

December 2016

Exhibitor Package for HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017 香港貿發局香港國際鑽石、寶石及珍珠展2017 (參展商須知)

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017**. Please note that the following items will be included in your exhibitor package. If you have any questions, please feel free to contact our colleagues below.

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

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加香港貿發局香港國際鑽石、寶石及珍珠展2017，煩請檢查已領取的資料是否齊全。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟
2016年12月

Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Ms. Ruby Lee 李天慧小姐	(852) 2240 4234	ruby.tw.lee@hktdc.org	(852) 3746 6189
Ms. Josie Yeung 楊芷筠小姐	(852) 2240 4020	josie.ck.yeung@hktdc.org	(852) 3521 3116
Ms. Sharon Li 李凱琪小姐	(852) 2240 4116	sharon.hk.li@hktdc.org	(852) 3746 6781
Ms. Charmian Li 李宛青小姐	(852) 2240 4012	charmian.uc.li@hktdc.org	(852) 3915 2489
Ms. Winnie Law 羅清華小姐	(852) 2240 4056	winnie.cw.law@hktdc.org	(852) 2270 5794
Ms. Sharon Choi 蔡善衡小姐	(852) 2240 4810	sharon.sh.choi@hktdc.org	(852) 3521 3290
Ms. Wengel Fung 馮佩珊小姐	(852) 2240 4584	wengel.fung@hktdc.org	(852) 2169 9106
Ms. Wenky Yip 葉詠琪小姐	(852) 2240 4043	wenky.wk.yip@hktdc.org	(852) 3746 6127

Download Exhibitors' Manual and Order Forms from the Fair Website

於大會網頁下載參展商手冊及申請表格

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:

參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下：

Exhibitors' Manual 參展商手冊:

<http://hkdgq.hktdc.com/manual/manual.htm>

Order Forms 額外設施及服務申請表格:

<http://hkdgq.hktdc.com/manual/order.htm>

(Remarks: Hardcopy will NOT be distributed)

備註：印刷本將不會派發

Order Form Submission Deadline 申請表截止日期

Additional Facilities and Services

額外設施及服務

17 / 1 / 2017

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

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

Item 資料項目	Circular No 通告
1. Checklist of Important Dates 重要日期清單	Special Circular (1) 特別通告(1)
2. Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 特別通告 – 關於印度國民預辦入境登記的更新	Special Circular (2) 特別通告(2)
3. Important Notice on Insurance 特別通告 – 參展商須自行投保	Special Circular (3) 特別通告(3)
4. Important Notice on Early Submission of Additional Facilities Orders 請參展商及早遞交額外設施申請表	Special Circular (4) 特別通告(4)
5. New Booth Height Limit for Custom-Built Booths 特裝展位高度限制	Special Circular (5) 特別通告(5)
6. Caution on Fraudulent Emails 提醒參展商小心提防欺詐電郵的通知	Special Circular (6) 特別通告(6)
7. Exhibitors' Manual and Order Forms Electronic Version (Submission deadline for additional facilities: 17 January 2017) 參展商手冊、額外設施及服務申請表格電子版本 (額外設施申請之截止日期: 2017 年 1 月 17 日)	Circular 1 通告 1
8. Location of HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017 香港貿發局香港國際鑽石、寶石及珍珠展 2017 位置圖	Circular 2 通告 2
9. Alteration of Basic / Standard / Premium Booth Structures (Deadline: 17 January 2017) 自行更改基本/標準/特級展台設施 (截止日期: 2017 年 1 月 17 日)	Circular 3 通告 3
10. Measures on Custom-built Participation 特裝參展措施	Circular 4 通告 4
11. Special Move-in and Move-out Arrangement 特別進館及撤館交通安排	Circular 5 通告 5
12. Combined Fair Catalogue with the Fair's Official Magazine - HKTDC Diamond, Gem & Pearl Offers Exhibitors Greater Benefits 展覽會場刊與大會指定產品雜誌 - 《香港貿發局鑽石、寶石及珍珠》結合為參展商締造更多商機	Circular 6 通告 6
13. Maximise Your Exhibition Effectiveness with hktcdc.com hktcdc.com 助你提升展覽效益	Circular 7 通告 7
14. Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Circular 8 通告 8
15. Move-out Regulations 撤館規則	Circular 9 通告 9
16. Fair Notices 展會通告	Circular 10 通告 10
17. Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 1 附件一
18. Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子	

* Exhibition Halls 展覽館: Hall 1, 2, 5, 7, 9, 10 & 11 展覽廳 1, 2, 5, 7, 9, 10 及 11

* Fair Dates & Opening Hours 展覽日期及開放時間:

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
27 February (Mon) 2 月 27 日 (星期一)	Nil 不適用	14:00 – 20:00
28 February (Tue) 2 月 28 日 (星期二)	10:30 – 18:30	10:00 – 18:00
1-3 March (Wed - Fri) 3 月 1 至 3 日 (星期三至五)	10:00 – 18:30	09:00 – 18:00
4 March (Sat) 3 月 4 日 (星期六)	10:00 – 17:30	09:00 – 15:30

Special Circular (1) – Checklist of Important Dates
特別通告 (1) – 重要日期清單

Confirmation of Company Information 參展商資料最後確認日期	Mid-January 2017 2017 年 1 月中旬
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	17 January 2017 2017 年 1 月 17 日
Official Magazine Advertisement Promotion Opportunities Deadline 指定產品雜誌廣告位預訂表格截止日期	3 February 2017 2017 年 2 月 3 日
Receipt of Move-In and Out Permit and Other Important Circulars 收到進館及撤館許可證及其他重要通知	Mid-February 2017 2017 年 2 月中旬
Visitor Pre-Registration Deadline 參觀人士預先登記截止日期	Receive Free Admission Badge by Mail: For Buyers from HK: Please pre-register before 19 February 2017. For Buyers from outside HK: Please pre-register before 5 February 2017. (Buyers who submitted their pre-registration after the above deadline can collect a free admission badge on-site during the fair period.) 郵寄免費入場證: 香港買家: 請於 2017 年 2 月 19 日前登記 香港以外地區買家: 請於 2017 年 2 月 5 日前登記 (在以上截止日期後登記之買家, 可在展覽期間於買家登記處索取免費入場証)
Delivery of Exhibitor Badge 參展商工作證	Mid-February 2017 2017 年 2 月中旬

Note 注意:

- The above schedule is subject to change without advance notice
主辦機構保留更改以上日期的權利, 恕不另行通知。

Special Circular (2) – Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals

We would like to update you regarding a new arrangement on Indian nationals arriving Hong Kong, which applies to ALL our Indian exhibitors and buyers.

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals will be implemented from 23 January 2017 onwards. The online service for “Pre-arrival Registration for Indian Nationals” has been opened on 19 December 2016.

Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

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

Hong Kong Trade Development Council

特別通告 (2) – 關於印度國民預辦入境登記的更新

請留意一項關於印度國民的入境安排，此安排適用於所有印度參展商和買家。

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」將於 2017 年 1 月 23 日實施，相關的網上登記平台已在 2016 年 12 月 19 日開放。

請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

香港貿易發展局

Special Circular (3) – Important Notice on Insurance

Besides adopting necessary security measures to avoid loss, exhibitors shall take out insurance policies which include (but not limited to) its exhibits, displays, stand fittings and fixtures, the venue and other third parties.

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

Exhibitors are reminded to observe the relevant terms stated in Clauses 69 to 70 of Section 3.1, and Section 3.14 of Part III “Rules and Regulations” in the Exhibitors’ Manual. Exhibitors shall ensure the insurance policies are effective throughout the whole Fair period, including move-in and move-out dates.

At the same time, exhibitors are reminded to take good care of all their belongings and exhibits. Exhibitors shall not leave any belongings or exhibits without any personnel in the booths throughout the whole Fair period, including move-in and move-out period. Any exhibitors who are found with unattended goods in the booths have to bear all financial and legal responsibility on their own and may receive warning letters.

Hong Kong Trade Development Council

特別通告 (3) – 參展商須自行投保

為避免損失，參展商除採取一切必要之保安措施，亦須自行負責購買保險，包括（但不限於）為其展品、陳列品、攤位裝置、展台、會場及其他第三者投保。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

有關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 69 至 70 條，以及分項 3.14 中列明，敬請各參展商務必細閱，並確保相關保單於整個展期，包括進館日及撤館日一直生效。

同時，參展商須妥善保管其一切財物及展品。不得於展覽期間，包括進館日及撤館日，在無人看管的情況下把任何財物或展品留在攤位內。一經發現，主辦機構或會向有關參展商發出警告信，該參展商亦須負上一切財務及法律責任。

香港貿易發展局



Hong Kong International Diamond, Gem & Pearl Show

香港國際鑽石、寶石及珍珠展

28 February – 4 March 2017·AsiaWorld-Expo

(HKIDGPS/Pre-Fair1)

Special Circular (4) – Important Notice on Early Submission of Additional Facilities Orders

Due to the upscale of the Show with a rise in number of exhibitors, it is expected that the overall demand for additional facilities will increase significantly. In order to secure your additional facilities, please submit the corresponding order forms as soon as possible. Please note that the additional facilities are ordered on a first-come-first-served basis while stock lasts, any ad hoc requests made after the deadlines or onsite may not be entertained. As such, your early preparation for the Show is very much appreciated.

The additional order forms and exhibitor manual have been uploaded to our fair website earlier. Please submit the necessary forms by **17 January 2017**. In general, there is a 20% surcharge if the order is received after 17 January 2017 and 30% surcharge applies after 14 February 2017. Please refer to the respective order forms for exact submission deadlines and details.

From 2014 edition onwards, exhibitors can submit the additional facilities order on “Exhibitor Online Platform”. You may submit your additional order application by logging into “My HKTDC” at www.hktcdc.com or download the pdf version at below links.

Exhibitor Manual:

<http://hkdgp.hktcdc.com/manual/manual.htm>

Additional Facilities Order form:

<http://hkdgp.hktcdc.com/manual/order.htm>

If you have any queries regarding the booth facilities, please free feel to contact our Exhibition Service department at:

Exhibition Hall	In-charge	Telephone / 電話	E-mail / 電郵
Hall 1A – 1F (Odd No.)	Ms. Winnie Ma	(852) 2240-5478	winnie.cm.ma@hktcdc.org
Treasures of Nature			
Hall 1F (Even No.) – 1J & 1R	Ms. Emmy Chan	(852) 2240-5496	emmy.ck.chan@hktcdc.org
Hall 1N – 1Q, Meeting Room	Ms. Christy Pok	(852) 2240-5476	christy.nk.pok@hktcdc.org
Hall 2B – 2U & Concourse	Ms. Jessica Fong	(852) 2240-5416	frankie.kp.fong@hktcdc.org
Hall 5A – 5G	Ms. Diana Chow	(852) 2240-5445	diana.sh.chow@hktcdc.org
Hall 5H – 5M	Mr. Angus Ng	(852) 2240-5492	angus.wh.ng@hktcdc.org
Hall 7A – 7E			
Hall 7F – 7M	Ms. Carol Ko	(852) 2240-5424	carol.ky.ko@hktcdc.org
Hall 9A – 9G			
Hall 9H – 9M	Mr. Patrick Fung	(852) 2240-5473	patrick.kc.fung@hktcdc.org
Hall 11A – 11M			
Hall 10B – 10F & 10M	Mr. Frankie Wong	(852) 2240-5464	frankie.wk.wong@hktcdc.org
Hall 10 (Taiwan Pavilion)			
Hall 10G – 10K	Ms. Christy Pok	(852) 2240-5476	christy.nk.pok@hktcdc.org

If you have submitted all the forms required, please neglect this message.

Thank you very much for your kind attention, we wish you all the success at the Show.

Hong Kong Trade Development Council



Hong Kong International Diamond, Gem & Pearl Show

香港國際鑽石、寶石及珍珠展

28 February – 4 March 2017 AsiaWorld-Expo

(HKIDGPS/Pre-Fair1)

特別通告 (4) – 請參展商及早遞交額外設施申請表

鑒於展覽規模擴大，參展商數目增加，以致對攤位額外設施的整體需求上升。為確保貴司能夠預訂所需的設施，敬請留意各申請表格的截止日期，並盡早提交。請留意，雖然本局已為展覽擴大作出相應預備，但攤位額外設施總數仍然有限，先到先得，額滿即止。截至後以及在會場臨時提出的設施租用要求或不獲受理。因此，敬請貴司為展出事宜及早預備。

額外設施及服務申請表格及參展商手冊已於早前上載至「珠寶展」網站。請於 **1月17日前** 遞交所有所需表格。1月17日後遞交的表格將收取 20% 附加費用，2月14日後遞交的表格則收取 30% 附加費用，詳情以刊於各表格上的日期及細則為準。

由 2014 年起，貴司可選擇於網上經「參展一站通」遞交額外設施及服務申請表格。因此，貴司可在 www.hktdc.com 登入「我的 HKTDC」遞交表格，或從以下網頁下載，以電郵或傳真方式提交。

參展商手冊

<http://hkdgdp.hktdc.com/manual/manual.htm>

額外設施及服務申請表格

<http://hkdgdp.hktdc.com/manual/order.htm>

若對攤位設施有任何疑問，歡迎聯絡本局展覽服務部，各區負責人名單如下：

Exhibition Hall	In-charge	Telephone / 電話	E-mail / 電郵
Hall 1A – 1F (Odd No.)	馬翠雯小姐	(852) 2240-5478	winnie.cm.ma@hktdc.org
Treasures of Nature			
Hall 1F (Even No.) – 1J & 1R	陳竺筠小姐	(852) 2240-5496	emmy.ck.chan@hktdc.org
Hall 1N – 1Q, Meeting Room	濮雅琴小姐	(852) 2240-5476	christy.nk.pok@hktdc.org
Hall 2B – 2U & Concourse	方家珮小姐	(852) 2240-5416	jessica.kp.fong@hktdc.org
Hall 5A – 5G	鄒淑嫻小姐	(852) 2240-5445	diana.sh.chow@hktdc.org
Hall 5H – 5M	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 7A – 7E			
Hall 7F – 7M	高嘉儀小姐	(852) 2240-5424	carol.ky.ko@hktdc.org
Hall 9A – 9G			
Hall 9H – 9M	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 11A – 11M			
Hall 10B – 10F & 10M	黃永基先生	(852) 2240-5464	frankie.wk.wong@hktdc.org
Hall 10 (Taiwan Pavilion)			
Hall 10G – 10K	濮雅琴小姐	(852) 2240-5476	christy.nk.pok@hktdc.org

若貴司已遞交所有有關表格，則無需理會本通告。

感謝貴司對本展覽的支持，謹祝生意興隆！

香港貿易發展局 謹啟

Special Circular (5) – New Booth Height Limit for Custom-Built Booths

To meet safety and environmental standards, the Hong Kong Trade Development Council will implement new booth height limit for custom-built booths in the Fairs with the following details, which have been approved by the Organising Committee of Hong Kong International Jewellery Show and Hong Kong International Diamond, Gem & Pearl Show:

- The booth height limit of custom-built booths (that is, for exhibitors renting raw space) including double-deck booths, will be reduced from 5.5 m to 5 m.
- Re-set-up custom-built booths at raw spaces can use the “Same design” until April 2018. “Same design” refers to the design approved by the Council in 2015/2016 and is used without any modifications. The revised design will be regarded as new design and will be subject to the new height restriction.
- From 1 May 2018, all custom-built booths at raw spaces have to meet the requirement of maximum height at 5 m.

Hong Kong Trade Development Council

特別通告 (5) – 特裝展位高度限制

基於安全理由，香港貿易發展局舉辦的展覽將實施下列展位高度限制，並於早前的香港國際珠寶展及香港國際鑽石、寶石及珍珠展籌備委員會通過。

- 攤位高度限制由最高 5.5 米降至最高 5 米 (包括雙層展位)。
- 重用攤位可使用至 2018 年香港國際珠寶展及香港國際鑽石、寶石及珍珠展，任何攤位設計改動會視為新設計，須遵守新的攤位高度限制。
- 由 2018 年 5 月 1 日起，所有特裝展位高度不能高於 5 米。

香港貿易發展局

Special Circular 6 : Caution on Fraudulent Emails

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.

特別通告 6：提醒參展商小心提防欺詐電郵的通知

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

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

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: (852) 1830 668 並提供參展展會的名稱。

Circular (1) – Exhibitors' Manual and Order Forms Electronic Version

Please note that the electronic version of the Exhibitor Manual and Order Forms are now available at the Fair Website. Please download them at the following urls, hardcopy will NOT be distributed.

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

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

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

Please note the submission deadline of some Order Forms as below:

For Custom-Built Participation Exhibitors:

The submission deadline for Order Form 1 is: **17 January 2017**

The submission deadline for Order Form 2 is: **17 January 2017**

The submission deadlines for Official Magazine Advertisement order form : **3 February 2017**

For Premium / Deluxe / Standard / Shell Scheme Booth Exhibitors:

The submission deadlines for Order Forms S1, S2, 3 - 6 is: **17 January 2017**

The submission deadlines for Official Magazine Advertisement order form: **3 February 2017**

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

Name 聯絡人		Tel 電話	Email 電子郵件	Fax 傳真
Ms. Ruby Lee	李天慧小姐	(852) 2240 4234	ruby.tw.lee@hktdc.org	(852) 3746 6189
Ms. Josie Yeung	楊芷筠小姐	(852) 2240 4020	josie.ck.yeung@hktdc.org	(852) 3521 3116
Ms. Sharon Li	李凱琪小姐	(852) 2240 4116	sharon.hk.li@hktdc.org	(852) 3746 6781
Ms. Charmian Li	李宛青小姐	(852) 2240 4012	charmian.uc.li@hktdc.org	(852) 3915 2489
Ms. Winnie Law	羅清華小姐	(852) 2240 4056	winnie.cw.law@hktdc.org	(852) 2270 5794
Ms. Sharon Choi	蔡善衡小姐	(852) 2240 4810	sharon.sh.choi@hktdc.org	(852) 3521 3290
Ms. Wengel Fung	馮佩珊小姐	(852) 2240 4584	wengel.fung@hktdc.org	(852) 2169 9106
Ms. Wenky Yip	葉詠琪小姐	(852) 2240 4043	wenky.wk.yip@hktdc.org	(852) 3746 6127

通告 (1) 參展商手冊、額外設施及服務申請表格電子版本

大會已將參展商手冊及展會服務申請表格的電子版本上載至展會網站，主辦單位將不會製作及郵寄印刷版本，請訪問以下網站下載。

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

展會服務申請表格：<http://hkdgps.hktdc.com/chi/manual/order.htm>

參展商手冊包含所有重要的資料協助您籌備展會，請詳細閱讀展會守規則及注意各表格的截止日期。

請注意部份表格的截止日期如下：

特裝參展商：

表格 **1** 的截止日期：**2017 年 1 月 17 日**

表格 **2** 的截止日期：**2017 年 1 月 17 日**

指定產品雜誌廣告位預訂表格截止日期：**2017 年 2 月 3 日**

基本/標準及特級展商：

表格 **S1, S2, 3-6** 的截止日期：**2017 年 1 月 17 日**

指定產品雜誌廣告位預訂表格截止日期：**2017 年 2 月 3 日**

如有任何疑問，請與我們聯繫：

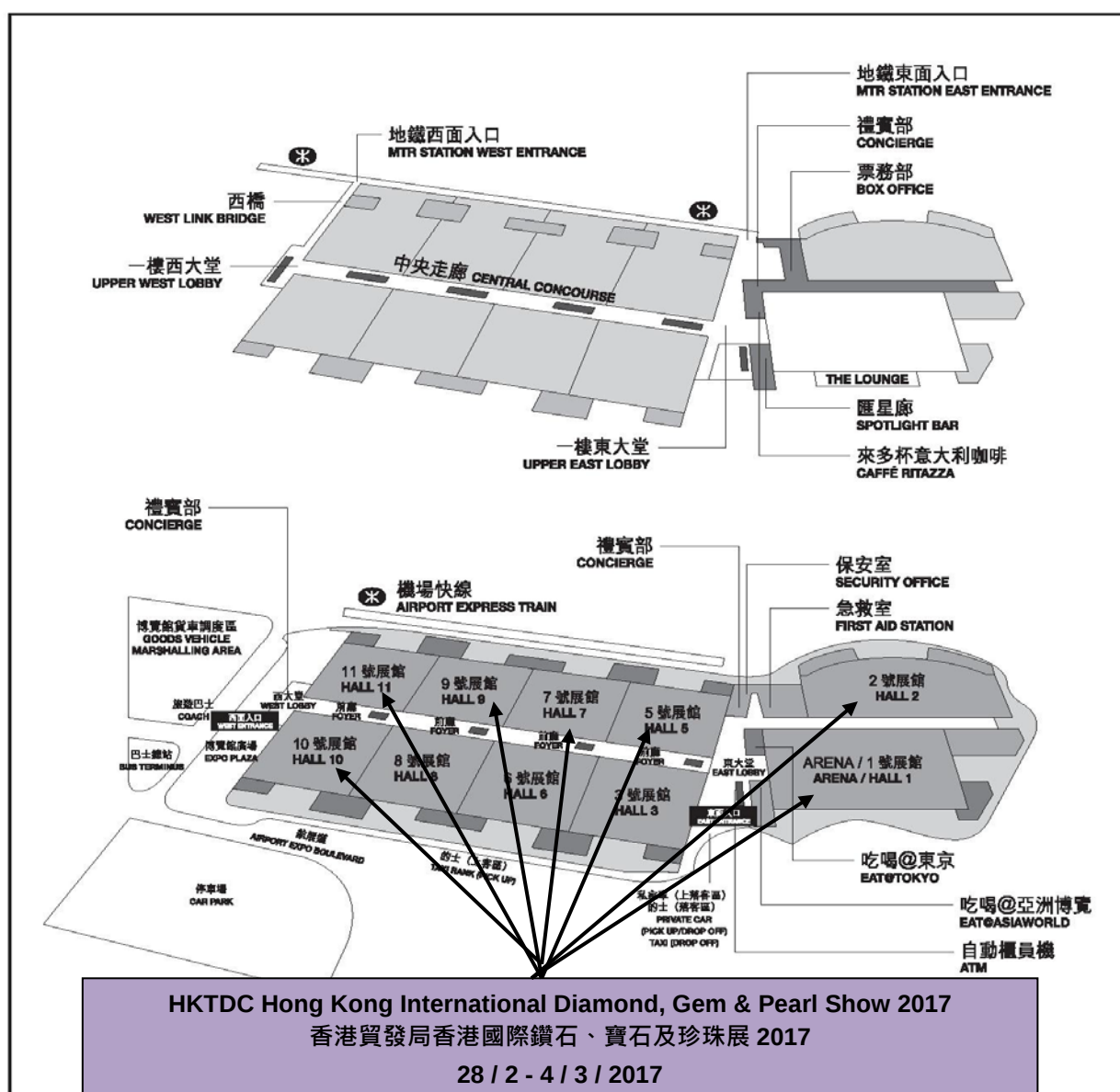
Name 聯絡人	Tel 電話	Email 電子郵件	Fax 傳真
Ms. Ruby Lee 李天慧小姐	(852) 2240 4234	ruby.tw.lee@hktdc.org	(852) 3746 6189
Ms. Josie Yeung 楊芷筠小姐	(852) 2240 4020	josie.ck.yeung@hktdc.org	(852) 3521 3116
Ms. Sharon Li 李凱琪小姐	(852) 2240 4116	sharon.hk.li@hktdc.org	(852) 3746 6781
Ms. Charmian Li 李宛青小姐	(852) 2240 4012	charmian.uc.li@hktdc.org	(852) 3915 2489
Ms. Winnie Law 羅清華小姐	(852) 2240 4056	winnie.cw.law@hktdc.org	(852) 2270 5794
Ms. Sharon Choi 蔡善衡小姐	(852) 2240 4810	sharon.sh.choi@hktdc.org	(852) 3521 3290
Ms. Wengel Fung 馮佩珊小姐	(852) 2240 4584	wengel.fung@hktdc.org	(852) 2169 9106
Ms. Wenky Yip 葉詠琪小姐	(852) 2240 4043	wenky.wk.yip@hktdc.org	(852) 3746 6127

Circular (2) – Location of HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017

通告 (2) – 香港貿發局香港國際鑽石、寶石及珍珠展 2017 位置圖

Section Plan of Asia World-Expo

亞洲國際博覽館切面圖



Circular (3) – Alteration of Basic / Standard / Premium Booth Structures

We would like to draw your attention that alteration of furnished booth structures is strictly prohibited by the HKTDC as shown in the following exhibition rules and regulations 4.1 stated in the Exhibitors' Manual:

4.1. Basic / Standard / Deluxe / Premium Booth

All Basic / Standard / Deluxe / Premium booths are designed, erected and decorated by the Organiser. Facilities including partitions, company fascia, table, chairs, display shelves, cabinets, spotlights and carpet will be provided. The Organiser reserves the 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 for free. Exact wording of company name (in English) provided in your application form will be used for its fascia board. An Exhibitor occupying a booth at the corner/peninsular/island site has a choice to close its open side(s) with panels (subject to approval from Organiser) before the specified deadline. Any corner/peninsula/island location surcharge applicable will not be waived under such circumstances.

Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request using the **Forms 3 to 5** (Additional/Modification of standard facilities) downloadable at the fair website (<http://hkdgps.hktcdc.com/manual/order.htm>) to the Organiser no later than **17 January 2017**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **17 January 2017**.

Basic / Standard / Deluxe / Premium Booth exhibitors must adhere to the following:

- (1) No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached to the furnished booth structure.
- (2) No tapes, stickers, graphics, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the Fair and the Official Contractor reserves the right to claim the cleaning cost if these items are not removed at the end of the Fair.
- (3) No items may exceed a height of 2.5 meters or extend beyond the boundaries of the booth allocated. These include but not limit to fittings, exhibits, company names, advertising material logos, inflatable brought along by the Exhibitor.
- (4) All exhibits stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned. Exhibitors are liable for the disposal expense so incurred by the Organiser.
- (5) If any booth which differs from the approved specifications or does not confirm to the Organiser's rules and regulations, the Organiser reserves the right to alter or remove without prior notice at the Exhibitor's / Contractor's own expense.
- (6) Installation of electrical equipment, including lighting fixtures, must adhere to the Electrical (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E) stringently. Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.
- (7) If Contractor needs extra electricity, they should order from the Official Contractor and pay for the extra cost. Any illegal electricity wiring connection or any inadequate connection order will be charged for the price difference plus on-site surcharge and the site work deposit will be deducted.

Exhibitors will be requested to remove all the self-made structures and materials immediately upon request and the Organiser reserves the right to terminate your future participation in the HKTDC Hong Kong International Diamond, Gem & Pearl Show should we found any violations of the above rules and regulations.

通告(3) – 自行更改基本 / 標準 / 特級展台設施

本局嚴禁各基本/標準/特級展台參展商在展台內自行加建設施，現特請各參展商注意以下事項(參展商手冊第 4.1 條)：

4.1 基本/標準/特級展台

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

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

一般而言，參展商不得改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫從展會網站下載「額外/改動設施服務申請表」內之 **表格三至五** (<http://hkdp.hktdc.com/chi/manual/order.htm>)，並於**2017年1月17日**前交回本局。

如有需要刪除任何標準設施，請於**2017年1月17日**前通知本局，可免收費用。

租用基本/標準/特級展台的參展商必須注意及遵守下列各項規定：

- (1) 非大會供應的設施均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等於標準展台鋁架或結構或圍板上。
- (2) 圍板、地板、天花板上不得貼上任何膠紙或膠布，亦不得釘上釘子或加裝任何裝置。展台及展場內裝置如有任何損壞，概由參展商負責賠償。
- (3) 任何物品的高度不得超過2.5米，或伸展超逾劃定的展台界限。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。
- (4) 展覽會完結時，所有展品、展台物料必須在主辦機構規定的指定時間內立刻清理。任何展品或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) 如展台不符合認可規格或主辦機構所訂之規則，主辦機構保留權利進行改建或清拆而毋須另行通知。有關費用一概由參展商/承建商負責。
- (6) 參展商裝設的電器設備（包括照明裝置）必須符合香港政府《電力條例》之《電力(線路)規例》(第406E章)。嚴禁參展商在攤位內安裝不符安全標準的電力裝置或電線。
- (7) 如需額外供電，應向大會承建商申請並付款。如發現任何非法的電源接駁或電力申請不足，必須繳付其差價及臨場附加費。施工按金亦會被扣除。

如發現有參展商違反上列規定，本局有權要求該參展商即時拆除有關之結構及物料並保留拒絕該參展商日後參加香港貿發局香港國際鑽石、寶石及珍珠展的權利。

Circular (4) – Points to Note / New Measures on Custom-Built Participation 通告(4) – 特裝參展措施及注意事項

Section 部份	Items 內容															
4.2	<u>Information submission / 提交資料</u> Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。 Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.亦須提交「結構安全證明書」、「電力裝置完工證明書」〔表格 WR1〕及符合相關消防規定證明書。															
4.2.2	<u>Site work deposit / 施工按金</u> Calculation based on HK\$300 / US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000 and HK\$75,000 respectively. 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元及 75,000 港元。															
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e.26 Feb to 5 Mar 2016. 承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1,000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2017 年 2 月 26 日至 3 月 5 日)。															
4.2.4	Hall rental charges for over-time move-in and move-out. 進場及離場超時租場收費。															
4.2.5	Maximum stand height. 攤位高度限制。															
4.2.6	<u>Structural Safety Certificate and/or Structural Calculations Submission</u> 提交「結構安全證明書」及/或「數據證明」 <table><tr><td>Stands & temporary structures 攤位及臨時搭建物</td><td>>2.5m & <4.5mH >2.5 米而<4.5 米高</td><td>≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構</td></tr><tr><td>Stages or platforms 平台或舞台</td><td>>1.1m & <1.5mH >1.1 米而<1.5 米高</td><td>≥ 1.5mH ≥ 1.5 米高</td></tr><tr><td>Suspended lighting truss & equipment 懸空照明支架及設備</td><td><100 kg <100 公斤</td><td>≥ 100 kg ≥ 100 公斤</td></tr><tr><td>Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to 可人士/註冊結構工程師應</td><td>Verify stability of design drawings 證明其設計圖則穩定性</td><td>Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明</td></tr><tr><td>Submit design drawings to Organiser by 17 Jan 2017 於 2017 年 1 月 17 日 或之前提交圖則予主辦機構</td><td>Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書</td><td>4 original copies with structural calculations* 一式四份設計圖則及數據證明</td></tr></table>	Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米而<4.5 米高	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構	Stages or platforms 平台或舞台	>1.1m & <1.5mH >1.1 米而<1.5 米高	≥ 1.5mH ≥ 1.5 米高	Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥ 100 kg ≥ 100 公斤	Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to 可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明	Submit design drawings to Organiser by 17 Jan 2017 於 2017 年 1 月 17 日 或之前提交圖則予主辦機構	Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書	4 original copies with structural calculations* 一式四份設計圖則及數據證明
Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米而<4.5 米高	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構														
Stages or platforms 平台或舞台	>1.1m & <1.5mH >1.1 米而<1.5 米高	≥ 1.5mH ≥ 1.5 米高														
Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥ 100 kg ≥ 100 公斤														
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to 可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明														
Submit design drawings to Organiser by 17 Jan 2017 於 2017 年 1 月 17 日 或之前提交圖則予主辦機構	Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書	4 original copies with structural calculations* 一式四份設計圖則及數據證明														

	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 27 Feb 2017 於 2017 年 2 月 27 日 下午 3 時或之前投放到「攤位設施」展位之收集箱	Structural safety certificate (refer to section 4.2.6) 結構安全證明書*
	Submit to Official Electrical Contractor by 1500 hrs on 27 Feb 2017 於 2017 年 2 月 27 日 下午 3 時或之前交予大會電力承建商	Certificate of installation, inspection & testing (Form WR1)* 電力裝置完工證明書〔表格 WR1〕*
	* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period. *如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。 Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。 An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For APIRSE registry, please visit https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=RSE 認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師（認可人士名單 3）。認可人士的定義詳述於香港建築物條例第 123 章。有關 認可人士/註冊結構工程師 的名冊，請瀏覽屋宇署網頁： https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=AP%28E%29&langCode=2 Documentary Proof of Fire Services Compliance / 符合相關消防規定證明書 In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including, but not limit to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request. 按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、煙薰試驗及相關法例及規例要求的其他類似試驗的相關文件。 Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf. 或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關 註冊消防裝置承辦商 的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。	

4.2.7	<u>Electricity / 電力裝置</u> In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above. 按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格WR1及須於上述指定時間交予大會電力承建商，以茲證明。
4.2.9	<u>Reflective Vest / 反光衣</u> All visitors and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest. 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，一律必須穿上反光衣。
4.2.13	<u>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at AsiaWorld-Expo. AsiaWorld-Expo's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance. 如有任何查詢，可致電（852）3606 8888 與展館營運者之項目策劃部聯絡。
4.2.14	<u>Rules to be complied by the Exhibitors and his/her appointed Contractors.</u> 參展商及其承建商須注意及遵守事項。
4.2.15	<u>Deduction of site work deposit.</u> 施工按金罰則。

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

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

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

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

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

Hall 展覽廳 1, 2

Mr John Ng 吳永成先生

Tel電話：2240 5460

Email 電郵：john.ng@hktdc.org

Hall 展覽廳 5, 7, 9, 10, 11

Mr Ricky Lam 林梓鍵先生

Tel電話：2240 5449

Email 電郵：ricky.tk.lam@hktdc.org

**Circular (5) – Move in/out Arrangement & Use of Vehicle Pass for the
HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017**

Dear Exhibitors,

Thank you for your participation at the coming HKTDC Hong Kong International Diamond, Gem & Pearl Show. There will be special traffic arrangements to minimize the traffic pressure on the **move-in day (27 February 2017)** and **move-out day (4 March 2017)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

Please be advised that there will be special traffic arrangements applied at the roads of the AsiaWorld-Expo (AWE) on the move-in day (27 February) and move-out day (4 March). All Lorries/ Light Goods Vehicles must first report to the vehicle **Expo Goods Staging Area at South Commercial Car Park**. Please kindly pay attention to the details of the arrangement as below:-

(A) Vehicle Pass for Lorries / Light Goods Vehicles

One vehicle pass will be issued to each exhibitor for entering the loading/unloading area of the AsiaWorld-Expo on the move-in day (27 February) and throughout the exhibition period (28 February - 4 March). The pass must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the pass.

Move-In Day Arrangement for Vehicles on 27 February 2017

Goods vehicles will **only be allowed** to enter into the AWE Marshalling areas with:-

(a) **Goods Vehicle Pass** issued by HKTDC **AND** (b) **Entry pass** issued at the Expo Goods Staging Area

Move-in procedure

1. HKTDC issues Move-in Vehicle pass to all exhibitors in February 2017.
2. Before proceeding to the AWE Marshalling Area, all vehicles **MUST** first report to the **Expo Goods Staging Area** at South Commercial Car Park according to the time specified on the vehicle pass issued by HKTDC. The Expo Goods Staging Area will be opened at 8:00 a.m. until all the move-in activities finished. The location of the Expo Goods Staging Area will be at South Commercial Car Park. (Please refer to the attached map for the exact location)
3. Upon arrival at the Expo Goods Staging Area, the drivers **MUST** first present the Vehicle Pass issued by HKTDC, queue up and wait for further instructions given from the security personnel. The waiting time at the Expo Goods Staging Area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, an **Entry pass** will be issued to the drivers at appropriate time. The driver must then proceed to AWE marshalling area via East Coast Road **within 30 minutes** with:-
 - a. **Goods Vehicle Pass** issued by the HKTDC **AND**
 - b. **Entry pass** issued at the Expo Goods Staging Area
5. Drivers **failing** to present the above 2 passes will **NOT** be allowed to enter into AWE marshalling area.

Move-Out Day “Special Arrangement” for Vehicles on 4 March 2017

Entries of the AWE will only be allowed to the goods vehicles with:-

(a) **Goods Vehicle Pass** issued by HKTDC **AND** (b) **Entry pass** issued at the Expo Goods Staging Area

Move-out procedure

- Control point will be set-up at the entrance of AWE, only the vehicles with the
 - Move-out Goods Vehicle Pass** issued by the HKTDC **AND**
 - Entry pass** issued at the Expo Goods Staging Areaare allowed to enter the AWE **after 5:00 p.m.** on 5 March.
- Before proceeding to the AWE marshalling area, all vehicles **MUST** first report to the **Expo Goods Staging Area** (i.e. South Commercial Car Park, please refer to the attached map for the exact location). The Expo Goods Staging Area will be opened at 2:00 p.m. until all the move-out activities finished.
- Upon arrival at the Expo Goods Staging Area, the drivers **MUST** first present the Goods Vehicle Pass issued by HKTDC, queue up and wait for the further instructions given from the security personnel. The waiting time at the Expo Goods Staging Area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
- After 5:00 p.m. on 4 March 2017, an **Entry pass** will be issued to the drivers at appropriate time. The driver must then proceed to AWE marshalling area via East Coast Road **within 30 minutes** with
 - Move-out Goods Vehicle Pass** issued by the HKTDC **AND**
 - Entry pass** issued at the Expo Goods Staging Area
- If the Expo Goods Staging Area becomes overloaded, AWE will implement further measures at discretion.

**The Expo Goods Staging Area will open from 2:00 p.m. on 4 March 2017 and operate until all move-out activities have finished*

Vehicles will be given a ticket with the clock-in time when entering the AWE loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes.

AsiaWorld-Expo will impose charges on vehicles with extended stay on 27 February and 4 March 2017. The charges are as follows:

Free-of-charge loading and unloading time: Limited to 45 minutes	
(*For vehicles of 8 tons or above, maximum loading and unloading time is extended to 90 minutes)	
1st hour after Grace Period:	HK\$300
Every subsequent hour or part thereof:	HK\$500
Lost Ticket:	HK\$1,000

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle passes are not suitable for parking purpose, and is not valid for private cars.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the AWE at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the AWE is allowed. Private cars and taxis entering AWE will NOT be required to present any Vehicle Pass nor report to the Expo Goods Staging Area. However, drivers can only unload their goods at the entrance of the AWE.

(C) Armored Vehicles

Armored Vehicles associated with valuables are **not required** to queue up at Expo Goods Staging Area on the move-in day on 27 February and move-out day on 4 March 2017.

(D) Other Transportation

Free shuttle bus service from will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

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 inquiries. Thank you for your understanding and cooperation.

For enquiries, please contact us.

Hong Kong Trade Development Council

通告 (5) – 香港貿發局香港國際鑽石、寶石及珍珠展 2017 進館、撤館及交通安排及貨車許可證之使用須知

致各參展商：

多謝參加香港貿發局香港國際鑽石、寶石及珍珠展2017，本局將於上述展覽會之**進館日**（即**2017年2月27日**）及**撤館日**（即**2017年3月4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。敬請留意以下詳情。

亞洲博覽館的所有道路將於**進館日**（即**2017年2月27日**）及**撤館日**（即**2017年3月4日**）起實施車輛進入管制。所有貨車及輕型客貨車必須先到位於**南商用停車場之博覽館貨車等候區**報到。請各參展商注意以下之特別安排。

進館日由**上午8時**起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

(一) 貨車 / 輕型客貨車 貨車許可證

每家參展商均會獲發一張貨車許可證，方便於展品進場日（即2月27日）及展覽期間（2月28日至3月4日）進入亞洲博覽館之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

進館日(2月27日)之車輛「特別安排」

必須同時持有 (a.)由貿發局發出之貨車許可證 及 (b.) 由博覽館貨車等候區發出之進出證明書，方可進場

進場程序

1. 香港貿發局於二月中向各參展商發出**2月27日**之進場車輛許可證。
2. 在進入亞洲博覽館貨車調度區前，所有貨車及輕型客貨車必須在 車證上之指定時間 到 博覽館貨車等候區 報到。（博覽館貨車等候區位於南商用停車場，詳情請參考附圖）。車輛等候處將於**2月27日上午8時**開放，直至所有進場程序完成。當貨車及輕型客貨車到達車輛等候處後，必須 出示由貿發局發出適用於該時段之貨車許可證，並於車輛等候處 排隊 等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
3. 車輛等候處之職員將根據交通情況向輪候之司機發出一張 進出證明書。司機攜同：
a) 車輛許可證 及 b) 進出證明書
於 30分鐘內經東岸路 前往亞洲博覽館貨車調度區。
4. 未能 提供上述兩種證件者將均 不能 進入亞洲博覽館貨車調度區。

撤館日(3月4日)之車輛「特別安排」

必須同時持有 (a.) 由貿易發局發出之貨車許可證 及 (b.) 由博覽館貨車等候區發出之進出證明書

撤場程序

1. 於撤館當日於臨近亞洲博覽館路段設置控制點，只准 同時持有 a) 由香港貿發局所發出之撤館貨車許可證 及 b) 博覽館貨車等候區發出之進出證明書之貨車於下午五時後駛進亞洲博覽館進行撤館。
2. 在進入亞洲博覽館上落貨區前，所有車輛必須先到博覽館貨車等候區報到。車輛等候處將於2017年3月4日，由下午**2時**開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須 出示由貿發局發出適用於該時段之貨車許可證，並於車輛等候處 排隊 等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 車輛等候處將於下午**5時**開始，根據交通情況向輪候之司機發出一張 進出證明書。司機應攜同
a) 由貿易發局發出之貨車許可證 及 b) 博覽館貨車等候區發出之進出證明書
於 30分鐘內經東岸路 前往亞洲博覽館貨物起卸區。（根據車輛許可證之類別而定）
5. 如車輛等候超出可停泊車輛數目時，博覽館貨車等候區將酌情採取進一步措施。
*車輛等候處將於2017年3月4日下午2時開放至所有撤館程序完成。

當車輛進入亞洲博覽館貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為 **45 分鐘**。亞洲博覽館將於 **2 月 27 及 3 月 4 日** 實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘 (寬限期):	免費
寬限期後首一小時(或不足一小時):	港幣 300 元
其後每小時或不足一小時:	港幣 500 元
遺失進場計時咭(每張/每日):	港幣 1000 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入亞洲博覽館範圍，但不得停留或候客。進入亞洲博覽館之私家車及的士不需要持有貨車許可證或到博覽館貨車等候區報到，惟所有私家車及的士只能於正門進行落貨。司機於落貨後必須盡快離開亞洲博覽館，不得停留或候客。

(三) 押運車進場程序

載有展品之押運車於進館日(2 月 27 日)及撤館日(3 月 4 日)並 不需要 到博覽館貨車等候區輪候。

(四) 其它交通安排

大會亦於撤館期間安排免費穿梭巴士。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶入場證以資識別。巴士座位有限，額滿即止。

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。

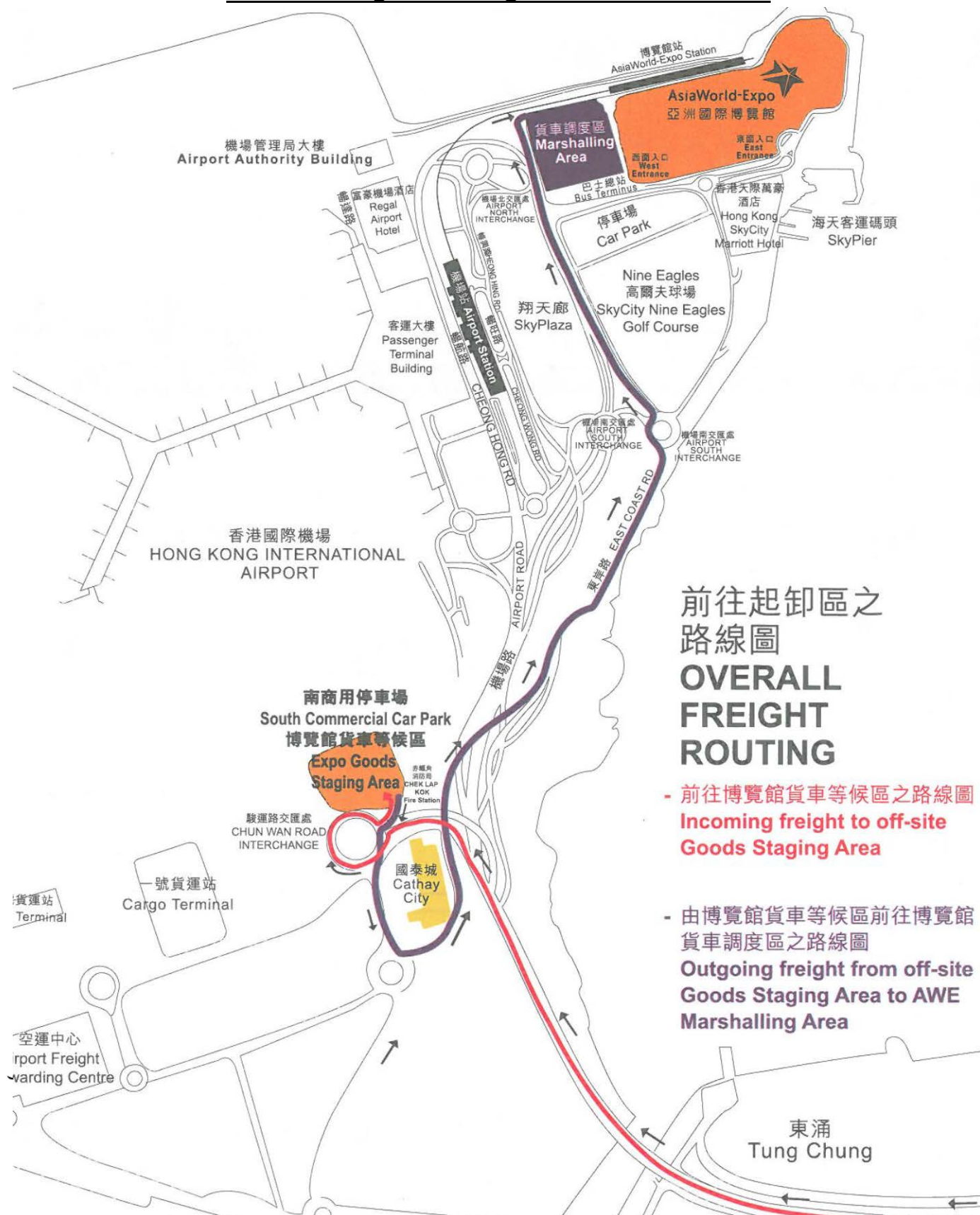
如有查詢，請與香港貿易發展局聯絡。

香港貿易發展局

註： 於進場及撤場當日，大會將視乎周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017
(28 / 2 – 4 / 3 / 2017)

Overall Freight Routing 前往起卸區之路線圖

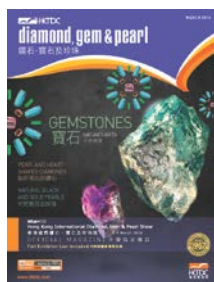


Circular (6) – Combined Fair Catalogue with HKTDC Diamond, Gem & Pearl Offers Exhibitors Greater Benefits

To better promote exhibitors' products worldwide, the fair catalogue of HKTDC Hong Kong International Diamond, Gem and Pearl Show 2017 will be combined with the fair's official magazine - **HKTDC Diamond, Gem & Pearl, Mar 2017 issue**. Featuring fair information, floor plan and exhibitor list, etc., helping you reach visiting buyers effectively.

Print Version

- Distributed free at the fairground



Cross-platform promotions maximise effectiveness

A **dedicated QR code** will be provided. Buyers can scan the code via their smartphones or tablet devices to **browse the Online and App versions**. They are directed to advertiser's webpage on hktcdc.com to see more details.



Online Version

(www.hktcdc.com/magazines)

- Instant email to relevant buyers

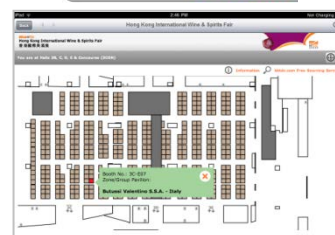


App Version

- Free download by iPad, iPhone and Android device users (search for "HKTDC")



- Service/Company search
- Notes/Record function
- Instant enquiry
- Interactive functions enhance brand image[#]: embed product details, 360° animated photo and video



Verification Icons Sample

HKTDC Online Marketplace (www.hktcdc.com)

Exhibitors can promote their company information and products on www.hktcdc.com for one year (10 items on the Chinese and English sites respectively). The verification icons which hktcdc.com online promotion package advertisers got will automatically be featured in the online and App versions of their full-page advertisements to boost buyer confidence.

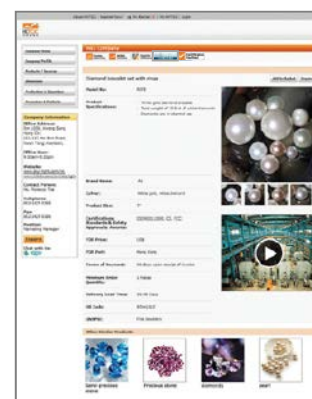
Please refer to the Order Form online for advertising details.
Thank you for your kind attention.

Hong Kong Trade Development Council

[#] Interactive functions of electronic versions are additional paid items, please contact HKTDC for details.

* All photos are for reference only

- Exhibitors' full-page ads bearing the HKTDC-designed fair label with booth number at the bottom right corner **will be placed at the front of related advertising sections**
- When buyer tap the "📍" icon on the App version, the exhibitors' booths locations will be shown on the floor plan to encourage buyers to visit.



hktcdc.com company page sample

通告 (6) – 展覽會場刊與《香港貿發局鑽石、寶石及珍珠》結合 為參展商締造更多商機

為更有效地將參展商之產品作全球推廣,「香港貿發局香港國際鑽石、寶石及珍珠展 2017」展覽會場刊將與《香港貿發局鑽石、寶石及珍珠》2017 年 3 月號合併,刊載詳盡的展覽會資料、展覽廳平面圖及參展商名錄等,為您提供一個有效渠道接觸入場買家。

印刷版

- 於會場內大量免費派發



跨媒體推廣 提升宣傳成效

提供專屬二維碼 (QR Code), 買家經智能手機/平板電腦掃描廣告上的編碼, 或透過網上版或 App 版, 均可連結到廣告商的「貿發網」網頁瀏覽更多資料



網上版

(www.hktdc.com/magazines)

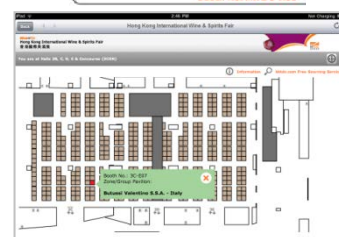
- 第一時間電郵至相關買家

App 版 (搜尋 "HKTDC")

- iPad、iPhone 及 Android 用戶免費下載



- 產品/公司搜尋
- 記事/錄音功能
- 即時查詢
- 互動功能突出品牌形象及產品特色*: 植入產品資訊、360° 轉動照片及多媒體短片



認證標籤範例

「貿發網」網上推廣

參展商可於「貿發網」www.hktdc.com 推廣公司及其產品 (中、英文版網頁各 10 項), 為期一年。「貿發網」推廣計劃客戶所獲取的認證標籤, 更可免費刊載於網上及 App 版全版廣告中, 加強買家採購信心。

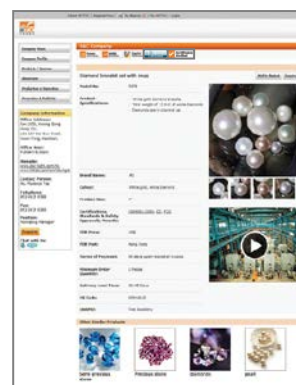
有關廣告詳情, 請參閱網上申請表格。謝謝!

香港貿易發展局

電子版廣告互動功能為額外付費項目, 詳情請聯絡本局。

* 所有圖片僅供參考

- 參展商如在全版廣告右下角指定位置加入本局提供的「參展標籤」及展台編號, 可免費被安排編印於所屬廣告分類中的較前位置。
- 當買家點擊 App 版廣告右上方「」鍵, 參展商展台位置將顯示於展覽廳平面圖, 吸引買家參觀。



「貿發網」公司專頁範例

Circular 7

Maximise Your Exhibition Effectiveness with *hktdc.com*



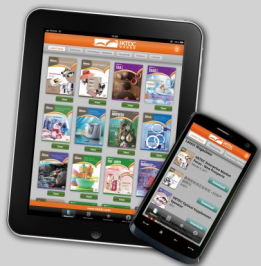
All eligible exhibitors of the **HKTDC International Diamond, Gem & Pearl Show 2017** are entitled to a one-year online promotion at www.hktdc.com from (January 2017 to December 2017), introducing your company together with photos and information of 10 products/ services.

With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

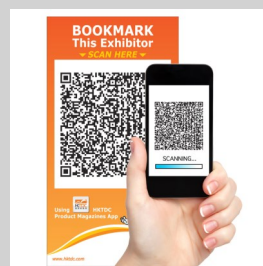
BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

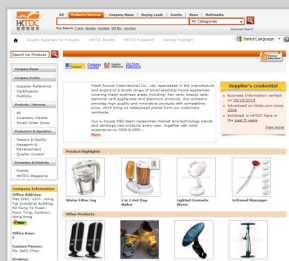


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

EXHIBITORS



Update your profile on hktdc.com with the latest company and product/service photos and information before the fair



Receive a board in A4 size with your Exhibitor QR code during move-in



Place the board prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

2 Instant Referrals Draws Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on hktdc.com, the higher the chance you will be referred to buyers.



hktdc.com Free Sourcing Service

3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on hktdc.com, the higher the chance you will be referred to VIP buyers.



hktdc.com Buyer Meetings

*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **4 February 2017** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

Enquiries: Tel: (852) 1830 668 or email: hkidgs2017@hktdc.org



通告 7 hktdc.com 助你提升展覽效益

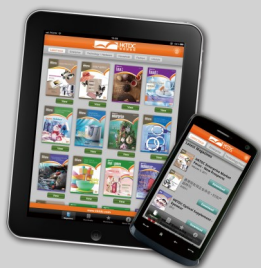


是次 香港國際鑽石、寶石及珍珠展 **2017** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台(www.hktdc.com)享有一年的基本推廣服務(2017 年 1 月至 2017 年 12 月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

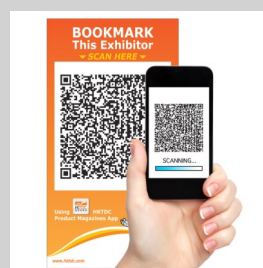
買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKDTC Marketplace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啟動程序。

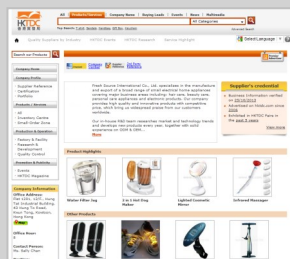


掃描在您的攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發專屬的二維碼(QR Code)。



請將二維碼放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前提交有關資料！



3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大！



參展商必須在 2017 年 2 月 4 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktcdc.com/diy>)。

查詢可致電：客戶服務專線 (852) 1830 668 或電郵 hkidgs2017@hktcdc.org

Two Shows • Two Venues

Enlarging Brilliant Jewellery Business Opportunities

Thank you for exhibiting at the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017**. You are encouraged to **invite your clients / buyers** to visit this brilliant trade show and enjoy below incentive:-

Buyers Referral Programme *

- Nominate your clients / buyers to visit **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017** as **Buyers** by filling in the attached reply slip.
- HKTDC will invite him/her to apply for buyer incentive programmes & issue free admission badges.
- Both you and your business partners may redeem a HK\$200 SkyCity Marriott Hotel Dining Voucher at the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017**. (*SkyCity Marriott Hotel The hotel is just a 5-minute walk from AsiaWorld-Expo*).
- There is no limit for the number of buyers referred.

* Terms & Conditions apply

Concurrent Event: **HKTDC Hong Kong International Jewellery Show**

- Date: 2– 6 March 2017 (Thursday to Monday)
- Venue: Hong Kong Convention & Exhibition Centre
- Product focus: Finished jewellery products
- More than 2,400 exhibitors from Germany, India, Italy, Japan, Korea, Malaysia, the Philippines, Singapore, Spain, Sri Lanka, Taiwan, Thailand, Turkey and the USA & more.
- More information: www.hktdc.com/hkjewelleryshow
- Free shuttle between AsiaWorld-Expo, HKCEC and various downtown locations available during the fair period.



Welcome Gift – Dining Voucher & Free Business Matching Services *

- You may redeem a **HK\$200 HKCEC Dining Voucher** when visiting **Hong Kong International Jewellery Show** on 2 – 6 March 2017. Alternatively, you may redeem a HK\$200 SkyCity Marriott Hotel Dining Voucher instead.
- **Free Business Matching Services**

* Terms & Conditions apply

Apply NOW

Return the reply slip on the next page together with a copy of your business card to HKTDC on or before 3 February 2017 (Friday). An Acknowledgement Letter detailing instructions to avail the incentive will be sent to your email upon approval by the HKTDC.

Enquiries

Mr Kenny Siu - Tel: (852) 2240 4065 - Email: hkgemshow.visitor@hktdc.org

If you do not wish to receive any promotional and other materials from the HKTDC via fax, please contact our Customer Service Hotline at (852) 1830 668 or complete the following information and fax back at (852) 2803 4198.

若閣下不欲繼續收取香港貿易發展局以傳真發送的任何宣傳及其他資料，請聯絡本局客戶服務部(852)1830 668 或填寫下列資料，並傳真至(852)2803 4198。

傳真號碼

Fax No. ()

公司

Co. Name

聯絡人

Contact Person

HKIDGPS Exhibitor Incentive Programme - *REPLY SLIP*

Please reply on or before 3 February 2017 (Friday) by email: hkgemshow.visitor@hktdc.org

Acknowledgement letter will be issued once your application is approved. All the below data are mandatory for processing the application.

Please put a ✓ in the appropriate ☐.

Incentive Interested

- ☐ Business Partner Referral Programme (fill in Part A & B)
☐ Welcome Gift (fill in Part A only and chose a welcome gift below):
☐ HKD\$200 SkyCity Marriott Dining Voucher or ☐ HKD\$200 HKCEC Dining Voucher

Part A: Exhibitor's Information

Full Name (as shown on passport): Mr / Mrs / Ms / Miss: _____
Company Name: _____
Office Telephone: _____ **Office email:** _____

Part B: Referred Business Partners' Information

(Please copy this nomination form for nominating more than 1 buyer)

Full Name: Mr / Mrs / Ms / Miss: _____
Company Name: _____
Office Address: _____
Country: _____ **Office Telephone:** _____ **Office email:** _____

Nature of Business

- | | | | |
|---|--|---|--|
| ☐ Buying Office | ☐ Jewellery Manufacturer | ☐ Jewellery Designer | ☐ Fine Watch & Clock Manufacturer |
| ☐ Luxury Life Style Accessory Manufacturer | ☐ e-Tailer | ☐ Retailer with _____ stores | |
| ☐ Importer | ☐ Wholesaler | ☐ Distributor | ☐ Chain / Department Stores |
| ☐ Exporter | ☐ Others, please specify: _____ | | |

Terms & Conditions

1. Your company and you **MUST** be an **exhibitor** of the Hong Kong Int'l Diamond, Gem & Pearl Show 2017 (HKIDGPS) in order to be entitled for the above incentive programmes.
2. HKIDGPS & Hong Kong International Jewellery Show (HKIJS) are open for business visitors only where visitors under the age of 18 will not be admitted.
3. **Buyers** of HKIDGPS & HKIJS are not eligible for the above incentive programmes.
4. Applications shall be made by email to hkgemshow.visitor@hktdc.org or fax to (852) 3521 3106 with completed application form and business card copies on or before 3 February 2017.
5. Each company is entitled to one Incentive (1) & one Incentive (2). Availability of incentive is on first-come-first-served basis.
6. Each company referred as buyer can only redeem **one** SkyCity Marriott Dining dining voucher.
7. You must show up at the HKIJS to redeem the welcome gift.
8. You and your referred buyer must show up at the HKIDGPS together to collect the Buyers Referral Programme incentive.
9. Application does not automatically entail the provision of the incentive programme, which will be awarded at the total discretion of HKTDC.
10. HKTDC reserves the rights to vary the terms and conditions, change or terminate the sponsorship programme without any prior notice.

I agree that the above information may be used by the Hong Kong Trade Development Council (HKTDC) for incorporation in all or any of its database for direct marketing and business matching (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement (available at <http://www.hktdc.com/mis/pps/en>). I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein.

For enquiries, please contact HKTDC Head Office at (852) 1830668 or hktdc@hktdc.org

☐ Please tick here if you object to our use of your data for direct marketing.

Name _____ Signature/Co. Chop _____ Date _____

If in the future, you no longer wish to receive any promotional and other materials from the HKTDC, please contact our Customer Service Hotline at (852) 1830668 or hktdc@hktdc.org. We will not send you any promotional and other materials upon receiving your request with no charge.

兩展兩地·倍添商機 絢麗耀目的珠寶貿易平台，盡在香港

多謝 貴公司參加**香港國際鑽石、寶石及珍珠展 2017**。香港貿發局誠意鼓勵您邀請相熟客戶或買家參觀是次珠寶業的貿易盛會，並享受以下推廣優惠：

買家介紹計劃 *

- 填妥附頁表格，介紹您的相熟客戶及買家參觀**香港國際鑽石、寶石及珍珠展 2017**。
- 香港貿發局將邀請您介紹的客戶申請**買家優惠**及安排**免費買家入場證**。
- 您與您介紹的客戶均可於**香港國際鑽石、寶石及珍珠展 2017** 會場換領**港幣\$200 天際萬豪酒店餐飲券**。
- 介紹客戶數量並無上限

* 優惠受條款及細則約束

同期展覽會：香港國際珠寶展 2017

- 日期：2017 年 3 月 2 - 6 日 (星期四至一)
- 地點：香港會議展覽中心
- 主要產品：珠寶成品
- 逾 2,400 個來自德國、印度、意大利、日本、韓國、馬來西亞、菲律賓、新加坡、西班牙、斯里蘭卡、台灣、泰國、土耳其及美國等地的參展商
- 網址：www.hktdc.com/hkjewelleryshow/tc
- 免費巴士將於展覽期間穿梭亞洲國際博覽館、香港會議及展覽中心及香港市區多個地點



迎新饋贈 – 餐飲券

- 只要預先登記並於 2017 年 3 月 2 – 6 日期間參觀**香港國際珠寶展 2017**，您便可於會場換領**港幣\$200 會展中心餐飲券** 或 **港幣\$200 天際萬豪酒店餐飲券**。

立即申請

請於 2017 年 2 月 3 日前填妥附頁申請回條，交回香港貿發局。成功申請者可獲香港貿發局發出之確認函。

聯絡人

蕭啟業先生 – 電話：(852) 2240 4065 – 電郵：hkgemshow.visitor@hktdc.org

If you do not wish to receive any promotional and other materials from the HKTDC via fax, please contact our Customer Service Hotline at (852) 1830 668 or complete the following information and fax back at (852) 2803 4198.

若閣下不欲繼續收取香港貿易發展局以傳真發送的任何宣傳及其他資料，請聯絡本局客戶服務部(852)1830 668 或填寫下列資料，並傳真至(852)2803 4198。

傳真號碼

Fax No. ()

公司

Co. Name

聯絡人

Contact Person

香港國際鑽石、寶石及珍珠展參展商優惠計劃 – 回條**截止日期：2017 年 2 月 3 日**請於 2017 年 2 月 3 日前將此回條以電郵 hkgemshow.visitor@hktdc.org 交回香港貿發局。

成功申請者將獲香港貿發局發出之確認函。

請於 ☐ 內別選閣下的選擇**擬申請的優惠**☐ 買家介紹計劃 (請填甲部份及乙部份)☐ 迎新饋贈 (請填甲部份，並別選下列其中一項優惠):☐ 港幣\$200 香港會議及展覽中心餐飲券 或 ☐ 港幣\$200 天際萬豪酒店餐飲券**甲部份：參展商資料**

名字 (與護照相乎)：先生/女士/小姐/太太：_____

公司名稱：_____

辦公電話：_____ 辦公電郵：_____

乙部份：介紹買家資料 (請附上買家的名片)

請復印此表格作更多買家提名。

名字 (與護照相乎)：先生/女士/小姐/太太：_____

公司名稱：_____

辦公地址：_____ 國家：_____

辦公電話：_____ 辦公電郵：_____

業務性質：

- | | | | |
|------------------------------------|----------------------------------|--|--|
| ☐ 採購合作社 | ☐ 珠寶首飾生產商 | ☐ 珠寶首飾設計 | ☐ 高級鐘錶生產商 |
| ☐ 高級生活用品生產商 | ☐ 網上銷售商 | ☐ 銷售商，擁有 _____ 店鋪 | ☐ 入口商 ☐ 連鎖店 / 百貨公司 |
| ☐ 分銷商 | ☐ 批發商 | ☐ 出口商 | ☐ 其他，請注明：_____ |

條款及細則

- 貴公司必須為參觀「香港國際鑽石、寶石及珍珠展 2017」的參展商，方享有以上優惠。
- 「香港國際鑽石、寶石及珍珠展 2017」及「香港國際珠寶展 2017」為貿易展覽，只供十八歲或以上業內人士參觀。
- 以上優惠並不適用於「香港國際鑽石、寶石及珍珠展 2017」或「香港國際珠寶展 2017」的買家。
- 閣下必需於 2017 年 2 月 3 日前，連同已填妥的申請回條及公司名片以電郵 hkgemshow.visitor@hktdc.org 或傳真(852) 3521 3106 交回香港貿發局。
- 每家公司只可領取以上兩項優惠各一次。以上優惠以先到先得方式批核。
- 每家被介紹成為買家的公司可領一張港幣\$200 天際萬豪酒店餐飲券。
- 參展商必須參觀「香港國際珠寶展 2017」以領取迎新饋贈優惠。
- 參展商及被介紹買家必須參觀「香港國際鑽石、寶石及珍珠展 2017」，並一起領取買家介紹計劃優惠。
- 香港貿發局並不保證申請成功。香港貿發局保留修改此條款，取消及終止優惠之權利，而毋須預先另行通知。
- 如有任何爭議或更改，香港貿易發展局擁有最終決定權。

本人同意香港貿易發展局(貿發局)可將上述資料編入其全部或任何資料庫內作為直接促銷及商貿配對(因而可能成為可供本地及/或海外公眾人士使用)，以及用於貿發局在私隱政策聲明(網頁 <http://www.hktdc.com/mis/pps/tc>) 中所述之其他用途。本人確認已獲得此表格上所述人士同意，將其個人資料提供予貿發局。

若有任何疑問或欲索取私隱政策聲明，請致電客戶服務部(852)1830 668 或瀏覽網頁<<http://www.hktdc.com/mis/pps/tc>>。☐ 若閣下反對我們將閣下的資料用於進行直接促銷，請於方格內加上✓號。

姓名 _____ 簽署/公司印鑑 _____ 日期 _____
若閣下不欲收取貿發局的任何宣傳及其他資料，請聯絡本局客戶服務部 (852) 1830668 或 hktdc@hktdc.org。我們在收到閣下要求後，在不收費用的情況下停止寄給閣下任何宣傳及其他資料。

28 February – 4 March 2017·AsiaWorld-Expo

Circular (9) – Move-out Regulations

通告 (9) – 撤館規則

Please note that many buyers have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:30 p.m. on 4 March 2017**. According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon of **4 March 2017**, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location 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.

本局接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，**所有參展商嚴禁於 2017 年 3 月 4 日下午 5 時 30 分前把展品搬離會場**。參展申請表內的展覽會規則第 45 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 **3 月 4 日** 下午派員巡察各展館，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。

28 February – 4 March 2017 • AsiaWorld-Expo

Circular (10) – Fair Notices
通告 (10) – 展會通告**Table of Contents 目錄**

1	Important Exhibition Regulations 展覽會重要規則
2	Booth Decoration and Exhibits should be Ready before the Opening 準時開放攤位予買家參觀
3	Safety Measures on On-Site Construction / Dismantling Work / 展覽活動施工場地安全守則
4	Immigration Regulations to be Observed and Followed by Exhibitors 參展商須遵守的入境規例
5	Caution on Third Party Promotional Offers 請小心處理由第三者提供之推廣優惠
6	Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
7	Trolley Rental Service NOT Available 展覽會不設租用手推車服務
8	Internet Access at the Fair 展覽會連線上網安排

1 : Important Exhibition Regulations 展覽會重要規則

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them. 各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

1. Displaying relevant exhibits 展示合適展品

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定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，或終止其參展權，參展商並無追索權。

From Hong Kong International Diamond, Gem & Pearl Show 2014 onwards, exhibitors are required to exhibit at least 70% loose stone and the remaining 30% could be samples of loose stones with setting. If the exhibitors do not fulfill this requirement, the Organiser shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and to close the Stand immediately at the Exhibitor's expense.

自香港貿發局香港國際鑽石、寶石及珍珠展 2014 起，參展商必須在攤位展出不少於七成未經鑲嵌的鑽石、寶石或珍珠（珠寶原材料），其餘三成可為珠寶原材料鑲嵌的首飾樣本。假若參展商未達到上述要求，主辦機構有權即時終止其參展資格及封閉其攤位，毋須給予通知，有關費用一概由參展商承擔。

2. Sub-letting is forbidden 禁止分租

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC trade fairs.

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

By way of clarification, an Exhibitor is ONLY permitted to:-

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
 - (ii) allow its own employee to solicit business for itself,
容許其僱員招攬生意。
- at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及的产品，必須與展覽會攤位確認信所述的產品類別展區相符。

3. Receiving buyers with courtesy 有禮接待買家

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

4. **Move-out Regulations 撤館守則**

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (4 March 2017, 5:30pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

特此通告各參展商需嚴格遵守大會的撤館時間，**不得於展覽指定結束時間（2017年3月4日下午5時30分）前將展品運走及開始收拾其攤位**。敬希 貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist to move out early, the Organiser reserves the right to reject future applications of the exhibitor.

為進一步提高展覽會質素及避免同類事件發生，本展職員會於2017年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

2 : Booth Decoration and Exhibits should be Ready before the Opening **準時開放攤位予買家參觀**

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of the exhibition, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

3 : Safety Measures on On-Site Construction / Dismantling Work 展覽活動施工場地安全守則

In order to maintain the site safety of events held at the AsiaWorld-Expo (AWE), with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labor Department** and **Occupational Safety & Health Council**. Details are as below: -

為確保展覽活動施工場地安全，亞洲博覽館將根據**勞工處**及**職業安全健康局**的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the AWE by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 meter or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.

為確保安全，展覽期間亞洲博覽館內**禁止任何人士使用高度超過2米梯子**。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。

- 2) All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest**.

任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律必須穿上反光背心。

- 3) Workers are required to **wear safety belt** while construction activities are carried out at 2 meters or more above the ground.

於距離地面2米或以上高度施工的工人必須配戴安全帶。

- 4) If this rule is not observed, AsiaWorld-Expo and the Organiser will have the right to stop the relevant construction activity immediately.

如有違規者，亞洲國際博覽館及主辦機構有權立即制止有關搭建工程進行至符合安全標準。

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. John Ng at Tel (852) 2240 5460 or Mr. Ricky Lam at Tel (852) 2240 5449. 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.

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，請與吳永成先生（電話：(852) 2240 5460）或林梓鍵先生（電話：(852) 2240 5449）聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/eng/public/content2_8b.htm。

4 : Immigration Regulations to be Observed and Followed by Exhibitors

參展商須遵守的入境規例

1. Exhibitors from outside Hong Kong 來自香港以外的參展商

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.

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。

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.

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. Exhibitors from Chinese mainland 中國內地參展商

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

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. Hong Kong Exhibitors 香港參展商

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.

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。

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

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

5 : Caution on Third Party Promotional Offers from Fair Guide / Expo Guide/ Event Fair / FAIR-Guide

請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/ FAIR-Guide 等)提供之推廣優惠

It has come to the Organiser's attention that some exhibition/trade directories or organisations have sent invitations to exhibitors inviting them to update or correct their data with their fair directories and subsequently claimed exhibitors for fees.

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。

These directories and organisations include but are not limited to the following:

- Fair Guide (owned by Construct Data)
- Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals"))
- Event Fair - The Exhibitors Index, and
- FAIR-Guide (www.fairguide.me) (owned by Avron s.r.o.).

此等出版人或組織包括但不限於:

- Fair Guide (由 Construct Data 所擁有)。
- Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)。
- Event Fair - The Exhibitors Index 和 FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有)。

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair nor the FAIR-Guide has any connection with the Organiser or any of our fairs.

香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair 和 FAIR-Guide 概與主辦機構或主辦機構的任何展覽完全無關。

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data has shifted its operation from Austria to Mexico and/or Slovakia.

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

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals 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.

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data 與 Commercial Online Manuals 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。主辦機構特此呼籲閣下在簽署任何合約（包括以細小字體列印的合約）及附件之前，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

The Organiser does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or Avron. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or Avron, you should notify Construct Data, Commercial Online Manuals, Event Fair and/or Avron 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.

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair 及/或 Avron 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair 及/或 Avron 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。

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

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

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

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

6 : Caution on Rental of Credit Card Payment Terminals

提防有關信用卡終端機租賃服務

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

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the HKTDC Hong Kong International Diamond, Gem & Pearl Show. Should you have any questions, please contact the Fair Management Office.

香港貿發局並提醒所有參展商不得在香港貿發局香港國際鑽石、寶石及珍珠展期間進行零售活動。如有任何疑問，請聯絡主辦機構辦事處。

7: Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will NOT be available for exhibitors at the Fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the Fair.

參展商請特別留意，展覽會將不設租用手推車服務。參展商如需要使用手推車，請自行安排。

8 : Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by AsiaWorld-Expo (Please refer to FORM 5 in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by AsiaWorld-Expo intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes.

If you encounter any problem with the Wireless LAN service onsite, please contact the service hotline at 3606 8000.

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器)，主辦機構強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用，避免依賴亞洲國際博覽館提供之無線上網服務(申請程序請見「申請表格」內的表格5)。

各參展商亦必須注意博覽館提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗，不穩定或緩慢等情況，且若連線後停止瀏覽網頁超過10分鐘，無線上網服務亦會自行中止。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助，請致電熱線 3606 8000。

註：通告內容若有差異，應以英文版本為準。

Appendix 1

Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organiser**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else’s intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor’s Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors (“**Exhibitors**”) is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party’s rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organiser and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party’s claim of infringements by the Exhibitor and/or the Organiser and/or the latter’s agents, representatives, contractors or employees of such third party’s rights.

The Exhibitor agrees that it shall comply with any “Exhibitors’ Brief on the Protection of Intellectual Property Rights at TDC Exhibitions” (“**Exhibitors’ Brief**”) that the Organiser may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors’ Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors’ Brief, the Organiser shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant (“**Complainant**”) files a complaint with the Organiser in accordance with the Exhibitors’ Brief and requests the Organiser to take action against an Exhibitor, the Complainant agrees to hold the Organiser, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organiser, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed

Appendix 1

by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organiser, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the “**Fair Legal Advisor**”). The Fair Legal Advisor will be on-call during the opening hours of HKTDC’s trade fairs and will attend the HKTDC’s office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor’s Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors’ Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant’s intellectual property rights are valid and have been infringed by the display of the Exhibitor’s product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC’s website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organiser’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organiser, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC’s Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in

Appendix 1

question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

Penalties

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow TDC to immediately take 3 photographs of the product or material in dispute;
 - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
- by more than one complainant in respect of different intellectual property rights; or
 - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

Appendix 1

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
- (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
- (iii) has in his possession for sale, or for any purpose of trade or manufacture, any goods to which a false trade description is applied

commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

Appendix 1

Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights

A. Copyright

Option 1: An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

Option 2: If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of all of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. original copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will not be accepted;
5. original evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. original evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm all the above information and evidence in a standard-form checklist (which is available for download at [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in Hong Kong including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will not be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in Hong Kong including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will not be accepted).

Appendix 1

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE:** foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局 (以下簡稱為「**本局**」、「**主辦機構**」) 是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商 (「**參展商**」)，必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》(「**參展商須知**」)，包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人 (「**投訴人**」) 按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員 (包括但不限於所述各方的法律顧問) 的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用 (包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問) 採取任何法律行動、或提出任何索償或要求。

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問(「法律顧問」)將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。
5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

侵權處罰

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
 - o 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
 - o 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。

2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務;
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

另外，任何商戶如就任何消費者作出任何不良營商手法 (包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為)，即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年; 及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

證明知識產權的存在及擁有權的所需文件

A. 版權

途徑 1: 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：
[\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

途徑 2: 若投訴人為版權擁有人並能提供下列第 4-6 項證據的正本作舉證，投訴人需提交下列所有的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的原作正本，例如設計圖樣及草圖等 - **註：**任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. 發票、貨運文件或其他文件的正本，而該等文件可證明**(1)**首次出售有關該版權作品保護之產品或物品之日期，或 **(2)**首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載
[\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明 (**註：**任何非香港的註冊均不接受)。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明 (**註：**任何非香港的註冊均不接受)。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

SME Export Marketing Fund

It's your move



SME Export Marketing Fund (EMF)

Purpose

To help small and medium enterprises (SMEs) develop/expand markets outside Hong Kong through funding support for their participation in export promotion activities.

Eligibility

SMEs that are registered in Hong Kong under the Business Registration Ordinance (Chapter 310) and have substantive business operation in Hong Kong.

"SMEs" are any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong. "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain.

Scope

- Participation in trade fairs/exhibitions and business missions outside Hong Kong, as well as local trade fairs/exhibitions which are export-oriented.
- Advertisements on printed trade publications targeting export markets.
- Advertisements on eligible trade websites.

Expenditures such as the participation fees charged by the organisers, travelling expenses, hotel accommodation expenses and fees for advertising in trade publications or eligible trade websites are generally eligible for support under the EMF.

Amount of Grant

For each successful application, the maximum amount of grant will be 50% of the total approved expenditures incurred by the applicant or \$50,000, whichever is the less. The cumulative amount of grant an SME may obtain from the EMF will be adjusted from \$150,000 to \$200,000 with effect from **10 June 2013**.

The increment aims at encouraging/assisting SMEs to explore new market and new business opportunities. EMF applicants that have attained a cumulative grant amount of \$150,000 will become eligible for an additional grant of up to \$50,000 provided that such additional grant is used for **participating in new export promotion activities for exploring new markets**. Specifically, the additional grant can only be used by an SME for participating in eligible export promotion activities other than those as recorded in their previous applications approved under the EMF. For more details regarding this requirement and its implementation, please enquire with the SME Export Marketing Fund Unit (the EMF Unit).

Application Procedures

An SME should submit application for grant within **60 calendar days** after the completion date of the trade fair/exhibition or business mission; the issue date of the trade publication containing the advertisement; or the commencement date when the advertisement is put on the eligible trade website. An application can be submitted to the EMF Unit either in person or by post, generally including the following:

- A completed application form;
- A photocopy of the valid Business Registration (BR) Certificate of the applicant;
- A photocopy of the valid Hong Kong Identity Card or Passport of the authorised person signing the application form for and on behalf of the applicant;
- Brochure of the concerned export promotion activity; original copy of the trade publication containing the concerned advertisement; or printout of website showing the advertisement and certified by the website service provider;
- Original and copy of receipts in relation to the declared expenditures plus evidence to substantiate the applicant's participation in an export promotion activity;
- Evidence showing the representatives attending the activity are employers/employees of the applicant (e.g. Mandatory Provident Fund records); and
- Form 1(a) of the BR Office and/or Annual Return of the Companies Registry (i.e. Form AR1).

Application form is obtainable free of charge at Trade and Industry Department or can be downloaded from the homepage of the SME Funding Schemes at www.smefund.tid.gov.hk. For details, please refer to the Guide to Application which is available from the EMF Unit or the said homepage.

For enquiries, please contact:

SME Export Marketing Fund Unit
Trade and Industry Department
4/F, Trade and Industry Department Tower
700 Nathan Road, Kowloon
Tel. : 2398 5127 / 2398 5125
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Homepage : www.smefund.tid.gov.hk

中小企業市場推廣基金

棋先一著

把握推廣良機



東莞

上海

廣州

法蘭克福

杜拜



北京

拉斯維加斯

東京

深圳

杜塞爾多夫



華沙

新加坡

漢諾威

科隆

紐倫堡

中小企業市場推廣基金



目的

透過資助中小企業參與出口推廣活動，從而協助其開拓/擴展境外市場。



申請資格

所有在香港按照商業登記條例(第310章)登記的中小企業，並在本港有實質業務運作。

「中小企業」指任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動。



資助範圍

- 參與境外商品展銷會/展覽及考察團，及以出口市場為主的本地商品展銷會/展覽。
- 在以出口市場為目標對象的印刷貿易刊物刊登的廣告。
- 在合資格貿易網站上刊登的廣告。

由主辦機構收取的參展費，交通費，酒店住宿開支及貿易刊物/合資格貿易網站的廣告費，一般情況下可獲基金資助。



資助金額

每次成功申請，最高的資助額為申請企業就有關活動繳付的核准開支總費用的50%或5萬元，以較低者為準。每家中小企業的累計資助上限將由2013年6月10日起，由15萬元調整至20萬元。

提高的資助額旨在鼓勵/協助中小企業開拓新市場及新商機。用罄15萬元累計資助上限的申請企業如欲使用額外最多5萬元的資助額，則必須把新增資助額用於參與新出口市場推廣活動。具體來說，申請的中小企業必須把新增資助額用於參與有別於其之前曾獲市場推廣基金資助的其他合資格的出口推廣活動。如欲獲得更多有關本規定及其實施的詳情，請向中小企業市場推廣基金組查詢。



申請手續

在展銷會/展覽或考察團完結日、刊登廣告的貿易刊物出版日或合資格貿易網站展示廣告開始日起計的六十個曆日內，把申請表連同下列文件親身或以郵遞方式遞交到中小企業市場推廣基金組：

- 填妥的申請表格；
- 申請企業的有效商業登記證副本；
- 簽署申請表格的授權人士的有效香港身份證或護照副本；
- 申報出口推廣活動的小冊子，刊登有關廣告的貿易刊物正本，或顯示有關廣告的網頁列印紀錄並由網站服務提供者加簽證明；
- 申報開支收據正本和副本，以及完成參與出口推廣活動的證明；
- 參與活動代表為申請企業東主/僱員的證明〔如強制性公積金記錄〕；及
- 商業登記署的Form 1(a)及/或公司註冊處的周年申報表(即Form AR1)。

申請表格可於工業貿易署索取，或從中小企業資助計劃網頁www.smefund.tid.gov.hk下載。有關申請手續的詳情，請參閱申請指引，有關的指引可向本基金組索取或在以上網頁查閱。



如有查詢，歡迎聯絡：

九龍彌敦道700號工業貿易署大樓四樓工業貿易署
中小企業市場推廣基金組

電話：2398 5127 / 2398 5125
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網頁：www.smefund.tid.gov.hk