

**Welcome Kit**

Dear Exhibitors,

Welcome to the **InnoEX 2024**. Please find the welcome kit which contains various essential information for your perusal. Grateful if you could spend a few minutes to read through all the important circulars. Thank you and wish you every success in the event.

**1. Booth Curtain with Hooks (for standard booth exhibitors only)**

**2. Important Information - Services to Exhibitors**

Appendix 1 : Cluster of Servicing Facilities

Appendix 2 : HKCEC Free WiFi Service Login Procedure

Appendix 3 : Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)

**3. Important Circular**

Circular (1)	Special Move-in (12 April 2024) and Move-out Arrangement (16 April 2024)	
Circular (2)	<b>Special Circular: Move-out Regulations</b>	
Circular (3)	Rules and Measures for Move-out (16 April 2024)	
Circular (4)	<b>Important Circular: Exhibitor e-badge (VERY IMPORTANT)</b>	
Circular (5)	<b>Special Circular: e-Badge for Buyers</b>	
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Circular (7)	Scan2Match FAQ	
Circular (8)	Important Notice on Patented Technology and/or Trademarks	
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Circular (11)	Green Tips to Exhibitors	
Circular (12)	Producer Responsibility Scheme (PRS) on Waste Electrical and Electronic Equipment (Effective from 1 August 2018)	
Circular (13)	<b>Important Reminder:</b>	
	Security	1. Security Measures Against Thefts and Losses at the Fair 2. Caution on Rental of Credit Card Payment Terminals
	Rules and Regulations	3. Important Exhibition Regulations 4. Immigration Regulations to be Observed and Followed by Exhibitors 5. Receiving Buyers at TDC Fairs
	Booth Construction	6. Points to Note / New Measures on Custom-Built Stand 7. Booth Decoration/Construction Safety Issues
		8. Safety Measure on Site Construction/Dismantling Work
		9. Construction Waste and Exhibit Samples Disposal
		10. Guidance to Custom Built exhibitors for on-site usage of electricity

For above circulars and information, please check out our Fair website.

<https://www.hktdc.com/event/innoex/en/circular>



Ref: InnoEX2024-Welcome Kit

致各參展商：

歡迎貴公司參加本年度的**香港國際創科展 2024**，現附上以下幾項重要資料，煩請細閱以下資料及注意事項，並檢查是否已領取所有資料。藉此感謝 貴公司對我們的一貫支持及信任，預祝展出成功！

1) 展台掛簾及掛鈎（只限標準展台參展商）

2) 重要資料 - 主辦機構為參展商安排的服務

附件 1：綜合服務設施

附件 2：香港會議展覽中心無線上網服務使用步驟

附件 3：參展商須知 - 有關保護知識產權措施

3) 重要通告

通告 (1)	有關進館日 (4 月 12 日)、撤館日 (4 月 16 日) 之交通安排	
通告 (2)	<b>特別通告：撤館規則</b>	
通告 (3)	有關撤館日 (4 月 16 日) 之特別措施	
通告 (4)	<b>重要通告：參展商電子入場證 (十分重要)</b>	
通告 (5)	<b>特別通告：買家電子入場證</b>	
通告 (6)	重要通告：全新「掃碼易」(Scan2Match) 服務	
通告 (7)	掃碼易常見問題	
通告 (8)	有關專利技術及商標之重要通告	
通告 (9)	嚴禁於展位以外地方展示飛行產品及個人運輸載具	
通告 (10)	展覽完結後之廢物處理	
通告 (11)	參展商綠色小貼士	
通告 (12)	有關廢電器電子產品生產者責任計劃 (2018 年 8 月 1 日起全面生效)	
通告 (13)	<b>重要提示：</b>	
	保安	1. 有關防止展品遺失及盜竊的保安措施 2. 提防有關信用卡終端機租賃服務
	重要守則	3. 展覽會重要規則 4. 參展商須遵守的入境規例 5. 參展商接待買家須知
	攤位搭建	6. 展覽特裝參展攤位新措施
		7. 展位裝飾/裝修之安全事項
		8. 展覽活動施工場地安全守則
		9. 棄置建築廢料及展品
		10. 特裝參展商注意事項 - 現場使用電力指引

有關通告請參考展會網站：

<https://www.hktdc.com/event/innoex/tc/circular>



## Important Information - Services to Exhibitors 重要資料 - 主辦機構為參展商安排的服務

To All Exhibitors,  
致各參展商：

Thank you for your participation in the **InnoEX 2024**. To serve you better, we have tailor-made the following services for you:

歡迎參加**香港國際創科展 2024**。為提供更佳服務，我們特為閣下作出下列安排，希望可方便閣下參展：

### 1. **Fair Management Office 主辦機構辦事處**

The Fair Management Office is located at Rm G302 at Hall 3B Entrance. Please proceed to the Fair Management Office if you require any assistance from the Organiser.

主辦機構辦事處設於展覽廳 3B 入口之 G302 室。參展商可前往就尋求協助。

### 2. **Technical Service Counter 攤位設施服務台**

During the move-in day (i.e. 12 April from 09:00am) and fair period (13-16 April), the Technical Service Counters will be set up at Hall 3D Concourse. For all matters regarding booth facilities, please proceed to the Technical Service Counter at your floor for assistance.

在展品進場日（即 4 月 12 日由上午 9 時起）及展覽期間（4 月 13-16 日），於展覽廳 3D 大堂設有攤位設施服務台。有關一切攤位設施事宜，請直接與攤位設施服務台聯絡。

### 3. **Cluster of Servicing Facilities: Hall 1C Concourse**

#### **綜合服務設施：展覽廳 1C 大堂**

Business Centre is located at Room G103 at Hall 1A Concourse, Room G310 at Hall 3E Entrance and Room G501 at Hall 5B Entrance. IPR Office is located at Room G204 at Level 2 Mezzanine, Media Centre is located at Expo Drive Entrance.

商務中心位於展覽廳 1A 大堂之 103 室，近展覽廳 3E 入口之 G310 室及近展覽廳 5B 入口之 G501 室。保護知識產權辦事處設於 2 樓大堂中樓之 G204 室，新聞中心則設於博覽道入口。

(Please see **Appendix 1** for more details. 詳情請參閱**附件 1**)

### 4. **Concurrent Events & Special Highlights 同期舉行之活動及特別推介項目**

- Concurrent Exhibition 同期舉行之展覽會：

- HKTD Hong Kong Electronics Fair 2024 (Spring Edition) 香港貿發局香港春季電子產品展 2024

- Thematic Conferences & Seminars 專題研討會及論壇

### 5. **Transportation Worker 運送工人**

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter the exhibition venues via other entry points on the same day. Workers without a valid hand band will be requested to leave the venue.

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發一手帶以作識別。工人取得手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

### 6. **Prayer Room 祈禱室**

Prayer room is located at Hall 1A Concourse.

祈禱室將設於展覽廳 1A 大堂。

### 7. **Protection of Intellectual Property Rights 保護知識產權**

All exhibitors must observe Intellectual Property Rights. All infringement complaints must be reported to and handled at the IPR Office (if you are approached by any complainant at your booth, you should refer the complainant or their representative to the IPR Office); our designated staff will be there to help you in accordance with our standard procedures. To substantiate your case, please bring along relevant documents such as patent, trademark, design certificate or original design drawings. If deemed necessary, we will arrange our lawyer to offer legal advice on the case.

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各參展商必須保護知識產權。如有任何侵權投訴，請往知識產權辦事處辦理。屆時本局將有專人按既定程序為閣下處理有關投訴(若有任何人士在閣下攤位提出侵權投訴，請轉告有關人士前往知識產權辦事處辦理有關手續)。惟投訴人需備有足夠證明文件如註冊商標、專利權、設計證書或有關設計原稿，主辦機構方可受理有關個案。如有需要，本局會安排大會律師就個案提供法律意見。

(Please see **Appendix 3** - Exhibitors Brief for more details. 詳情請參閱**附件 3**之參展商須知)

**8. Sound Level /Loud Hailers 音量/擴音器**

All audio / audio-visual equipment must generate a noise level which does not cause any annoyance or inconvenience to visitors or other exhibitors. The exhibitor has the responsibility to ensure that the demonstration sound level should not exceed 75 dB(A). The Organiser reserves the right to intervene and stop the demonstration immediately if the sound level causes undue annoyance, inconvenience or disturbances to other exhibitors and visitors. In this case the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio / visual equipment located in their exhibit area.

所有視聽器材所產生的音量不得對其他參展商或參觀者構成任何滋擾或不便。參展商必須採取措施，確保示範活動所採用的視聽器材不會發出超過 75 分貝(A 級)的音量。如發出的聲浪對其他參展商及參觀人士造成滋擾、不便或騷擾，主辦機構有權馬上終止有關展示活動，而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材，一概由參展商負責，而參觀人士及其僱員在操作此等器材時的行為，須由參展商監督。

**9. Move-in & Move-out of the Exhibits 展品進場及撤場安排**

For security reason, exhibitors are required to pay special attention to their own exhibits during the move-in and move-out period. Exhibitors are strongly advised to station at the booth until their exhibits have been moved out by their freight forwarders. **Please do not leave any exhibits unattended.**

為保安理由，在進館及撤館期間，參展商應小心看管其展品。撤館期間，請參展商於展品撤離會場後才離開，**切勿將展品留於展台內。**

**10. Booth decoration and exhibits should be ready before the opening of the fair 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 fair, 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。

**11. Protect the Environment, Reduce Wastage 保護環境，減少廢物**

To protect the environment and encourage collection of recyclable materials, you are persuaded to minimize publicity materials printed and use recycled papers. In addition, the organizer will set up waste separation bins to collect recyclable materials.

為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也會在場內設置分類回收箱，加強回收物料，循環再造。

**12. Food & Beverages 食品及飲料**

According to the regulations of the Hong Kong Convention & Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition Halls or at the restaurants. In order to maintain a clean and tidy exhibition environment, consumption of food is not recommended in the booth.

根據香港會議展覽中心規例，參展商不得攜帶外來食物及飲料進入會場。如需進食，可到會場內的飲食部或餐廳。為確保展覽會場的衛生及整潔，參展商應盡量避免在其攤位內飲食。

**13. Fire Emergency Procedures 火警發生應變措施**

**If you detect fire or smoke**

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

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### **In case of fire alarm**

- 1) If you hear a fire alarm
  - Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
  - Continue as normal should fire alarm be discontinued.
- 2) If you hear a fire alarm evacuation announcement or instruction
  - Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
  - If you encounter smoke in the stairway, use alternate exits where available.
  - Do not attempt to remove vehicles from parking garage or loading docks.
  - Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
  - Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

### **當發現火警或煙霧**

- 在安全情況下，按動最就近之火警鐘
- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 緊閉身後防煙門
- 由最就近出口(綠色緊急出口)離開大樓；切勿使用升降機

### **當火警鐘響起**

- 1) 當聽到火警鐘聲
  - 當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
  - 火警鐘聲停止後一切活動回復正常
- 2) 當聽到火警疏散廣播指示
  - 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
  - 如在梯間遇到濃煙，改用其他出口
  - 切勿試圖把車輛駛離停車場或貨物起卸區
  - 遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
  - 離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

## **14. Your Valuable Suggestions are Welcome 歡迎提供寶貴意見**

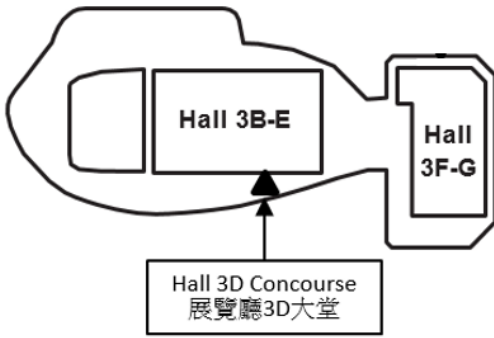
Your suggestions are valuable to us for the fair's improvement. Please find time to complete the Online Questionnaire available on 15 April.

閣下提供之寶貴意見，將對我們日後展覽之改善工作有莫大幫助。請抽少許時間，於4月15日填妥線上問卷。

**Thank you for your kind cooperation. May we wish you every success in the fair.**  
**多謝合作。並祝貴公司展出成功。**

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**InnoEX 2024**  
**香港國際創科展 2024**  
**Cluster of Servicing Facilities 綜合服務設施**

Services 服務	Location 地點		
<b>FAIR MANAGEMENT OFFICE 主辦機構辦事處</b> - Enquiries / assistance pertaining to your participation 處理參展商查詢及提供協助	<u>Location</u> Rm G302, Hall 3B	<u>地點</u> 展覽廳 3B - G302 室	<u>Tel 電話</u> 2582-1747
<b>SALES OFFICE 攤位預訂處</b> - Booth reservation and general sales enquiries 預訂來屆攤位及查詢參展事宜	<u>Location</u> Rm G302, Hall 3B 展覽廳 3B - G302 室		
<b>TECHNICAL SERVICE COUNTER 攤位設施服務台</b> - Enquiries concerning booth facilities / electricity (e.g. desk, chairs, cabinet, light etc) 攤位設施及電力查詢 (例: 桌子、椅子、儲物/陳列櫃、燈等)	<u>Location</u> Hall 3D Concourse	<u>地點</u> 展覽廳 3D 大堂	<u>Tel 電話</u> 3720-6486
			
<b>BUSINESS SERVICES CENTRE 商務中心</b> - Provide outgoing fax & photocopy service only 只提供外發傳真及影印服務	<u>Location 地點</u> Rm G103, Hall 1A Concourse 展覽廳 1A 大堂 - G103 室	<u>Tel 電話</u> 2582-8948	<u>Fax 傳真</u> 2582-8949
	Rm G310, Hall 3E Concourse 展覽廳 3E - G310 室	3720-6481	3720-6875
	Rm G501, Hall 5B Concourse 展覽廳 5B- G501 室	2852-8960	2852-8961
<b>CUSTOMER SERVICE CENTRE 客務中心</b> - Air Express 速遞 Provided by S.F. Express (Hong Kong) Limited 服務由順豐速運 (香港) 有限公司提供	<u>Location 地點</u> : Hall 1C Concourse 展覽廳 1C 大堂		
	Tel 電話: 2929-2929		
<b>OTHER SERVICE 其他服務</b>			
- Exhibitor Locator System 參展商資料索引	Hall Concourse	設於各展覽廳大堂	
- Wireless LAN Service Support 無線上網服務支援	HKCEC Information Counter (Expo Drive Entrance)	香港會議展覽中心服務台(博覽道入口大堂) Tel 電話: 2582-1846 / 2582-1849	
<b>IPR OFFICE 知識產權辦事處</b> - Handle the IPR cases & enquiries 處理有關知識產權事宜	<u>Location 地點</u> Room G204, Level 2 Mezzanine 2樓大堂中樓 G204 室	<u>Tel 電話</u> 2582-8970	<u>Fax 傳真</u> 2582-8976
<b>MEDIA CENTRE 新聞中心</b> - Exhibitors are welcome to place company press kits here 歡迎各參展商擺放公司新聞稿件	Expo Drive Entrance	博覽道入口大堂	
<b>FIRST AID STATION 救護站</b> - Please contact HKCEC security hotline 請聯絡香港會議展覽中心保安熱線	Tel 電話: 2582-7162		

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

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC 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 60 minutes.

Should you have further enquiries, please contact our Wireless LAN Service Hotline on 2582 1846 / 2582 1849 during fair period.

各參展商亦必須注意會展中心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 60 分鐘，無線上網服務亦會自行中止。

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助，請致電熱線 2582-1846 / 2582-1849。

### HKCEC Free WiFi Service Login Procedure 香港會議展覽中心無線上網服務使用步驟

1. Enable the wireless connection on your device and select "HKCEC WiFi Complimentary" or "HKCEC Fast WiFi Complimentary".  
啟動無線網絡裝置，選擇「HKCEC WiFi Complimentary」或「HKCEC Fast WiFi Complimentary」網絡連接無線上網服務。
2. You will be connected to the login web page. If not, please open a browser and access "www.hkcec.com".  
瀏覽器會被轉到會展中心免費無線網絡登入網頁。如沒有，請開啟瀏覽器並進入「www.hkcec.com」。
3. Check the box to accept the terms and conditions, then click "Connect".  
點選方格表示已閱讀並同意使用條款及條件，然後點擊「連接」。
4. Internet access is enabled.  
無線網絡正式接通。

**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 (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](http://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 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.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktcdc.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.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or

evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

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

C. Registered Design

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

D. Patent

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

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

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

### **有關知識產權刑事罪行之刑罰**

#### **版權條例 (香港法例第 528 章)**

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

#### **商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

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

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

\* 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。



## Special Move-in and Move-out Arrangement

### (1) Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the **move-in day (12 April)** and **move-out day (16 April)** of the InnoEX 2024. These measures would be beneficial to both our valued exhibitors as well as the general public.

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for lorries / light goods vehicles for move-in from **9:00 a.m.** on the move-in day (12 April). Control point will be set-up at the entrance and only the following vehicles will be allowed to enter HKCEC. Exhibitors are recommended to pay attention to the details of the **NEW** arrangement as below:

#### (A) Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permits will be issued to each exhibitor for entering the loading / unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (12 April) and throughout the exhibition period including the move-out day (13 April – 16 April). The permit is **only valid for use at the specified dates and times** indicated on the permit.

According to HKCEC's latest requirement, due to space constraints inside the loading area, and in a bid to facilitate efficiency of the loading area, starting from 1 January 2015, long vehicles including 45 foot container would **NOT** be accommodated.

Under the new arrangement of HKCEC, drivers will need to **DOWNLOAD and REGISTER their e-Vehicle permit via the newly launched HKCEC Marshaling App named "Go HKCEC" before entering HKCEC loading area**. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and obtain a **Queue Ticket**. On the date of entry, when the **Queue Ticket** is called, an in-App Notification will be sent to driver when loading is ready for the truck with an Entry QR Code.



Each e-Vehicle permit is for one-time access on the designated date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry. Only by showing the QR code on the e-vehicle permit by phone/tablet or in printed version will NOT be allowed for entry, the **e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP**.

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



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

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

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

**Move-in /out Arrangement <IMPORTANT>**

1. Move-in Day 12-April: Offsite Mode : TY
2. Move-Out Day 16- April: Offsite Mode : TY

\* They are REQUIRED to queue up at **Kwai Chung vehicle marshalling area.**

**Types of Entry Mode**

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

**Offsite Mode (TY)**

- Vehicle is required to get **Queue Ticket** from the App by scanning the e-Vehicle permit.
- Drive to **Kwai Chung vehicle marshalling area** when the queue ticket is called.
- Security Staff will scan the App QR Code at the vehicle marshalling area.
- Drive to HKCEC after successful scanning.
- Staff in HKCEC will scan the QR Code again. Vehicle will be allowed to enter the loading area after successful scanning.



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

e-Vehicle Permit Sample (For Ref only)

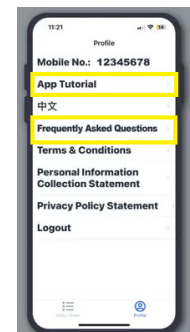
• “Go HKCEC” User Guide Video

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



• Browse App tutorial and other useful information on the App

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



“Go HKCEC” Hotline: 2582 7130

The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Private vehicles are not permitted to enter the loading area. Drivers are required to use either Octopus Card / Visa Card or Mastercard to clock-in time at the automated entry machine when entering the HKCEC 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 1<sup>st</sup> 60-minutes. Payment (if any) will be debited directly from the same Octopus Card / Visa Card / Mastercard. Official receipt can be printed from the automated exit machine.

The HKCEC will impose charges on vehicles with extended stay on 12 April and 16 April 2024. The charges are as follows:

	<b>Every 30 mins (or part thereof)</b>
First 60-mins (after clock in)	Free
First 2 hours after 60 mins	HK\$100
After 3 hours	HK\$150

The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

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[www.hktdc.com/event/innoex](http://www.hktdc.com/event/innoex)

*Ref: InnoEX2024-Welcome Kit*

**(B) Private Car / Taxi**

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

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

***Remarks: According to the traffic conditions, we may implement traffic diversions at the vicinity of HKCEC or other traffic arrangement on the move-in and move-out day.***

**(2) Transportation Worker**

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter exhibition venues via other entry points during the same day. Workers without a valid hand band will be asked to leave the venue at once.

## 進館日、撤館日之交通安排

### (1) 進館/撤館安排

主辦機構將於香港國際創科展 2024 之進館日 (即 4 月 12 日) 及撤館日 (即 4 月 16 日) 實施特別交通安排，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。

香港會議展覽中心的所有道路將於進館日 (即 4 月 12 日) 上午 9 時起實施車輛進入管制。管制點將設於各入口，符合以下條件之車輛方安排進入灣仔會議展覽中心之裝卸區。請各參展商注意以下之新安排：

#### (一) 貨車 / 輕型客貨車 車輛許可證

各參展商均會獲發進館及撤館之電子車證，方便於展品進場日 (即 4 月 12 日) 及展覽期間 (4 月 13 日至 4 月 16 日) 進入香港會議展覽中心之裝卸區。此證只適用於許可證上指定之日期及時間。

根據香港會議展覽中心最新規定，由於裝卸區內的空間有限，為提升裝卸區的效率，由 2015 年 1 月 1 日開始，大會將禁止 45 英尺長的貨車進入裝卸區，請各參展商注意。

根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記，司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼並取得籌號。進館日當天手機應用程式將依次叫號，司機於籌號被叫後需根據提示的時間前往葵涌車輛報到處，報到並獲得進場二維碼後，方可進入香港會議展覽中心之裝卸區。

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







- 「會展快運易」手機應用程式 <新>



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

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

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

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

## 進場/撤館程序 <重要>

1. 進館日 4月12日: 葵涌模式 (TY Mode)
  2. 撤館日 4月16日: 葵涌模式 (TY Mode)
- \*貨車/輕型客貨車必須先到葵涌車輛報到處。

## 入場模式

請留意許可證上「進場時段」的標示

### 葵涌模式 (TY Mode)

- 司機需要在手機應用程式上掃描電子版車輛通行證並取籌。
- 籌號被叫後根據提示的時間前往葵涌車輛報到處。
- 職員將於葵涌車輛報到處掃描用戶手機程式中的二維碼。
- 用戶可於成功掃描後前往灣仔會展中心。
- 會展中心職員將於灣仔會展中心卸貨區再次掃描用戶手機程式中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



電子車證樣本 (僅供參考)

### 「會展快運易」教學影片

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



「會展快運易」熱線: 2582 7130

### 於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機須使用八達通卡 / Visa / 萬事達卡拍卡進場。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 60 分鐘。如需繳交費用，將直接從同一張八達通卡 / Visa / 萬事達卡扣除。正式收據可以從自動出閘機列印。

香港會議展覽中心將於 4月12日 及 4月16日 實施進場車輛使用時間收費計劃。有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首 60 分鐘	免費
其後兩小時內	港幣 100 元
超過三小時	港幣 150 元

博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

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*Ref: InnoEX2024-Welcome Kit*

## (二) 私家車 / 的士進場程序

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

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。

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

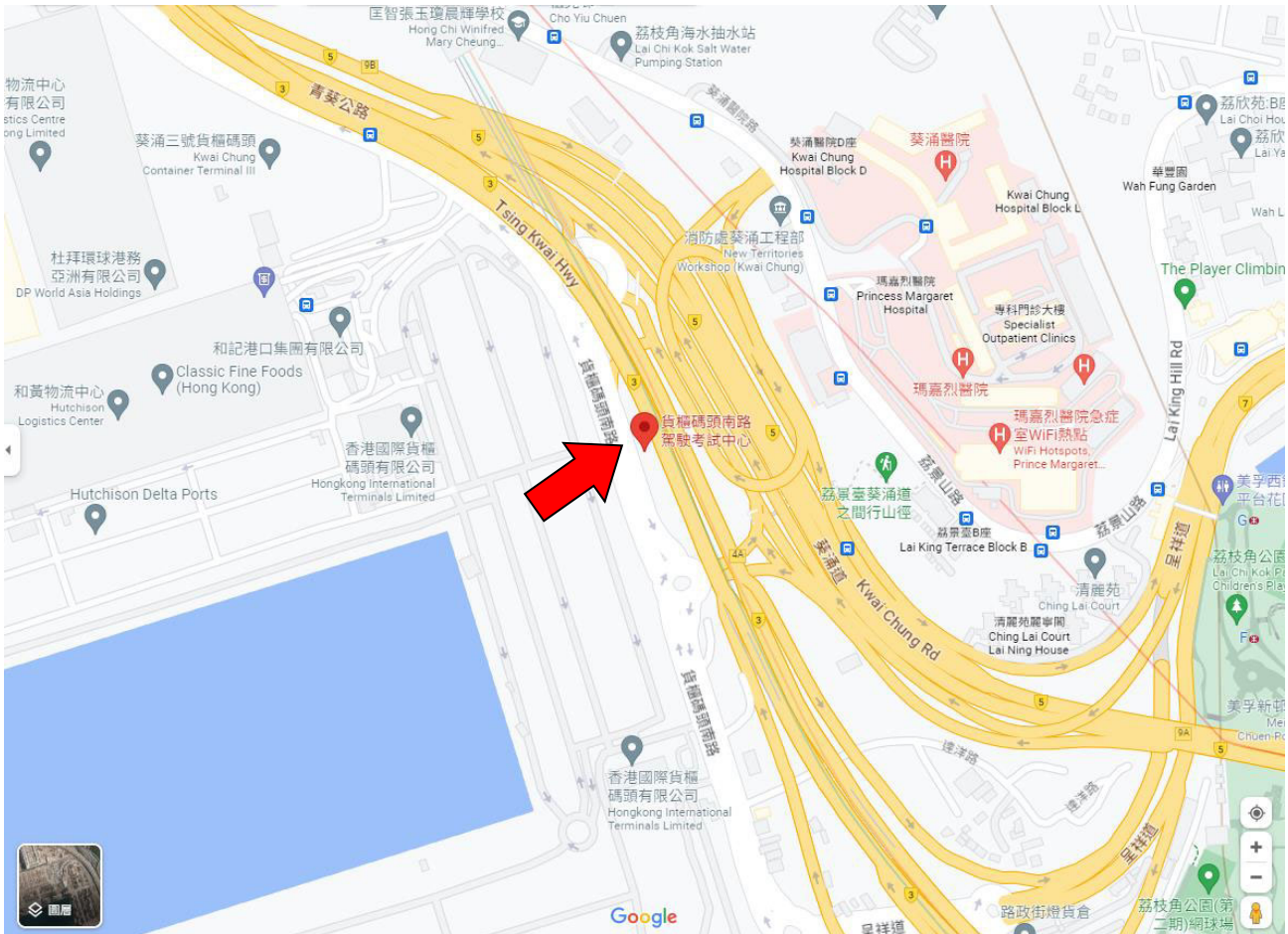
## (2) 運送工人

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發一手帶以作識別。工人取得當天的手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

## Location of the Offsite Marshalling Area at Kwai Chung 葵涌車輛等候處位置圖

Checkpoint Location: Container Port Road South Driving Test Centre

葵涌模式報到地點：貨櫃碼頭南路駕駛考試中心



## Special Circular: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain the quality of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 16 April 2024**. According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 16 April 2024. Those exhibitors who violated such rule will be served a warning letter.

### **Performance Bond**

If an exhibitor violates the rules in InnoEX 2024 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for InnoEX 2025. The amount of the performance bond is based on exhibitor's booth size as follows:

<b>Booth Area in 2025</b>	<b>Performance Bond Amount</b>
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Exhibitions and Digital Business Department. Further details shall be found in the invitation letter for InnoEX 2025. The application of InnoEX 2025 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

**If an exhibitor violates the rule again during InnoEX 2025, full amount of the performance bond will be forfeited.** Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

Hong Kong Trade Development Council



## 特別通告：撤館規則

主辦機構過往接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會的質素及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於4月16日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第46項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於4月16日下午派員巡察各展館，如發現展商違規，主辦機構會即時發出警告信。

### 違規罰款按金

如參展商於2024年香港國際創科展違反展覽會規則46條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「香港國際創科展2025」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2025年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽及數碼業務部。詳情將列於2025年香港國際創科展的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「香港國際創科展2025」的申請。

**如參展商於2025年再度違規，違規罰款按金將會被沒收。**如參展商於2025年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，若參展商繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來於香港國際創科展選擇攤位的次序或取消該公司保留位置的權利，甚至取消未來參展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

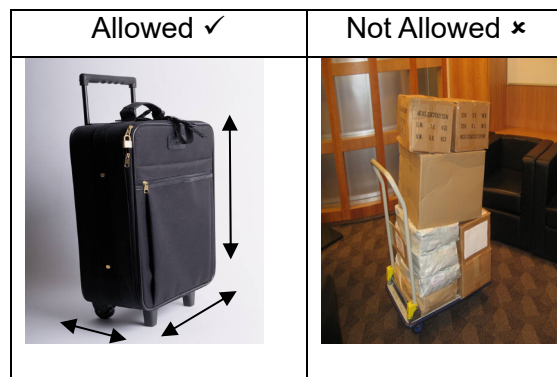
香港貿易發展局

**Circular 通告(3)**

**Rules and Measures for Move-out on 16 April 2024  
有關撤館日（2024年4月16日）之特別措施**

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out on 16 April 2024:

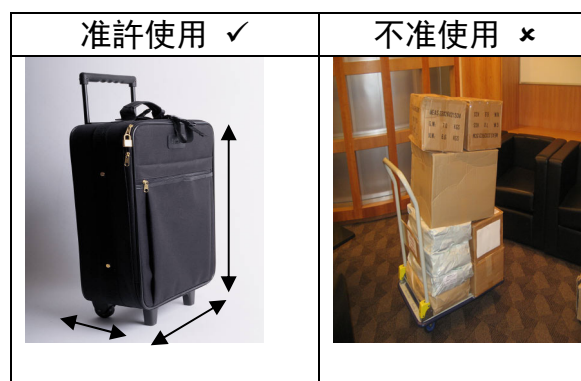
1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 5:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the examples.
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicle (after 5:00pm)** for move-out. All goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Kwai Chung vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.



**(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they are to carry samples/exhibits away from the Fair)**

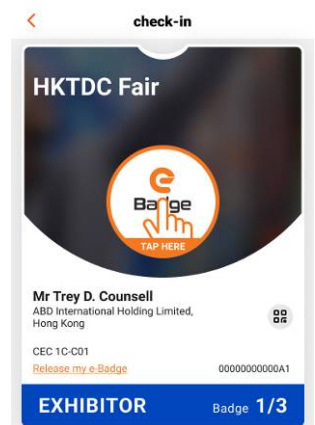
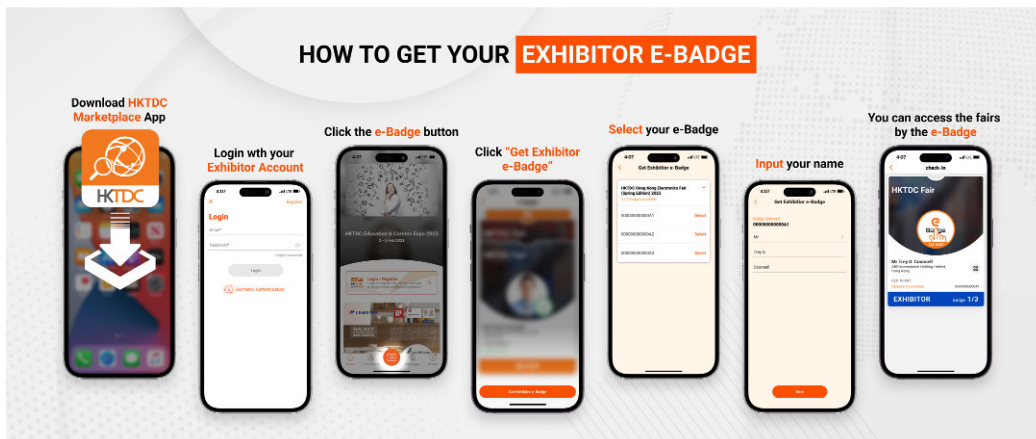
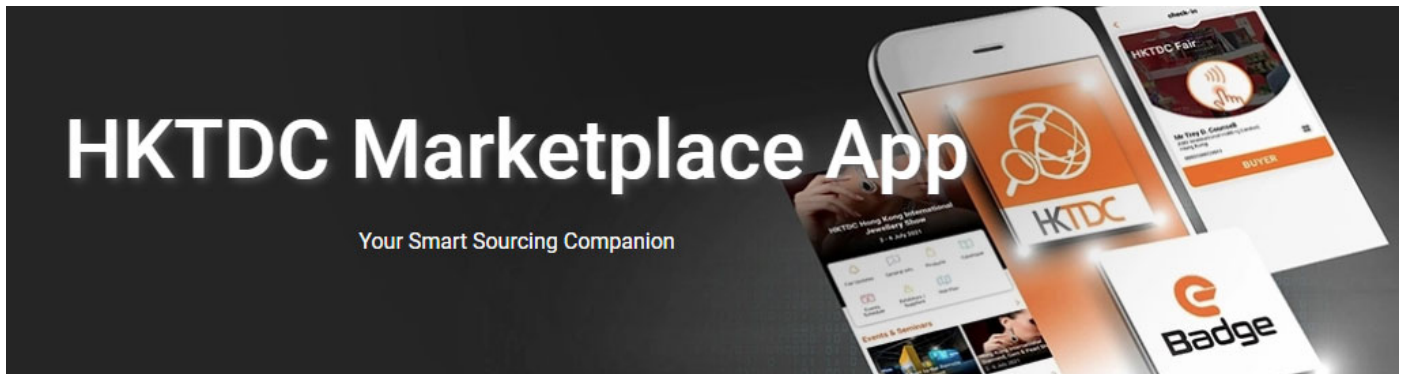
基於安全理由，香港會議展覽中心將在撤館當日(即2024年4月16日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出**81厘米(高) x 56厘米(闊) x 33厘米(深)**之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區（於下午5時前）檢查各參展商/買家進出之物品大小。
- 2) 參展商**不可**在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場（或使用載客電梯、扶手自動電梯來運送貨物）。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考以上圖例。
- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日**自行安排運輸公司或貨車(於下午5時後)**撤館。所有自行安排撤館之貨車，必需前往**葵涌車輛等候處**領取往來證明書後，方可駛入會展卸貨區。



**(參展商請注意：如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)**

**Important Circular: Exhibitor 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](http://www.hktdc.com/event/innoex) 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. **All** Exhibitor e-Badges of your booth can be redeemed through logging in the App with the contact email address of your Exhibitor Account.

Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (12 April).

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 visit <https://eplussupport.hktdc.com/hc/en-us/sections/16520626832665-e-Badge>

Should you have any questions, please feel free to call us on +852-1830668/ via e-mail at [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org) or contact the InnoEX team for further assistance.

重要通告：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，換領所有參展商電子入場證（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（4月12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。

更多資訊，可瀏覽：

<https://eplussupport.hktdc.com/hc/zh-hk/sections/16520626832665-電子入場證-Badge->

如有任何查詢，可以致電+852-1830668/透過電郵 [exhibitions@hktdc.org](mailto:exhibitions@hktdc.org) 或與香港國際創科展項目團隊聯絡。

## Special Circular: e-Badge for Buyers 特別通告：買家電子入場證

With rapid development of mobile technology, electronic admission badge (e-Badge) was imposed in InnoEX to upgrade buyer's experience at the fair and support environmental protection.

Buyers who downloaded the "[HKTDC Marketplace](#)" mobile app and completed registration can retrieve their e-Badge. When entering fairground, they have to show their phone's e-Badge to our staffs for access.

To provide seamless fairground experience, more functions will be introduced in the app later based on the needs of buyers and exhibitors, such as display of customized information, enhanced ability to connect with exhibitors.

For more details, please visit: <https://sourcingssupport.hktdc.com/hc/en-us/categories/360003976694>

現今流動技術日益普及，大會亦與時並進，已於香港國際創科展推出買家電子入場證（e-Badge），期望提升買家的展會體驗，同時響應環保。

買家只需下載香港貿發局商貿平台（[HKTDC Marketplace](#)）流動應用程式，完成登記後，便可索取 e-Badge。進入會場時，買家須向工作人員展示 e-Badge。

大會將繼續在 App 針對買家及參展商的需求，加入更多功能，如提供個人化資訊，更易連繫參展商等，帶來更全面的展會體驗。

如要了解更多資訊，請瀏覽：<https://sourcingssupport.hktdc.com/hc/zh-hk/categories/360003976694>

## Important Circular: Brand-new Scand2Match Service



To enhance your experience for HKTDC's EXHIBITION+ experience, we have launched a brand-new service called "Scan2Match".

**A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 12 April (move-in day).** Buyers can use the HKTDC Marketplace app to initiate business connections with you by scanning the QR code. This allows buyers to chat with exhibitors, make enquiries, schedule meetings, view products/service details, add them to their favourites and view the e-floorplan.

Exhibitors can access the dashboard via the fair website or [hktdc.com](http://hktdc.com) Sourcing, which provides a summary of the buyers' profile including the buyer's name, company, country/region and scan date. Using the Message Centre, exhibitors can initiate a chat with the buyer to start a conversation and build business connections even after physical fair ends.

For more information, please visit:

<https://eplussupport.hktdc.com/hc/en-us/articles/20414911990041-Scan2Match-Introduction-Who-has-scanned-my-QR-Code-English-5-min-32-sec->

Sample illustrations and recommended placement of the QR Code could be found at:

<https://hkelectronicfairae.hktdc.com/pdf/2023/circular/Scan2Match-QR-Code-Illustration-Recommended-Placement.pdf>



重要通告：全新「掃碼易」(Scan2Match) 服務



為提升您的「展覽+」參展體驗，大會今年推出全新的「掃碼易」(Scan2Match) 服務。在 4 月 12 日(進館日) 或之前，大會將於當日派發或預先在展商攤位安裝一個實體二維碼展示板。買家可以使用 HKTDC Marketplace (香港貿發局商貿平台) 應用程式，在展位和產品陳列櫃中掃描 Scan2Match 二維碼，與展商建立商貿聯繫。方便買家與展商聯絡、發送訊息、預約會議、瀏覽產品 / 服務詳細信息、將其添加入我的最愛以及查看電子平面圖。

展商則可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 提供買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。更多資訊，可瀏覽：  
<https://eplussupport.hktdc.com/hc/zh-hk/articles/20414911990041>

二維碼展示板的樣本和建議擺放方法可參考：  
<https://hkelectronicfairae.hktdc.com/pdf/2023/circular/Scan2Match-QR-Code-Illustration-Recommended-Placement.pdf>



## Scan2Match FAQ 掃碼易常見問題

1. Is there any recommended placement?  
有建議的黏貼位置嗎？

Ans:

Yes. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas. The recommended placement is illustrated for respective booth formats in the Appendix 1 for your reference.

有。建議將貴公司專屬的掃碼易二維碼貼於展台可行範圍面向主通道、離地 1850 毫米的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。有關不同展台形式的建議位置，請參閱附件。

2. Is the format of QR Code boards standardized?  
二維碼展示版是統一的？

Ans:

Yes. All QR Code are standardised for Booths in 210x210mm size, made of 5mm foamboard.  
是。大會統一為 210x210 四方形的 5 毫米厚泡沫板，背有雙面膠紙以便參展商自行黏貼。

3. What should I do if the QR Code broken / missing?  
二維碼板損毀 / 遺失怎麼辦？

Ans:

Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO.

如需重印，請提供攤位號碼、聯絡方法予相關的營業代表以便我們為你安排重印及領取。領取地點為主辦機構辦事處。

4. How long does a reprint take?  
重印需時多少天？

Ans:

Please expect the reprint of QR Code would be ready on or before noon the next day.  
最快當天或翌日的中午前。

5. What is Scan2Match?  
掃碼易是甚麼？

Ans:

The **Scan2Match** QR Code is provided for buyers to scan and open the You Company's (Exhibitor's) own profile page via the Marketplace APP. For more information, please visit the **Scan2Match** webpage

<https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match>.

掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄打開貴公司的專有頁面。了解更多，請瀏覽掃碼易網頁

<https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match> (繁) 或

<https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match> (簡)。

簡



繁



EN





## Important Notice on Patented Technology and/or Trademarks

### Examples of Patented Technology and/or Trademark Owners (“IP Owners”):

Dolby Laboratories Licensing Corporation  
Koninklijke Philips Electronics N.V.  
MPEG LA, LLC  
Apple Inc.  
HDMI Licensing, L.L.C.

The above companies are examples only. Should your products on display use any third party’s patented technology or trademarks, please also read this important notice as the same arrangement applies.

### InnoEX, 13 - 16 April 2024 (“Fair”)

Thank you for your participation in the Fair. If you will be displaying any consumer electronics equipment capable of supporting IP Owners’ technology and/or which uses their trademarks (Devices) at your booth during the Fair, please be advised that representatives of the IP Owners may be attending the Fair to verify that all such Devices on display have been properly licensed. Please check with your manufacturer/supplier that the Devices being displayed at your booth during the Fair are the subject of a **CURRENT VALID LICENCE** from relevant IP Owners and ensure that the following documents are available for inspection by HKTDC staff at your booth at all times during the Fair:-

1. If you are a licensee of an IP Owner, a copy of the current valid license agreement between you and the IP Owner in respect of the Devices;
2. If you are a sub-licensee of an IP Owner:-
  - (a) a copy of the current valid license agreement between the IP Owner and its licensee; and
  - (b) a copy of the current valid sub-license agreement between you and the licenseein respect of the Devices;
3. If you purchase the Devices from licensees of an IP Owner:-
  - (a) a copy of the current valid license agreement between the IP Owner and the licensee;
  - (b) a copy of your purchase order to the licensee in respect of the Devices on display at your booth during the Fair OR a copy of the letter from the licensee certifying that it has sold the relevant Devices to you.

Your co-operation in that respect would be greatly appreciated so as to avoid any unnecessary disruption to your business during the Fair. Please refer to the Exhibitors’ Brief for more information about our IPR procedures.

## 有關專利技術及商標之重要通告

本通告中所指“知識產權擁有人”包括但不限於以下持有專利技術及/或商標的公司：

Dolby Laboratories Licensing Corporation  
Koninklijke Philips Electronics N.V.  
MPEG LA, LLC  
Apple Inc.  
HDMI Licensing, L.L.C.

請注意：上述公司只是部分知識產權擁有人的例子，假如貴公司展出的產品使用了其他第三方的專利技術或商標，也敬請細閱此通告並注意有關安排。

**2024 年 4 月 13 - 16 日香港國際創科展**

感謝 貴公司參與香港國際創科展。

在展覽期間，知識產權擁有人的代表可能會到場查證展場內可以支援有關知識產權擁有人的專利技術及/或使用其商標的消費性電子產品(以下簡稱“授權器材”)是否已獲恰當的授權。如果貴公司需於展台內展示任何授權器材，請向您的廠商/供應方確定該等授權器材之授權為持續有效，並確保下列文件能於展台內即場提供與貿發局職員驗證：

1. 就直接獲知識產權擁有人授權的參展商，雙方就授權器材訂立的持續有效授權協議書的副本；
2. 就經某授權人間接獲知識產權擁有人授權的參展商：-
  - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
  - (ii) 參展商與該授權人就授權器材訂立的持續有效次級授權協議書的副本。
3. 就採購自知識產權擁有人的授權人之授權器材：-
  - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
  - (ii) 參展商向該授權人就展出的授權器材所發出的採購單副本 或 該授權人向參展商就銷售該展出的授權器材而發出的信函之副本。

多謝 貴公司的充分合作以避免 貴公司的業務於展覽期間受到任何不必要的影響。如需要我們的知識產權保護程序的更多資訊，請參閱「參展商須知」。

## Display of Flying Exhibits & Personal Mobility Products Outside the Booth Area Is Prohibited

In the previous edition of the Fair, some exhibitors were found demonstrating remote moving and flying exhibits (i.e. drones) or personal mobility products (i.e. scooter, unicycle) outside the booth area. This circular serves to remind all exhibitors that the demonstration of exhibits should be made INSIDE the booth area. The hall gangway and the area above the height above the booth are regarded as public area, no exhibit demonstration or display is allowed. In addition, the exhibitor should make sure that the demonstration should not cause any damage, loss and hurt any other exhibitors, visitors or any other person in the fairground.

Clauses 33 and 69 of the rules and regulations of the Fair are extracted below for your reference:

- 33.** The Exhibitor shall be solely responsible for the precautionary measures (such as guards or other means of protection) to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by competent persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working or moving exhibits must be subject to the Organiser's prior written approval.
- 69.** The Exhibitor undertakes to fully indemnify and at all times hereafter to keep indemnified in full 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 or in relation to the negligence, wilful default or fraud of the Exhibitor in the performance of any agreement hereunder or any breach by the Exhibitor of these Conditions.

Thank you for your kind understanding and co-operation.

## 嚴禁於展位以外地方展示飛行產品及個人運輸載具

在去屆展會中，主辦單位發現有些參展商於展位以外地方示範及展示展品，尤其是遙控或其他飛行產品（如：航拍機）及個人運輸載具（如：電動單輪車、電動滑板）。特此提醒各參展商只可以在展位範圍以內的地方展示及示範展品。展覽館內的通道及展位高度限制以下的地方均屬於公眾範圍，參展商不可以在公眾範圍進行產品示範及陳列展品。同時，參展商必須注意其示範行為不會傷害及對其他參展商、參觀者及其他在場人士造成任何損失。

以下為展覽會規則第 33 及 69 條的條款以供參考：

33. 參展商須全權負責採取預防措施以保護公眾人士免受任何移動或運作中的展品所傷，例如安排保安人員或其他保障方法。此類展品只可由參展商授權的合資格人士操作或進行示範及不得在無該等人看管的情況下運作。參展商如欲展示此類展品，必須事先獲得主辦機構書面許可。
69. 參展商保證按主辦機構、其代理、代表、承包商及雇員的要求悉數賠償他們因參展商在履行本規則項下任何協議時疏忽、故意失責或進行欺詐，或因參展商違反本細則而蒙受或招致的一切損失、責任、法律行動、訴訟、索償、賠償、費用（包括但不限於法律費用）及開支，並承諾於所有時間使主辦機構獲得悉數賠償。

多謝合作！

## Proper Handling of Waste after Fair 展覽完結後之廢物處理

It has come to our attention that inappropriate disposal of exhibits / stand materials / wooden structures were found on the move-out day after the fair closed at previous editions of the Fair.

This is to remind you that according to the Clause 56 of the Rules and Regulations of the Fair:

- 56.** *All exhibits, Stand materials/Publicity Material and the like of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organiser. Any exhibits or Stand material/Publicity Materials and the like of the Exhibitor left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organiser and the Organiser shall not be obliged to account the proceeds to the relevant Exhibitor.*

To facilitate exhibitors' disposal of different materials, disposal and recycling points will be set up along the back of halls starting at 4:30pm of the last fair day. Exhibitors should separate different materials and place in corresponding disposal and recycling areas respectively. Exhibitors failing to clear their booth may have to bear disposal fee charged by the Organiser, or may be given lower priority in the future participation of TDC events.

曾有參展商於過往展覽結束後，將展品/攤位物料/木製結構不當地遺留在展覽場地。

請留意展覽會規則第 56 條列明：

- 56.** 參展商必須於展覽會結束後，立即按主辦機構的安排及在指定時間內撤走參展商的所 有展品、攤位物料 / 宣傳品及展台物料等等的擺設。任何遺留在展覽場地的參展商 展品或攤位物料 / 宣傳品均被視作棄置物，主辦機構將予以清理，費用一概由有關參展商承擔。任何因處理該等物品所得的收益（如有的話），全歸主辦機構所有，主辦機構毋須向有關參展商呈報收益。

為方便參展商移走清理廢物，大會將於展會最後一天下午 4 時半開始於展覽館後方設置廢物棄置及回收點。參展商應將廢物分類並放進不同相應的回收或廢物收集點。如任何參展商未能妥善清理其展位，大會或會要求參展商承擔清潔費，將來參展貿發局展覽之資格亦會受影響。



## Green Tips to Exhibitors

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

### 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
- 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
- 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

Thank you for your cooperation!

## 參展商綠色小貼士

為支持香港國際創科展成為綠色展覽，在參與國際創科展同時，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
- 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

多謝合作！

**Important Notice on Producer Responsibility Scheme (PRS)  
on Waste Electrical and Electronic Equipment (WEEE) (WPRS)**  
重要通知: 有關廢電器電子產品生產者責任計劃

We wish to draw your special attention to the Producer Responsibility Scheme (PRS), a key policy tool introduced by the Environmental Protection Department (EPD), the Government of the HKSAR.

To raise the public awareness of proper treatment of Waste Electrical and Electronic Equipment (WEEE), WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE) in Hong Kong, suppliers or sellers should act accordingly to fulfil statutory obligations.

Please refer to the attached information for the details of the Scheme, exhibitors who fall under the suppliers / sellers categories are advised to submit their applications to the EPD as early as possible, and conduct all necessary due diligence to avoid any form of penalty.

For more details of the WPRS, you may wish to visit:

Website : <http://weee.gov.hk>  
Enquiry : [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)  
Hotline : (852) 2838 3111

香港特區政府環境保護署（環保署）於近日已實施一項主要環保政策 – 廢電器電子產品生產者責任計劃（廢電器計劃），現請各參展商特別留意有關之計劃內容，並儘早向環保署遞交登記申請。

為提高公眾對正確處理廢電器電子產品的意識，廢電器計劃已於 2018 年全面實施。2018 年 8 月 1 日起，供應商 / 銷售商在香港分發受管制電器，需按有關法定要求安排相關事宜。

計劃詳情請參閱附件資料。為避免各參展商觸犯法例以導致罰款，受管制電器之供應商 / 銷售商請儘早向環保署遞交登記申請，並按附屬法例執行各項細節。

有關「廢電器計劃」的詳情，可瀏覽：

網站 : <http://weee.gov.hk>  
查詢 : [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)  
熱線 : (852) 2838 3111





環境保護署  
Environmental Protection Department



**注意!**  
Attention!

由  
From

2018.8.1

**購買四電一腦**

When Buying Regulated Electrical Equipment



**法定免費  
除舊服務**  
Statutory Free  
Removal Service



**收據列明循環  
再造徵費水平**  
Receipt showing the  
Recycling Levy Level



**循環再造  
標籤識別**  
Recycling Label



雪櫃、電視機  
Refrigerator, Television

\$165



電腦、打印機及掃描器  
Computer, Printer and Scanner

\$15



空調機、洗衣機  
Air-conditioner,  
Washing Machine



\$125



顯示器  
Monitor

\$45

法例就上述設備徵收循環再造徵費  
The law imposes a recycling levy on the above equipment



weee.gov.hk

**廢電器電子產品生產者責任計劃**  
Producer Responsibility Scheme on  
Waste Electrical and Electronic Equipment

# 誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商  
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者  
Not include transportation / logistics service providers
- 供應商可以同時是銷售商  
A supplier may also be a seller

## 主要責任 Main responsibilities:

### 供應商必須 Supplier must

- 經環保署登記成為登記供應商  
Be registered as registered supplier with EPD
- 呈交季度申報  
Submit quarterly returns
- 呈交審計報告  
Submit audit reports
- 繳付循環再造徵費  
Pay recycling levy
- 提供循環再造標籤予受分發者  
Provide recycling labels to the distributee
- 妥善保存五年記錄  
Keep records properly for five years

## 八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

- 空調機 Air conditioners  
(不超過 3 匹 Not exceeding 3 hp)
- 雪櫃 Refrigerators  
(不超過 500 公升 Not exceeding 500 L)
- 洗衣機 Washing Machines  
(不超過 10 公斤 Not exceeding 10 kg)
- 電視機 Televisions  
(不超過 100 吋 Not exceeding 100 inches)
- 電腦 Computers  
(包括桌上、平板、手提及筆記簿電腦 Including desktop, tablet, laptop and notebook computer)
- 打印機 Printers  
(不超過 30 公斤 Not exceeding 30 kg)
- 掃描器 Scanners  
(不超過 30 公斤 Not exceeding 30 kg)
- 顯示器 Monitors  
(不超過 100 吋 Not exceeding 100 inches)

**2018 年 8 月 1 日起**

受管制電器供應商必須經環保署登記為「登記供應商」  
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered  
as registered supplier with EPD before distributing REE

**請盡早遞交登記申請**

**Please submit the application for registration  
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after  
EPD's receipt of the completed application form and all necessary support documents

**查詢 Enquiries : 2310 0223 / WEEE@thewgo.org**

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE\*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term<sup>§</sup> / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

\* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.

Enquiry: [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)

Hotline: 2310 0223

## 廢電器電子產品生產者責任計劃（廢電器計劃）

廢電器計劃將於 2018 年全面實施。2018 年 8 月 1 日起，在香港分發受管制電器\*

### 供應商必須

1. 已向環保署登記成為登記供應商（短期<sup>§</sup>/一般登記）；
2. 向環保署呈交申報/定期的申報；
3. 繳付循環再造徵費；
4. 在分發受管制電器時提供循環再造標籤；
5. 呈交周年審計報告；及
6. 保存相關的紀錄及文件五年。

### 銷售商必須

1. 備有經環保署批註的除舊服務方案；
2. 安排免費的除舊服務，並在訂立銷售合約前，將有關銷售商履行安排法定除舊服務的責任，以及相關的服務條款，以書面通知消費者；
3. 向消費者提供循環再造標籤及載有訂明字句的收據；及
4. 保存有關要求除舊服務的紀錄不少於一年。

在港經營受管制電器業務的海外供應商及銷售商請注意：

- 不在香港分發受管制電器的參展商毋須遵守廢電器計劃的規定。
- 登記成為登記供應商及除舊服務方案批註的申請應在開始分發受管制電器不少於 4 星期前提交。
- 供應商應在登記中指定本地代理人。
- 銷售商應提早與本地的收集者及循環再造者安排所需服務，以符合法定要求，為消費者提供除舊服務。
- 分發受管制電器到香港境外地方的業務不受廢電器計劃規管。

有關「廢電器計劃」的詳情，可參考網站：<http://weee.gov.hk>

\* 受管制電器包括空調機、電冰箱、洗衣機、電視機、電腦、打印機、掃描器及顯示器。

§ 供應商如在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超過港幣 2 萬元，可向環保署登記為短期登記供應商。

查詢：enquiry@epd.gov.hk

熱線：2310 0223

## 廢電器電子產品生產者責任計劃： 供應商的指引

### 1. 引言

1.1 隨著立法會於 2016 年 3 月 17 日通過《2016 年促進循環再造及妥善處置（電氣設備及電子設備）（修訂）條例》，及於 2017 年 7 月通過《產品環保責任（受管制電器）規例》，廢電器電子產品生產者責任計劃將於 2018 年內逐步全面實施。本文件以供應商為對象，旨在介紹生產者責任計劃的法定規管框架，以及附屬法例下各項執行細節的主要內容。

### 2. 實施時間表

2.1 供應商和銷售商可於 2018 年 5 月 4 日起向環保署提出有關登記供應商及除舊服務方案批註的申請。

2.2 2018 年 8 月 1 日起，供應商必須經環境保護署（環保署）登記，方可分發受管制電器。已登記供應商亦須履行其他法定責任，包括向環保署呈交申報及繳付循環再造徵費，以及在分發受管制電器時提供循環再造標籤。

2.3 2018 年 8 月 1 日起，銷售商亦必須備有經環保署批註的除舊服務方案，方可銷售受管制電器。銷售受管制電器時，如消費者欲棄置屬相同類別的電器，銷售商便須應消費者要求，按已獲批註的方案安排免費除舊服務。銷售商亦有責任向購買受管制電器的消費者提供循環再造標籤，以及載有循環再造徵費訂明字句的收據。

2.4 被棄置受管制電器的處置管制、進出口管制及堆填區棄置禁令方面，訂於 2018 年 12 月 31 日正式實施。

### 3. 生產者責任計劃的法定規管框架

#### 3.1 受管制電器的範圍

3.1.1 根據法例，以下八類產品將受管制：洗衣機、電冰箱、空調機、電視機、電腦、列印機、掃描器和顯示器（統稱為「受管制電器」）。其中，洗衣機、電冰箱、空調機的定義與《能源效益（產品標籤）條例》（香港法例第 598 章）下同類產品的定義相同。生產者責任計劃正式運作後，環保署將提供諮詢服務，處理供應商的查詢。

#### 3.2 供應商須向環保署登記

3.2.1 根據法例，「供應商」是指：

- (a) 在香港於本身業務過程中製造受管制電器的人；或

- (b) 為分發受管制電器而於本身業務過程中將該電器輸入香港的人，但不包括純粹提供服務，為另一人將不屬於自己的受管制電器運入香港的人；

3.2.2 法例所指的「供應商」包括一般進口商、授權代理商和平行進口商，但不包括個人、純粹從事轉口業務的人士、物流服務提供者或純粹陳列而不涉及分發「受管制電器」的人士。生產者責任計劃正式運作後，環保署將提供諮詢服務，處理供應商的查詢。

3.2.3 如某供應商沒有登記而分發受管制電器，該供應商即屬犯罪；一經定罪，如屬首次定罪最高可處第 6 級罰款<sup>1</sup>。而根據法例，「分發」任何受管制電器是指在香港作出以下行為：

- (a) 以售賣、出租或租購方式，供應該電器；
- (b) 為取得代價而交換或處置該電器；或
- (c) 為以下任何活動而傳轉或送交該電器：
  - (i) 以售賣、出租或租購方式供應；
  - (ii) 為取得代價而作出的交換或處置。

供應商可採用指明表格 REE-1 向環保署申請為登記供應商。

3.2.4 至於登記手續，供應商須以指明表格提出申請，並提供相關資料，而申請費用全免。供應商在申請獲得批准後，如已申報的資料有所變更，則有責任通知環保署。

3.2.5 另一方面，環保署署長如信納某登記供應商已不再是供應商，須撤銷該供應商的登記。個別登記供應商如不再從事相關業務，亦應主動向環保署提供資料，以便環保署署長履行撤銷登記的責任。

### 3.3 登記供應商須支付循環再造徵費

3.3.1 政府將向登記供應商所分發和使用的受管制電器徵收循環再造徵費，收費機制概述如下：

- (a) 登記供應商須定期向環保署署長呈交申報（以指明表格 REE-2），申報期限為每季最後一天（即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日）後的 28 天內。違者一經定罪，如屬首次定罪可處第 6 級罰款，如屬再次定罪則可處罰款港幣 20 萬元。申報須載列用以計算須支付的循環再造徵費的所需資料<sup>2</sup>，包括：該季內由供應商分發的受管制電器的數量、由供應商初次使用的受管制電器的數量，及循環再造標籤的使用情況（例如從環保署獲得標籤的數目、分發標籤的數目、

<sup>1</sup> 根據《刑事訴訟程序條例》（第 221 章），第 6 級罰款為 10 萬元。

<sup>2</sup> 徵費水平載於《產品環保責任(受管制電器)規例》政府憲報 2017 年第 143 號法律公告的附表 1。

注銷標籤的數目、和剩餘標籤的存量等)。  
循環再造徵費的款額如下：

循環再造徵費款額		
第 1 欄 項	第 2 欄 受管制電器類別	第 3 欄 每部電器的循環 再造徵費款額
1.	空調機	\$ 125
2.	電冰箱	\$ 165
3.	洗衣機	\$ 125
4.	電視機	\$ 165
5.	電腦	\$ 15
6.	列印機	\$ 15
7.	掃瞄器	\$ 15
8.	顯示器	\$ 45

- (b) 登記供應商須就定期呈交申報 **進行周年審計**，確保已申報的資料準確無誤。違者一經定罪，可處第 5 級罰款<sup>3</sup>。審計報告須由《專業會計師條例》(香港法例第 50 章)第 2(1)條所界定的執業會計師<sup>4</sup>擬備，審計報告須確認登記供應商：(一)已按照法例要求保存相關紀錄，(二)已根據有關記錄準備所呈交的申報；及(三)受管制電器數目已按照法例要求正確申報。登記供應商須以指明表格 REE-3 呈交周年審計報告。
- (c) 登記供應商須 **保留紀錄**，為期五年，方便日後查閱。違者一經定罪，可處第 5 級罰款。有關紀錄所載資料應足以核實循環再造標籤的使用，及受管制電器的進口、本地分發、使用、及轉口等數目，可包括收據、送貨單、存貨記錄等。
- (d) 環保署署長在接獲申報後，會向登記供應商發出繳費通知書，登記供應商須於訂明繳付期限內，**繳付**列明的 **循環再造徵費** 款額。違者一經定罪，如屬首次定罪可處第 6 級罰款，如屬再次定罪則可處罰款港幣 20 萬元。

3.3.2 此外，我們留意到日常或有從事短暫業務的供應商。供應商如屬在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超逾港幣 2 萬元，可向環保署登記為短期登記供應商。但同一短期登記供應商只能獲批准一項短期登記。在申請短期登記供應商時，總計繳付的循環再造徵費(包括對上 12 個月內的最近短期登記)不可超逾港幣 2 萬元。

<sup>3</sup> 根據《刑事訴訟程序條例》(第 221 章)，第 5 級罰款為 5 萬元。

<sup>4</sup> 但該會計師不得是登記供應商的僱員。

### 3.4 登記供應商的其他責任

3.4.1 為方便識別登記供應商是否已就強制性生產者責任計劃所涵蓋的受管制電器支付或將支付循環再造徵費，登記供應商須在分發受管制電器時，為每件產品提供由環保署署長所指明類別的循環再造標籤。違者一經定罪，可處第 5 級罰款。

3.4.2 登記供應商可以書面向環保署申請，以免費取得合理數量的循環再造標籤，並須在分發受管制電器時，把標籤一同交予銷售商。具體來說，標籤應由上游供應商按其需要向環保署領取，並沿供應鏈在分發時交予銷售商，以便銷售商最終向消費者分發受管制電器時提供有關標籤。惟法例並無規定標籤須貼在受管制電器上。另一方面，環保署署長可就提供循環再造標籤的數量，訂定限制。

3.4.3 環保署會制訂進一步的指引，以協助登記供應商管理循環再造標籤，以及處理遺失、損毀、退貨等情況。環保署已應業界提出的疑問，整理一份常見問題，並提供解答（見附件）。

**環境保護署**  
**2018 年 3 月**



## 常見問題

**問 1: 受管制電器製造商如在香港以外地方經營，受法例規管嗎？**

答 1: 法例只適用於香港從事分發受管制電器的供應商。如該供應商不在香港從事相關業務，將不符合「供應商」的定義，不受條例規管。

**問 2: 受管制電器製造商並非為分發受管制電器，而將該電器輸入香港，受法例規管嗎？**

答 2: 除非有其他涉及在本港分發受管制電器的業務，否則一名電器製造商如輸入受管制電器而其目的並非在香港分發，該人將不符合「供應商」的定義，不受法例規管。例如：某海外製造商在本地貿易展覽會陳列受管制電器，但不會於該展覽會期間或之後在本地分發該受管制電器。另一方面，登記供應商自行使用的受管制電器，將受法例規管。

**問 3: 如任何人將受管制電器輸入香港只為自用，作為獎品或禮物，是否界定為「供應商」而受法例規管？是否須繳付循環再造徵費？**

答 3: 法例只適用於香港從事分發受管制電器的供應商。如任何個人將受管制電器輸入香港只為自用，作為獎品或禮物，並不符合「供應商」的定義，不受法例規管。

**問 4: 如一般市民(並非「供應商」的人士)從海外(包括海外網站)購買一件受管制電器以供自用，是否須繳付循環再造徵費？**

答 4: 消費者在外地購入並自用的受管制電器無須繳付循環再造徵費。如再分發至其他消費者，便會視作為供應商及銷售商，需履行法例下所規定的責任。

**問 5: 外來遊客在香港購買受管制電器，之後帶同該受管制電器離開香港，是否須要繳付循環再造徵費？**

答 5: 只要受管制電器是在本地市場分發予消費者，即使消費者(例如遊客)之後帶同該受管制電器離開香港，或在香港境外使用該電器，均須繳付循環再造徵費。另一方面，如某登記供應商直接分發受管制電器予海外消費者，該受管制電器便不會被視作「分發」予本地市場，便不須繳付循環再造徵費。有關資料須在定期呈交中詳細申報。

**問 6:** 如某人從海外網站購買受管制電器，並透過水貨買賣活動在香港分發該受管制電器，就是否須要繳付循環再造徵費？

**答 6:** 任何符合「供應商」定義的人須根據法例進行登記，並須繳付循環再造徵費，不論該人如何輸入/購買該受管制電器。故此上述行為會界定為在香港分發該受管制電器；有關人士須登記為「登記供應商」，並須要繳付循環再造徵費。

**問 7:** 任何物流(或速遞)公司，將受管制電器由某人運送至另一人，而當中涉及為售賣等目的而傳轉或送交受管制電器，這樣會否構成分發受管制電器？提供該等服務的物流公司會否符合「供應商」的定義，因而將須就該電器繳付循環再造徵費？

**答 7:** 雖然物流公司進行的活動或會符合「分發」的定義，但物流公司只是純粹提供服務，為另一人運送不屬於自己的受管制電器。法例已加入豁除條文，使「供應商」的定義不會包括物流公司。因此物流公司不須就所運送的電器繳付循環再造徵費。

**問 8:** 如有關的受管制電器是只供轉口，不在本港分發，是否須要繳付循環再造徵費？

**答 8:** 就本地製造而供輸出的受管制電器及輸入供轉口的受管制電器毋須繳付循環再造徵費，因為該等受管制電器會在香港境外使用。須注意，我們將根據登記供應商的申報計算循環再造徵費。因此，如有輸入供轉口的受管制電器，不應計算其數目。如有手誤等情況，可透過審計程序跟進處理。

**問 9:** 如物業業主、室內設計公司等在售賣、租賃或翻新某住宅物業時，一併為該物業提供受管制電器而沒有特別就該等電器收取費用，他們是否會被視作分發受管制電器？

**答 9:** 就上述情況，該物業業主、室內設計不會被視作分發受管制電器，並且將無須承擔繳付循環再造徵費及向物業業主/租客提供循環再造標籤和收據的法律責任。

**問 10:** 登記供應商在分發受管制電器時，須提供對該電器屬適當的循環再造標籤。如某登記供應商在香港直接分發任何受管制電器予某消費者，他應該依從「登記供應商」還是「銷售商」的規定？

**答 10:** 「供應商」和「銷售商」的定義並非互斥。在某些情況下，某人可以同時是定義所指的「供應商」和「銷售商」。在這種情況下，他須要同時依從對「供應商」及「銷售商」的規定。

**問 11: 循環再造標籤有甚麼用途?**

答 11: 循環再造標籤主要供識別之用,以便任何電器在香港沿供應鏈分發期間,相關各方(包括消費者)均能知悉該電器屬受管制電器,且其登記供應商已經或將會向政府支付循環再造徵費。

**問 12: 如受管制電器已輸入香港,但及後發現產品質量或其他因素須作出退貨安排(如退回生產地),此批產品仍需被徵費嗎?另外,如此批電器已繳費,就相關退貨之數量,將如何處理?**

答 12: 我們將根據登記供應商的申報計算循環再造徵費,因此如有受管制電器在分發前已發現有質量問題而未曾在香港分發,則不應計算其數目。如有手誤等情況,可透過審計程序跟進處理。



產品環保責任 (受管制電器) 規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

申請成為登記供應商或更改資料  
Application for Registration as Registered Suppliers or Change of Information

注意 Note: 請以正楷填寫以下各項資料，並在適當方格內  填上  號

Please complete all items below in BLOCK LETTERS and mark  in the appropriate boxes

<input type="checkbox"/> 申請成為登記供應商 Apply to be a Registered Supplier 或 or		
<input type="checkbox"/> 更改資料 Change of Information (只須填寫更改部分及 E 段 Only fill in the parts requiring change & Part E)	登記編號 Registration No.	
<input type="checkbox"/> A 段 Part A	<input type="checkbox"/> B 段 Part B	<input type="checkbox"/> C 段 Part C
<input type="checkbox"/> D 段 Part D	<input type="checkbox"/> E 段 Part E (公司印鑑 Company Chop)	

A 段 供應商資料 Part A Supplier's Particulars	
公司/法團名稱 Name of Company/Corporation	(中文) (Chinese) (英文) (English) <input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas
香港商業登記號碼 HK Business Registration No.	
香港身份證號碼 (獨資經營人士) HKID Card No. (Sole proprietor)	
香港業務地址 Business Address in Hong Kong	
香港通訊地址 (如與業務地址不同) Correspondence Address in Hong Kong (if different from the business address)	
海外公司 Overseas Company (只適用於海外公司 For overseas company only)	
業務地址 Business Address	
商業登記號碼 Business Registration No.	
代表人姓名 Representative's Name	
香港身份證號碼 (香港居民) 或 旅行 證件號碼 (非香港居民, 請註明簽發機 關) HKID Card No. (Hong Kong resident) or Travel Document No. (for non-Hong Kong resident, please specify the issuing authority)	

合夥人資料 Company Partners (只適用於合夥業務 For Partnership Business only)			
首合夥人(1) 資料 Particulars of precedent partner (1)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼/ 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	
合夥人(2) 資料 Particulars of precedent partner (2)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼/ 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

B 段 聯絡資料 Part B Contact Information	
聯絡人姓名(中文) Name of Contact Person in Chinese	
聯絡人姓名(英文) Name of Contact Person in English	
職位 Position	
傳真號碼 Fax No.	
聯絡電話號碼 Contact Telephone No.	
電郵地址 Email Address	

**C 段 申請一般登記 或 短期登記**

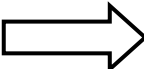
**Part C Apply for an ordinary registration OR a short-term registration**

申請人不能同時登記為一般登記及短期登記的供應商

The applicant cannot be registered as a supplier under both ordinary registration and short-term registration at the same time.

<p><input type="checkbox"/> 一般登記 Ordinary Registration</p>	<ul style="list-style-type: none"><li>● 擬議的登記生效日期： Proposed commencement date of registration: _____</li><li>● 擬議的周年審計日： Proposed annual audit date:<ul style="list-style-type: none"><li><input type="checkbox"/> 三月三十一日 31<sup>st</sup> March</li><li><input type="checkbox"/> 六月三十日 30<sup>th</sup> June</li><li><input type="checkbox"/> 九月三十日 30<sup>th</sup> September</li><li><input type="checkbox"/> 十二月三十一日 31<sup>st</sup> December</li></ul></li></ul>
<p><input type="checkbox"/> 短期登記 Short-term Registration</p>	<ul style="list-style-type: none"><li>● 短期登記只適用於在本港從事分發受管制電器業務不多於 30 天的供應商（例如展覽會的海外參展商）及該業務涉及須繳付的循環再造徵費預計不超過港幣二萬元 Short-term registration is only applicable to suppliers engaged in the business of regulated electrical equipment distribution in Hong Kong for not more than 30 days (For example: overseas expo exhibitors) and when the liability to pay recycling levy arising from such business is not expected to exceed HK\$20,000</li><li>● 擬議登記生效期： Proposed validity period of the registration: from _____ 至 _____ to _____</li><li>● 在本次登記申請日期前的 12 個月內，你曾否獲批短期登記 Have you been approved a short-term registration in the 12 months before the date of the present application<ul style="list-style-type: none"><li><input type="checkbox"/> 沒有 No</li><li><input type="checkbox"/> 有（請在下面註明登記編號） Yes (please state the registration number below)<ul style="list-style-type: none"><li>(1) _____</li><li>(2) _____</li><li>(3) _____</li></ul></li></ul></li></ul>

**D 段 供應商分發受管制電器的資料**  
**Part D Supplier's Information on Distribution of Regulated Electrical Equipment ("REE")**

- 品牌(Brand Names)  請用表格【TREE-1】填寫  
 Please use form "TREE-1" to provide the information
- 受管制電器種類及數量 (Types & Quantity of REE)

種類 Type	數量 Quantity  估算輸入香港以供分發或初次使用的總數，不包括轉口 * (每年/時期內) Estimated total amount of REE imported for distribution or first-time use, excluding transshipment * (annually / within the period)	估算在香港製造以供分發或初次使用的總數 * (每年/時期內) Estimated total amount of REE manufactured in Hong Kong for distribution or first-time use * (annually / within the period)
<input type="checkbox"/> 電冰箱 Refrigerator		
<input type="checkbox"/> 電視機 Television		
<input type="checkbox"/> 空調機 Air conditioner		
<input type="checkbox"/> 洗衣機 Washing machine		
<input type="checkbox"/> 抽濕機 Dehumidifier		
<input type="checkbox"/> 乾衣機 Tumble dryer		
<input type="checkbox"/> 電腦 Computer		
<input type="checkbox"/> 列印機 Printer		
<input type="checkbox"/> 掃描器 Scanner		
<input type="checkbox"/> 顯示器 Monitor		

注意 Note

- \* 請將不適用者刪去 (“時期內” 適用於短期登記)  
 Please delete where inapplicable (“within the period” applies to short-term registration)

**E 段 申請人聲明**  
**Part E Declaration of Applicant**

\*本人／我們謹此聲明，盡本人／我們所知所信，根據本表格所提供的資料皆為真確及完整。

\*本人／我們已細閱申請人須知及關於\*本人／我們個人資料的「個人資料收集聲明」。\*本人／我們謹此聲明，\*本人／我們在此申請表上所填報的個人資料，就\*本人／我們所知，均屬真確及最新的資料。\*本人／我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

\*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

\*I/We have read the Notes to Applicant and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of \*my/our knowledge. \*I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

\* 請將不適用者刪去 *Please delete where inapplicable.*

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)  
(請用正楷填寫 in Block Letters)

\_\_\_\_\_  
(職位 Capacity)

代表 on behalf of :

\_\_\_\_\_  
(公司名稱及印鑑) (如適用者)  
(Company Name and Chop as appropriate)

\_\_\_\_\_  
(日期)  
(Date)

**警告：**

根據香港法例第 603 章《產品環保責任條例》第 9(1)條規定：

- \* 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

**Warning :**

Under Section 9(1) of the Product Eco-responsibility Ordinance (Cap. 603):

- \* A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).



## 1 注意事項

- (a) 本署在收到申請後，會以郵寄或電郵方式確認。
- (b) 獲本署批准申請者會獲發配予登記編號的登記證書。登記供應商須在與本署的通信（包括申報及審計報告）註明該登記編號。
- (c) 一般登記毋須續期。
- (d) 展覽會的海外參展商注意：在港不涉及分發受管制電器的參展人士，毋須登記。

## 2 一般事項

- (a) 請用正楷填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料，申請人可另加紙張填報。於每頁另加紙張的資料，應加上編號，並附有申請人的簽署或公司印章。

## 3 提交文件

- (a) 供應商的有效商業登記證副本。
- (b) 東主的有效香港身份副本(如屬個人公司申請)。
- (c) 所有合夥人的有效香港身份副本或旅行證件副本(如屬合夥人公司申請)。
- (d) 代表人的身份證明文件或旅行證件副本(如屬海外公司)。
- (e) 申請人是供應商或將成為供應商的證明文件：例如各項品牌的代理授權書副本等，或過去 12 個月入口受管制電器紀錄，或未來 12 個月將會入口受管制電器或參加展銷受管制電器的文件，或其他相關證明文件。
- (f) 已填妥的表格【TREE-1】(如適用)。

## 4 獲批登記供應商的重要事提示

- (a) 登記供應商須定期向本署呈交申報：
  - (i) 就一般登記而言，申報須按季度呈交，並在每季的最後一天（即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日）後的 28 天內呈交。
  - (ii) 就短期登記而言，申報須涵蓋登記整個生效日期，並在生效結束當日後的 28 天內呈交。違者首次定罪，可處第 6 級罰款（港幣十萬元）；再次定罪，可處罰款港幣二十萬元。
- (b) 本署在接獲申報後，會據此釐定登記供應商須繳付的循環再造徵費款額。
- (c) 登記供應商（已獲豁免的除外）須就每個審計年度內所呈交的申報，向本署呈交由獨立執業會計師所擬備的審計報告。審計報告須在每個審計年最後一日之後的三個月內呈交。
- (d) 登記供應商須就某年內呈交的申報，在該年之後的五年內，保存關於該申報的訂明紀錄及文件，在有需要時呈交本署查核。
- (e) 如登記供應商的地址有所更改，必須於更改後30天內，以指明表格【REE-1】通知本署，違者一經定罪，可處第2級罰款（港幣五千元）。

## 5 查詢

如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

## Notes to Applicant

### 1 Notes for Attention

- (a) Upon receipt of the application form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note by post or by email.
- (b) EPD will issue a certificate of registration and assign a registration number to each successful applicant. This number is a unique reference for each Supplier and should be quoted in all future correspondences with the EPD and also on all periodical returns and annual audit reports.
- (c) No renewal is necessary for ordinary registration.
- (d) Note for overseas expo exhibitor: exhibitors not engaged in distribution of REE in Hong Kong are not required to be registered.

### 2 General Notes

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

### 3 Documents to be submitted

- (a) A copy of the valid Business Registration Certificate of the applicant.
- (b) A copy of the owner’s valid Hong Kong Identity Card (“HKID Card”) (if the applicant is an individual company).
- (c) A copy of valid HKID Card or travel document for individual partners (if the applicant is a partnership company).
- (d) A copy of the representative’s identity document or travel document (if the applicant is an overseas company).
- (e) A copy of the documents to show that the applicant is a supplier or will become a supplier. For example, a copy of authorizing agency for all individual REE brands (“REE” refers to regulated electrical equipment), or record of importing REE in the last 12 months, or documents showing import of REE or participation in exhibition of REE in the next 12 months, or other documents as appropriate.
- (f) Completed form “TREE-1” (if applicable).

### 4 Important points for attention for approved registered Suppliers

- (a) The registered Supplier should furnish quarterly returns:
  - (i) within 28 days after the last day of each quarter, i.e. March 31, June 30, September 30 and December 31, for ordinary registration.
  - (ii) within 28 days after the end day of the whole validity period for short-term registration.Any person who commits this offence is liable, on first conviction, to a fine at level 6 (HK\$100,000); and on a subsequent conviction, to a fine of \$200,000.
- (b) The amount of recycling levy payable will be determined with reference to the returns furnished by the registered Supplier;
- (c) In respect of returns submitted in each audit year, the registered Supplier (excluding those with exemption) must submit an annual audit report by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of each audit year.
- (d) In respect of returns submitted in the year, the registered Supplier must keep the prescribed records and documents relating to the returns within 5 years after that year and submit them to EPD for inspection whenever necessary.
- (e) If there is a change of address after registration, the registered Supplier must notify the EPD of the change in the specified form REE-1 within 30 days after its occurrence. A registered Supplier who fails to follow this requirement commits an offence and is liable on conviction to a fine at level 2 (HK\$5,000).

### 5 Enquiries

For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope “WPRS”.

## 遞交申請

**郵寄：** 將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署  
香港金鐘道 66 號金鐘道政府合署高座 21 樓  
並於信封面註明：「廢電器計劃」

**親身提交：** 將填妥的申請表連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處 (東)	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處 (南)	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處 (西)	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處 (北)	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

## Application Submission

**By Post:** The completed application form together with copies of relevant documents can be sent by post to:

Address: Environmental Protection Department,  
21/F, High Block, Queensway Government Offices,  
No. 66 Queensway, Hong Kong

Please specify on the envelope: "WPRS"

**In Person:** The completed application form together with copies of relevant documents can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

## 個人資料收集聲明

### 收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環保署提交的申請。
2. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
  - i. 與處理本表格申請事項有關的工作；
  - ii. 有關環境法例的執行、執法和檢舉；
  - iii. 投訴調查；
  - iv. 統計及其他法定用途；及
  - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項申請。

### 可能移轉資料

4. 你在這份表格上就有關申請所提供的個人資料，環保署可向下列人士披露：
  - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
  - ii. 按有關法例獲准的其他人士。

### 查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

### 查詢

6. 如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your application to the EPD under the Product Eco-responsibility (Regulated Electrical Equipment) Regulation.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
  - i. activities relating to processing this application;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this application.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application to:
  - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
  - ii. other persons as permitted by the relevant legislation.

### Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

### Enquiries

6. For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope "WPRS".



產品環保責任（受管制電器）規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

受管制電器的品牌  
Information on the Brand Names of Regulated Electrical Equipment

注意 Note: 此表格需連同表格 REE-1 一並使用。另請以正楷填寫以下各項資料，並在適當方格內  填上  號。  
This form is to be used together with Form REE-1. Besides, please complete all items below in BLOCK LETTERS and mark  in the appropriate boxes .

受管制電器種類 Type of REE	品牌 Brand Name(s)
<input type="checkbox"/> 電冰箱 Refrigerator	
<input type="checkbox"/> 電視機 Television	
<input type="checkbox"/> 空調機 Air Conditioner	
<input type="checkbox"/> 洗衣機 Washing Machine	
<input type="checkbox"/> 抽濕機 Dehumidifier	
<input type="checkbox"/> 乾衣機 Tumble Dryer	
<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 顯示器 Monitor	

如有需要，請影印本頁填寫 Please photocopy this page for completion if necessary.

## Important Reminder 重要提示

### Security 保安

#### 1. 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

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the HKTDC will put in place the following measures and revised procedures:

- 1) **Reinforce Security Patrol** - Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) **Signage** - Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 3) **Booth Curtains** - Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
- 4) **Overnight Storage Service** - To facilitate storage of precious exhibits at night from **13-16 April 2024**, the Organiser will offer exhibitors overnight storage facility arrangement.

These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the organiser.

香港貿發局一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，本局特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。
- 2) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
- 3) **攤位布簾** - 本局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。
- 4) **通宵儲存服務** - 為方便參展商於 **2024年4月13-16日** 日期間晚上儲存貴重展品起見，主辦機構將提供通宵儲存服務。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，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。

#### 2. Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務

The HKTDC is informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. The HKTDC would like to clarify that it has **NOT** appointed any credit card payment terminal providers in **ALL** HKTDC fairs. To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers. **The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the Fair.** Should you have any questions, please contact the Fair Management Office.

香港貿發局獲悉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。**香港貿發局並提醒所有參展商不得在展覽期間進行零售活動。**如有任何疑問，請聯絡主辦機構辦事處。

### Important Rules and Regulations 重要守則

#### 3. Important Exhibition Regulations 展覽會重要規則

##### Sub-letting

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 TDC trade fairs.

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

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, 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.

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.

#### Display relevant exhibits

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

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

#### **分租**

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香港貿易發展局舉辦的所有展覽活動。

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) 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) 容許其僱員招攬生意。

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的關係。

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

#### **展品類別**

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。

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，多謝合作。

## **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**

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

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

### **2) Exhibitors from Mainland China**

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

### **3) Hong Kong Exhibitors**

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

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

#### **1) 來自香港以外的參展商**

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，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。

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) 中國內地參展商**

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

#### **3) 香港參展商**

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

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

## **5. Receiving Buyers at TDC Fairs 參展商接待買家須知**

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, 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.

The HKTDC, as the fair organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the following:

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient grounds is received, the Council will carefully review the application for participation in future TDC events by that exhibitor and may have to take necessary actions.



鑒於以往在本局舉辦的展覽會上，因有個別參展商拒絕接待某些買家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，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，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，貿易發展局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若本局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。

## Booth Construction 攤位搭建

### 6. Points to Note / New Measures on Custom-Built Stand 展覽特裝參展攤位新措施

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.

Section	Items																											
4.2	<p><u>Information submission</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.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of &lt;Electrical&gt; installation, inspection &amp; testing" (Form WR1) are also required.</p>																											
4.2.2	<p><u>Site work deposit /</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.</p>																											
4.2.3	<p>Contractors are required to carry out and maintain <b>public liability insurance</b> 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 <b>not less than HK\$10 million for any single claim, unlimited in aggregate</b>. 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 <b>move-in period, exhibition period and move-out period, i.e. 11 – 17 Apr 2024</b>.</p>																											
4.2.4	Hall rental charges for over-time move-in and move-out.																											
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4.2.6	<p><u>Structural Safety Certificate and/or Structural Calculations Submission</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Stand &amp; temporary structures</th> <th style="width: 30%;">&gt;2.5m &amp; &lt;4.5mH</th> <th style="width: 30%;">≥ 4.5mH or two-storey construction</th> </tr> </thead> <tbody> <tr> <td>Stages or platforms</td> <td>&gt;1.1m &amp; &lt;1.5mH</td> <td>≥ 1.5mH</td> </tr> <tr> <td>Suspended lighting truss &amp; equipment</td> <td>&lt;100 kg</td> <td>≥ 100 kg</td> </tr> <tr> <td>Self-standing speakers and/or lighting towers</td> <td>≤2.5m</td> <td>&gt;2.5m</td> </tr> </tbody> </table> <p>Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Verify stability of design drawings</th> <th style="width: 30%;">Verify stability of design drawings &amp; prepare structural calculations</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="2" style="text-align: center;">Supervise construction works at site; verify stability after completion by issuing structural safety certificate</td> </tr> <tr> <td>Submit design drawings to Organiser by <b>2 Mar 2024</b></td> <td colspan="2" style="text-align: center;">By email</td> </tr> <tr> <td>Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>12 Apr 2024</b></td> <td colspan="2" style="text-align: center;">1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)</td> </tr> <tr> <td>Submit to Official Electrical Contractor by 1500 hrs on <b>12 Apr 2024</b></td> <td colspan="2" style="text-align: center;">Certificate of installation, inspection &amp; testing (Form WR1)* (please refer to section 4.2.7)</td> </tr> </tbody> </table>	Stand & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction	Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg	Self-standing speakers and/or lighting towers	≤2.5m	>2.5m		Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations		Supervise construction works at site; verify stability after completion by issuing structural safety certificate		Submit design drawings to Organiser by <b>2 Mar 2024</b>	By email		Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <b>12 Apr 2024</b>	1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)		Submit to Official Electrical Contractor by 1500 hrs on <b>12 Apr 2024</b>	Certificate of installation, inspection & testing (Form WR1)* (please refer to section 4.2.7)	
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\* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.

Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.

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 [http://www.bd.gov.hk/english/inform/e\\_rse\\_1.html](http://www.bd.gov.hk/english/inform/e_rse_1.html)

Documentary Proof of Fire Services Compliance

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.

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 [https://www.hkfsd.gov.hk/eng/fire\\_protection/cert/index.html](https://www.hkfsd.gov.hk/eng/fire_protection/cert/index.html) for details. For **Registered Fire Service Installation Contractor** registry, please visit [http://www.hkfsd.gov.hk/home/eng/source/FSIC\\_list\\_eng.pdf](http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf).

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

Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day (**12 Apr 2024**).

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

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

4.2.7	<p><u>Electricity</u></p> <p>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 &amp; testing" (Form WR1) should be submitted to the <b>Official Electrical Contractor</b> as per schedule mentioned above.</p>
4.2.9	<p><u>Reflective Vest/Belt</u></p> <p>All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest/Belt.</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures</u></p> <p>In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention &amp; Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate</u></p> <p>All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning &amp; Co-ordination Team of HKCEC at <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> or (852) 2582 8888 should you need further assistance.</p>
4.2.14	<p>Rules to be complied by the Exhibitors and his/her appointed Contractors.</p>
4.2.15	<p>Deduction of site work deposit.</p>

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.

For queries, please feel free to contact:

Mr Andrew Cheung Tel: 2240 5460

Email: [andrew.mf.cheung@hktcd.org](mailto:andrew.mf.cheung@hktcd.org)

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。

<p>部份 4.2</p>	<p>內容 <b>提交資料</b> 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。  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。</p>												
<p>4.2.2</p>	<p><b>施工按金</b> 按金以每平方米 300 港元(40 美元)計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為 5,000 港元(667 美元)及 75,000 港元(10,000 美元)。</p>												
<p>4.2.3</p>	<p>承建商必須購買有效之<b>公眾責任保險</b>。<b>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。</b>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。 <b>保險有效期須包括進場、展覽期間及離場〔即 2024 年 4 月 11 至 17 日〕。</b></p>												
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<p></p>	<p>*如未能於最後進場日晚上 10 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p>												
<p></p>	<p>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。</p>												
<p></p>	<p>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<b>認可人士/註冊結構工程師</b>的名冊，請瀏覽屋宇署網頁： <a href="https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RS&amp;E">https://www.bd.gov.hk/tc/resources/online-tools/registers-search/registrationsearch-disclaimer.html?reg_type=RS&amp;E</a></p>												
<p></p>	<p><b>符合相關消防規定證明書</b></p>												
<p></p>	<p>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。</p>												
<p></p>	<p>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 <a href="https://www.hkfsd.gov.hk/chi/fire_protection/cert/index.html">https://www.hkfsd.gov.hk/chi/fire_protection/cert/index.html</a>。有關<b>註冊消防裝置承辦商</b>的名冊，請瀏覽消防處網頁：<a href="http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf">http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf</a>。</p>												
<p></p>	<p>為安全起見，凡搭建雙層結構攤位，承建商<b>必須</b>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。</p>												
<p></p>	<p>按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於<b>2024 年 4 月 12 日</b>下午 3 時前直接提交消防裝置及設備證書(FS251)予展館營運者。 展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。 如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電〔852〕2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>												

4.2.7	<b>電力裝置</b> 按電力條例〔第 406 章〕電力〔線路 WR1 及須於〕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，並須簽發表格上述指定時間交予大會電力承建商，以茲證明。
4.2.9	<b>反光背心/帶</b> 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心/帶。
4.2.12	<b>減少廢物及回收措施</b> 根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。
4.2.13	<b>建築業安全訓練證明書</b> 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施（即「平安咭」），並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。  如有任何查詢，可透過電郵 <a href="mailto:hkcepc@hkcec.com">hkcepc@hkcec.com</a> 或致電（852）2582 8888 與香港會議展覽中心之項目策劃及統籌部聯絡。
4.2.14	參展商及其承建商須注意及遵守事項。
4.2.15	施工按金罰則。

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。

如有查詢，請聯絡：


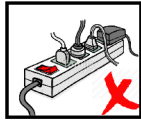
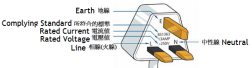

張銘暉先生

電話：2240 5460


電郵：[andrew.mf.cheung@hktcdc.org](mailto:andrew.mf.cheung@hktcdc.org)


## 7. Booth Decoration/Construction Safety Issues 展位裝飾/裝修之安全事項

### Electricity Supply 電力供應

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect <b>one</b> electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. <b>HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u></b> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p> <p>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。<b>參展商切勿於插座上安裝萬能插頭或拖板</b>，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。</p>
	<p>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).</p> <p>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)。</p>
	<p>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.</p> <p>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。</p>

### Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. <b>No additional booth fitting (including exhibitor's own shelves), 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 booth.</b> 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.</p> <p>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<b>不能以任何方式附加任何額外的展台裝置</b>(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。</p>
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	<p>Each square metre of wooden shelf and cabinet top can <b>only support weight under 3kg</b>. 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.</p> <p>每米木層板及地櫃櫃面只能負重<b>不超過三公斤</b>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。</p>
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The exhibitor undertakes to indemnify the organizer 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。

## 8. Safety Measure 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 Hong Kong Convention & Exhibition Centre, 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) If the construction/dismantling work is carried out at 2 meters or more above the ground, contractors should use high reach equipment, such as metal scaffolding. All ladders with 2 meters or above will be prohibited. 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 a statement to the effect that the scaffold is in safe working order, strength and stability.
- 2) Workers are required to wear safety belt while construction activities are carried out at 2 meters or more above the ground.
- 3) If this rule is not observed, HKCEC and HKTDC will have the right to stop the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. Andrew Cheung at (852) 2240 5460 or visit the website at: [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) for the Code of Practice for Metal Scaffolding Safety.

為確保展覽活動施工場地安全，香港會議展覽中心將根據**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) 任何搭建/拆卸工程於距離地面2米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。所有2米或以上工作梯具將會被禁止使用。此外，承建商必須提交由合資格人士填寫的表格五，方可在施工場地使用棚架。此表格必須張貼於棚架的當眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。
- 2) 於距離地面2米或以上高度施工的工人必須配戴安全帶。
- 3) 如有違規者，香港會議展覽中心及香港貿易發展局有權立即制止有關搭建工程進行至符合安全標準。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請致電(852) 2240 5460 與張銘暉先生聯絡或上網瀏覽《金屬棚架安全守則》，網址：[http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm)。

## 9. Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Hong Kong Trade Development Council's trade fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred. If you wish to report the dumping of any materials in such areas, please contact Fair Management Office. Thank you for your co-operation.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿發局所有展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。如發現棄置在上述範圍的物料，請與主辦機構辦事處聯絡。多謝合作。

## 10. 特裝參展商注意事項 - 現場使用電力指引 Guidance to Custom Built exhibitors for on-site usage of electricity

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

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

In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

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

For queries, please feel free to contact Mr. Andrew Cheung via email [andrew.mf.cheung@hktdc.org](mailto:andrew.mf.cheung@hktdc.org) or Phone (852) 2240 5460.

Thank you for your kind understanding and co-operation.

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

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

按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於**最後進場日下午 3 時前交予大會電力承建商**，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

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

如有查詢，請與張銘暉先生聯絡 [電郵：[andrew.mf.cheung@hktdc.org](mailto:andrew.mf.cheung@hktdc.org); 電話：(852) 2240 5460]

多謝合作！

註： 通告內容若有差異，應以英文版本為準。