

December 2026

HKTDC Hong Kong International Diamond, Gem & Pearl Show (HKIDGPS)
香港貿發局香港國際鑽石、寶石及珍珠展

Important Circulars 1
重要通告 1

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2026**. Grateful for your attention of the below circulars. 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2026，煩請細閱以下內容。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
2026年1月

Contact 聯絡人	Email 電子郵件	Tel 電話
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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:

<https://www.hktcdc.com/event/hkdgp/en/exhibitors-manual>

Order Forms 額外設施及服務申請表格:

Deadline: Extended to 26 Jan 2026 截止日期: 延至 2026 年 1 月 26 日

<https://www.hktcdc.com/event/hkdgp/en/additional-facilities-services-order-form>

(20% surcharge for late order received after 26 Jan 2026 and 30% surcharge for late order received after 16 Feb 2026. 於 2026 年 1 月 26 日後交回需附加百分之二十之附加費，於 2026 年 2 月 16 日後交回需附加百分之三十之附加費。)

(Remarks: Hardcopy will NOT be distributed 備註: 印刷本將不會派發)

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
a.	Checklist of Important Dates 重要日期清單	Special Circular (1) 特別通告 (1)
b.	e-Badge for Exhibitors and Buyers 參展商及買家電子入場證	Special Circular (2) 特別通告 (2)
c.	Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 關於印度國民預辦入境登記的更新	Special Circular (3) 特別通告 (3)
d.	Important Notice on Insurance 保險相關注意事項	Special Circular (4) 特別通告 (4)
e.	Caution on Arranging Payment and Fraudulent Emails 請小心處理有關繳付參展費用之安排及欺詐電郵騙案	Special Circular (5) 特別通告 (5)
f.	Invoices Issued to Buyers (Trade Description Ordinance) 有關<商品說明條例>中產品銷售之發票內容	Special Circular (6) 特別通告 (6)
g.	Statutory Requirement for Non-Hong Kong Precious Metals and Stones (non-HK PMS) Dealers to submit Cash Transaction Report to Hong Kong Customs 非香港貴金屬及寶石交易商提交現金交易報告的法定要求	Special Circular (7) 特別通告 (7)
h.	Guidelines for Exhibition or Demonstration of Irradiating Apparatus 有關展示或演示輻照儀器之指引	Special Circular (8) 特別通告 (8)
i.	Rules and Regulations on the Display of Laboratory-Grown Diamonds and Synthetic Gemstones 有關展示培育鑽石與合成寶石之規則	Special Circular (9) 特別通告 (9)
j.	Special Hotel and Flight Booking Offer 酒店住宿及機票推廣優惠	Special Circular (10) 特別通告 (10)
k.	Special Safety Reminder for Standard Booth and Premium Booth Design 標準攤位及特裝攤位設計之特別安全提示	Circular 1 通告 1
l.	Measures on Custom-built Participation 特裝參展措施	Circular 2 通告 2
m.	Safety Measures on On-site Construction and Dismantling Work 展覽活動施工場地安全守則	Circular 3 通告 3
n.	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項-現場使用電力指引	Circular 4 通告 4
o.	Guidance to exhibitors for on-site usage of electricity and fair system and furniture 現場使用電力及攤位設施及傢俱安全指引	Circular 5 通告 5
p.	Special Events Organised by Exhibitors during the Shows 有關於攤位內舉行的特別節目之事宜	Circular 6 通告 6
q.	Guidelines of KOL Livestreaming Activities 現場直播活動指引	Circular 7 通告 7
r.	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Circular 8 通告 8

s.	Move in/out Arrangement & Use of Vehicle Pass 進館、撤館及交通安排及貨車許可證之使用須知	Circular 9 通告 9
t.	Move-out Regulations 撤館規則	Circular 10 通告 10
u.	Green Tips to Exhibitors 參展商綠色小貼士	Circular 11 通告 11
v.	Join HKTDC social media channels and get up-to-date fair information 通過香港貿發局的社交平台獲取最新展覽會資訊	Circular 12 通告 12
w.	Fair Notices 展會通告	Circular 13 通告 13
x.	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
y.	Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子 (Applicable to Hong Kong Exhibitor 只適用於香港公司)	-

***Arrangement of Exhibitor Badges Collection and Electronic Vehicle Entry Permit** will be announced later.

*有關參展商工作證領取及電子車輛入場許可證安排將於稍後另行電郵予貴公司。

***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
1 March (Sun) 3 月 1 日 (星期日)	Nil 不適用	14:00 – 19:00
2 March (Mon) 3 月 2 日 (星期一)	10:30 – 18:30	10:00 – 18:00
3 - 5 March (Tue – Thu) 3 月 3 日至 5 日 (星期二至四)	10:00 – 18:30	09:30 – 18:00
6 March (Fri) 3 月 6 日 (星期五)	10:00 – 17:30	09:30 – 15:30

Special Circular 1: Checklist of Important Dates

特別通告 1: 重要日期清單

	Deadline 截止日期
Confirmation of Company Information 參展商資料最後確認日期	16 January 2026 2026 年 1 月 16 日
Additional Facilities and Services Order Deadline 額外設施及服務截止申請日	Extended to 26 January 2026 延至 2026 年 1 月 26 日 20% surcharge for late order received after 26 Jan 2026 and 30% surcharge for late order received after 16 Feb 2026. 於 2026 年 1 月 26 日後交回需附加百份之二十之附加費，於 2026 年 2 月 16 日後交回需附加百份之三十之附加費。
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 2026 2026 年 2 月中旬
Visitor Pre-registration 參觀人士網上預先登記	Online registration will close on 1 March 2026. at 5:00pm (GMT+8). Registration Link: Please click here 網上登記將於 2026 年 3 月 1 日下午 5 時正 (標準時間+8)關閉。 登記網址： 請點擊此處
Redemption of Exhibitor Badge 參展商工作證	Late-January 2026 2026 年 1 月下旬

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。

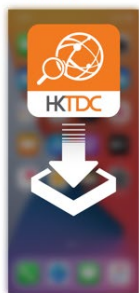
Special Circular 2 – e-Badge for Exhibitors

HKTDC Marketplace App

Your Smart Sourcing Companion

HOW TO GET YOUR EXHIBITOR E-BADGE

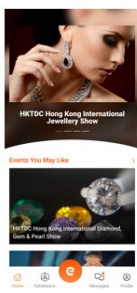
Download HKTDC Marketplace APP



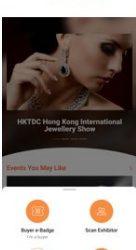
Login with your Exhibitor Account



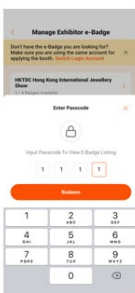
Click the e button



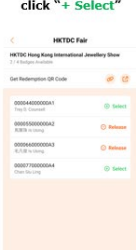
Select Exhibitor e-Badge



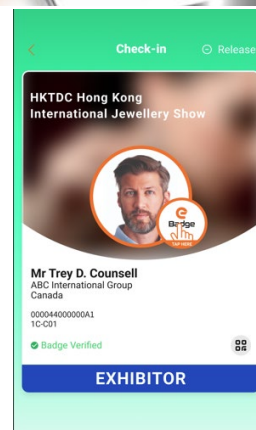
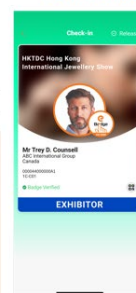
Input the passcode



Select your own e-badge and click '+ Select'



You can access the fairs by the verified e-Badge



With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, the [HKTDC Marketplace App](#) has been enhanced to upgrade buyer and exhibitor experience.

As part of this enhancement, we have launched the exhibitor e-Badge function within the App for a seamless fairground experience while being environmental friendly. You are highly recommended to make use of this new feature. You and your colleagues are required to use your own personal device to redeem your own badge through logging in the App with your company Exhibitor Account.

Download on the App Store

GET IT ON Google Play

For Android devices purchased in Mainland China without Google Play, please download via [APK File](#)

Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (1 March 2026).

Video Tutorial: <https://www.youtube.com/watch?v=uKkzFVapKFY>

Exhibitors are reminded that the Check-in counters are expected to be very busy on the move-in date, so you and your colleagues are **STRONGLY** recommended to redeem your Exhibitor e-Badge in advance so that you can **DIRECTLY** enter the fairground by showing your e-Badge upon arrival.

For more information, please [click here](#) to visit the website.



Feel free to contact us at +852-1830668, e-mail exhibitions@hktdc.org or contact the HK International Diamond, Gem & Pearl Show team for further assistance.

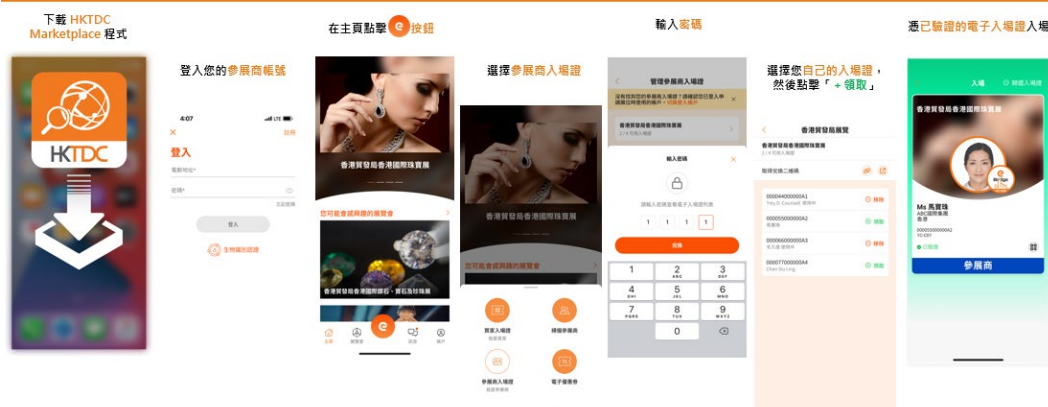
特別通告 2 - 參展商電子入場證

香港貿發局商貿平台

您的智能流動應用程式



如何取得參展商電子入場證



隨著流動技術的快速發展，同時為了提供中小企必要的工具以增加商貿配對機會，[HKTDC Marketplace App](#) (貿發局商貿平台應用程式) 已新增功能，提升買家及參展商的展會體驗。

為了令企業能夠在數碼時代把握商機，參展商現可在到達會場前透過使用 [HKTDC Marketplace App](#) 登入 貴司的參展商帳號，預先換領參展商電子入場證 (Exhibitor e-Badge)。各參展商需透過個人電子設備(手提電話、平板電腦等)以 貴司的參展商帳號登入 [HKTDC Marketplace App](#) 以換領其參展商電子入場證。煩請於進館日前(2026年3月1日)安排換領您及 貴司同事的參展商電子入場證。

由於我們預計「參展商登記進場櫃位」於進館日將會非常繁忙，因此強烈建議您在進場前預先換領有關的參展商電子入場證，以便您可以在抵達時展示 e-Badge 直接進入展覽場地。

教學短片：<https://youtube.com/shorts/bKcRIC2hWPM?si=Etf9yOmDuXDBR0Jd>

更多資訊，可[按此](#)瀏覽網頁。



如有任何查詢，可致電+852-18306688、電郵 exhibitions@hktdc.org 或與香港國際鑽石、寶石及珍珠展項目團隊聯絡。

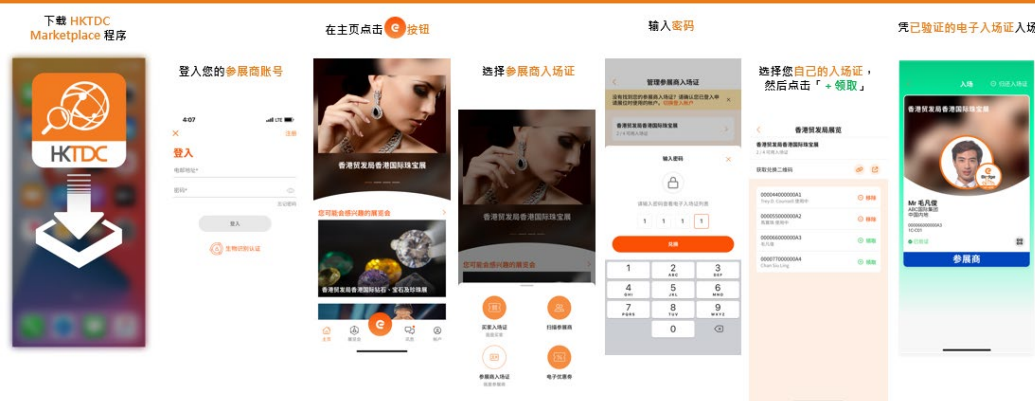
特別通告 2 – 參展商電子入場證

香港貿發局商貿平台

您的智能流動應用程式



如何取得參展商電子入場證



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教學視頻：

<https://www.youtube.com/watch?v=unLq-zFFd64> (YouTube)

https://app8tmvakrp5453.h5.xiaoeknow.com/p/course/video/v_67621f09e4b0694c3c7c9a99 (小鵝通)

更多信息，可[按此](#)瀏覽網頁。



如有任何查詢，可致電 +852-1830668、電郵 exhibitions@hktdc.org 或與香港國際鑽石、寶石及珍珠展項目團隊聯絡。

HOW TO GET YOUR EXHIBITOR E-BADGE

– Step-by-step Instructions

如何取得參展商電子入場證

– 詳細步驟說明

Video Instructions:

教學短片：



Link 連結	English 英語	Cantonese 廣東話	Mandarin (YouTube) 普通話	Mandarin (Xiao e) 普通話 (小鵝通)
QR Code 二維碼				

HOW TO GET YOUR EXHIBITOR E-BADGE - Flow

如何取得參展商電子入場證 – 簡化程序

***Your Exhibitor Account is the one you used for booth application.*

***參展商登入帳戶為
您於申請展位時使用的
帳戶*



Exhibitor - Core Staff

(Administrator /
Holder of the Exhibitor Account)

參展商 - 核心員工

(公司代表 / 參展商登入帳戶持有人)

- 1 Download app
下載應用程式
- 2 Login exhibitor account
登入參展商帳戶
- 3 Manage exhibitor e-Badge
管理參展商入場證
- 4 Send QR Code to Other Staff
發送二維碼予其他員工



Exhibitor - Other Staff

(Staff who do not have the
Exhibitor Account)

參展商 – 其他員工

(沒有參展商登入帳戶之員工)

- 1 Download app
下載應用程式
- 2 Scan redemption QR code
掃描領取入場證二維碼
- 3 Redeem exhibitor e-Badge
取得參展商電子入場證

HOW TO GET YOUR EXHIBITOR E-BADGE – Download HKTDC Marketplace App

如何取得參展商電子入場證 – 下載 HKTDC Marketplace 程式

Available in below app stores:

可於以下應用商店下載：



[Apple App Store](#)
(iOS)



[Google Play Store](#)
(Android)



[百度](#)



[360手机助手](#)

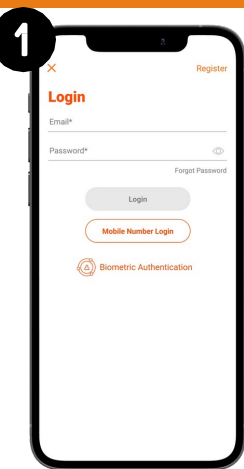


[华为应用商店](#)

(以上適用於中國內地安卓手機用戶)

CORE STAFF / ADMINISTRATOR - Login and Redeem e-Badge

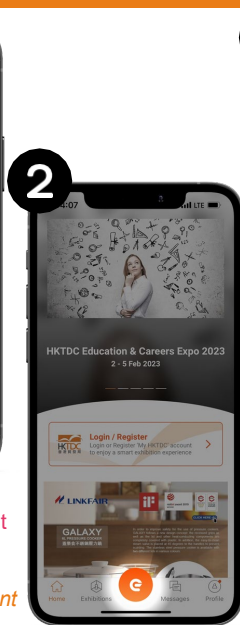
核心員工 / 公司代表 – 登入並領取電子入場證



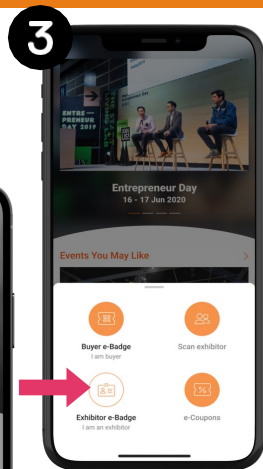
Login exhibitor account
登入參展商帳戶

****Your Exhibitor Account is the one you used for booth application.**

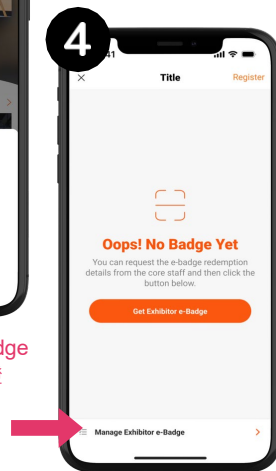
****參展商登入帳戶為您於申請展位時使用的帳戶**



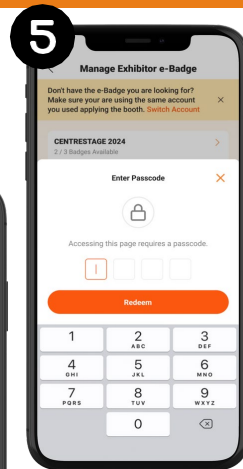
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



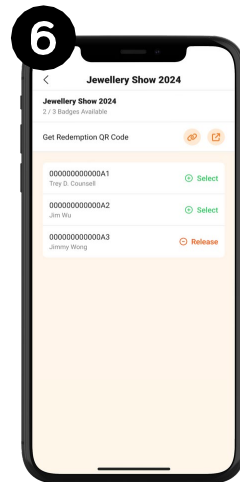
Click Manage Exhibitor e-Badge
點擊管理參展商入場證



Input passcode (PIN)
輸入識別碼 (PIN)

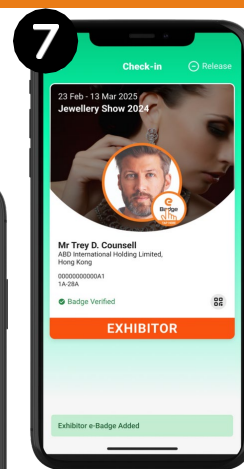
****The passcode has been sent to your email used for booth application.**

****密碼已於較早前發送至您的電郵**



Select your own e-Badge
選擇自己的入場證

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**
*** 請注意：每台電子設備 (如手機) 只能兌換一個工作證。**



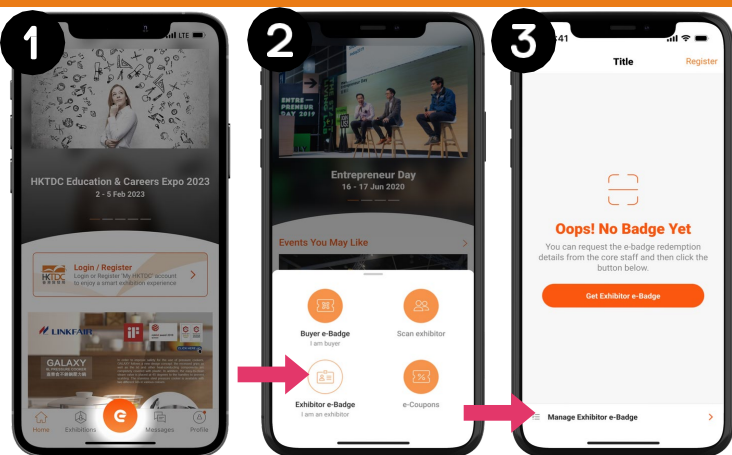
You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

CORE STAFF / ADMINISTRATOR – Manage or Share Redemption QR Code to Other Staff

核心員工 / 公司代表 – 管理或分享領取入場證的二維碼予其他員工



Click e-Badge button
點擊電子入場證

Click Exhibitor e-Badge
點擊參展商入場證

Click Manage
Exhibitor e-Badge
點擊管理參展商入場證

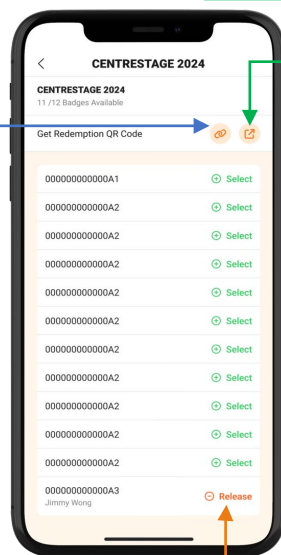
Two options to share the redemption QR code to other staff:

透過以下兩個途徑分享領取入場證的二維碼予其他員工：

Option 1 方法一
Copy the link of redemption
QR code web page
複製領取入場證網頁的網址

Option 2 方法二
Open the link of redemption
QR code web page
打開領取入場證網頁的網址

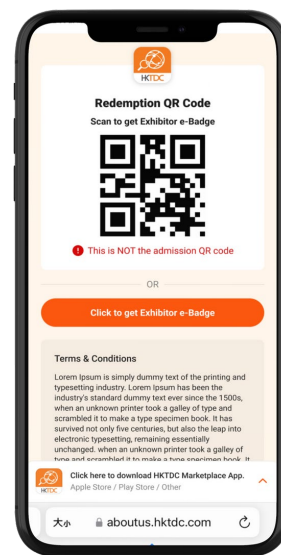
Take screenshot
of this page
截圖此頁



****Other staff would also
need to enter the PIN
when downloading the e-
badge, please send it
separately to them.**

****其他員工下載入場證時
亦需要輸入識別碼(PIN)。
請單獨發送予他們。**

Manage Exhibitor e-Badge
管理參展商電子入場證
Release e-Badge from the
redeemed user / device.
Then the badge will become
available again.
回收入場證，入場證會從現
時用戶中移除，該入場證可
以讓其他用戶重新領取

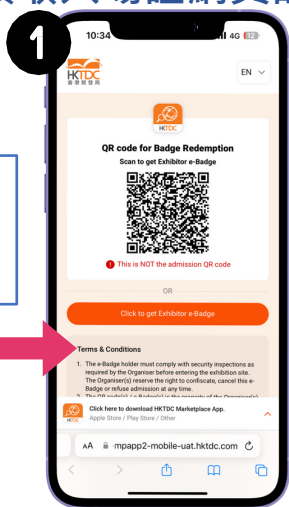


OTHER STAFF - Login and Redeem e-Badge

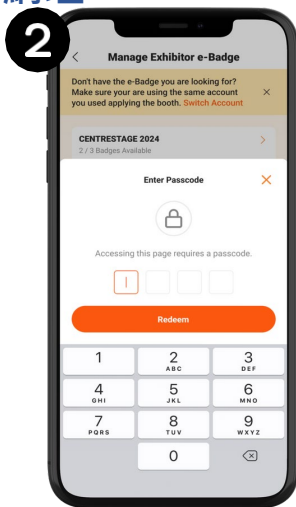
其他員工 – 登入並領取電子入場證

Option 1: Open redemption web page link

方法一：打開領取入場證網頁的網址



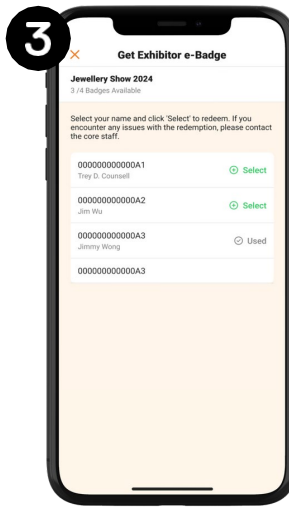
Open the link of redemption QR code web page and **click Get Exhibitor e-Badge**
打開領取入場證網頁的網址並**點擊**領取電子入場證



Input passcode (PIN)
輸入識別碼 (PIN)

****Please obtain the PIN from your company's administrator**

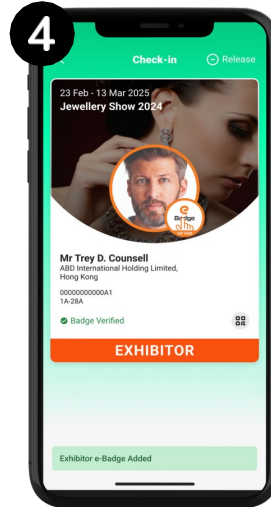
****請向您的公司代表獲取識別碼(PIN)**



Select your own e-Badge
選擇自己的入場證

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**

*** 請注意，每台電子設備 (如手機) 只能兌換一個工作證。**



You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

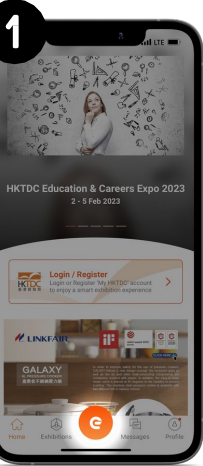
OTHER STAFF - Login and Redeem e-Badge

其他員工 – 登入並領取電子入場證

Option 2: Use QR Code

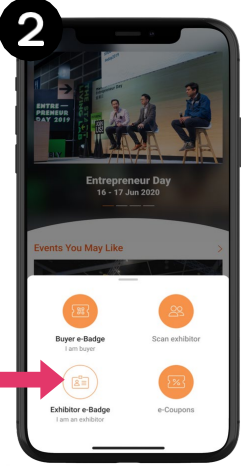
方法二：使用二維碼

1



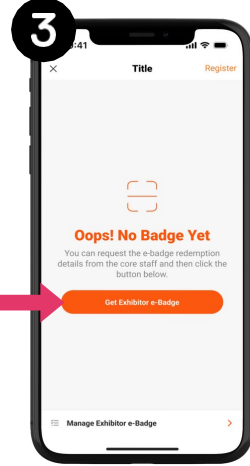
Click e-Badge button
點擊電子入場證

2



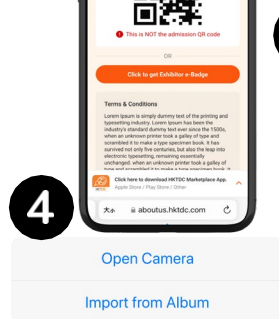
Click Exhibitor e-Badge
點擊參展商入場證

3



Click Get Exhibitor e-Badge
點擊領取參展商入場證

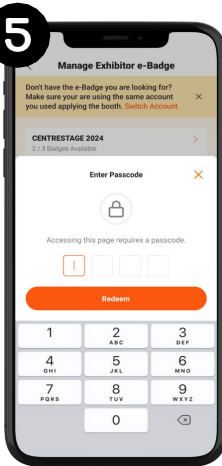
4



Scan this code / import screenshot
掃描此二維碼 / 從相冊選擇二維碼的截圖

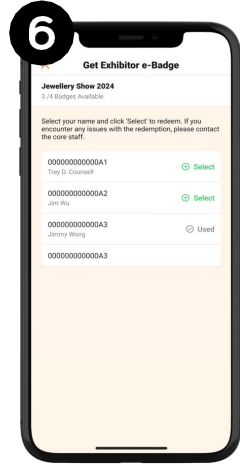
Open camera to scan the redemption QR code in the link of redemption web page or import screenshot from album
打開相機掃描領取入場證網頁中的二維碼，或從相冊選擇二維碼的截圖

5



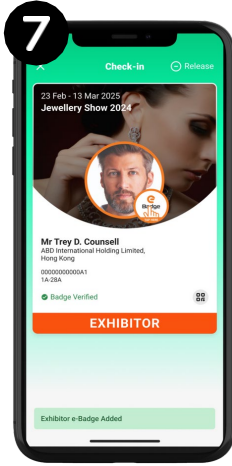
Input passcode (PIN)
輸入識別碼 (PIN)

6



Select your own e-Badge
選擇自己的入場證

7



You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

****Please obtain the PIN from your company's administrator**
****請向您的公司代表獲取識別碼(PIN)**

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**
*** 請注意：每台電子設備 (如手機) 只能兌換一個工作證。**

Special Circular 3: Arrangement on Pre-arrival Registration (PAR) for Indian Nationals

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

Under the 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 has been implemented from 23 January 2017 onwards. The online service for “Pre-arrival Registration for Indian Nationals” has been opened.

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 3: 關於印度國民預辦入境登記之安排

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」已於 2017 年 1 月 23 日實施，相關的網上登記平台亦已開放。

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 4: Important Notice on Insurance

Exhibitors are reminded to take out sufficient and specific insurance for the exhibition participated to cover its displays, exhibits, stand fittings and fixtures against loss or damage, and shall produce such policy of insurance to the Organiser upon request. In general, the coverage of the insurance should also extend to booth setting, property during exhibition, inland transit, public liability and employees' compensation. Exhibitors are also advised to obtain comprehensive insurance coverage for the whole fair period, including move-in and move-out dates for the entire exhibition venue, as well as the storage area. Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "[Rules and Regulations](#)" in the Exhibitors' Manual.

Exhibitors with precious exhibits are particularly required to take out specific insurance coverage and/or special security service for overnight storage for the exhibition.

Additionally, exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for work-related injuries to all their employees, regardless of the length of employment contract, work hours, or employment type (full-time, part-time, permanent, or temporary).

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.

List of Insurers for Reference Only

All the insurers listed below covers **Hong Kong entities only**. For mainland and overseas exhibitors, please consult your local insurers.

This list is provided purely as a reference for exhibitors. It is not a must for exhibitors to use the service of any of the below insurers. Please feel free to contact other insurers or your insurance agent. The Hong Kong Trade Development Council is neither affiliated with nor compensated by any of the insurers. The Organiser assumes no responsibility for the competence or integrity of the insurers listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.

It will normally take around 2 to 3 weeks for an insurer to process and issue the required insurance policy. Exhibitors are advised to allow enough time to purchase the insurance well in advance before the fair starts.

Company Name: Allied World Assurance Company Limited
Contact Number: 852-3412 2688 (Mr Terence Tsang, insurer's agent representative)
Contact Email: terence.tsang@apexais.com.hk
Website: <http://www.awac.com>

Company Name: China Pacific Insurance Co.,(H.K.) Ltd.
Contact Number: 852-2137 7671 (Ms Priscilla Tam)
Contact Email: priscilla.tam@cpic.com.hk
Website: www.cpic.com.hk

Company Name: China Ping An Insurance (Hong Kong) Company Limited

Contact Number: 852-2827 1883

Website (online quotation platform): <https://www.pingan.com.hk/exhibition/insurance?lang=en>

Company Name: Concord Insurance Company Limited

Contact Number: 852-2156 1535 (Mr Daniel Ng)

Contact Email: danielng@concordinsurance.com.hk

Website (online quotation platform):

<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTl5bTJSc2hDeENGUT09#/>

Company Name: Circle Asia Ltd

Contact Number: 852-3596 5160

Contact Email: info@circlesgroup.asia

Website: <https://www.circlesgroup.com/>

Company Name: Zurich Insurance Company Ltd

Contact Number: 852-2977 0222

Contact Email: smedirect@zurich-ia.com.hk

Website: www.zurich.com.hk

Hong Kong Trade Development Council

特別通告 4: 保險相關注意事項

為避免損失，參展商應自行購買充分及特定的保險，投保範圍包括（但不限於）為其陳列品、展品及展台的損失或毀壞，倘若主辦機構要求，參展商須出示有關保單。一般而言，有關保單亦應涵蓋（但不限於）場地建設及清拆、展覽期間之財物、陸上運輸、公眾責任及勞工保險。投保範圍亦需涵蓋整個會場及存倉區域，並包括整個展期，連同進館日及撤館日。保險相關條款於參展商手冊第三部分「[展覽會規則](#)」分項 3.1 第 70.1 及 72 條，以及分項 3.15 中列明，敬請各參展商務必細閱。

擁有貴重展品的參展商尤其須為展覽期間的過夜儲存購買特定的保險及 / 或安排特別的保安服務。

參展商亦須遵守香港法例第 282 章《僱員補償條例》第 40 條，不論其僱員的僱傭合約或工作時間長短、全職或兼職、長期或臨時受僱，均需承擔其根據《僱員補償條例》及普通法就其所有僱員在工作期間受傷的責任。

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。

保險公司列表以供參考

以下所有保險公司只承保香港公司。請內地及海外參展商向當地保險公司查詢。

以下保險公司之資料只供參考用，參展商毋須一定聘請其中任何保險公司為其服務，可聯絡其他保險公司或其公司的保險代理人。香港貿發局與任何保險公司均無任何關係，亦不受其報酬。主辦機構對任何保險公司的表現和信譽概不負責，參展商於選擇聘用時，請自行作出權衡。

保險公司一般情況需要約兩至三個星期處理和簽發有關保單，參展商應在展覽前預留充足時間購買保險。

公司名稱: 世聯保險有限公司
聯絡電話: 852-3412 2688 (保險公司代理人曾先生)
聯絡電郵: terence.tsang@apexais.com.hk
公司網頁: <https://awac.com/>

公司名稱: 中國太平洋保險(香港)有限公司
聯絡電話: 852-2137 7671 (譚小姐)
聯絡電郵: priscilla.tam@cpic.com.hk
公司網頁: www.cpic.com.hk

公司名稱: 中國平安保險 (香港) 有限公司
聯絡電話: 852-2827 1883
公司網頁 (網上投保平台): <https://www.pingan.com.hk/exhibition/insurance?lang=tc>

公司名稱: 合群保險有限公司
聯絡電話: 852-2156 1535 (吳先生)
聯絡電郵: danielng@concordinsurance.com.hk
公司網頁 (網上投保平台):
<https://digitalax.concordinsurance.com.hk/?cref=cjFQTnNxcVkyWTlscTJSc2hDeENGUT09#/>

公司名稱: Circle Asia Ltd
聯絡電話: 852-3596 5160
聯絡電郵: info@circlesgroup.asia
公司網頁: <https://www.circlesgroup.com/>

公司名稱: 蘇黎世保險有限公司
聯絡電話: 852-2977 0222
聯絡電郵: smedirect@zurich-ia.com.hk
公司網頁: www.zurich.com.hk

香港貿易發展局

Special Circular 5: Caution on Arranging Payment and Fraudulent Emails

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

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

- Ensure that the email is genuinely from HKTDC
 - Always identify the sender of the email from its domain.
- Check the HKTDC disclaimer
 - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 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 5: 請小心處理有關繳付參展費用之安排及欺詐電郵騙案

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

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

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

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



Hong Kong International

Diamond, Gem & Pearl Show



E+PLUS

香港國際鑽石、寶石及珍珠展

2 – 6 / 3 / 2026 • AsiaWorld-Expo 亞洲國際博覽館

01/2026

Special Circular 6: Invoices Issued to Buyers (Trade Description Ordinance)

Exhibitors are reminded that each invoice issued must clearly indicate the exhibitor's full name and address as well as a detailed description of goods sold, including but not limited to the date of purchase, quantity, price and/or any other written particulars as required under the laws of Hong Kong, in order to comply with the law and avoid misunderstandings or complaints.

Further, exhibitors must ensure that all trade descriptions to be applied to the goods supplied or offered to supply are accurate, and that it must not omit, hide or provide material information in a manner that is unclear, unintelligible, ambiguous or untimely. Exhibitors who provide, supply or offer to supply goods with a false trade description commit a criminal offence in contravention of the Trade Descriptions Ordinance, Chapter 362, Laws of Hong Kong. If an exhibitor is found to be in breach of the said Ordinance or any of its eight pieces of subsidiary legislation, the Organiser shall have the right to permanently terminate the exhibitor's right to exhibit in the exhibition and ban the exhibitor from all future events held by the Organiser.

For more information on Trade Description Ordinance, please visit the link:

http://www.customs.gov.hk/en/faqs/consumer_protection/trade_desc/index.html

特別通告 6: 有關<商品說明條例>中產品銷售之發票內容

主辦機構特別向各參展商作出提示，所有發出的商品發票必需清楚列明參展商的全名、地址，以及所銷售之產品詳情，包括但不限於購買日期、數量、價錢，及/或其他香港法例所要求的書面詳情，以遵守法律要求及避免引起混淆及投訴。

此外，參展商必須確保所有供應或要約供應的貨品所應用的商品說明均為準確，並且其不得遺漏、隱藏，或以不明確、難以理解、含糊或不適時的方式提供重要資料。參展商如提供、供應或要約供應附有虛假商品說明之貨品，即屬刑事罪行，並觸犯香港法例第 362 章<商品說明條例>。如參展商被發現觸犯該條例或其八條附屬法例的任何一條，主辦機構有權永久終止其參展資格及禁止其參與主辦機構未來舉辦的所有活動。

有關<商品說明條例>之詳細資料，可參考：

http://www.customs.gov.hk/tc/consumer_protection/trade_desc/index.html。



Hong Kong Trade Development Council 香港貿易發展局
Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號會議展覽中心博覽商場13號
Tel: (852) 1830 668 Fax: (852) 2824 0249

www.hktdc.com

Statutory Requirement for Non-Hong Kong Precious Metals and Stones
Special Circular 7: (non-HK PMS) Dealers to submit Cash Transaction Report to Hong Kong Customs

Dear Exhibitors,

Thank you for your participation in the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2026. The regulatory regime for dealers in precious metals and stones has been implemented since 1 April 2023. As the organiser of the Show, HKTDC bears the obligation to remind exhibitors of the statutory requirement. For details of the regulatory regime, please refer to the information below.

- Leaflet 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_en.pdf
- Leaflet 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_en.pdf
- Info Video - https://www.youtube.com/watch?v=Puou_Kn3NDk

According to the statutory requirement, any "non-HK PMS dealer" who carries on a business in Hong Kong, must file a cash transaction report to Hong Kong Customs in respect of any cash transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 carried out by the dealer. The report must be given within one day after the transaction, or before the dealer or the person acting on behalf of the dealer leaves Hong Kong, whichever is earlier.

Please find the **cash transaction report** in the following link –

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%20Cash%20transaction%20report.pdf. Upon completion, non-HK PMS dealers can submit the report in person at the office of Dealers in Precious Metals and Stones Supervision Bureau located at Unit 3501, 35/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon during office hours, or by fax at (852) 3568 4395. From 4-8 March 2026, non-HK PMS dealers may also submit the report at Hong Kong Customs' booth (**booth no. CEC 1C-C18**) at the HKTDC Hong Kong International Jewellery Show 2026 to be held at Hong Kong Convention and Exhibition Centre.

Non-HK PMS dealers can also gain access to the **online system** by creating a non-Hong Kong user account at https://www.drs.customs.gov.hk/wnr/002s0?request_locale=en for submitting the cash transaction report following the steps illustrated in <https://www.drs.customs.gov.hk/online-demo/en/10-1.html>.

For enquiries, please contact Hong Kong Customs via hotlines at 3580 1483 (in Chinese) or 3580 1484 (in English), or email to dpms_enquiry@customs.gov.hk.

Yours sincerely,

Exhibitions and Digital Business Department

Hong Kong Trade Development Council

特別通告 7: 非香港貴金屬及寶石交易商提交現金交易報告的法定要求

各位參展商：

感謝貴公司參加香港貿發局香港貿發局香港國際鑽石、寶石及珍珠展 2026。貴金屬及寶石交易商監管制度已由 2023 年 4 月 1 日起實施。作為展會的主辦機構，我們有責任提醒有關監管制度，詳情請參閱以下資訊：

- 單張 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_tc.pdf
- 單張 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_tc.pdf
- 資訊短片 - <https://www.youtube.com/watch?v=kPQZoPsD7TM>

根據法例規定，任何「非香港貴金屬及寶石交易商」如在香港進行業務，須就任何總額為 12 萬或以上的現金交易（不論是支付或收取款項），向香港海關提交現金交易報告。有關現金交易報告須於交易後一日內，或在該交易商或代表該交易商行事的人離開香港前提交，以較早者為準。

現金交易報告表格載於以下連結 –

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%20Cash%20transaction%20report_cn.pdf；非香港貴金屬及寶石交易商填妥表格後，可於辦公時間內前往貴金屬及寶石交易商監理科的辦公室（地址：九龍九龍灣宏光道39號宏天廣場35樓3501室）提交報告，或將報告傳真至 (852) 3568 4395。於 2026 年3月4-8日期間，非香港貴金屬及寶石交易商亦能親身前往於香港會議展覽中心舉行之香港國際珠寶展 2026香港海關的展位（展位號：CEC 1C-C18）提交報告。

非香港貴金屬及寶石交易商亦可透過網上系統

(https://www.drs.customs.gov.hk/wnr/002s0?request_locale=zh_TW) 建立帳戶，並按照示範步驟(https://www.drs.customs.gov.hk/online-demo/zh_TW/10-1.html) 提交現金交易報告。

如有查詢，請致電 3580 1483 / 3580 1484，或電郵至 dpms_enquiry@customs.gov.hk，與香港海關聯絡。

香港貿易發展局

特別通告 7: 非香港貴金屬及寶石交易商提交現金交易報告的法定要求

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- 單張 1 - https://www.drs.customs.gov.hk/img/leaflets/HK-AW_combined_sc.pdf
- 單張 2 - https://www.drs.customs.gov.hk/img/leaflets/Non-HK-AW_sc.pdf
- 資訊短片 - <https://www.youtube.com/watch?v=4TVBopJlqCU>

根據法例規定，任何「非香港貴金屬及寶石交易商」如在香港進行業務，須就任何總額為 12 萬或等港元的現金交易（不論是支付或收取款項），向香港海關提交現金交易報告。有關現金交易報告須於交易後一日內，或在該交易商或代表該交易商行事的人離開香港前提交，以較早者為準。

現金交易報告表格載于以下連結－

https://www.drs.customs.gov.hk/download/drsform/CED418_Form%20Cash%20transaction%20report_cn.pdf；非香港貴金屬及寶石交易商填妥表格後，可於辦公時間內前往貴金屬及寶石交易商監理科的辦公室（地址：九龍九龍灣宏光道39號宏天廣場35樓3501室）提交報告，或將報告傳真至 (852) 3568 4395。於 2026 年3月4-8日期間，非香港貴金屬及寶石交易商亦能亲身前往于香港會議展覽中心舉行之香港國際珠寶展 2026香港海關的展位（展位號：CEC 1C-C18）提交報告。

非香港貴金屬及寶石交易商亦可透過網上系統 (https://www.drs.customs.gov.hk/wnr/002s0?request_locale=zh_CN) 建立帳戶，並按照示范步驟 (https://www.drs.customs.gov.hk/online-demo/zh_CN/10-1.html) 提交現金交易報告。

如有查詢，請致電 3580 1483 / 3580 1484，電郵至 dpms_enquiry@customs.gov.hk，與香港海關聯絡。

香港貿易發展局



Transitional Period

Precious metals and stones dealers who have been in operation before commencement of the registration regime on 1 April 2023 are allowed to apply for registration within the nine-month transitional period (i.e. April to December 2023).

The transitional period is not applicable to any person who would start up a business of dealing in precious metals and stones on or after 1 April 2023. Registration is required before the carrying out of any transaction(s) with total value at or above HKD120,000 (cash or non-cash).

Certificate for Display

Certificate of registration and branch certificates for branches carrying out face-to-face transactions will be issued to a registrant upon granting of registration. Registrants must display the certificates in a conspicuous place at the related premises.

Register of Registrants

A register of registrants is available for public inspection at the registration office during normal office hours or at the website <https://www.drs.customs.gov.hk> to be available upon commencement of the registration regime.

Application Method

Starting from 1 April 2023, a dealer can submit the application through the online application system at <https://www.drs.customs.gov.hk>, or download relevant form(s) from the same website or <https://www.customs.gov.hk> for completion and submit it with the supporting documents in person or by post.



Fee

CATEGORY A REGISTRATION		CATEGORY B REGISTRATION	
Registration fee for the first year:	\$260	Registration fee for the first three years:	\$1,970
Annual fee:	\$195	Renewal application fee:	\$1,060
			+ (per person subject to fit and proper test) \$650

For precious metals and stones dealers who have been operating before commencement of the registration regime on 1 April 2023, the registration and relevant fees are waived for first registration to be made within the nine-month transitional period.

Penalty

Any dealer, other than a registrant, claims to be a registrant, claims to be authorized to carry out, or carries out any cash or non-cash transaction(s) with total value at or above HKD120,000 is liable on conviction to a maximum fine of HKD100,000 and imprisonment for six months.

Apart from criminal penalties, any registrant not in compliance with the requirements stipulated in the AMLO (Cap. 615) or any registration condition may be subject to disciplinary actions or suspension/cancellation of registration.

This publication is for general reference only and should not be treated as a complete and authoritative statement of law.



AML/CTF Obligations of Category B Registrant

- Category B registrant, when engages in any cash transaction(s) with total value at or above HKD120,000, is subject to the requirements of Schedule 2 of the AMLO (Cap. 615), such as customer due diligence and record keeping. The objective is to help the registrant to determine the ML/TF risks and take appropriate AML/CTF measures to address them.
- Customer due diligence is an approving process of obtaining customers' identifying information (e.g. Hong Kong Identity Card, passport or other travel document), recording the information and verifying who they are before transacting with them.
- The respective records shall be kept for at least five years after the transaction completed or the business relationship with a customer ended.



When Dealing in Precious Metals & Stones It's your Duty to Register



Dealers in precious metals and stones registration regime has been introduced with effect from 1 April 2023 according to the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615)



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Introduction of a Regulatory Regime for the Dealers in Precious Metals and Stones

Background

To enhance the regulatory regime for combating money laundering and terrorist financing ("ML/TF") in fulfilment of Hong Kong's obligations under the Financial Action Task Force ("FATF"), the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO") (Cap. 615) has been amended to introduce a registration regime for dealers in precious metals and stones for commencement on 1 April 2023. The Customs and Excise Department would take charge of the regime to enforce the registration requirements and supervise the anti-money laundering and counter-terrorist financing ("AML/CTF") conduct of registrants.

Two Categories of Registration

Any person who is seeking to carry on a business of dealing in precious metals and stones in Hong Kong and engage in any transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 in Hong Kong is required to register with the Commissioner of Customs and Excise.

There are two categories under the registration regime as follows:

- Any dealer who intends to engage in non-cash transaction(s) with total value at or above HKD120,000 in the course of business is required to register as a **Category A registrant**.
- Any dealer who is seeking to engage in cash transaction(s) with total value at or above HKD120,000 and non-cash transaction(s) with total value at or above HKD120,000 in the course of business is required to register as a **Category B registrant**. A Category B registrant is subject to AML/CTF supervision.

For dealers who carry out cash or non-cash transaction(s) with total value below HKD120,000, **no registration** is required.

Remark: In this pamphlet, the HKD120,000 threshold includes an equivalent amount in another currency

Exemptions¹

Entities exempted from the registration requirements include:

- banks;
- certain financial institutions that are already regulated under the AMLO (Cap.615) and whose precious metals and stones business is ancillary to their principal business;
- pawnbrokers which are already subject to the regulation of the Pawnbrokers Ordinance (Cap. 166); and
- non-Hong Kong precious metals and stones dealers².

¹ Please refer to section 53ZUA of the AMLO (Cap. 615).

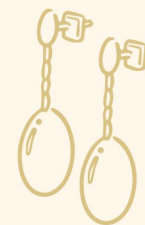
² Non-Hong Kong precious metals and stones dealers must file a cash transaction report to the Customs and Excise Department in respect of any cash transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000.

Regulated Activities and Articles

"Dealing in precious metals and stones" would include, among others, the following activities by way of business: trading in, importing, exporting, manufacturing, refining or carrying out any value-adding work on precious metals, precious stones or precious products; issuing, redeeming or trading in precious-asset-backed instruments; and acting as an intermediary in respect of such activities. Exception is provided for any person who carries on a logistics service business which only imports and exports precious metals, precious stones or precious products in the ordinary course of that business.

Precious metals, precious stones, precious products and precious-asset-backed instruments are defined as follows:

- Precious metal:** gold, silver, platinum, iridium, osmium, palladium, rhodium or ruthenium, in a manufactured or unmanufactured state;
- Precious stone:** diamond, sapphire, ruby, emerald, jade or pearl, whether natural or otherwise;
- Precious product:** any jewellery and watch that is made up of, containing or having attached to it, any precious metal or precious stone, or both;
- Precious-asset-backed instrument:** any certificate or instrument backed by one or more precious metals, precious stones or precious products that entitles the holder to such assets (in entirety or in part); but does not include any securities, a futures contract, any interest in a collective investment scheme, a structured product or an OTC derivative product as defined by the Securities and Futures Ordinance (Cap 571); or a virtual asset.



Application for Category A Registration

Application for Category A registration is simple and straightforward. An applicant holding a valid business registration certificate or hawkers' licence can file an application accompanied with details on all business premises, a correspondence address and a declaration that the applicant's precious metals and stones business is carried out for a lawful purpose. The Category A registration would remain valid as long as the registrant continues to stay in business and pay the annual fee.

Application for Category B Registration

Application for Category B registration, like other designated non-financial businesses and professions ("DNFBPs") regulated under the AMLO (Cap. 615), is subject to the meeting of a fit-and-proper test by the applicant³. Besides, the applicant is required to demonstrate its capability in fulfilling the AML/CTF requirements stipulated in Schedule 2 of the AMLO (Cap. 615) and the "Guideline on AML/CTF for Category B Registrants dealing in precious metals and stones", in addition to the holding of a valid business registration certificate or hawkers' licence and provision of all business premises addresses and a correspondence address. The Category B registration would normally be valid for three years and renewal application must be submitted at least 60 days before the registration is due to expire.

³ Please refer to sections 53ZUN and 53ZUO of the AMLO (Cap. 615).



過渡期

在2023年4月1日註冊制度開始前，一直營運的貴金屬及寶石交易商，可在9個月的過渡期內（即2023年4月至2023年12月）申請註冊。

過渡期安排並不適用於在2023年4月1日或以後，開展貴金屬及寶石業務的人士。如該人士有意進行總額為12萬或以上港元的交易（現金或非現金），則須在交易前獲得註冊。

展示證明書

註冊證明書及進行面對面交易分行的分行證明書將在批予註冊後發給註冊人。註冊人必須在相關處所的顯眼地方展示證明書。

註冊紀錄冊

公眾人士可在通常辦公時間內到註冊辦事處或在制度實施後於網站 <https://www.drs.customs.gov.hk> 查閱註冊紀錄冊。

申請方法

由2023年4月1日起，交易商可通過網上申請系統 <https://www.drs.customs.gov.hk> 提交申請，或於同一網站或 <https://www.customs.gov.hk> 下載申請表，親身遞交或郵寄已填妥的申請表及證明文件。



費用

A 類註冊		B 類註冊	
首年註冊費：	\$260	首三年註冊費：	\$1,970
年費：	\$195	續期申請費：	\$1,060
			每位需接受適當 人選評定的人 + \$650

在2023年4月1日註冊制度開始前一直營運的貴金屬及寶石交易商，若在9個月的過渡期內申請註冊，可獲寬免首次註冊費和相關費用。

刑罰

除註冊人外，任何交易商若聲稱為註冊人、聲稱獲授權進行；或進行任何總額為12萬或以上港元的現金交易或非現金交易，均屬違法，一經定罪，最高可被判處罰款港幣10萬元及監禁6個月。

除刑事處罰外，註冊人不遵守《打擊洗錢及恐怖分子資金籌集條例》（第615章）規定的要求或註冊條件，可能會受到紀律處分，或被暫時吊銷或取消註冊。

此文本只作一般參考用途，不可視為法律的詳盡及具有權威性的說明。



B 類註冊人須遵守的打擊洗錢及恐怖分子資金籌集規定

- B 類註冊人在進行任何總額為12萬或以上港元的現金交易時，必須遵守《打擊洗錢及恐怖分子資金籌集條例》（第615章）附表2所訂的要求，例如客戶盡職審查及保存記錄，以便註冊人可評估洗錢及恐怖分子資金籌集風險，並採取有效打擊洗錢及恐怖分子資金籌集措施。
- 客戶盡職審查是一個在交易前收集客戶身分資料（例如香港身份證、護照或其他旅行證件），並備存及核實客戶身分的批核程序。
- 相關記錄須於交易完成後或與有關客戶終止業務關係後保存至少5年。



貴金屬及寶石業務

經營有法 註冊有責



根據《打擊洗錢及恐怖分子資金籌集條例》（第 615 章），貴金屬及寶石交易商註冊制度於2023年4月1日起實施



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貴金屬及寶石交易商 監管制度簡介

背景

為優化香港打擊洗錢及恐怖分子資金籌集的監管制度，以履行香港在財務行動特別組織的義務，《打擊洗錢及恐怖分子資金籌集條例》（第 615 章）已被修訂及引入貴金屬及寶石交易商註冊制度，並於 2023 年 4 月 1 日起實施。香港海關會負責該制度，執行註冊規定，以及監管註冊交易商在打擊洗錢及恐怖分子資金籌集方面的操守。

兩類註冊

任何人如有意在香港經營貴金屬及寶石業務，並在業務過程中在香港進行總額為12萬或以上港元的交易（不論是支付或收取款項），均須向海關關長註冊。

貴金屬及寶石交易商註冊制度共分為以下兩類註冊：

- (a) 任何交易商有意在業務過程中，進行總額為12萬或以上港元的非現金交易，必須註冊為A類註冊人。
- (b) 任何交易商有意在業務過程中，進行總額為12萬或以上港元的現金交易及總額為12萬或以上港元的非現金交易，必須註冊為B類註冊人，並須遵守打擊洗錢及恐怖分子資金籌集規定。

如交易商只進行總額為12萬以下港元的現金或非現金交易，則無須註冊。

註：於此小冊子，12萬港元限額包括或折算為另一貨幣的相同款額

豁免¹

獲豁免註冊的機構包括：

- (a) 銀行；
- (b) 部分已受《打擊洗錢及恐怖分子資金籌集條例》（第 615 章）規管的金融機構經營附屬於其主要業務的貴金屬及寶石業務；
- (c) 已受《當押商條例》（第 166 章）規管的當押商；以及
- (d) 非香港貴金屬及寶石交易商²。

- 1. 參閱《打擊洗錢及恐怖分子資金籌集條例》（第615章）第53ZUA條
- 2. 非香港貴金屬及寶石交易商須就任何總額為12萬或以上港元的現金交易（不論是支付或收取款項），向海關提交現金交易報告

受規管的活動及物品

「經營貴金屬及寶石業務」其中包括以業務形式買賣、進口、出口、生產或提煉貴金屬、寶石或貴重產品，或對其進行增值加工，或發行、贖回或買賣貴重資產支持工具，以及就該等活動擔任中介人等。經營物流服務業務人士，僅在該業務的通常業務運作中進口或出口貴金屬、寶石或貴重產品除外。

貴金屬、寶石、貴重產品及貴重資產支持工具所指如下：

- (a) **貴金屬**：成品或非成品狀態的金、銀、白金或鉑金、鈹、鎳、鈮、銻或鈳。
- (b) **寶石**：鑽石、藍寶石、紅寶石、綠寶石、玉石或珍珠，不論其為天然與否。
- (c) **貴重產品**：符合以下說明的珠寶或錶：由任何貴金屬或寶石或兼由上述兩者組成，或包含或附有任何貴金屬或寶石或兼包含或附有上述兩者。
- (d) **貴重資產支持工具**：指以貴金屬、寶石或貴重產品支持的、使有關持有人有權享有該等資產(整體或部分)的證明書或工具；但不包括《證券及期貨條例》(第571章)所界定的任何證券、期貨合約、集體投資計劃的任何權益、結構性產品或場外衍生工具產品；或虛擬資產。



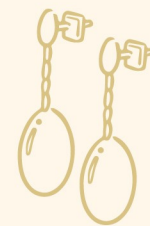
A類註冊申請

A類註冊申請手續簡單。交易商持有有效商業登記證或小販牌照，便可以提交申請，並附上所有業務處所的詳情、通訊地址和其貴金屬及寶石業務會為合法目的而經營的聲明。只要註冊交易商繼續經營並支付年費，A類註冊將一直保持有效。

B類註冊申請

至於B類註冊，如《打擊洗錢及恐怖分子資金籌集條例》(第615章)監管的其他指定非金融業人士般，申請人須通過適當人選的評定準則³。申請人除了須持有有效的商業登記證或小販牌照，並提供所有業務處所地址和通訊地址外，還須證明其有能力滿足《打擊洗錢及恐怖分子資金籌集條例》(第615章)附表2及《B類註冊交易商從事貴金屬及寶石交易的打擊洗錢及恐怖分子資金籌集指引》所規定的相關要求。B類註冊一般有效期為三年，並且必須在註冊到期前至少60天提交續期申請。

- 3. 參閱《打擊洗錢及恐怖分子資金籌集條例》（第615章）第53ZUN及53ZUO條





Obligations of a **Non-Hong Kong** Precious Metals and Stones Dealer

A non-Hong Kong precious metals and stones dealer must file a **cash transaction report** ("the report") to the Customs and Excise Department in respect of any cash transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 carried out by the dealer in Hong Kong.

Information to be provided in the report includes travel information and particulars of the dealer, particulars of the counterparty, and relevant transaction details.

The report must be given to the Customs & Excise Department before the expiry of one day after the transaction or the earliest time the dealer or the person acting on behalf of the dealer leaves Hong Kong, whichever is earlier.

Starting from 1 April 2023, a non-Hong Kong precious metals and stones dealer has to submit the report online at <https://www.drs.customs.gov.hk>, or download a report form at the same website or <https://www.customs.gov.hk> for submission of the completed report in person or by fax.

Penalty

Any non-Hong Kong precious metals and stones dealer fails to report any cash transaction(s) with total value at or above HKD120,000 is liable on conviction to a maximum fine of HKD50,000 and imprisonment for three months.

This publication is for general reference only and should not be treated as a complete and authoritative statement of law.



When Dealing in Precious Metals & Stones It's your Duty to Report



Starting from 1 April 2023, **non-Hong Kong** precious metals and stones dealers must file a **cash transaction report** to the Customs and Excise Department in respect of any cash transaction(s) with total value at or above HKD120,000



CUSTOMS

DRS

Enquiry Hotline: 3580 1483 / 3580 1484
dpms_enquiry@customs.gov.hk
www.customs.gov.hk
www.drs.customs.gov.hk



Non-Hong Kong Precious Metals and Stones Dealers

Background

To enhance the regulatory regime for combating money laundering and terrorist financing ("ML/TF") in fulfilment of Hong Kong's obligations under the Financial Action Task Force ("FATF"), the Anti-Money Laundering and Counter-Terrorist Financing Ordinance ("AMLO") (Cap. 615) has been amended to introduce a registration regime for dealers in precious metals and stones for commencement with effect from 1 April 2023. The Customs and Excise Department would take charge of the regime to enforce the registration requirements and supervise the anti-money laundering and counter-terrorist financing ("AML/CTF") conduct of registrants.

Registration of Dealers in Precious Metals and Stones

Any person who is seeking to carry on a business of dealing in precious metals and stones in Hong Kong and engage in any transaction(s) (whether making or receiving a payment) with total value at or above HKD120,000 in Hong Kong is required to register with the Commissioner of Customs and Excise.

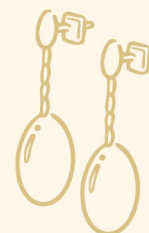
Remark: In this pamphlet, the HKD120,000 threshold includes an equivalent amount in another currency



Definition of a Non-Hong Kong Precious Metals and Stones Dealer

A non-Hong Kong precious metals and stones dealer who is exempted from registration refers to any person who deals in precious metals and stones in Hong Kong if —

- (a) the person is either an individual who does not ordinarily reside in Hong Kong; or a legal person, other than an individual, that is incorporated or established outside Hong Kong and is not a registered non-Hong Kong company as defined by section 2(1) of the Companies Ordinance (Cap. 622);
- (b) the person does not have a place of business in Hong Kong; and
- (c) the total number of days on which the person's precious metals and stones business is carried on in Hong Kong does not exceed 60 days in a calendar year.





非香港貴金屬及 寶石交易商的責任

非香港貴金屬及寶石交易商須就任何總額為12萬或以上港元的現金交易(不論是支付或收取款項)，向海關提交有關現金交易報告。

有關現金交易報告資料包括，該交易商的基本及行程資料、交易另一方的基本資料及相關的交易資料。

相關現金交易報告須於交易後一日內，或在該交易商或代表該交易商行事的人離開香港前，以較早者為準，向海關提交。

由2023年4月1日起，非香港貴金屬及寶石交易商須於<https://www.drs.customs.gov.hk>在線提交報告，或在同一網站或<https://www.customs.gov.hk>下載報告表格，並親身或傳真遞交填妥的報告表格。

刑罰

任何非香港貴金屬及寶石交易商沒有報告總額為12萬或以上港元的現金交易，均屬違法，一經定罪，最高可被處罰港幣5萬元及監禁3個月。

此文本只作一般參考用途，不可視為法律的詳盡及具有權威性的說明。



貴金屬及寶石業務 經營有法 報告有責



由2023年4月1日起，**非香港**貴金屬及寶石交易商須就任何總額為12萬或以上港元的現金交易，向香港海關提交**現金交易報告**



CUSTOMS

DRS

查詢熱線：3580 1483 / 3580 1484
dpms_enquiry@customs.gov.hk
www.customs.gov.hk
www.drs.customs.gov.hk



非香港貴金屬及寶石交易商的定義

可獲豁免註冊的非香港貴金屬及寶石交易商指在香港經營貴金屬及寶石業務的人，前提是：

- (a) 該人屬並非通常居於香港的個人；或在香港以外地方成立或設立的法人（並非個人）及不屬《公司條例》（第 622 章）第 2（1）條所界定的註冊非香港公司；
- (b) 該人在香港沒有營業地點；及
- (c) 該人在香港經營貴金屬及寶石業務的總日數，在任何公曆年中不超過 60 日。

非香港貴金屬及寶石交易商

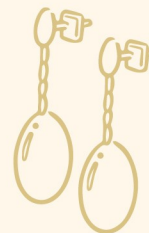
背景

為優化香港打擊洗錢及恐怖分子資金籌集的監管制度，以履行香港在財務行動特別組織的義務，《打擊洗錢及恐怖分子資金籌集條例》（第 615 章）已被修訂及引入貴金屬及寶石交易商註冊制度，並於 2023 年 4 月 1 日起實施。香港海關會負責該制度，執行註冊規定，以及監管註冊交易商在打擊洗錢及恐怖分子資金籌集方面的操守。

貴金屬及寶石交易商註冊制度

任何人如有意在香港經營貴金屬及寶石業務，並在業務過程中在香港進行總額為 12 萬或以上港元的交易（不論是支付或收取款項），均須向海關關長註冊。

註：於此小冊子，12 萬港元限額包括或折算為另一貨幣的相同款額



Special Circular 8: Guidelines for Exhibition or Demonstration of Irradiating Apparatus

The Hong Kong Trade Development Council (HKTDC) would like to remind all Exhibitors regarding the Guidelines for Exhibition or Demonstration of Irradiating Apparatus.

In Hong Kong, selling, dealing in or with irradiating apparatus (irradiating apparatus includes X-ray machines, for example, precious metal analyzer involving the use of X-ray) requires valid irradiating apparatus licence granted by the Radiation Board. Such licence only permits the licence holder to sell and stow the licenced irradiating apparatus at the premises stated in the licence. Such licence **does not allow** the licence holder to possess the irradiating apparatus outside the approved premises, or to use or demonstrate the concerned irradiating apparatus at any places. Any person who possess, use or demonstrate irradiating apparatus without a valid licence is a breach of section 7 of the Radiation Ordinance (Cap. 303, Laws of Hong Kong).

If a licence holder, in accordance with the purpose as stated in the licence, would like to possess or exhibit the licenced irradiating apparatus outside the approved premises, or to use or demonstrate the concerned irradiating apparatus at any places, a special **one-off approval** must be obtained from the Radiation Board **prior to each occasion** of carrying out such activities. The licence holder must also comply with the **requirements as stated in the one-off approval** granted by the Radiation Board. Enquiries related to the application for irradiating apparatus licence or the said approval can be addressed to the Radiation Board Licensing Office.

Moreover, **importation of irradiating apparatus** and radioactive substances into Hong Kong is subject to the control of the Import (Radiation) (Prohibition) Regulations (Cap. 60K, Laws of Hong Kong). An import licence issued by the Director-General of Trade and Industry under Cap. 60K is required for the **importation of irradiating apparatus** and radioactive substances into Hong Kong. Application for import licence can be made to the Radiation Health Division, Department of Health.

For enquiries, please contact the Radiation Health Division / Radiation Board Licensing Office:

Contact information

Radiation Health Division / Radiation Board Licensing Office

Telephone Number: (852) 2886 1551

Facsimile Number: (852) 2834 1224

E-mail: rhd@dh.gov.hk (Radiation Health Division)

enquiry@erls.gov.hk (Radiation Board Licensing Office)

特別通告 8: 有關展示或演示輻照儀器之指引

主辦機構特別向各參展商作出提示，請留意一項有關展示或演示輻照儀器之指引。

在香港，出售、經營或處理輻照儀器（輻照儀器包括X光機，例如使用X光的貴金屬分析儀）須領有由輻射管理局發出的有效輻照儀器牌照。該牌照只准許持牌人在牌照指定的處所內出售及暫存牌照所列的輻照儀器，但並不容許持牌人在指定處所之外管有，或於任何地方使用或演示有關之輻照儀器。任何人在沒有有效牌照下管有、使用或演示輻照儀器屬違反香港法例第303章《輻射條例》第七條的規定。

如牌照持有人，就獲發牌照之目的，欲在指定處所之外管有或展示牌照所列的輻照儀器，或於任何場所使用或演示有關之輻照儀器，必須每次事先向輻射管理局申請並獲批單次許可後方可進行。牌照持有人亦需遵守上述單次許可所訂定的要求。如欲查詢有關申請輻照儀器牌照或上述許可，請聯絡輻射管理局牌照事務處。

此外，在香港進口輻照儀器和放射性物質受香港法例第60K章《進口(輻射)(禁止)規例》所規管。任何人須領有由工業貿易署署長根據第60K章所簽發的進口許可證，方可進口輻照儀器和放射性物質到香港。有關之進口許可證可向衛生署放射衛生科申請。

如有查詢，請與放射衛生科 / 輻射管理局牌照事務處聯絡。

聯絡資訊

放射衛生科 / 輻射管理局牌照事務處

電話：(852) 2886 1551

圖文傳真：(852) 2834 1224

電郵地址：rhd@dh.gov.hk (放射衛生科)

enquiry@erls.gov.hk (輻射管理局牌照事務處)

Special Circular 9: Rules and Regulations on the Display of Laboratory-Grown Diamonds and Synthetic Gemstones

To facilitate effective sourcing for buyers, a designated zone has been set up for products featuring laboratory-grown diamonds or synthetic gemstones. Exhibitors who intend to sell or promote products containing laboratory-grown diamonds or synthetic gemstones are required to exhibit in that designated zone separately and follow the rules and regulations as follows.

Exhibitors intending to sell or promote laboratory-grown diamonds, synthetic gemstones, or any jewellery products incorporating such materials must declare these product categories in their exhibit profiles at the time of application. Participation in the designated product sections specifically allocated for these items is mandatory for exhibitors promoting or selling such products.

To maintain clarity and transparency, exhibitors are not allowed to promote or sell products containing laboratory-grown diamonds or synthetic gemstones within the same booth as those displaying natural diamonds, natural gemstones, or related jewellery. These products must be exhibited separately in the designated zones.

Furthermore, exhibitors are required to:

- Clearly label laboratory-grown and synthetic gemstone products at their booths;
- Accurately and transparently state relevant product information on all invoices and receipts issued to buyers;
- Comply with all applicable laws and regulations of the Hong Kong Special Administrative Region, including the Trade Descriptions Ordinance.

特別通告 9: 有關展示培育鑽石與合成寶石之規則

為了更有效地劃分產品類別及協助買家採購，本局已於展會中設立專門展示培育鑽石及合成寶石產品的專區。敬請參展商遵守相關展覽規則，如 貴司於展會中推廣或銷售上述類別產品，必須於指定展區參展，並請務必確認並遵守以下規定：

如參展商於展會中銷售或推廣培育鑽石、合成寶石或包含上述材料的珠寶產品，必須於參展申請表中向主辦機構申報，並選擇相關產品類別作為展品展示。所有銷售或推廣此類產品的參展商，須於指定產品展區內獨立展出，不得與天然鑽石、天然寶石或相關珠寶產品於同一展位展示。

另外，參展商亦須：

- 於展位內清楚標示培育鑽石及合成寶石相關產品;
- 於向買家發出的發票或收據上明確列明產品資料，以確保資訊透明及準確;
- 參展商必須遵守香港特別行政區政府《商品說明條例》之相關法律規定。

Special Circular 10**特別通告 10****Special Hotel and Flight Booking Offer****酒店住宿及機票推廣優惠****A. Special Offer on Hotel & Flight Bookings from Trip.com*****Promotion Period: 1 Sept 2025 to 31 August 2026***

Trip.com provides exclusive offers to facilitate pre-registered buyers and exhibitors for their flight bookings and hotel bookings in Hong Kong!

• Flight:**1. Trip.com Existing users:**

- HK\$100 off upon spending HK\$4,000 or above
- HK\$200 off upon spending HK\$8,000 or above

2. Trip.com New users:

- HK\$100 off upon spending HK\$3,000 or above

• Hotel:**1. Trip.com Existing users:**

- 6% instant discount

2. Trip.com New users:

- 8% instant discount

Book online via Trip.com's designated campaign page

([https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-](https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-HK&curr=hkd&allianceid=3982753&sid=24006936)

[HK&curr=hkd&allianceid=3982753&sid=24006936](https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-HK&curr=hkd&allianceid=3982753&sid=24006936)) and enter below designated promo code to enjoy special offers on hotel and flight booking.

- I. Trip.com new users are entitled to 8% off by entering the designated promo code "HKTDCHNU"; Trip.com existing users are 6% off by entering the designated promo code "HKTDCHEU"; Discounts are applicable to room rates only, not applicable to tax and surcharges.
- II. Trip.com new users are entitled to HK\$100 off upon spending HK\$3,000 or above on the order of flights entering the designated promo code "HKTDCFNU"; Trip.com existing users are entitled to HK\$100 off upon spending HK\$4,000, HK\$200 off upon spending HK\$8,000 on the order of flights entering the designated promo code "HKTDCFEU". Discounts are applicable to adult flight ticket values only and is not applicable to taxes and other surcharges.

****Domestic flights in Chinese Mainland excluded. All offers are subject to relevant terms and conditions.**



A. Trip.com 酒店住宿及機票推廣優惠**推廣日: 2025 年 9 月 1 日至 2026 年 8 月 31 日**

Trip.com 提供獨家優惠，以便利已登記的買家及參展代表預訂來港機票及酒店！

• 機票優惠**1. Trip.com 現有用戶:**

- 預訂機票滿 HK\$4,000 或以上 即減 HK\$100
- 預訂機票滿 HK\$8,000 或以上 即減 HK\$200

2. Trip.com 新用戶:

- 預訂機票滿 HK\$3,000 或以上 即減 HK\$100

• 酒店優惠**1. Trip.com 現有用戶：**

- 立減 6%

2. Trip.com 新用戶：

- 立減 8%

已登記的香港貿易發展局展會買家及參展代表可在 Trip.com **推廣專頁**

([https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-](https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-HK&curr=hkd&allianceid=3982753&sid=24006936)

[HK&curr=hkd&allianceid=3982753&sid=24006936](https://hk.trip.com/sale/w/5707/hktdc.html?locale=zh-HK&curr=hkd&allianceid=3982753&sid=24006936))輸入指定優惠代碼以優惠價格預訂來港機票及酒店。

- I. Trip.com 新用戶預訂酒店時輸入指定優惠碼「HKTDCCHNU」，該張訂單即享 8%折扣；Trip.com 現有用戶於酒店預訂頁面預訂酒店時輸入指定優惠碼「HKTDCHEU」，該張訂單即享 6%折扣；酒店優惠只適用於房價，不適用於稅項及其他附加費。
- II. Trip.com 新用戶預訂機票時輸入指定優惠碼「HKTDCFNU」，該張訂單滿 HK\$3,000 或以上即減 HK\$100；Trip.com 現有用戶於機票預訂頁面預訂機票時輸入指定優惠碼「HKTDCFEU」，該張訂單滿 HK\$4,000 或以上即減 HK\$100，滿 HK\$8,000 或以上減 HK\$200。機票優惠只適用於機票票價，不適用於稅項及其他附加費。

*機票優惠不包括中國內地國內航線。優惠須受有關條款及細則約束。



B. Special Airfares

Exclusive Airfare for exhibitors of HKTDC Hong Kong International Diamond, Gem & Pearl Show 2026 are available! Please refer to below details for reservations and information. All offers are subject to relevant terms and conditions. Please refer to [details](#) for more information.

**1. Cathay Pacific Airways (Official Carrier)**

- **Up to 10% discount** (include codeshare services)
- [Book here](#) or contact [Cathay Pacific's Global Contact Centres](#) and quote the MICE Event code
- Discount code: **MICE0B4**

2. Greater Bay Airlines

- Up to 20% discount
- [Book here](#) and quote the Discount Code
- Discount code: **HKTDCHB**

3. Qantas

- Up to 10% discount
- [Book here](#) and quote the Discount Code
- Discount code: **QFHKTDC26**

4. United Airlines

- Up to 8% discount
- [Book here](#) and quote the Discount Code
- Discount code: **ZRB5367265**



B. 機票優惠

香港貿發局香港國際鑽石、寶石及珍珠展 2026 為參展商提供尊享機票優惠，預定及詳情如下，優惠須受有關條款及細則約束。請參閱[詳細資料](#)以獲取更多資訊。

**1. 國泰航空 (大會指定航空公司)**

- 高達 10%折扣 (包括聯號航班)
- [在此預訂](#)並引用展覽會優惠碼或聯繫當地[客戶聯絡中心](#)
- 折扣碼: **MICE0B4**

**2. 大灣區航空**

- 高達 20%折扣
- [在此預訂](#)並引用展覽會優惠碼
- 折扣碼: **HKTDCHB**

**3. 澳洲航空**

- 高達 10%折扣
- [在此預訂](#)並引用展覽會優惠碼
- 折扣碼: **QFHKTD26**

**4. 聯合航空**

- 高達 8%折扣
- [在此預訂](#)並引用展覽會優惠碼
- 折扣碼: **ZRB5367265**

Circular 1: Special Safety Reminder for Standard Booth / Premium Booth Design

Please visit “Resources Centre”, “Order Form Electronic Version” at <https://www.hktdc.com/event/hkdgp/en> for accessing Form 1~10 mentioned under this section.

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

4.1 Standard Booth / Premium Booth

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

Fascia Board with company name will be provided free of charge. Exact wording of the company name (in English) as supplied in your application form will be used.

Exhibitors are not allowed to make all kinds of alterations in whatever nature to the structure of the booths or removal of any integral parts from the booths on their own. Exhibitors requiring extra assistance to relocate or delete standard facilities should submit their request by submitting the **Forms 3 and 9 (Additional/Modification of standard facilities)** to the Organiser no later than **19 January 2026**.

Deletions of standard items are free of charge only if the Organiser is notified no later than the deadline of **19 January 2026**.

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

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including without limitation the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.

- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.
- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set

- out above and/or other rules and regulations relating to constructing and use of booths;
- b) any loss or damage arising from Exhibitor's decoration of the interior, exterior of or space above their booth areas (whether or not in adherence to the requirements) ;
 - c) any death or personal injury suffered by a third party, including but not limited to the Exhibitor, Exhibitor's agents, representatives, contractors, employees, the Organiser's agents or employees, or visitors attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including without limitation death or personal injury, caused by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties or his failure to comply with the rules and regulations of the Organiser;
 - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence. The Exhibitor shall fully indemnify the Organiser in the event that any person has sustained personal injury and/or property damage as a result of unauthorised alternation/ modification on the booths undertaken by the Exhibitor, Exhibitor's agents, representatives, contractors, employees, or other third parties.

4.1.1 Booth Decoration

Prior written approval has to be obtained from the Organiser, if the Exhibitors and/or their appointed Contractors wish to move into the venue **after 1800 hrs on 28 February 2026** for wood-work assembly inside booth. Failing to comply with the move-in/out schedule, the site work deposit will be fully deducted **without prior notice**.

To gain access to the venue for contracting work, please complete **Form 10** (Contractors' Information) together with design drawing and full payment of site work deposit (please refer to section 4.2.2, 4.2.14 & 4.2.15 for details) to the Organiser. **Application after deadline (2 February 2026) will not be entertained.**

Move-in/move-out schedule set by the Organiser should be strictly followed. The decoration should be properly dismantled and placed within booth area between 2000-2100 hrs on the last show day so as not to affect booth dismantling work of the official contractor. The decoration and waste should be cleared from exhibition venue by 2400 hrs on the last show day. Otherwise, site work deposit will be forfeited.

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

4.1.2 Additional Facilities

Exhibitors requiring additional facilities such as telephone, furniture, audio visual equipment, etc. should use **Forms 3 to 9** for ordering the required facilities. Pre-payment in full will be required.

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

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

Over-time Move-in (only applicable to last move-in day), i.e. working after 2400hrs (midnight) on last move-in day. Charges will be calculated on multiple of hours and according to the stand area assigned.

Stand Area	Charges per stand per hour
Up to 50 sqm	HK\$ 10,900/first hour; subsequent hour: HK\$8,650/hour
51-100 sqm	HK\$ 13,100/first hour; subsequent hour: HK\$9,750/hour
101-500 sqm	HK\$ 17,400/first hour; subsequent hour: HK\$13,000/hour

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

Stand Area	Charges per stand per hour for the day following last show day
Up to 50 sqm	HK\$ 10,900/first hour; subsequent hour: HK\$8,650/hour
51-100 sqm	HK\$ 13,100/first hour; subsequent hour: HK\$9,750/hour
101-500 sqm	HK\$ 17,400/first hour; subsequent hour: HK\$13,000/hour

Remarks:

- 1) Charges for reference only and subject to the final rate charged by AWE.
- 2) Over-time work less than an hour will be rounded up to one hour.
- 3) Over-time hall rental subject to availability and at AWE's discretion.

4.2.2 Site Work Deposit

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

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

Payment methods as below: (Please choose either one)

1) By Credit Card (Visa / Master Card)

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

2) By Cheque

Cheque must be issued from a bank in Hong Kong made payable to "Hong Kong Trade Development Council" and mailed/delivered to:

Mr Abel Kwan / Mr. Roy Chau
Exhibition Services Department
Hong Kong Trade Development Council
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

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

3) By Transfer

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

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

- Remarks: a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
b) The site work deposit should reach us by **19 January 2026**.
c) We do not accept payment by cheque after **19 January 2026**, please settle by transfer or credit card.

4.2.3 Insurance

Contractors are required to carry out and maintain **public liability insurance** in respect of the contractor's liability for death or injury to any persons, or loss or damage to property

arising out of the performance of the Services in a sum **not less than HK\$10 million for any single claim, unlimited in aggregate**. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.

The insurance should be maintained in force at all times during **move-in period, exhibition period and move-out period, i.e. 28 February - 7 March 2026**. A copy of the public liability insurance policy should be provided to the Organiser by **19 January 2026**.

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

4.2.6 Structural Safety Certificate

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

An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE.

The mentioned certificate above (together with structural calculations, where applicable under section 4.2.1) should be submitted to the Organiser at Technical Services Counter by 1500 hrs on the last move-in day, i.e. **1 March 2026**. The Organiser will forward the original to the Venue Operator. If this rule is not observed by 2200 hrs on the last move-in day, the Organiser and/or the Venue Operator reserve the rights to prohibit all access to the Stand throughout the fair period.

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

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

4.2.7 Electricity

The Official Contractor appointed by the Organiser shall only carry out electrical works at Exhibitors' expenses. Design plans or proposals for electrical installation must reach the Organiser for review together with aforementioned stand design proposals by **19 January 2026**. Electricity can be supplied in 220 volt ($\pm 6\%$), single phase, 50 Hz or 380 volt ($\pm 6\%$), three phases, 50 Hz.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day, i.e. **1 March 2026**. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.

4.2.8 Fire Precaution / Fire Service Certificate

In compliance with the Venue's Rules & Regulations, no decoration of a readily combustible nature shall be permitted.

A documentary proof of compliance for all Custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser by 1500 hrs on the last move-in day, i.e. **1 March 2026**, as documentary proof of compliance for submission to the Fire Services Department. Please refer to <https://www.hkfsd.gov.hk/eng/source/licensing/PPA106-Eng-Web.pdf> for details.

Fire services certificate should be certified by **Registered Fire Services Installation Contractors**. For the List of Registered Fire Services Installation Contractors, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

For all construction with two-storey construction or booth structure with TV wall, at least one functional extinguisher **MUST** be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

4.2.9 Reflective Vest

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

4.2.10 Scaffold & Ladders

Using ladders of height on or above 2 meters is strictly prohibited in the AWE. Failing so, the user will be asked to leave the Exhibition premise immediately and it will also be considered as a violation of the exhibitor's manual regulations, resulting in the deduction of the construction deposit.

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

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

According to AWE new implementation, all ladders must be certified whatever materials used, and the certified label is visible on the ladder. For further details, please visit the website at [http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf) for the Selection of Ladders and Safety Standards.

4.2.11 Occupational Safety and Health Ordinance

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

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

4.2.12 Waste Reduction and Recovery Measures

The HKSAR Government unveiled the Waste Reduction Framework Plan in 1998 and the Waste Reduction Guidebook for Large Scale Event Organisers (Green Event Guideline) in December 2017, which set out various guidelines and initiatives on waste reduction and

recovery. Exhibitors and/or Contractors should observe the following waste reduction and minimization guidelines:

Marketing Stage

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

Booth Design Stage

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

Booth Installation and Dismantling Stage

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

The Green Event Guidebook is available on Environmental Protection Department's website for reference: https://www.wastereduction.gov.hk/en/assistancewizard/recyc_guideline.htm

Fluorescent Lamps Recycling Programme

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

relevant legal requirements.

In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, AsiaWorld-Expo has provided recycling bins for disposing mercury lamps. Please refer to the notice at fairground for its location.

4.2.13 Construction Industry Safety Training Certificate

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

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

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

Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance.

4.2.14 All Exhibitors and Contractors must comply with the following requirements

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

- 1) Site measurements are given in metric. Exhibitors/Contractors, upon arrival and before commencing construction work, are required to check if the site is set out as per floor plan issued by the Organiser, and to report any errors to the Organiser immediately. If the Contractor does not report any errors to the Organiser immediately, the Organiser will not be liable to any errors once construction work has been started by the party lodging the claim without first reporting the error to the Organiser.
- 2) All structures built on ground must be self-standing without the absolute use of hanging points. If any material is found attached to the Official Contractor’s materials, site work deposit will be deducted and the Contractor is responsible to detach the attached point(s) accordingly. Extra sum will be claimed by the Official Contractor if their materials are damaged.
- 3) No parts of any structures may extend beyond the boundaries of the site allocated

	except for general lighting devices (e.g. floodlight, Gilbert lamp, HQI light, spotlight etc... with extension arm) extruded not exceeding an overall length of 0.35m from stand boundary. These may include but not limit to plasma TVs, exhibits, decorative lighting, Exhibitor's company name or logo. Otherwise, site work deposit will be deducted.
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser will be subject to site work deposit deduction.
5)	No suspensions could be made from the ceiling of the Exhibition Hall (except above mentioned hanging truss for lighting devices), nor may any fixings be made to the floor, walls or any other parts of the building.
6)	The Contractor is responsible to put its company name on the contractors' badges in a clearly identifiable way and/or without properly displaying at the Exhibition Venue.
7)	The name and/or stand number of the Exhibitors must be prominently displayed and faced to aisle. If this rule is not observed, the Organiser reserves the rights to affix them as they consider fit and to charge the cost incurred to the Exhibitor.
8)	Any signage and visual (including but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent stand must be set back 0.5m from stand boundary. boundary. All viewable areas of the common side-wall bordering neighbouring stands should be smooth and well dressed in plain colour without any graphics. (Please note that the use of carpets, any fabrics, or vinyl are not accepted.).
9)	Exhibitors are not allowed to utilize and/or apply decoration on the back of the partitions of their adjacent stands.
10)	The Organiser must be notified in advance of any changes to the type or colour of the floor covering provided. Any cost incurred must be borne by the Exhibitor/Contractor.
11)	All electrical fittings and wirings must be installed in compliance with Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E).
12)	All lighting fixtures should be installed at least 2.2m above ground or they should be well protected so as not to cause danger to the general public.
13)	Main switch and distribution board may be required to install within space area at Official Contractor's discretion.
14)	All materials used in the construction and decoration of exhibition stands or set-ups should be flame retardant and be subject to inspection by the Venue Operator and/or the Organiser.
15)	Paint spraying, welding and the use of circular saw are strictly prohibited inside the Exhibition Hall. Please use jig saw instead of circular saw.
16)	Contractors should strictly follow the move-in/move-out schedule set by the Organiser. No prior move-in/move-out without Organiser's prior consent is allowed. All workers and construction materials will be required to leave the hall immediately until the official time.
17)	Banners are restricted to two-dimensional signs only. Please refer to order form for details.
18)	Waste materials (including packing materials) must be disposed in the waste cages immediately after unpacking.

19)	There will be no storage space provided in the Exhibition Venue. Any empty crates, equipment, goods, tools or materials found leaving unattended in the Exhibition Venue/loading area etc... will be disposed without prior notice.
20)	For safety reasons, Venue Operator has specially assigned several metal crates for dumping the glass materials during set-up and dismantling period. Please remove the glass materials and dispose at these metal crates properly before using hydraulic grab truck.
21)	All contractor badges and vehicle passes are available for contractors' or their agents' pick-up at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. Any other pick-up methods may be subject to extra charges.
22)	All contractor badges/vehicle passes are strictly non-transferable.
23)	Any materials of any kind attached to the shell scheme booth built by the Official Contractor.

4.2.15 Deduction of Site Work Deposit

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

Conditions		Deposit to be Deducted upon Violation of Conditions
1)	Contractor did not follow the move-in or move-out schedule set by the Organiser.	100%
2)	Paint spraying, welding or using circular saw inside the Exhibition Venue.	100%
3)	Storage of construction materials, tools, empty boxes and/or other materials in the Exhibition Venue.	100%
4)	Any main constructions set-up deviated from the drawings submitted to the Organiser.	100%
5)	Stand construction exceeds the maximum height limit and/or boundaries assigned, including but not limit to plasma TV, decorative lighting, 3-D letterings & graphics etc...	100%
6)	Stand construction or dismantling in an improper or unsafe manner.	100%
7)	Employing unqualified personnel for work at the Exhibition Venue.	100%
8)	Using ladders of height on or above 2 meters	100%

9)	All viewable stands' partitions/walls decorated by carpets, any fabrics, or vinyl; or not up to a smooth, acceptable plain colour finish; or such finish is not fully fixed by 2359 hrs on the day before delegate move-in.	100%
10)	Any items found outside the respective stand area, after the daily working hours, may be disposed without prior notice.	50%
11)	Any signage or visual (including, but not limit to company name, logo, slogan, photo and pattern) at height over 2.5m facing adjacent stand does not set back 0.5m from stand boundary.	50%
12)	Debris, packing materials and stand materials not handled/disposed properly and timely during move-in and move-out.	50%
13)	All glass fixtures not properly handled before using hydraulic grab lorry to dispose the stand structure.	50%
14)	Improperly handled paint used for the booth has stained the exhibition hall facilities.	50%
15)	Fail to sign the Move out form and provide photo evidence showing that the booth has been fully cleared	30% (The actual amount will depend on the circumstances.)
16)	The adhesive tape belonging to the booth was not completely cleaned up, resulting in tape being left on the exhibition hall floor.	30%
17)	Fail to meet Organiser's submission deadline of required certificates/documents on last move-in day.	HK\$3,000/item
18)	Smoking in non-designated smoking area of Exhibition Venue	HK\$1,000/count
19)	Transfer/mis-use of vehicle passes.	HK\$1,000/pass
20)	Transfer of contractor badges.	HK\$500/badge
21)	Contractor badge without clearly identifiable contractor's company name and/or without properly displaying at the Exhibition Venue.	HK\$500/badge
22)	Any construction materials, empty cartoons, wooden structure, display stands and equipment placed outside stand area during the fair period will be disposed without prior notice. Extra removal charges will be incurred.	HK\$500/cbm
23)	No prior collection of Contractor badges and vehicle passes until on-site pick-up.	HK\$500/exhibitor or pavilion

24)	Screwing, drilling, painting or nailing on the panels of standard shell booth.	HK\$300/panel
25)	Any facilities (wall, entrance door, carpet, marble floor etc...) of the Exhibition Venue being damaged.	Actual Cost claimed by the Venue Operator plus Administrative Charge
26)	Any additional hall rental charges incurred due to over-time move-in and move-out.	Please refer to Section 4.2.4

Remarks:

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

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

通告 1: 標準攤位及特裝攤位設計之特別安全提示

請瀏覽網頁 <https://www.hktdc.com/event/hkdgp/tc> 「資源中心」、「額外設施及服務申請表格電子版本」以索取本文提及之表格一至十。

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

4.1 標準展台/特級展台

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

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

一般而言，參展商不得以任何形式改動展台結構或拆除展台的任何部份。參展商如有特別需要，如更改設施位置或刪除設施，須填寫表格三及九「額外/改動設施服務申請表」，並於 **2026 年 1 月 19 日**前交回主辦機構。

如有需要刪除任何標準設施，請於 **2026 年 1 月 19 日**前通知主辦機構，可免收費用。

租用標準展台的參展商及其委託之承建商必須遵守下列各項規定：

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

- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第 406E 章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。
- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
 - a) 參展商未能遵從上文所列有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
 - b) 參展商對其展台範圍的內部、外部及上空裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
 - c) 可歸因於參展商使用或裝飾其展台而引致第三方，包括但不限於參展商、參展商代理人、代表、承建商、僱員、主辦機構代理人或僱員、參觀人士的任何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
 - d) 因參展商、參展商代理人、代表、承建商、僱員或第三方的緣故，或者因未能遵從主辦機構的規則及規例而造成的任何損失或損害〔包括但不限於死亡或身體受傷〕；
 - e) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還展台而進行的工程而引致〔不論是如何引致的〕，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。
- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害〔包括對參展商的裝置及/或個人財產造成的損失或損害〕所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。就參展商、參展商代理

人、代表、承建商、僱員或第三方因經未批准於展台進行修改或改造所引致任何人士的個人或財物損失，參展商必須向主辦機構作出全數彌償。

4.1.1 展台佈置

參展商及/或其委託之承建商必須先獲主辦機構書面批准，方可在 **2026 年 2 月 28 日下午 6 時後**進場進行木器裝嵌的展台佈置。未能遵守大會指定時間進場及離場者，大會將扣除全數施工按金而不須事先通知。

若參展商委託之承建商需要提早進場，請填妥**表格十**〔承建商資料申報表〕並連同設計圖則及施工按金全數〔請參閱第 4.2.2、4.2.14 及 4.2.15 章〕於截止日期〔**2026 年 2 月 2 日**〕前一併交付主辦機構。恕不接受逾期申請。

必須遵守主辦機構的進場及離場時間。所有佈置須於完展當天晚上 8 時至 9 時拆妥並適當擺放於該攤位內，以免影響大會承建商的攤位拆卸工作。所有物料及棄置物須於完展當晚午夜 2400 前清離展館。否則，施工按金會被扣除。

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

4.1.2 額外設施

參展商如需額外設施，如電話、陳列設施、視聽器材等，須填寫**表格三至九**申請租用，所有費用必須預先繳付。

4.1.3 進場/離場超時租場收費

假若參展商或其委託之承建商未能在主辦機構指定的進場及離場時限完成有關的工作，須承擔由亞洲博覽館向主辦機構徵收的超時場租如下：

進場超時租場〔只適用於參展商佈展當晚〕 - 即進場日午夜 12 時後進行工作，收費按攤位面積計算。

攤位面積	每攤位每小時收費
50 平方米或以下	首小時 10,900 港元，其後每小時 8,650 港元
51-100 平方米	首小時 13,100 港元，其後每小時 9,750 港元
101-500 平方米	首小時 17,400 港元，其後每小時 13,000 港元

離場超時租場 - 即離場日午夜 12 時後進行工作，收費將按攤位面積計算。

攤位面積	於展覽會完結日翌日每攤位每小時收費
50 平方米或以下	首小時 10,900 港元，其後每小時 8,650 港元
51-100 平方米	首小時 13,100 港元，其後每小時 9,750 港元
101-500 平方米	首小時 17,400 港元，其後每小時 13,000 港元

備註：

- 1) 收費只供參考，以亞洲博覽館最終收費為準。
- 2) 超時工作不足一小時亦作一小時計。
- 3) 需視乎場地情況而定，亞洲博覽館對超時工作有絕對的決定權。

4.2.2 施工按金

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

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

繳交方式如下：〔請選其一〕

1 信用咭方式〔VISA / Mastercard〕

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

2 支票方式

抬頭「香港貿易發展局」，必須是香港的銀行可提款之支票，郵寄或交到本局
地址：香港貿易發展局 展覽服務部關志文先生 / 巢景新先生 收
香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

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

3 轉賬方式

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

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

備註：

- a) 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。
- b) 施工按金須於 2026 年 1 月 19 日或之前繳交/入帳。
- c) 於 2026 年 1 月 19 日後恕不接受以支票方式繳交施工按金，請以轉賬或信用咭方式付款。

4.2.3 保險

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

保險有效期須包括進場、展覽期間及離場〔即 2026 年 2 月 28 至 3 月 7 日〕。承建商須於 **2026 年 1 月 19 日** 或之前將其公眾責任保險單副本交予主辦機構。

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

4.2.6 結構安全證明書

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

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

https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RSE

所有結構安全證明書《連同攤位穩定性的數據證明〔按照第 4.2.1 章規定〕》須於最後進場日〔即 **2026 年 3 月 1 日**〕下午 3 時或之前投放到「攤位設施」之收集箱。主辦機構將轉交展館營運者。如未能於當晚 10 時前交妥，主辦機構或展館營運者有權在整個展期禁止所有人士進入有關攤位。

參展商須完全負責攤位結構的安全及遵守《建築地盤〔安全〕條例》第 59 章。

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

4.2.7 電力裝置

所有電力裝置必須由大會指定的承建商進行，有關費用由參展商負責。電力裝置設計草圖及圖則須連同上述攤位設計圖，於 **2026 年 1 月 19 日** 前呈交主辦機構審閱。會場

供應電力為 220 伏特〔± 6%〕、單相、50 赫或 380 伏特〔± 6%〕、三相、50 赫。

按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試**必須**由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 **2026 年 3 月 1 日下午 3 時前交予大會電力承建商**，以茲證明。如未能於當晚 10 時前交妥，展期內將不獲電力供應。

4.2.8 防火措施 / 消防證明書

按展館營運者的規定，不得裝設易燃飾物，所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後攤位承建商須於 **2026 年 3 月 1 日下午 3 時前**提交一份證書〔消防表格 251〕予主辦單位，以證明符合規定。該證書則會轉交按展館營運者存檔。詳情請瀏覽消防處網頁 <https://www.hkfsd.gov.hk/chi/source/licensing/PPA106-Chi-Web.pdf>

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

不論是否經過防火處理，展館營運者一概禁止使用禾稈草。

為安全起見，凡搭建雙層結構攤位或電視牆結構的攤位，承建商**必須**於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。

4.2.9 反光背心

任何訪客或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。若有不遵守者，展館營運者有權禁止該人士進入展廳。

4.2.10 金屬棚架

亞洲博覽館已全面禁止使用 2 米或以上的梯具。若有不遵守者，將被立即要求離開會展中心，亦會視為沒有遵守參展商規定而扣除施工按金。

該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。同時，工人在離地 2 米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址：

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

若再有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。

亞洲博覽館已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址：
[http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf)

4.2.11 職業安全及健康條例

在搭建及拆除攤位期間，參展商或其承建商必須遵守職業安全及健康條例：

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

此職業安全及健康條例是因應展館營運者的要求。

4.2.12 減少廢物及回收措施

香港特區政府於 1998 年制定減少廢物綱要計劃及 2017 年 12 月制定的大型活動減廢指南 (綠色活動指南)，列出多項指引及措施以提高市民減廢及回收再造意識，參展商和/或承建商須參照下列的減廢指引：

市場推廣期

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

攤位設計期

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

攤位裝置及拆除期

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

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

慳電膽及光管回收計劃

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

根據《廢物處置〔化學廢物〕〔一般〕規例》，亞洲博覽館亦設置回收箱供棄置之用，擺放位置請參閱場內通告。

4.2.13 建築業安全訓練證明書

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

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

如有任何查詢，可致電〔852〕3606 8888 與展館營運者之項目策劃部聯絡。

4.2.14 所有參展商及承建商必須遵守下列各項規定

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

- 1) 攤位尺寸以米為單位。參展商/承建商在動工搭建攤位前，必須確定攤位位置與主辦機構公布的場地圖則相符，如有任何不符，應立即通知主辦機構。凡事前未有知會主辦機構而於動工後始提出的投訴，主辦機構概不受理。
- 2) 所有在地上搭建物必須能獨立支撐，不得使用任何吊件輔助。任何物料不得安裝在大會承建商之物料上，一經發現，承建商要負責將其拆除。同時本局會扣除施工按金。如發現大會承建商之物料有損毀，費用亦須該承建商承擔。
- 3) 任何攤位裝置不得伸展超逾劃定的攤位界限，該等裝置包括但不限於等離子電視、展品、裝飾燈具、參展商名牌或標記。唯一般照明燈具裝置〔如泛光燈、長臂射燈等〕不可超逾攤位界限0.35米以外。
- 4) 現場攤位之主結構與交予主辦機構之圖則不符。
- 5) 不得在展覽場館內的天花板懸吊垂飾〔上文提及只供照明用途的懸空支架、懸空結構除外〕，亦不得在地板、牆壁或建築物的任何部份裝設任何固定裝置。
- 6) 承建商證應清楚可辨認地展示承建商公司名稱及/或沒有在展館內佩帶。
- 7) 參展商名稱及攤位號碼必須展示於面向通道的顯眼位置。如未能遵守此規定，主

	辦機構有權代為安裝在適當位置，費用由參展商自付。
8)	任何超過2.5米面向毗鄰攤位的名牌及裝飾〔包括公司名稱、商標、標語、相片及背景圖案等〕，必須放置於攤位界線0.5米以內的地方。所有視線範圍的結構必須平滑及粉飾達可接受的標準而沒有任何圖案等裝飾（請注意並不接受地毯，任何布料及尼龍物料）。
9)	參展商不可用毗鄰攤位之圍板作任何裝飾或依靠等用途。
10)	如要改變地毯類型或顏色，必須事先通知主辦機構，所需費用概由參展商負責。
11)	所有電力裝置及電線安裝必須遵照香港《電力條例》的《電力〔線路〕規例》〔第406E章〕。
12)	所有燈飾裝置必須安裝於離地2.2米以上或應有適當的保護設施以保障公眾安全。
13)	大會承建商有權將開關掣及過載保護分線箱安裝於攤位內適當位置。
14)	所有用以搭建和裝修攤位或設施的材料，必須具防火功能並需按展館營運者及/或主辦機構要求檢測。
15)	展館範圍內嚴禁噴漆、燒焊及使用圓鋸/風車鋸。請以線鋸取代圓鋸/風車鋸。
16)	承建商必須遵照大會編訂之進場及離場時間表，不得提早進場或離場。一經發現，所有工人及其建築物物料須即時離場，直至大會所指定的時間方可施工。
17)	所有橫額或旗幟之尺寸均有限制，詳情請參閱相關表格。
18)	施工期間之廢料〔如包裝材料〕必須立即放於廢料籠內。
19)	會場不會提供儲存服務。所有空箱、設備、貨物、工具及物料不得放置於會場/卸貨區等地方。一經發現，會將其棄置而不獲事先通知。
20)	為確保安全，展館已在進場及離場期間特設專為棄置玻璃物料之廢料籠，以便與其他物料分開處理。在使用夾斗車清理攤位建築物物料之前，請把玻璃物料與其他物料分別棄置於展館相應廢料籠內，以免發生意外。
21)	承建商或其委託者須於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨駿日街83號辦公室領取承建商證及車輛通行證，否則，本局將收取額外行政費。
22)	嚴禁轉讓承建商證/車輛通行證。
23)	任何攤位構件安裝在大會承建商之物料上。

4.2.15 施工按金扣款制

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

施工按金罰則	違規之按金扣款
1) 參展商/承建商沒有依照主辦機構所訂之時間進場或離場。	100%
2) 在展館進行噴漆、焊接或使用圓鋸/風車鋸。	100%
3) 儲存建材、工具、空箱及/或其他物品於會場。	100%
4) 任何主結構裝嵌與呈交主辦機構圖則不符。	100%

5)	攤位結構逾攤位高度上限及/或界限，包括但不限於等離子電視、裝飾燈具、立體字及噴畫等。	100%
6)	以不適當或不安全的方式搭建或拆卸攤位。	100%
7)	僱用不合資格人員於展覽場地工作。	100%
8)	使用 2 米或以上的梯具	100%
9)	攤位所有見光位之裝飾使用地毯，任何布料及尼龍；或未達致平滑及可接受的標準；或該裝飾未能於參展商佈展日前午夜12時前完成。	100%
10)	所有裝備沒有在施工時間後放回所屬之攤位內將被清理而不另行通知。	50%
11)	任何高逾2.5米並面向毗鄰攤位的招牌展覽板〔包括但不限於公司名稱、商標、口號、相片及圍身板〕由攤位界線沒有後移0.5米。	50%
12)	在進場或離場期間未能適當/及時處理其產生之垃圾包裝材料或建材。	50%
13)	在使用夾斗車清理攤位建築物料之前，沒有將所有玻璃物料拆除及妥善處置。	50%
14)	沒有妥善處理攤位用的油漆，玷污展館設施。	50%
15)	未能於離場表格簽署及提供相片證明攤位已完全清理妥當。	30% (實際金額需視乎情況而定)
16)	沒有完全清理乾淨攤位所屬的膠紙，導致有膠紙遺留在展覽館地下。	30%
17)	未能在最後進場日指定時間內遞交相關文件予主辦機構。	每項 3,000 港元
18)	在展館非指定地方吸煙。	每次 1,000 港元
19)	車輛通行證轉讓予他人使用或不適當使用。	每證 1,000 港元
20)	工作證轉讓予他人使用。	每證 500 港元
21)	工作證沒有清楚可辨認地顯示承建商的公司名稱及/或沒有在展館內佩帶。	每證 500 港元
22)	任何建料、空箱、木結構、展示牌及工具一旦被發現置於攤位以外將會被清理而不作另行通知，並須收取清理費。	每立方米 500 港元
23)	未有事前領取工作證及車輛通行證而需臨場交收。	每參展商/國際館 500 港元
24)	在圍板上鑽鏢絲、油漆或嵌釘。	每件 300 港元
25)	展館設施損毀〔如牆壁、門口、地毯、雲石地面等〕。	按展館營運者收費 另加行政費
26)	任何進場及離場超時收費。	請參閱第 4.2.4 章

備註:

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

倘中英文本有所差異，概以英文本為準。

Circular 2 :

通告 2:

Points to Note/New Measures on Custom-Built Participation

特裝參展新措施及注意事項

In order to enhance the overall safety and efficiency of the fair, new measures have been implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the Exhibitors' Manual.

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

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/承建商收取港元 3,000 (美元 400)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 (US\$667) and HK\$75,000 (US\$10,000) respectively. 按金以每平方米港元 300 (美元 40) 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港元 5,000 (美元 667)及港元 75,000 (美元 10,000)。
4.2.3	Contractors are required to carry out and maintain <u>public liability insurance</u> in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum <u>not less than HK\$10 million for any single claim, unlimited in aggregate</u>. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services. The insurance should be maintained in force at all times during <u>move-in period, exhibition period and move-out period, i.e. 28 February - 7 March 2026</u>. A copy of the public liability insurance policy should be provided to the Organiser by <u>19 January 2026</u>. Labour inspectors are authorised to check the contractors working for exhibitors/organiser in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be arranged accordingly. 承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣 1,000 萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第 282 章僱員補償條例（“該條例”）第 40 條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間(包括進場及離場)就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。

	保險有效期須包括進場、展覽期間及離場〔即 2026 年 2 月 28 至 3 月 7 日〕。承建商須於 2026 年 1 月 19 日或之前將其公眾責任保險單副本交予主辦機構。 按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，於展館內視察及檢查其相關記錄及文件。		
4.2.4	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」		
	Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH (Regarding Booth Height Limitation, Pls refer 4.2.5) >2.5 米而<4.5 米高 (攤位高度限制, 請參考 4.2.5)	≥ 4.5mH or two-storey construction (Regarding Booth Height Limitation, Pls refer 4.2.5) ≥ 4.5 米高或雙層結構 (攤位高度限制, 請參考 4.2.5)
	Stages or platforms 舞台或平台	>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
	Self-standing speakers and/or lighting towers 獨立揚聲器和/或照明燈架連燈	≤2.5m ≤2.5 米	>2.5m >2.5 米
	Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 認可人士/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 & endorse structural calculations 證明其設計圖則穩定性及簽發數據證明
		Supervise construction works at site; verify stability after completion by issuing structural safety certificate 監督搭建工程並在完成搭建後驗證並簽發結構安全證明書	
	Submit design drawings to Organiser by 19 January 2026 於 2026 年 1 月 19 日 或之前提交圖則予主辦機構	By email 以電郵方式	
	Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 1 March 2026 於 2026 年 3 月 1 日 下午 3 時或之前投放到「攤位設施」之收集箱	1. Structural safety certificate (refer to section 4.2.6) 結構安全證明書*〔詳情請參閱第 4.2.6 章〕 2. Fire Services certificate (submit upon request) (refer to section 4.2.8) 消防證明書〔按要求下提交〕〔詳情請參閱第 4.2.8 章〕	
	Submit to Official Electrical Contractor by 1500 hrs on 1 March 2026 於 2026 年 3 月 1 日 下午 3 時或之前	Certificate of installation, inspection & testing (Form WR1)* (please refer to section 4.2.7) 電力裝置完工證明書〔表格 WR1〕* 〔詳情請參閱第 4.2.7 章〕	

	交予大會電力承建商 * Failing to provide the required certificate and form by 1500 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下午 3 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 AP/RSE 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&langCde=2
4.2.8	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、烟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。 Hay is strictly prohibited to use at the venue, regardless with or without fire proof treatment. 不論是否經過防火處理，展館營運者一概禁止使用禾稈草。 For all construction with two-storey construction or booth structure with TV wall, at least one functional extinguisher MUST be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too. 為安全起見，凡搭建雙層結構攤位或電視牆結構，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。

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<u>大會電力承建商</u>，以茲證明。
4.2.9	<u>Reflective Vest/Belt / 反光背心/帶</u> All visitors and persons requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest. If this rule is not observed, the Venue Operator will have the rights to refrain the personnel from entering the exhibition venue.任何訪客或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。若有不遵守者，展館營運者有權禁止該人士進入展廳。
4.2.13	<u>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</u> Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Venue. With immediate effect, contractors entering the Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as “Green Card”). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Venue. All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator’s security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials. Please feel free to contact the Event Planning Team of the Venue Operator at (852) 3606 8888 should you need further assistance. 勞工處、香港展覽會議業協會、展館營運者已達成共識，同意在展館推行建築業安全訓練證明書措施〔即「平安咭」〕，並已生效。凡進入展館裝拆攤位的承建商必須持有效的建築業安全訓練證明書。其目的是確保承建商在展館工作前已受到強制的基基本安全訓練。 凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 如有任何查詢，可致電〔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.

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。

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

Contact 聯絡人	Tel 電話	Email 電郵
Mr. Roy Chau 巢景新先生	(852) 2240 5452	roy.ks.chau@hktdc.org
Mr. Raymond Yeung 楊柏基先生	(852) 2240 5630	raymond.pk.yeung@hktdc.org

Circular 3 Safety Measures on On-site Construction/Dismantling Work

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 **Labour Department** and **Occupational Safety & Health Council**. Details are as below:

1. For safety purpose, **use of ladders for work at height of 2 metres or more within the AWE is strictly prohibited**. If the construction/dismantling work is carried out at 2 metres 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.
2. All 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.
3. Workers are required to wear safety belt while construction activities are carried out at 2 metres or more above the ground.
4. If this rule is not observed, the AWE and the HKTDC will have the right to stop the relevant construction activity immediately.
5. With effect from 1 Jan 2025, the AWE will strictly implement the following measures whenever unsafe use of equipment for work-above-ground such as ladder without certificate and high ladders used for work at 2 meters or above the ground, is found at the AWE:
 - i) Worker who violates the above rule will be asked to leave the AWE immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day.
 - ii) Worker should carry the non-compliant ladders and leave the AWE or the ladders will be confiscated.
 - iii) All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. We appreciate your cooperation to enhance work-above-ground safety to prevent accidents and casualties.

For more details, please refer to http://www.labour.gov.hk/eng/public/content2_8b.htm and https://www.labour.gov.hk/eng/public/os/D/Overview_of_Work_at_Height_Safety.pdf.

Hong Kong Trade Development Council

通告 3 展覽活動施工場地安全守則

為確保展覽活動施工場地安全，亞洲國際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. 為確保安全，所有 2 米或以上工作梯具將被嚴格禁止於亞洲國際博覽館內使用。所有在距離地面 2 米或以上高度進行的搭建/拆卸工程，承建商必須使用高空工作設備，如金屬棚架。此外，於建築工地使用棚架者，必須提交由合資格人士填寫的《表格五》報告。該表格必須於棚架當眼處展示，列明棚架的位置及範圍，並註明棚架的堅穩程度合乎施工安全標準。
2. 任何獲准進入租用範圍進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
3. 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. 如有違規者，亞洲國際博覽館及香港貿發局有權立即制止有關搭建工程進行至符合安全標準。
5. 由 2025 年 1 月 1 日起，凡發現工作人員使用不安全的設備進行離地工作，包括沒有認證的梯具及兩米或以上的高梯等，亞洲國際博覽館將嚴厲執行以下措施：
 - i) 任何違反上述規例之工作人員將被停止施工、沒收大會證件及手帶，及被立即要求離開亞洲國際博覽館，當日不能再次進入亞博館工作。
 - ii) 工作人員於離場時需要將違規的工具一同撤走，否則工具將會被沒收。
 - iii) 所有被沒收之梯具需於指定地點及時間內領回，否則於展覽完結後會以垃圾處理。

請參展商注意及遵守有關規定並通知承建商。感謝您的合作，以確保離地工作安全，杜絕因使用不合規梯具而出現的意外及傷亡。

了解更多詳情，可瀏覽網站 https://www.labour.gov.hk/tc/public/content2_8b.htm，及 <https://www.labour.gov.hk/tc/public/os/D/Overview of Work at Height Safety.pdf>。

香港貿易發展局

Circular 4: Guidance to Custom Built exhibitors for on-site usage of electricity

For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

Total power consumption shall not exceed the current specified. In case of overload, the Organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 1500 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day**. For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

Exhibition Services, HKTDC

通告 4: 特裝參展商注意事項 - 現場使用電力指引

特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 **WR1** 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該下午 3 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

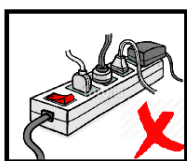
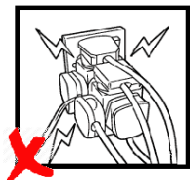
特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制尚未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部上

Circular 5: Exhibitor Alerts during on-site

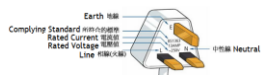
通告 5: 參展商現場注意事項

Electricity Supply 電力供應



Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by the Organiser (if any) and its power limitation. Each socket can connect **one** electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. **HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket.** HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。



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

參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



For those exhibitors who ordered lighting connections only, please contact the “Technical Services Counter” for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.

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

Fair System & Furniture 攤位結構及傢俱



No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. **No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels or fascia of the booth.** Please request for booth modifications at our Technical Services Counter **ONLY**. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.

攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均**不能以任何方式附加任何額外的展台裝置**(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。



Each square metre of wooden shelf and cabinet top can **only support weight under 3kg**. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.

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

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

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

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

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

ES Onsite Circular – V4.1

Circular 6: Special Events Organised by Exhibitors during the Shows

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

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

Should you be interested to organise special events inside your exhibition booths, please submit the event details (date, time, format, number of crowd control personnel deployed, etc) in writing to the Organiser via email **on or before 1 February 2026.**

通告 6: 有關於攤位內舉行的特別節目之事宜

為保障各參展商的權益及加強現場之人流控制，假若參展商有意在展覽期間舉行特別節目，或邀請影星、電視名星或歌星出席任何推廣活動，在進行該宣傳活動或推廣活動前，**必須事先獲得本局書面批准及自行僱用足夠保安人員以便控制人群及維持秩序，並在不妨礙其他參展商的情況下，方可進行。**凡未經批准的特別節目，本局均有權隨時禁止該活動。

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

貴司如有意於攤位內舉行特別節目，煩請 貴司於 **2026 年 2 月 1 日或之前**以電郵方式，書面通知本局該特別節目之日期、時間、形式及維持秩序人員數目等。

Circular 7: Guidelines of KOL Livestreaming Activities

In view of the recent increasing demand for live broadcasting activities at the fairground, we would like to remind all exhibitors of the following guidelines to ensure smooth operations and a pleasant experience for all the participants during the Shows:

1. Live broadcasting activities must be conducted within the exhibitor's own booth. HKTDC reserves the right to stop any activity that takes place outside the designated booth area or causes disturbances to neighbouring exhibitors.
2. Sound levels should be kept at a reasonable level at all times. Loud speakers are strictly prohibited. Shouting or creating excessive noise is strictly prohibited.
3. Exhibitors are encouraged to set up their own KOL live broadcasting room or area within their booth in accordance to organiser's guidelines.

Your cooperation is essential in maintaining a professional environment for all exhibitors and buyers. Exhibitors are required to adhere to the onsite livestreaming activity guidelines outlined above.

Hong Kong Trade Development Council

通告 7: 現場直播活動指引

鑒於近期參展商對直播活動的需求日益增長，本局謹提醒各展商遵守以下指引，以確保展會運作順暢，並為所有在場人士帶來愉快的與會體驗：

1. 所有直播活動須在參展商的展位範圍內進行，本局有權終止參展商在任何超出展位範圍或為其周邊展商帶來滋擾的直播活動。
2. 在直播期間的聲量應保持合理水平，嚴禁使用擴音設備或任何形式的大聲叫囂，以免影響周邊展商的正常業務洽談。
3. 本局強烈建議參展商在展位內按照此指引自行安排為直播活動而設的直播室或區域。

上述舉措旨在為參展商及買家締造專業的展會洽商環境。參展商必須遵守上述現場直播活動指引。

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



Hong Kong International Jewellery Show
香港國際珠寶展

Nomination of Buyers for Buyer Sponsorship

To encourage the participation of more buyers from around the world, we are offering buyer sponsorship program for selective overseas buyers to visit the fair.

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

To facilitate our preparation work, please make use of the nomination form attached and observe the submission deadline by **6 February 2026**.

We hope, with your full support in the promotion campaign, you will be able to capture the greatest business opportunities at the forthcoming trade show. If you have any questions, please do not hesitate to contact Mr. Vincent Li at Tel: (852) 2584 4478 or email: hkjewelry.visitor@hktdc.org.

Hong Kong Trade Development Council

買家贊助推薦買家計劃

為了吸引更多海外買家到場與 貴公司洽談業務，本局將提供買家贊助予合資格的買家。

因此，本局誠邀閣下提名合適的買家。合資格的買家，將會收到列出提名公司名稱的邀請函，同時，本局亦會通知 貴公司提名的結果。請注意優先權將給予從未參加過香港國際鑽石、寶石及珍珠展及香港國際珠寶展的買家，而本局保留最終選擇權利。

為了給予本局充足的時間安排，請閣下填妥買家推薦表格，並於**2026年2月6日前**電郵至 hkjewelry.visitor@hktdc.org。

本局將繼續以 貴公司的利益為依歸，務求利用展覽會為 貴公司締造一個具效益、高增值的宣傳渠道。有關詳情請致電 (852) 2584 4478 或電郵至 hkjewelry.visitor@hktdc.org 與李先生聯絡。

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



Hong Kong International Jewellery Show
香港國際珠寶展

截止日期 Submission Deadline

06/02/2026

To : Hong Kong Trade Development Council
Attn : Mr. Vincent Li
Email : hkjewelry.visitor@hktcdc.org

From (Exhibitor Name) :

(Booth No.) :

HKTDC Hong Kong International Diamond, Gem and Pearl Show 2026 (2 – 6 March 2026)

HKTDC Hong Kong International Jewellery Show 2026 (4 – 8 March 2026)

Buyers Nomination Form for Buyer Sponsorship 買家贊助推薦表格

請複印此表格作更多買家提名。

買家資料 Information of Nominated Buyer

公司名稱

Name of Company: _____

買家姓名 (先生/小姐)

Name of Person: Mr. / Ms. _____

職位 Position: _____

公司地址 Address: _____

國家 Country: _____

郵編 Postal Code: _____

電話 Tel: _____

傳真 Fax: _____

電子郵件 E-mail: _____

網址 Web-site: _____

公司業務 Nature of Business: _____

(Buying Agent, Distributor, Importer, Retailer, Wholesaler etc.?)

如有查詢，請致電(852) 2584 4478 或電郵至 hkjewelry.visitor@hktcdc.org 與李先生聯絡。

For further queries, please contact Mr. Vincent Li by Tel: (852) 2584 4478 or Email:

hkjewelry.visitor@hktcdc.org.



Circular 9 Move in/out Arrangement & Use of Vehicle Pass for the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2026

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 (1 March 2026)** and **move-out day (6 March 2026)**. 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 (1 March) and move-out day (6 March). All Lorries/ Light Goods Vehicles must first report to the vehicle **Expo Marshalling Area at Shun Fai Road**. Please kindly pay attention to the details of the arrangement as below:-

(A) Vehicle Pass for Lorries / Light Goods Vehicles

A new e-permit system is implemented under the new arrangement of AsiaWorld-Expo. e-Vehicle permits will be issued by separate email to each exhibitor for entering the loading /unloading area of the AsiaWorld-Expo on the move-in day (1 March) and throughout the exhibition period including the move-out day (2 – 6 March). The permit is **only valid for use at the specified dates and times** indicated on the permit. Each e-Vehicle permit can only be **used once only**, either by showing the QR code in phone/tablet or in printed version.

Conditions

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Pass is not transferable.
4. AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reason.
5. All drivers must stay inside their vehicles at all times.
6. For articulated vehicles, only those containers and trailers are 40 feet or below will be allowed to enter AWE. The Vehicle Pass is not suitable for parking purpose, and is not valid for private cars.

The e-Vehicle Permit is valid for 7-seater Private Vehicle. Loading and unloading time limit for 7-seater Private Vehicle is 30 minutes. Goods vehicles (including 7-seater Private Vehicle) are NOT allowed to enter the East & West Entrance.

Move-In Day Arrangement for Vehicles on 1 March 2026

Goods vehicles will **only be allowed** to enter into the AWE loading/unloading area with:-

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

Move-in procedure

1. HKTDC issues Move-in e-Vehicle permit to all exhibitors in February 2026.
2. Before proceeding to the AWE loading/unloading area, all vehicles **MUST** first report to the **Expo Marshalling Area at Shun Fai Road** according to the time specified on the vehicle pass issued by HKTDC. The Expo Marshalling Area will be opened at 8:00 a.m. until all the move-in activities finished. The location of the Expo Marshalling Area will be at Shun Fai Road. (Please refer to the attached map for the exact location)
3. Upon arrival at the Expo Marshalling Area, the drivers **MUST** first present the e-Vehicle permit issued by HKTDC, queue up after registration and wait for further instructions given from the security personnel. The waiting time at the Expo Marshalling 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 loading/unloading area via Chek Lap Kok Road **within 30 minutes** with:-

- a. **Goods e-Vehicle Permit** issued by the HKTDC **AND**
- b. **Entry pass** issued at the Expo Marshalling Area

5. Drivers **failing** to present the above 2 passes will **NOT** be allowed to enter into AWE loading/unloading area.

Move-Out Day “Special Arrangement” for Vehicles on 6 March 2026

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

(a) **Goods e-Vehicle Permit** issued by HKTDC **AND** (b) **Entry pass** issued at the Expo Marshalling Area

Move-out procedure

- Control point will be set-up at the entrance of AWE, only the vehicles with the
 - Move-out Goods e-Vehicle Permit** issued by the HKTDC **AND**
 - Entry pass** issued at the Expo Marshalling Area
 are allowed to enter the AWE **after 5:00 p.m.** on 6 March.
- Before proceeding to the AWE loading/unloading area, all vehicles **MUST** first report to the **Expo Marshalling Area** (i.e. Shun Fai Road, please refer to the attached map for the exact location). The Expo Marshalling Area will be opened at 2:00 p.m. until all the move-out activities finished.
- Upon arrival at the Expo Marshalling 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 Marshalling 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 6 March 2026, an **Entry pass** will be issued to the drivers at appropriate time. The driver must then proceed to AWE loading/unloading area via Chek Lap Kok Road **within 30 minutes** with
 - Move-out Goods e-Vehicle Permit** issued by the HKTDC **AND**
 - Entry pass** issued at the Expo Marshalling Area
- If the Expo Marshalling Area becomes overloaded, AWE will implement further measures at discretion.

**The Expo Marshalling Area will open from 2:00 p.m. on 6 March 2026 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 1 March and 6 March 2026. The charges are as follows:

Vehicle Type	Grace Period	Overtime Charges
Private Car (7 seaters only):	30 minutes	1 st Hour or part thereof: HK\$300
Good Vehicle (8 Tons or below):	45 minutes	2 nd Hour and thereafter: HK\$500 per hour or thereof
Good Vehicle (over 8 tons):	90 minutes	

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 Marshalling Area on the move-in day on 1 March and move-out day on 6 March 2026.

(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.

通告 9

進館、撤館及交通安排及貨車許可證之使用須知

– 香港貿發局香港國際鑽石、寶石及珍珠展 2026

多謝參加香港貿發局香港國際鑽石、寶石及珍珠展2026，本局將於上述展覽會之**進館日**（即**2026年3月1日**）及**撤館日**（即**2026年3月6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。

亞洲國際博覽館的所有道路將於**進館日**（即**2026年3月1日**）及**撤館日**（即**2026年3月6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。

(一) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一張電子車輛許可證，方便於展品進場日（即3月1日）及展覽期間（3月2至6日）進入亞洲國際博覽館之裝卸區。此證只適用於許可證上指定之日期及時間，且每張電子車輛許可證只能使用一次。可用電話或電腦顯示二維碼（QR Code）入場，亦可選擇列印版本。

車輛許可證之使用守則

1. 沒有此電子車輛許可證之貨車一概不准進入亞洲國際博覽館貨車調度區。
2. 在博覽館範圍內，司機必須時刻遵從在場職員指示。
3. 此證不得轉讓他人使用。
4. 場館或授權人士可在沒有預先通知的情況下，拒絕持有此證之車輛進入。
5. 司機必須留在車上。
6. 如使用掛接式車輛，只有 40 英尺或以下的貨櫃和拖車才允許進入亞洲國際博覽館。此證並非泊車證，亦不適用於私家車。
** 電子車輛許可證可供七人私家車使用，上落貨時限為 30 分鐘，載貨用途之七人私家車嚴禁進入東面及西面入口。

進館日(3月1日)之車輛「特別安排」

必須同時持有 (a.)由貿發局發出之電子車輛許可證及 (b.) 由博覽館貨車調度區發出之進出證明書，方可進場。

進場程序

1. 香港貿發局於二月向各參展商發出**3月1日**之進場電子車輛許可證。
2. 在進入亞洲國際博覽館貨物起卸區前，所有貨車及輕型客貨車必須在電子車輛許可證上之指定時間到博覽館貨車調度區報到。（博覽館貨車調度區位於順暉路，詳情請參考附圖）。車輛等候處將於**3月1日上午8時**開放，直至所有進場程序完成。
3. 當貨車及輕型客貨車到達貨車調度區後，必須出示由貿發局發出適用於該時段之電子車輛許可證，並於貨車調度區**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。
4. 貨車調度區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) 電子車輛許可證 及 b) 進出證明書
於**30分鐘內經赤鱸角路**前往亞洲國際博覽館貨物起卸區。
5. 未能提供上述兩種證件者將均不能進入亞洲博覽館貨物起卸區。

撤館日(3月6日)之車輛「特別安排」

必須同時持有 (a.) 由貿發局發出之電子車輛許可證 及 (b.) 由博覽館貨車等候區發出之進出證明書

撤場程序

- 於撤館當日於臨近亞洲國際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電子車輛許可證 及 b) 博覽館貨車調度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。
- 在進入亞洲國際博覽館貨物起卸區前，所有車輛必須先到博覽館貨車調度區報到。貨車調度區將於2026年3月6日，由下午2時開放至所有撤館程序完成。
- 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電子車輛許可證，並於貨車調度區排隊等候指示。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。
- 貨車調度區將於下午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) 由貿發局發出之電子車輛許可證 及 b) 博覽館貨車調度區發出之進出證明書
於30分鐘內經赤鱗角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)
- 如車輛等候超出可停泊車輛數目時，博覽館貨車調度區將酌情採取進一步措施。
*車輛等候處將於2026年3月6日下午2時開放至所有撤館程序完成。

當車輛進入亞洲國際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**。亞洲國際博覽館將於**3月1及3月6日**實施進場車輛使用時間收費計劃。有關收費如下：

車輛類型	限時上落貨時間	超時收費
載貨用途之七人私家車	30分鐘	首小時或不足一小時為：港幣\$300元整 其後每小時為：港幣500元整 (不足一小時亦當作一小時計算)
貨車(8噸或以下)	45分鐘	
貨車(8噸以上)	90分鐘	

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。

(二) 私家車 / 的士進場程序

於進館及撤館其間將酌情准許的士及私家車駛入亞洲博覽館範圍，但不得停留或候客。進入亞洲國際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國際博覽館，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(3月1日)及撤館日(3月6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。

Circular 10: Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 5:30 p.m. on 6 March 2026.** According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 6 March 2026, those exhibitors who have violated such rule will be served a warning letter. It may affect their booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair.

Grateful for your understanding and cooperation.

通告 10: 撤館規則

本局接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於 2026 年 3 月 6 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 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 2026 年 3 月 6 日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。

敬請各參展商諒解及合作。

Circular 11: Green Tips to Exhibitors

To make HKTDC Hong Kong International Diamond, Gem & Pearl Show a greener trade fair, the following green tips are suggested for your participation at HKTDC Hong Kong International Diamond, Gem & Pearl Show.

Booth construction and set up

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

Booth Operation

- To arrive the fairground by public transports or shuttle bus provided by the Organiser
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging, if used, make a charity donation
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

通告 11: 參展商綠色小貼士

為支持香港貿發局香港國際鑽石、寶石及珍珠展成為綠色展覽，在參與展會同時，請參考下列綠色小貼士。

展位建築及佈置

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

展覽運作

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

Circular 12 Join HKTDC social media channels and get up-to-date fair information

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

	https://www.facebook.com/HKTDC.Exhibition
	https://www.instagram.com/hktdclifestyle
	https://www.weibo.com/u/2737812790
	1 Click the "+" icon at the top right-hand corner  2 scan the QR code  Click  to follow the official account

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

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

Hong Kong Trade Development Council

通告 12 通過香港貿發局的社交平台獲取最新展覽會資訊

香港貿發局致力推廣社交平台，為使參展商和買家有更緊密的聯繫：

	https://www.facebook.com/HKTDC.Exhibition
	https://www.instagram.com/hktdclifestyle
	https://www.weibo.com/u/2737812790
	 - Click the "+" icon at the top right-hand corner - scan the QR code  Click  to follow the official account

本局現誠邀各參展商加入以上平台並密切關注香港貿發局展覽訊息：

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

香港貿易發展局

Circular 通告 13: Fair Notices 展會通告

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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 the Organiser finds that an Exhibitor is using less than 60% of its display area exhibiting the appropriate product under a designated product category zone, the Organiser has the absolute right and discretion to demand that the Exhibitor immediately relocate and/or to terminate its participation in the Exhibition, without any recourse against the Organiser.

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.

自香港貿易發展局香港國際鑽石、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，上述活動涉及之產品，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 (6 March 2026, 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（2026年3月6日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2026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, 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，亞洲國際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：

Using ladders of height on or above 2 meters is strictly prohibited in the AWE. Failing so, the user will be asked to leave the Exhibition premise immediately and it will also be considered as a violation of the exhibitor's manual regulations, resulting in the deduction of the construction deposit.

亞洲國際博覽館已全面禁止使用 2 米或以上的梯具。若有不遵守者，將被立即要求離開博覽館，亦會視為沒有遵守參展商規定而扣除施工按金。

All construction/dismantling work at these areas should be carried out by using high reach equipment (e.g. scaffolding, evaluated working platform etc...). The scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at

http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

該等地方的搭建或拆卸工程必須使用金屬棚架、動力操作升降工作台等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。同時，工人在離地 2 米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料，上網瀏覽《金屬棚架安全守則》，網址：

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

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

若再有不遵守者，本局及/或展館營運者有權立即中止有關建築活動。

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

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

亞洲國際博覽館已實行新措施，所有梯具(不論材質)必須附有認證標示於梯具的當眼位置。如需獲取更多資料，請瀏覽《梯具的安全標準》，網址：[http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20\(Issue%2039\).pdf](http://www.oshc.org.hk/oshc_data/files/bulletins/ibsh/2016/E%20M%20Bulletin%20(Issue%2039).pdf)

4 : 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，唯逗留期間，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.)
- AVRON
- International Fairs Directory

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)。
- AVRON
- International Fairs Directory

The Organiser would like to stress that neither the Fair Guide, the Expo Guide, the Event Fair the FAIR-Guide, AVRON nor the International Fairs Directory 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、FAIR-Guide、AVRON 和 International Fairs Directory 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 organizations such as Event Fair, AVRON and International Fairs Directory. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data 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如 Event Fair、AVRON 和 International Fairs Directory。UFI 還報告說，收債公司和這些指南和組織有夥伴的關係，從而恐嚇參展商付款。Construct Data 之經營手法已被奧地利保障公平競爭協會 (Austrian Protective Association) 視為不公平及誤導。最近有資料顯示，Construct Data、Event Fair 及 AVRON 已從奧地利轉移其運作到墨西哥和/或斯洛伐克。

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, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

由於 Fair Guide 及 Expo Guide 的信件及訂單內容及語句幾乎完全相同，Construct Data、Commercial Online Manuals、Event Fair、AVRON 與 International Fairs Directory 可能是相關或連繫之公司。閣下因此應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。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, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory, in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

主辦機構並不建議閣下簽署任何從 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 收到之文件。如閣下在錯誤情況下與 Construct Data、Commercial Online Manual、Event Fair、AVRON 及/或 International Fairs Directory 訂立合約，閣下應以書面通知 Construct Data、Commercial Online Manuals、Event Fair、AVRON 及/或 International Fairs Directory 指出基於錯誤或被誤導之情況下簽署該文件，有關合約無效。閣下應該就如何應對您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, Event Fair, AVRON and International Fairs Directory, please visit: <http://www.ufi.org/industry-resources/warning-construct-data/>

欲瞭解更多信息關於 UFI 對 Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals, Event Fair, AVRON 與 International Fairs Directory 採取之行動，請瀏覽此網頁 <http://www.ufi.org/industry-resources/warning-construct-data/>

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 : Security Measures and Related Issues 保安措施及相關事項

Security Measures Against Thefts and Losses at the Fair

有關防止展品遺失或盜竊的保安措施

The daily set-up time in the morning is 8:00am. The opening hours for exhibitors to enter the fairground will be as follows:

各參展商每日之進館時間為上午 8 時，參展商進館時間將為：

	For Exhibitors 參展商	For Visitors 參觀人士
1 March 2026 (Sunday) (Move-In)	10:00am	-----
2026 年 3 月 1 日(星期日) – 進館日	上午 10 時	
2 March 2026 (Monday)	8:00am	10:30am
2026 年 3 月 2 日(星期一)	上午 8 時	上午 10 時 30 分
3 – 6 March 2026 (Tuesday - Friday)	8:00am	10:00am
2026 年 3 月 3 – 6 日(星期二至五)	上午 8 時	上午 10 時 00 分

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

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

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

Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "[Rules and Regulations](#)" in the Exhibitors' Manual.

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

保險相關條款於參展商手冊第三部分「[展覽會規則](#)」分項 3.1 第 70.1 及 72 條，以及分項 3.15 中列明，敬請各參展商務必細閱。

8: 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。

9 : 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 5.2** in the “**Order Forms**”).

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)·本局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 5.2)。

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.

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。

If you encounter any problem with the Wireless LAN service onsite, please contact the service hotline at 3606 8000 or visit <https://www.asiaworld-expo.com/en-us/our-services/guest-services/wifi/>

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 或瀏覽 <https://www.asiaworld-expo.com/zh-tc/our-services/guest-services/wifi/>。

10 : Fast Action Scheme 「快速行動計劃」

At the forthcoming HKTDC Hong Kong International Diamond, Gem & Pearl Show (“the Fair”), the Customs and Excise Department (the “Customs”) will collaborate with the “Hong Kong Brands Protection Alliance” (“HKBPA”) to conduct the “Fast Action Scheme” (“the Scheme”) during the Fair. HKBPA represents 69 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 69 participating trade associations to join the Scheme.

在香港貿發局香港國際鑽石、寶石及珍珠展舉行期間，「香港海關」(「海關」)將與「香港工商品牌保護陣綫」(「陣綫」)合作於展覽會執行「快速行動計劃」(「計劃」)。代表 69 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

The Scheme will be operated independently of the HKTDC by the Customs and HKBPA and is not a substitute for the existing on-site intellectual property rights (“IPR”) complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC’s on-site IPR office for assistance in the same manner as at previous fairs.

「計劃」將由海關及「陣綫」獨立運作，並不取代香港貿發局現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨《香港貿發局》於場內之知識產權辦事處尋求協助。

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

Address 地址: 1/F, CMA Building, 64-66 Connaught Road Central, Hong Kong
香港中環干諾道中 64-66 號廠商會大廈 1 樓

Tel 電話: (852) 2543 1255

Fax 傳真: (852) 2544 2406

Website 網頁: www.hkbpa.org

Email 電郵: info@hkbpa.org

Exhibitors are also strongly advised to carefully scrutinize your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

If you have further questions regarding HKTDC’s on-site IPR complaints procedure, please feel free to contact Mr. James Mak, Business Development Manager [Tel: (852) 2240 4584 / Email: james.sc.mak@hktcd.org] or the Fair Management Office.

如貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局業務發展經理麥崇智先生[電話：(852) 2240 4584/ 電郵：james.sc.mak@hktcd.org]或主辦機構辦事處聯絡。

11 : Special Arrangements for Tropical Cyclone, Black Rainstorm Warning Signals & Extreme Conditions 熱帶氣旋、黑色暴雨警告信號及極端情況下之特別安排

All exhibitors are requested to note the following emergency measures which will be implemented in case Tropical Cyclone Signal No. 8, Black Rainstorm Warning Signal and Extreme Condition is hoisted during the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2026.

敬請各參展商留意，以下是熱帶氣旋襲港、黑色暴雨警告信號或極端情況發出後，主辦機構對香港貿發局香港國際鑽石、寶石及珍珠展 2026 之開放時間所作出的特別安排。

A. Special Arrangements for Tropical Cyclone Warning Signal 熱帶氣旋警告信號下之特別安排

I. During Move-in (1 Mar), Move-out 6 Mar) 進館日(3月1日)、撤館日(3月6日)

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如八號預警或八號（或以上）熱帶氣旋警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours 展覽會開放前

1. If a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
如八號預警於上午 8 時 30 分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午 8 時 30 分前懸掛，展覽會同樣暫時關閉。
2. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如八號熱帶氣旋警告信號於下午 2 時或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.
若八號熱帶氣旋警告信號於下午 2 時後取消，展覽會將繼續關閉。

III. During Opening Hours (2 – 6 Mar) 展覽會進行期間 (3月2至6日)

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close within two hours before the signal comes into effect. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於信號生效前兩小時內關閉，並請現場參展商及參觀人士盡快離開會場。
2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.
在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛，主辦機構將立刻作出廣播，宣布展覽會即時關閉，並請現場參展商及參觀人士立即離開會場。

B. Special Arrangements for Black Rainstorm Warning Signal & EXTREME CONDITIONS

黑色暴雨警告信號或「極端情況」下之特別安排

I. During Move-in (1 Mar), Move-out (6 Mar)

進館日 (3月1日)、撤館日 (3月6日)

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

如黑色暴雨警告信號或「極端情況」於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

展覽會開放前

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **issued before 8:30am**, the fair will remain **closed**.

如黑色暴雨警告信號或「極端情況」於上午 8 時 30 分前發出，展覽會將暫時關閉。

2. If a Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal or “Extreme Conditions” is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.

如黑色暴雨警告信號或「極端情況」於下午 2 時或之前取消，展覽會將會在黑色暴雨警告信號或「極端情況」取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號或「極端情況」取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

3. The fair, however, will remain closed if Black Rainstorm Warning Signal or “Extreme Conditions” is **cancelled after 2pm**.

若黑色暴雨警告信號或「極端情況」於下午 2 時後取消，展覽會將繼續關閉。

III. During Opening Hours (2 – 6 Mar)

展覽會進行期間 (3月2至6日)

1. If a Black Rainstorm Warning Signal or “Extreme Conditions” is issued during the fair’s opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.

如黑色暴雨警告信號或「極端情況」於展覽會進行期間發出，展覽會將繼續舉行，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號或「極端情況」取消為止，以策安全。

^Under “extreme conditions” caused by adverse weather, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

^如因惡劣天氣引致「極端情況」，例如公共交通服務嚴重受阻、廣泛地區水浸、嚴重山泥傾瀉或大規模停電，政府會審視情況(包括公共運輸及其他範疇)，決定是否需要發出「極端情況」公布。

C. Insurance

保險

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to “[Rules & Regulations](#)”

可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。詳情請參閱「[展覽會規則](#)」。

D. Other Issues

其他注意事項

1. The Organiser will make an announcement on the above special arrangements through the fair website, social media and send the announcement to the mass media, as appropriate. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.

主辦機構會透過展覽會網頁及社交媒體公布以上特別安排，並視乎情況向大眾媒體發送公告。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。

2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.

主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

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

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organizer**", "**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 Organizer 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 Organizer 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 Organizer 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 Organizer 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 Organizer in accordance with the Exhibitors' Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, 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 Organizer, 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 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 Organizer, its agents, representative, contractors or employees

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(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 Organizer’s website in accordance with the HKTDC’s *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, 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 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.

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

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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.

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

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 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.

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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).

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);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
 - A. Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
 - B. Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
 - C. Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from following individual(s) 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:
 - A. A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
 - B. Hong Kong qualified lawyer experienced in the patents field.

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

* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

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：
 - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片;或
 - 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。

附件一

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）；
2. 如投訴人所依賴的專利的是短期專利，則需提供下列任何一項與該專利有關的文件：
 - 甲) 香港實質審查證明書的正本或核證副本；
 - 乙) 向香港專利註冊處處長提出進行實質審查的請求證明的正本或核證副本，連同一份證明該請求並沒有被終結、拒絕或終止的書面確認函；或
 - 丙) 由香港法院批給的證明書正本或核證副本，以核證投訴人所依賴的專利的權利要求屬有效。
3. 由下列人士發出之書面意見書，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：
 - 甲) 一名在香港以外的司法管轄區獲得認可或註冊，及在香港提供專利代理服務的認可或註冊專利代理人或專利師；及/或
 - 乙) 在專利領域擁有經驗的合資格香港律師。

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。

* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

SME Export Marketing Fund (EMF)

Eligibility



Non-listed enterprises* registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

Funding Ceilings



- Each enterprise: **Cumulative** amount of **HK\$1,000,000**
- Each application: Funding support is provided based on the ratio 1 (government) : 3 (applicant enterprise) on the total approved expenditures incurred or **HK\$100,000**, whichever is the less

Funding Scope



Trade exhibition held in/outside HK (physical/online)*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion



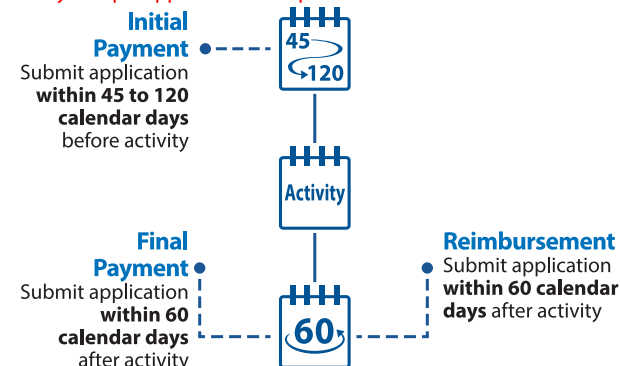
Corporate website/mobile apps

* Effective from 30 April 2021 until 30 June 2026, the funding scope of EMF is expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria is relaxed to cover non-SMEs.

Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.

Only accepts applications completed on or before 30 June 2026.



Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<http://emf.tid.gov.hk/en>)

For enquiries, please contact:

SME Export Marketing Fund Branch Trade and Industry Department

Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City,
Hong Kong

Tel. : 2398 5127
Fax : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : <https://emf.tid.gov.hk/en>



Seize the Chances Expand Markets

SME Export Marketing Fund

中小企業市場推廣基金

申請資格



在香港按照商業登記條例（第310章）登記並在本港有實質業務運作的**非上市企業***。

資助金額



- 每家企業：累計**100萬港元**
- 每宗申請：以1（政府）：3（申請企業）的比例就核准開支總費用提供資助或**10萬港元**（以較低者為準）

資助範圍



境外/本地展覽會（實體/網上）*



商貿考察團（實體/網上）



貿易刊物廣告



電子平台/媒介的出口推廣

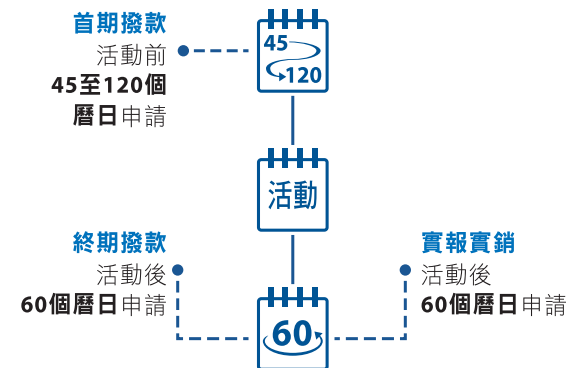


公司網站/流動應用程式

*由2021年4月30日起至2026年6月30日，基金擴大資助範圍至涵蓋以「本地市場」為目標及具規模的展覽會和網上展覽會，並放寬只限中小企申請的要求。

申請方法

申請企業可選擇**首期撥款**暨**終期撥款**或**實報實銷**。
只接受於**2026年6月30日**或之前完結之合資格推廣活動的資助申請。



提交申請

- 網上電子表格
- 郵遞/投遞/親身送遞



有關申請方式及手續的詳情，請參閱申請指引。申請表格及申請指引可從基金網頁 (<https://emf.tid.gov.hk/tc>) 下載。

如有查詢，歡迎聯絡：

工業貿易署
中小企業市場推廣基金科
香港九龍城協調道3號
工業貿易大樓13樓1301室

電話：2398 5127
傳真：2391 2646 / 3525 0329
電郵：emf_enquiry@tid.gov.hk
網站：<https://emf.tid.gov.hk/tc>



把握良機
開拓市場

中小企業
市場推廣基金