

March 2025

Dear Exhibitors,

Exhibitor Package for InnoEX 2025

Thank you for your participation in the **InnoEX 2025**. Please note that the following items will be included in your exhibitor package.

1. Exhibitors' Manual and Order Form - Electronic Version *(Please download from the link)*

Exhibitors' Manual:

<https://www.hktdc.com/event/innoex/en/exhibitors-manual>

Order Form: (Submission deadline for additional facilities: **8 March 2025**)

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

2. Circulars

Part A: Reply Form

Form 1	Exhibit Storage Service Reply Form (Deadline: 10 April 2025)
Form S1	Nomination of Buyers for Hotel Sponsorship & Nomination Form (Deadline: 7 March 2025)

Part B: Important Circulars & Notice

Circular S1	Important Circular - Move-in and Move-out Arrangement
Circular 1	Booth Design & Facilities (1.1) Points to Note / New Measures on Custom-Built Stand (1.2) Booth Decoration/Construction Safety Issues
Circular 2	Circular on Intellectual Property Protection (2.1) Special Measures on Intellectual Property Protection (with Exhibitor Brief) (2.2) Important Notice on Patented Technology and Trademarks (2.3) Fast Action Scheme
Circular 3	Special Circular: Caution on Arranging Payment and Fraudulent Emails
Circular 4	Special Circular: Move-Out Regulation
Circular 5	Rules and Measures for Move-Out Day (16 April 2025)
Circular 6	e-Invitation Leaflets to your Buyers
Circular 7	Fair Important Notices (1) Security Measures Against Thefts and Losses at the Fair (2) Caution on Rental of Credit Card Payment Terminals (3) Caution on Third Party Promotional Offers (4) Immigration Regulations to be Observed and Followed by Exhibitors (5) Safety Measure on site Construction/Dismantling Work
Circular 8	Internet Access at the Fair
Circular 9	Display of Flying Exhibits & Personal Mobility Products Outside the Booth Area Is Prohibited
Circular 10	Proper Handling of Waste after the Fair
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	Safety Measures on On-site Construction Dismantling Work – New Update
Circular 14	Notice on Insurance – New Update
Circular 15	The New Regulation on Disposable Plastic Tableware – New Update

Note: Vehicle permit for move-in and move-out will be sent via email separately later.

* Special Airfares by Cathay Pacific Airways: For exclusive airfares offer, please click <http://eventsoffer.cathaypacific.com> and input the event access code **MICE01E** to view the special fares available for you.

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

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

香港國際創科展 2025（參展商須知）

各位參展商：

感謝貴公司參加香港國際創科展 2025，煩請參閱以下之資料項目，並檢查已領取的資料是否齊全。

1. 參展商手冊及申請表格 - 電子版（請連結下載）

參展商手冊:

<https://www.hktdc.com/event/innoex/tc/exhibitors-manual>

額外設施申請表格（截止日期為 2025 年 3 月 8 日）:

<https://www.hktdc.com/event/innoex/tc/additional-facilities-services-order-form>

2. 通告

A 部分: 申請表格

表格(1)	展品儲存服務申請表 （截止日期：2025 年 4 月 10 日）
表格(S1)	酒店贊助買家推薦表格 （截止日期：2025 年 3 月 7 日）

B 部分: 重要通告

通告 S1	重要通告 - 進館及撤館交通安排
通告 1	攤位設計及設施 (1.1) 展覽特裝參展新措施及注意事項 (1.2) 展位裝飾/裝修之安全事項
通告 2	有關保護知識產權的通告 (2.1) 特別通告 - 有關保護知識產權問題的措施及參展商須知 (2.2) 有關專利技術及商標之重要通告 (2.3) 快速行動計劃
通告 3	特別通告 - 提醒參展商小心提防欺詐電郵的通知
通告 4	特別通告 - 撤館規則
通告 5	有關撤館日（4 月 16 日）之特別措施
通告 6	電子買家請柬
通告 7	展會重要注意事項 (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 (3) 請小心處理由第三者提供之推廣優惠 (4) 參展商須遵守的入境規例 (5) 展覽活動施工場地安全守則
通告 8	展覽會連線上網安排
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	重要通告 展覽活動施工場地安全守則（適用於所有於香港會議展覽中心舉行的展覽）〈最新資訊〉
通告 14	重要通告 保險相關注意事項 〈最新資訊〉
通告 15	管制即棄膠餐具 和其他塑膠產品的新法例 〈最新資訊〉

請注意：進館及撤館車輛許可證會稍後電郵給各參展商

** 優惠機票：國泰航空為「香港貿發局香港春季電子產品展 2025」指定航空公司，並誠意為您及同行貴賓提供各項獨有機票優惠。請於 https://www.cathaypacific.com/cx/zh_HK/offers/mice/sign-in.html 登入並輸入展覽會代號 (MICE01E) 查詢票價及訂票。

如有任何疑問，請與我們聯絡。預祝 展出成功！

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