection of consumers against other commonly seen unfair trade practices in consumer transactions, the Hong Kong Special Administrative Region has completed a review of the existing consumer protection legislation and proposed improvements through amendments to the Trade Descriptions Ordinance. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 (Amendment Ordinance) was eventually passed on 17 July 2012 by the Legislative Council and its key changes include:

- the expansion of the definition of “trade description” in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;
- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define “services” under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions to promote adherence to the TDO.

The Amendment Ordinance came into operation on 19 July 2013. Exhibitors are reminded to read the Amendment Ordinance in detail to avoid possible offences, in particular the usage of terms in relation to prices and puffery claims (like “sale”, “original price”, “reduced price”, “lowest price”, “best seller” etc), bait advertising etc. For enquiries on the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, please contact the Customs and Excise Department at (852) 2815 7711 or visit http://www.customs.gov.hk/en/whats_new/tdspg/index.html.

Hong Kong Trade and Development Council

通告 17 葡萄酒及烈酒有關法律和規例

參展商應仔細閱讀「參展商手冊」內第 3.24 項，並確保完全符合所述的有關法律、規例和條件的規定。

3.24.1 注意

由於參展商須就其於展覽會中的活動及參與而招致的投訴 / 訴訟承擔所有責任，參展商必須於展覽期間自行遵守所有有關法例及規定。參展商須特別注意，如在展覽場地中任何售賣或供應酒類，則僅在下列情況下被視為合法：

- (i) 被售賣、贈送或供應酒類的人（包括但不限於任何參展商、訪客、買家及/或消費者）為十八歲或十八歲以上人士；
- (ii) 除領有酒牌的參展商外，嚴禁在售賣酒類後即場飲用。在任何情況下，任何十八歲以下的人都不允許現場飲酒；及
- (iii) 在展覽場地的攤位或指定的試酒區內試酒將不被視為即場飲用酒類。在任何情況下，任何十八歲以下的人都不允許現場品嚐酒。

3.24.2 酒牌

根據香港法律，任何人士如有意在任何地方售賣酒類飲品，以借人在該處所內飲用，必須在經營有關業務前領有酒牌。

參展商可向酒牌局申請酒牌，有關表格可於http://www.fehd.gov.hk/tc_chi/forms/fehb106.pdf網頁內下載。關於酒牌的申請及要求可以在網頁www.fehd.gov.hk/tc_chi/licensing/ll-cll-appguide.doc下載由食物環境衛生署印製的“如何申請酒牌及會社酒牌參考資料”。有關詳情，參展商可聯絡食物環境衛生署的酒牌辦事處，其網址為www.fehd.gov.hk/ 及查詢電話為(香港:(852) 2879-5728; 九龍:(852) 2729-1237 及新界:(852) 3183-9255)。

酒牌持有人必須親自管理在酒牌上批准處所內的酒類隻售賣或飲用。每個酒牌持有人必須為自然人且其最多可獲得一個酒牌，如果想在其他處所或公共地方舉行的一些項目中售賣或供應酒類以供飲用，現有酒牌持有人必須向香港警務處警察牌照課(香港灣仔軍器廠街一號警察總部警政大樓十二樓至十三樓，電話(852) 2860-6524)申請臨時酒牌。在繳付規定費用後，基於警務處處長可能附加的任何條件，方能發出臨時酒牌。只有酒牌持有人才可以申請臨時酒牌。

由於酒牌局規定的嚴格持牌條件(列於上述“如何申請酒牌及會社酒牌參考資料”中)，海外參展商未必可以申請酒牌。

3.24.3 應課稅品條列

參展商必須注意，應課稅品條列(香港法例第 109 章) 及其附屬法例，包括但不限於應課稅品(酒類)規例(香港法例第 109B 章)對於酒類在香港的課稅，製造 / 進口 / 出口，銷售，供應，贈送處理及管制之規定。

應課稅品條例中，將酒類釋義為任何以量計含有多於 1.2%乙醇的液體但不包括(a)變性酒精；(b)作為任何貨品中的一種成分的任何液體(如該液體不可改變為純乙醇或令人醺醉的酒類，或將該液體如此改變是不符合經濟效益的)。本條例適用於酒類時“令人醺醉的酒類”包括酒精、力嬌酒、葡萄酒、啤酒，以及所有其他適合或擬作為飲品飲用的酒類。

1. 課稅

根據於 2008 年 2 月 27 日生效之《應課稅品(修訂)條例》，以下各種酒類須按與之對應的稅率繳稅，稅率以價值（按照《應課稅品條例》第 26A 條計算）的百分率表示：

| 酒類： | 稅率 |
|--|--------------|
| 在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類 | 100 % |
| 在攝氏 20 度的溫度下量度所得酒精濃度以量計不多於 30% 的酒類，葡萄酒除外（例如啤酒、蘋果酒、梨酒等等） | 0 % |
| 葡萄酒（例如紅餐酒、白餐酒、香檳、雪利酒等等） | 0 % |
| 如無可用資料或資料不足，使關長（或關長為評定須繳稅款而授權的任何人員）無法釐定在任何時間以一批托運的形式進口而分量少於 12 升的酒類的價值，須繳於該批酒類之稅款則以定額稅率作出評估。 | 每升 160 港元 |

2. 製造/進口/出口

對於應課稅酒類(包括葡萄酒，即酒精濃度以量計不多於 30%)的進口、出口及製造，必須領有牌照。參展商必須向其法律顧問或香港海關查詢關於有可能不時更改的現行牌照及許可證管制的安排。對於有關安排的更新，可以在香港海關的網站www.customs.gov.hk/eng/content_e.htm內取得有關資料。

參展商應注意以下內容：

- (1) 海關可規定任何進口的已訂明品質標準的令人醺醉的酒類，須連同一份由配製該等酒類的地方發出的證明書(本規例下文稱為產地來源證)，證明該等酒類的種類、性質和品質。拔蘭地酒、威士忌酒和秣酒的產地來源證，須載明使酒類輕易獲得辨別的分析詳情及其他詳情。
- (2) 並非在葡萄牙 Alto Douro 區生產的砵酒，或並非在西班牙 Jerez de la Frontera 區生產的雪利酒，其每一容器上須清楚地標明來源地的名稱。
- (3) 零稅率貨品以單一次商業付運形式進口作商業用途，如貨品價值少於 5,000 元，便無需申請進口牌照或許可證，但如貨品價值為 5,000 元以上，海關會扣留該批貨物，並通知貨主前往部門的應課稅品科申請進口牌照及搬運許可證。
- (4) 現行牌照及許可證管制將繼續適用於(i)如公司運用正式的一年牌照進口零稅率貨品作商業用途及(ii)將零稅率貨品從一個保稅倉移往另一個保稅倉、或出口往外地。
- (5) 如貨品需運往本地市場銷售時，儘管貨品無須繳稅，海關仍會簽發一張「已完稅貨品移走許可證」，並在證上附有特別批註，標明該貨品的稅款是貨品價值的 0%，就《應課稅品條例》而言，該貨品已被視為已完稅貨品。零稅率貨品的許可證如沒有這項批註會被視作應課稅品處理，並受條例管制。

3. 售賣或供應

根據應課稅品(酒類)規例(香港法例第 109B 章)，除根據酒牌或臨時酒牌外，不得：—

- (i) 在任何處所售賣酒類以供在該處所飲用；或
- (ii) 在任何公眾娛樂場所或公眾場合售賣酒類以供在該場所或場合飲用。任何人違反以上條例，即屬犯罪，一經定罪，可處罰款\$1,000,000 及監禁 2 年。

根據應課稅品(酒類)規例(香港法例第 109B 章)，任何人不得以銷售機售賣令人醺醉的酒類。任何人違反以上條例，即屬犯罪，一經定罪，可處\$50,000 罰款。

4. 限制

4.1 飲用令人醺醉的酒類的法定年齡

根據應課稅品(酒類)規例(香港法例第 109B 章)，

- (i) 任何持牌人不得准許任何未成年人或任何 18 歲以下的人在任何領有牌照處所飲用令人醺醉

的酒類。任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)及監禁 6 個月。

(ii) 任何人不得在業務過程中，向任何 18 歲以下的人售賣或供應（包括但不限於贈送）令人醺醉的酒類。任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)。

4.2 僱用

根據應課稅品(酒類)規例(香港法例第 109B 章)，持牌人不得在領有牌照處所或其附近，或就在該處所經營的業務而—

- (i) 在任何時間僱用或准許僱用任何 15 歲以下的人；或
 - (ii) 在晚上 10 時至上午 6 時一段期間僱用或准許僱用任何 18 歲以下的人；或
 - (ii) 在上午 6 時至晚上 10 時一段期間僱用或准許僱用任何 18 歲以下的人，除非獲酒牌局書面准許。
- 任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)及監禁 6 個月。

4.3 為本地飲用的酒類加上標籤

應課稅品(酒類)規例第 67A 條例(香港法例第 109A 章) 要求每個盛載進口香港或在香港製造以供本地飲用的酒類的容器須附有印上該酒類的酒精濃度或酒精濃度幅度的標籤。標籤須：—

- (a) 載有用英文字母、中文字樣、亞拉伯數字或“%”符號，或其任何組合以清晰可讀方式印上的所需的資料，但已獲關長以書面授權採用其他語文者除外；
- (b) 穩固地加於容器上或屬容器的一部分；及
- (c) 置於清楚可見的位置。

任何香港入口商或製造商違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)。

3.24.4 其他適用法例

除了應課稅品條例外，參展商應注意其他有關法例及規定，包括但不限於以下內容:-

假酒類

根據公眾衛生及市政條例的第 52(2)條例(香港法例第 132 章)，任何人如以容器存盛液體作出售用途，而該液體的性質、物質或品質與該液體因容器上標籤或其他標記而看似所屬的酒類(指烈酒、甜酒、葡萄酒及中國酒)所具有者不符，即屬犯罪。

(此中文版本僅供參考，一切以英文版本為準。)

香港貿易發展局



Circular 18 Compliance with Applicable Laws and Regulations

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

- Trade Descriptions Ordinance (Cap. 362) and its subsidiary legislations – which imposes, amongst others, prohibitions against application of false trade description to goods or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark; and prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment. Specific requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.
- Under the Dangerous Drugs Ordinance (Cap. 134), which regulates, amongst others, import, export and supply of dangerous drugs; and the prescription and administration of dangerous drugs. The Ordinance also criminalises the possession and trafficking of dangerous drugs. Exhibitors should note that from 1 February 2023 onwards, cannabidiol (commonly known as “CBD”) is included within the definition of dangerous drugs under the Ordinance. Exhibitors should not supply, possess or in any way deal in or with any items containing cannabidiol.
- Consumer Goods Safety Ordinance (Cap. 456) – which imposes a duty on manufacturers, importers and suppliers of consumer goods to ensure that the consumer goods supplied are safe. Consumer goods refers to any goods which are ordinarily supplied for private use or consumption (except those specified in the Ordinance) and includes the packaging of the consumer goods.
- Sales of Goods Ordinance (Cap. 26) – which codifies the law relating to the sale of goods, including formation, effects and performance of the sales contract, implied terms of the contract, rights of the parties and consequences of breach of the contract.
- Supply of Services (Implied Terms) Ordinance (Cap. 457) – which consolidates the law with respect to the terms to be implied in contracts for the supply of

services, including implied terms as to care, skill, timing of performance and consideration.

- Import and Export Ordinance (Cap.60) – which imposes, amongst other, restrictions on and requirements for import and export of articles to and from Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.
- Prevention of Bribery Ordinance (Cap. 201) – which makes provisions for the prevention of bribery and other related matters.
- Personal Data (Privacy) Ordinance (Cap.486) – which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the data protection principles as listed under the Ordinance.
- Copyright Ordinance (Cap.528) – which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) – which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) – which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) – which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Pyramid Schemes Prohibition Ordinance (Cap.617) – which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Undesirable Medical Advertisements Ordinance (Cap. 231) – which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases as prescribed in the Ordinance. (See 3.27.14 below)
- Electricity Ordinance (Cap.406) – which provides for, amongst others, safety requirements for electrical products, meaning any current-using equipment, lighting fitting or accessory that uses low voltage or high voltage electricity.

Ref: 2024_06_1st Circular

- Air Pollution Ordinance (Cap. 311) – which makes provision abating, prohibiting and controlling pollution of the atmosphere, including prohibiting the manufacture in or import into Hong Kong certain regulated consumer products (such as hairspray) that contain volatile organic compound content in excess of the prescribed limit.
- Public Health and Municipal Services Ordinance (Cap.132) – which regulates, amongst others, the preparation and adulteration of food and drugs and provides for protection to purchasers of food and drugs by prohibiting sale of food or drugs unfit for human use and false or misleading labeling or advertising of the same. (See 3.27 below)
- Control of Obscene & Indecent Articles Ordinance (Cap.390) – which controls articles which contain material that is obscene or indecent (including material that is violent, depraved or repulsive).
- Toys and Children’s Products Safety Ordinance (Cap. 424) – which provides for, amongst others, safety standards for children’s toys, specified chattels used in association with children.
- Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) – which regulates the import, export, and possession or control of certain endangered species of animals and plants. (See 3.27.16 below)
- Waste Disposal Ordinance (Cap. 354) – which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste.
- Firearms and Ammunitions Ordinance (Cap. 238) – which makes provisions for the control and licensing on the possession and dealing in arms and ammunition.
- Weapons Ordinance (Cap. 217) – which prohibits the possession of certain weapons.
- Product Eco-responsibility Ordinance (Cap 603) – which introduces measures to minimize the environmental impact of certain types of products; and provides for related matters.

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

Warranties

Each Exhibitor hereby represents and warrants to the Organiser that all products,

services, promotional, advertising and other materials displayed, exhibited, offered, distributed and supplied by the Exhibitor for, in relation to and at the Exhibition and all other activities of the Exhibitor at the Exhibition:

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

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

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that the

Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

Indemnity

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

Hong Kong Trade Development Council



通告 18 遵守適用法律及規章

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

- 商品說明條例 (第 362 章) 及其附屬法例 - 該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。
- 《危險藥物條例》(香港法例第 134 章) - 該條例對危險藥物的進口、出口和供應以及危險藥物的處方和施用等進行了規範。於該條例下，管有和販運危險藥物，均屬刑事罪行。參展商應注意，從 2023 年 2 月 1 日起，大麻二酚 (俗稱 "CBD") 已被納入該條例下危險藥物定義範圍內。參展商不應供應、擁有或以任何方式處置含有大麻二酚的物品。
- 消費品安全條例 (第 456 章) - 該條例向製造商、進口商及供應商施加確保所供應的消費品屬安全的責任。消費品是指一般供應予私人使用或耗用 (該條例中所指明的貨品除外) 的任何貨品，並包括供應該等貨品時所用的包裝。
- 貨品售賣條例 (第 26 章) - 該條例編纂有關貨品售賣的法律，包括售賣合約的訂立、效力及履行、合約的隱含條款、合約雙方的權利及違約的後果。
- 服務提供 (隱含條款) 條例 (第 457 章) - 該條例綜合有關服務供應合約中隱含的條款的法律，包括有關謹慎、技術、履行時間及代價的隱含條款。
- 進出口條例 (第 60 章) - 該條例其中施加有關在香港輸入及輸出物品以及對已經輸入香港的物品在香港境內的處理及運載的限制及就此作出有關規定。尤其是，該條例規定了在香港禁止進口及出口的物品。
- 防止賄賂條例 (第 201 章) - 就防止賄賂及其他相關事項訂立條文。
- 個人資料 (私隱) 條例 (第 486 章) - 該條例藉向資料使用者施加須遵守該條例下所列的保障資料原則的責任及其他條文規定以保障有關個人資料的私隱。
- 版權條例 (第 528 章) - 該條例就版權及其他相關權利的保護及執行訂立條文。
- 註冊外觀設計條例 (第 522 章) - 該條例就註冊外觀設計權利訂立條文。

- 商標條例 (第 559 章) - 該條例就商標註冊及包括註冊商標的保護及執行的相關事項訂立條文。
- 專利條例 (第 514 章) - 該條例就專利註冊及包括註冊專利的保護及執行的相關事項訂立條文。
- 禁止層壓式計劃條例 (第 617 章) - 該條例禁止推廣、知情參與及誘使他人參與層壓式計劃。
- 不良廣告(醫藥)條例 (第 231 章) - 該條例其中條文禁止發佈可能導致他人使用該條例中所訂明的某些疾病的任何藥物、外科用具或療法的廣告。(見下列 3.27.14)
- 電力條例 (第 406 章) - 該條例其中就電氣產品 (指使用低壓或高壓電力的任何用電器具、照明配件或附件) 的安全規格訂立條文。
- 空氣污染管制條例 (第 311 章) - 該條例就消滅、禁止與管制大氣污染訂立條文。其中包括禁止在香港製造或進口所含的揮發性有機化合物成分超出所規定限額的若干受規管消費品 (例如髮膠)。
- 公眾衛生及市政條例 (第 132 章) - 該條例其中就規管食物及藥物的配製及攪雜並就藉禁止售賣不宜供人使用的食物或藥物或該等食物或藥物的虛假或誤導標籤或廣告而對食物及藥物購買人提供保障訂立條文。(見下列 3.27)
- 淫褻及不雅物品管制條例 (第 390 章) - 管制內容屬於或含有淫褻或不雅資料(包括暴力、腐化或可厭的資料)的物品。
- 玩具及兒童產品安全條例 (第 424 章) - 該條例其中就兒童玩具及指明的兒童用品的安全標準訂定條文。
- 保護瀕危動植物物種條例 (第 586 章) - 該條例對一些瀕危的動物和植物物種的進口、出口、擁有或控制作出管制。(見下列 3.27.16)
- 廢物處置條例 (第 354 章) - 該條例規管廢物的處理、儲存、收集及處置, 包括廢物處理、再加工和回收。
- 火器及彈藥條例 (第 238 章) - 該條例規管火器及彈藥的管有和經營的牌照事宜。
- 武器條例 (第 217 章) - 該條例禁止持有某些武器。
- 產品環保責任條例 (第 603 章) - 該條例引入減少某些類型產品對環境影響的措施並提供相關事宜。

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

保證

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

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

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

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

彌償

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

香港貿易發展局



Circular 19 Issues related to Trade Mark

During the 'HKTDC Food Expo and Hong Kong International Tea Fair', Hong Kong Customs and Excise Department will take proactive actions against suspected trade mark infringement activities. Such as authentication of the infringed trade mark with the trade mark owners, attend the venue to handle infringement complaints, etc. Customs will vigilantly monitor infringement activities to protect the rights of intellectual property rights owners. Customs would like to pass the message through HKTDC to remind all exhibitors, to ensure that all products sold are genuine to avoid breaking the law.

In case of enquiry or reporting of infringement activities, please call: Customs' 24-hour hotline at 2545-6182. All information will be treated strict confidence!

Hong Kong Trade Development Council

通告 19 註冊商標事宜

在「香港貿發局美食博覽 及 香港國際茶展」期間，香港海關會就任何涉嫌侵犯註冊商標的活動，採取積極的跟進行動，包括聯絡商標持有人核實受侵犯的商標、到場處理有關的侵權投訴等。海關並會加倍留意涉及任何刑事侵權的行為，竭力保障知識產權擁有人的權益。海關欲透過本局向各參展單位呼籲，參展單位應注意所出售的貨品有否涉及侵犯知識產權的行為，以免觸犯法例。

如有任何查詢或舉報侵犯知識產權的活動，請即致電海關二十四小時舉報熱線: 2545-6182。一切資料將絕對保密!

香港貿易發展局

Circular 20 Practice for Metal Scaffolding Safety

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

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact [Mr. Abel Kwan](mailto:abel.kwan@hktdc.org) (Tel: 852- 2240 5466). You may also visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

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

Hong Kong Trade Development Council

通告 20 金屬棚架安全守則

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

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與[關志文先生](mailto:kwon@hktdc.org)（電話：852-2240 5466）聯絡。

香港貿易發展局

Circular 21 Guidance to Custom Built exhibitors for on-site usage of electricity

- 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 21 特裝參展商注意事項 - 現場使用電力指引

- 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，展會後配電總制尚未關掉，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 22 Special Safety Reminder for Standard Booth and Custom-Build Stand Design

Please visit “Exhibitors’ Centre”, “Order Form Electronic Version” at <https://www.hktdc.com/event/hkfoodexpo/en> for accessing Form 1~6 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 all kinds of alterations in whatever nature to the structure of the booths or removal of 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 **4 July 2024**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **4 July 2024**.

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 aluminium profile or structure or panels or fascia 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 without limitation 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, exterior of or space above their booth areas (whether or not in adherence to the requirements);

- c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organiser's agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his 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. The Exhibitor shall fully indemnify the Organiser in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alternation/modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

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 13 Aug 2024** for wood-work assembly inside booth. Failing to comply with the move-in/out schedule, the site work deposit will be fully deducted **without prior notice**.

To gain access to the venue for contracting work, please complete **Form 6** (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 (18 July 2024) will not be entertained.**

Move-in/move-out schedule set by the Organiser should be strictly followed. 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 2400 hrs on 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 Manvy Chan at phone: (852) 2240 5471, fax: (852) 2280 5798 or email: manvy.wm.chan@hktdc.org.

Distribution of Contractor's Badges & Vehicle Passes

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

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.

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

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@hktdc.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>.

For Custom-built Participation Exhibitors, **Form 1** (Custom-built Participation Contractors’ Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr Aston Fong (aston.wh.fong@hktdc.org), Exhibition Services, Hong Kong Trade Development Council for review no later than **4 July 2024**. 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 |
| Self-standing speakers and/or lighting towers | ≤2.5m | >2.5m |
| 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 to Organiser by 4 July 2024 | By email | 4 original copies with structural calculations* |
| Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 14 August 2024 | 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 14 August 2024 | Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7) | |
| * 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 | | |
| * The Government Authorizes has the sole right to determine the safety of booth structure, | | |

exhibitors and contractors should fulfil their comments at all times

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.

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 up to (sqm) | Single/Double-Storey Construction | | Remarks |
|------------------------------|--------------------------------------|---------------------------------|---|
| | Contractor's Badge | Vehicle Pass (move-in & out) | |
| 27 | 10 | 2 | 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 |
| 60 | 20 | 4 | |
| 120 | 30 | 6 | |
| 180 | 45 | 8 | |
| 288 | 60 | 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 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.

2) 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 Aston Fong
Exhibition Services Department
Hong Kong Trade Development Council
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

3) 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.

- 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 **4 July 2024**.
 - c) We do not accept payment by cheque after **4 July 2024**, please settle by transfer.

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 (i.e. 13-20 August 2024)**. A copy of the public liability insurance policy should be provided to the Organiser by **4 July 2024**.

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\$ 2,900 |
| 21~50 sqm | HK\$ 4,200 |
| 51~100 sqm | HK\$ 5,650 |
| 101~500 sqm | HK\$ 6,900 |

Over-time Move-out, i.e. working after 2400hrs (midnight) on the last show day. Charges will be calculated on multiple of hours according to its stand location.

| Location | Charges per booth per hour for working on the day following last show day | |
|-----------------------------|---|--|
| | Booth dismantling From 0001 hrs | Booth dismantling / Waste clearing From 0301 hrs |
| Hall 1A, 1B, 1C, 1E, 3C, 3E | HK\$ 28,900 | HK\$ 57,800 |
| Hall 1D, 3D | HK\$ 20,850 | HK\$ 41,700 |
| Hall 3B | HK\$ 24,050 | HK\$ 48,100 |
| Hall 3F, 3G, 5F, 5G | HK\$ 30,550 | HK\$ 61,100 |
| Hall 5B+C | HK\$ 52,050 | HK\$ 104,100 |
| Hall 5D | HK\$ 8,150 | HK\$ 16,300 |
| Hall 5E | HK\$ 31,350 | HK\$ 62,700 |
| Grand Hall | HK\$ 20,600 | HK\$ 61,200 |
| Grand Foyer | HK\$ 16,550 | HK\$ 33,100 |
| Convention Hall A, C | HK\$ 4,150 | HK\$ 8,300 |
| Convention Hall B | HK\$ 6,050 | HK\$ 12,100 |

| | | |
|------------------|-------------|-------------|
| Convention Foyer | HK\$ 13,750 | HK\$ 27,500 |
| Theatre Foyer | HK\$ 3,650 | HK\$ 7,300 |

- 1) Charges for reference only, subject to change by CEC.
- 2) 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 | Single-Storey Construction 4.5m Two-Storey Construction 5m |
| Convention Foyer, Grand Foyer | 4.5m |
| 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 |
| Remarks: *Applicable for two-storey construction | |

Smoke Curtain

For any stand situated within $\pm 0.5\text{m}$ 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://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch.html?reg_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. **14 August 2024**. 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 **24 July 2024**. 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. **14 August 2024**. 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. **14 August 2024**, as documentary proof of compliance for submission to the Fire Services Department. Please refer to

<https://www.hkfsd.gov.hk/chi/source/Completion%20of%20FS251%20II.pdf> 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 two-storey construction, at least one functional extinguisher **MUST** be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

Based on the rules & regulations which announced by Venue Operator, all the ceiling

cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day. (that is **14 August 2024**).

Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.

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.

4.2.9 Reflective Vest/Belt

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/Belt. 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 & Ladders

Using ladders of height on or above 2 meters is strictly prohibited in the HKCEC. Failing so, the user will be asked to leave the Exhibition premise immediately.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform, platform ladder etc...). 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.

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

According to HKCEC new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at

[http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf) for the Selection of Ladders and Safety Standards.

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.

4.2.12 Waste Reduction and Recovery Measures

The HKSAR Government unveiled the Waste Reduction Framework Plan in 1998 and the Waste Reduction Guidebook for Large Scale Event Organisers (Green Event Guideline) in December 2017, which set out various guidelines and initiatives on waste reduction and recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

Marketing Stage

- 1) Consider using sustainable communication and marketing channels.
- 2) Utilise publicity via e-channels such as e-brochures and e-leaflets and provide QR code to download.
- 3) Choose green promotional giveaways while minimizing their packaging materials.

Booth Design Stage

- 1) Plan for waste reduction before on-site operation to minimize unnecessary 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.
- 5) Avoid using energy intensive appliances.

Booth 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.



The Green Event Guidebook is available on Environmental Protection Department's website for reference:

https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm

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 neighbouring stands should be smooth and well dressed in plain colour 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

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| 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 **without prior notice**.

| 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 colour 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 structure. | 50% |
| 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 | HK\$500/cbm |

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| | be disposed without prior notice. Extra removal charges will be incurred. | |
| 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 22 標準攤位及特裝攤位設計之特別安全提示

請瀏覽網頁<https://www.hktdc.com/event/hkfoodexpo/tc>「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六。

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，參展商不得以任何形式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 **2024年7月4日** 前交回主辦機構。

如有需要刪除任何標準設施，請於 **2024年7月4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或公司名牌上均不能以任何方式附加任何額外的展台裝置、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，包括但不限於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、外部及上空裝飾〔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，包括但不限於參展商、參展商代理人、代表、承建商、僱員、主辦機構代理人或僱員、參觀人士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、參展商代理人、代表、承建商、僱員或第三方的緣故，或者因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〔包括但不限於死亡或身體受傷〕；
 - 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。就參展商、參展商代理人、代表、承建商、僱員或第三方因經未批准於展台進行修改或改造所引致任何人士的個人或財物損失，參展商必須向主辦機構作出全數彌償。

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 **2024 年 8 月 13 日下午 6 時後** 進場進行木器裝嵌的展台佈置。未能遵守大會指定時間進場及離場者，大會將扣除全數施工按金而不須事先通知。

若參展商委託之承建商需要提早進場，請填妥 **表格六**〔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〔**2024 年 7 月 18 日**〕前一併交付主辦機構。**恕不接受逾期申請。**

必須遵守主辦機構的進場及離場時間。所有佈置須於完展當天晚上 6 時至 7 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完展當晚午夜 2400 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，歡迎貴公司與陳惠美小姐聯絡，電話：〔852〕2240 5471；傳真：〔852〕2270 5798；電郵：manvy.wm.chan@hktcd.org。

承建商證及車輛通行證分發數量

| 攤位面積達〔平方米〕 | 標準展台佈置 | |
|------------|--------|--------------|
| | 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 <https://www.hktdc.com/event/hkfoodexpo/tc> 「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 **2024 年 7 月 4 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 方詠鴻先生〔aston.wh.fong@hktdc.org〕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 |
| 獨立揚聲器和/或照明燈架連燈 | ≤2.5 米 | >2.5 米 |
| 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 2024 年 7 月 4 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 2024 年 8 月 14 日 下午 3 時或之前投放到「攤位設施」之收集箱 | 1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕 | |
| 於 2024 年 8 月 14 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 * 政府相關部門就一切展位結構性安全保留最終裁決權，各參展商及承建商在任何時候必須依從他們發出之要求而作出配合 | | |
| 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〕 | |
| 27 | 10 | 2 | 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 |
| 60 | 20 | 4 | |
| 120 | 30 | 6 | |
| 180 | 45 | 8 | |
| 288 | 60 | 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) 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。

2) 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 方詠鴻先生收
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。

3) 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。

- 備註：
- 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。
 - 施工按金須於 **2024 年 7 月 4 日或之前**繳交/入帳。
 - 於 **2024 年 7 月 4 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〔即 2024 年 8 月 13 日至 20 日〕。承建商須於 **2024 年 7 月 4 日**或之前將其公眾責任保險單副本交予主辦機構。

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 | 2,900 港元 |
| 21~50 平方米 | 4,200 港元 |
| 51~100 平方米 | 5,650 港元 |
| 101~500 平方米 | 6,900 港元 |

離場超時租場—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 | |
|-----------------------|------------------------|---------------------------|
| | 拆卸攤位 由 0001 起 | 拆卸攤位 / 清理搭建物料 由 0301 起 |
| 展覽廳 1A、1B、1C、1E、3C、3E | 28,900 港元 | 57,800 港元 |
| 展覽廳 1D 或 3D | 20,850 港元 | 41,700 港元 |
| 展覽廳 3B | 24,050 港元 | 48,100 港元 |
| 展覽廳 3F、3G、5F 或 5G | 30,550 港元 | 61,100 港元 |
| 展覽廳 5B+C | 52,050 港元 | 104,100 港元 |
| 展覽廳 5D | 8,150 港元 | 16,300 港元 |
| 展覽廳 5E | 31,350 港元 | 62,700 港元 |
| 大會堂 | 30,600 港元 | 61,200 港元 |
| 大會堂前廳 | 16,550 港元 | 33,100 港元 |
| 會議廳 A 或 C | 4,150 港元 | 8,300 港元 |
| 會議廳 B | 6,050 港元 | 12,100 港元 |
| 會議廳前廳 | 13,750 港元 | 27,500 港元 |
| 演講廳前廳 | 3,650 港元 | 7,300 港元 |

- 1) 收費只供參考，以會展中心收費為準。
- 2) 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 | |
|------------------------------------|---------|------|
| | 單層結構 | 雙層結構 |
| * 展覽廳 1A~E、3B~G、5BCEFG、會議廳、大會堂 | 4.5 米 | 5 米 |
| 會議廳前廳、大會堂前廳 | 4.5 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 | |
| 註：* | 可搭建雙層結構 | |

防煙閘

在防煙閣下± 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。

| 防煙閣位置 | 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

所有高度超逾 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://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE

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 2024 年 8 月 14 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 2024 年 7 月 4 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 2024 年 8 月 14 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，完工後須於上述指定時間提交一份證書〔消防表格 251〕到「攤位設施」之收集箱。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁 <https://www.hkfsd.gov.hk/chi/source/licensing/PPA106-Chi-Web.pdf>

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。

按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於 **2024年8月14日下午3時前**直接提交消防裝置及設備證書(FS251)予展館營運者。

展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。

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。

4.2.9 反光背心/帶

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/帶。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

香港會議展覽中心已全面禁止使用 2 米或以上的梯具。若有不遵守者，將被立即要求離開會展中心。

該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台、梯台等高空工作設備。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

若再有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。

香港會議展覽中心已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址：

[http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf)

4.2.11 職業安全及健康條例

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

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

此職業安全及健康條例是因應展館營運者的要求。

4.2.12 減少廢物及回收措施

香港特區政府於 1998 年制定減少廢物綱要計劃及 2017 年 12 月制定的大型活動減廢指南(綠色活動指南)，列出多項指引及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：

市場推廣期

- 1) 考慮利用可持續發展的通訊和市場推廣渠道。
- 2) 善用電子媒介，例如以二維碼下載電子小冊子及電子傳單，供宣傳之用。
- 3) 盡量減少禮品包裝物料及選擇環保禮品。

攤位設計期

- 1) 在場內施工前預先計劃減廢措施，減少產生不必要廢物。
- 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。
- 5) 避免使用高耗電量設備。

攤位裝置及拆除期

- 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。

如需了解更多詳情及指引，參展商可以到環境保護署網站參閱「大型活動減廢指南」：
https://www.wastereduction.gov.hk/tc/assistancewizard/recyc_guideline.htm

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根本安全訓練。

凡進入展館工作的承建商，必須持有平安咭並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 hkcecepc@hkcec.com 或致電〔852〕2582 8888 與展館營運者之項目策劃及統籌部聯絡。

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 駿日街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**施工按金而不須事先通知**。

| 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) 在圍板上鑽鏢絲、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:

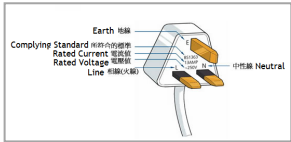
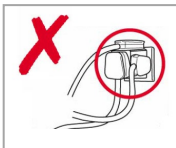
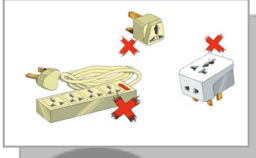





- a) 如施工按金不足以抵償實際支出/收費，主辦機構有權追收承建商之差額。
- b) 即使參展商/承建商違反其他罰則/條例，主辦機構有權按需要而扣減其施工按金。
- c) 主辦機構對參展商/承建商因違反罰則/條例而棄置物品之遺失及損失概不負責。
- d) 主辦機構有權禁止慣性違規者及/或其公司在主辦機構所主辦項目之所有工作。
- e) 從施工按金所作的扣款不應影響主辦機構根據規例可提出的其他權利及申索。
- f) 如有任何爭議，主辦機構的決定屬最終決定並具約束力。

倘中英文本有所差異，概以英文本為準。

香港貿易發展局

Circular 23 Guidance to exhibitors for on-site usage of electricity and fair system and furniture

- 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 complies 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 staffs will inspect it constantly and reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
- For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair.
- Exhibitors who have rented the 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 ordered 24 hours power supply should pay special attention)
- No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter **ONLY**. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.
- Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.

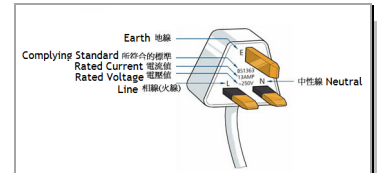
The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

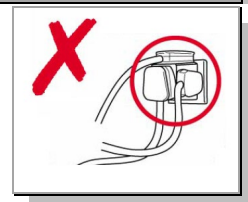
Exhibition Services, Hong Kong Trade Development Council

通告 23 現場使用電力及攤位結構及傢俱安全指引

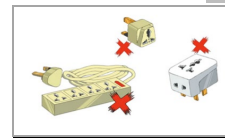
- 攤位若附設大會提供之電力插座(後加除外)，其最大用電量只限於 800 瓦(watt) 以下之單一電器使用。
(*尊貴美食區之參展商請參閱展位圖則標示所包括之電力插座之電量)
- 參展商所用之電器用品必須使用符合電力安全規格之三腳插頭(如圖示)。



- 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。現場因斷路須要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。



- 參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。



- 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)

- 攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。



- 每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。



參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

香港貿易發展局 展覽服務部

Circular 25 Special Events Organised by Exhibitors during the Expo & Sound Level Restriction

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.

The use of PA systems or loudhailers is not recommended. In the event that such facilities are to be engaged, please make sure that the sound level will not cause undue disturbances or inconvenience to other exhibitors and visitors. The Organiser will take steps to ensure that the demonstration sound level of loud speakers should **not exceed 75 dB(A)** at the boundaries of your display sound level. Demonstration of exhibits found to be objectionable due to noise level will be closed down on the third warning and the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all employees operating audio/visual equipment located in their exhibit area.

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 via email / fax **on or before 15 July 2024.**

| | Contact | Tel | Fax | E-mail |
|---------------------------------|-----------------|-----------------|-----------------|---------------------------|
| Food Expo (Public Hall) | Mr Michael Chan | (852) 2240 4325 | (852) 2270 5779 | michael.ch.chan@hktdc.org |
| Food Expo (Gourmet Zone) | Ms Keira Chan | (852) 2240 4314 | (852) 2169 9687 | keira.yi.chan@hktdc.org |

Hong Kong Trade Development Council

通告 25 有關於攤位內舉行的特別節目之事宜 及 擴音器聲量控制

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。

另外,展覽期間,參展商請盡量少用擴音器,以免滋擾或妨礙場內其他參展商或參觀人士。主辦機構會採取措施,確保在聲浪範圍之內,示範活動所採用的視聽器材 **不會發出超過 75 分貝 (A 級)** 的音量。如發出的聲浪對其他參展商及參觀人士造成騷擾,主辦機構有權干涉。當發出第三次警告時,因聲浪過大而受到非議的展品示範活動必須立即終止,而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材,概由參展商負責,而其僱員在操作此等器材時的行為,須由參展商監督。

貴司如有意於攤位內舉行特別節目,煩請 貴司於 **2024 年 7 月 15 日或之前** 以電郵/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。

| | 姓名 | 電話 | 傳真 | 電郵 |
|-----------|-------|-----------------|-----------------|---------------------------|
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