

Welcome Kit

Dear Exhibitor,

Welcome to the HKTDC Hong Kong International Outdoor and Tech Light Expo. This Welcome Kit contains useful and important information, please spend a few minutes to read through the materials. Thank you and we wish you every success in the event.

1. Booth Curtain with Hooks (for standard and premium booth exhibitors only)
2. Services to Exhibitors

致各參展商:

歡迎貴公司參加香港貿發局香港國際戶外及科技照明博覽 2024，現附上展覽的重要資料及通告，懇請閣下詳細閱讀各項注意事項。謹祝貴司展出成功！

1. 攤位掛簾連掛鈎 (只提供予標準及特級攤位之參展商)
2. 為參展商安排的服務

To reduce paper consumption, the information below, which has been shared in the circulars with all exhibitors, is only available in electronic version. Please scan the QR code for accessing the information.

下列資料已透過之前參展商通告發放予各參展商，為節約用紙，現謹提供電子版，請掃描二維碼檢閱：

1. **Exhibitor's Brief on Protection of Intellectual Property Rights (IPR)** 有關保護知識產權措施及參展商須知
2. **Important Circular 重要通告**
 - Circular 通告 1: Move-in and Move-out Schedule 進場及離場時間表
 - Circular 通告 2: Safety Regulation on the Use of Trolleys 使用手推車安全細則
 - Circular 通告 3: Guidance to exhibitors for on-site usage of electricity 參展商注意事項-現場使用電力安全指引
 - Circular 通告 4: Exhibits and lighting effect 展品擺放與燈光效果
 - Circular 通告 5: 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
 - Circular 通告 6: Caution on Third Party Promotion Offers 請小心處理由第三者提供之推廣優惠
 - Circular 通告 7: Caution on Rental of Credit Card Payment Terminals 提防有關信用卡終端機租賃服務
 - Circular 通告 8: Subletting & Displaying Relevant Exhibits 分租及展品類別
 - Circular 通告 9: Move-out Regulations 撤場守則
 - Circular 通告 10: Overnight Storage for Valuable Exhibits 貴重展品通宵貯存服務
 - Circular 通告 11: Fluorescent Lamps Recycling Programme 慳電膽及光管回收計劃
 - Circular 通告 12: Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品



Services to Exhibitors 為參展商安排的服務

1. Concurrent Events / 同期舉行之活動

Concurrent Exhibitions:

- HKTDC Hong Kong International Lighting Fair (Autumn Edition) (HKCEC, Wanchai) (27 – 30 October 2024)
- Eco Expo Asia (Hall 3 & 6 AsiaWorld- Expo) (30 October – 2 November 2024)

同期舉行之展覽會:

- 香港貿發局香港國際秋季燈飾展 (香港會議展覽中心, 灣仔) (2024年10月27-30日)
- 國際環保博覽 (亞洲國際博覽館, 3號及6號展館) (2024年10月30日-11月2日)

2. Free Bus Services / 免費巴士服務

Free shuttle bus service will be provided for exhibitors and visitors during the fair period (29 October – 1 November). Please wear your admission badge for identification purpose. Seats are provided on a first-come-first-served basis. (Please refer to the fair website for Shuttle Bus Service Schedule)

於展覽期間(10月29日-11月1日), 主辦機構為參展商及參觀人士提供免費巴士服務, 請佩帶入場證以資識別。巴士座位有限, 額滿即止。(詳情請參閱展會網站之免費巴士服務時間表)

3. Prayer Room / 祈禱室

Prayer room is located at Central Concourse, Level 1.

祈禱室將設於一樓中央走廊。

4. 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 Fair Management Office (if you are approached by any complainant at your booth, you should refer the complainant or their representative to the Fair Management Office); our IPR (Intellectual Property Rights) Task Force 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. 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. (Please refer to the Exhibitors Brief for details)

各參展商必須保護知識產權。如有任何侵權投訴, 請往主辦機構辦事處辦理。屆時主辦機構將有保護知識產權之專責小組按既定程序為閣下處理有關投訴(若有何人士在閣下攤位提出侵權投訴, 請轉告有關人等前往主辦機構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。主辦機構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。(詳情請參閱附件之參展商須知)

5. IPR Inspection Team / 知識產權檢察小組

An IPR inspection team will be appointed by the HKTDC to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

由主辦機構成立的知識產權巡查小組, 將於展覽期間巡查各參展商展品。如小組成員發現有懷疑侵犯知識產權之展品, 展商必須遵從大會規定, 立刻把展品收回。

6. 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 Organiser will set up recycle 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, 大會在場內設置回收箱, 加強回收物料, 循環再造。

7. 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.

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 AsiaWorld-Expo 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 AsiaWorld-Expo 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亞洲國際博覽館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
- 遵照廣播或由亞洲國際博覽館工作人員及/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

8. Move-out Regulation / 撤館規則

In view of the size of the Fair, many buyers have to utilize all opening hours in the event to schedule and complete their visits. According to rule No. 3.1.46 in the Exhibitors' Manual – no stand or exhibits shall be dismantled or removed before the official closing time. **To protect the interests of exhibitors and buyers, move-out of exhibits is not allowed before 5:00pm on 1 November.** Our staff will conduct on-site spot-checks in the afternoon on 1 November, and all exhibitors who violated such rule will be recorded down. The Organiser will consider to reject the participation of exhibitors who had violated the rule for 2 consecutive years. Grateful you could observe this rule.

由於展覽場地面積龐大，不少買家亦需盡用展覽時間方能完成其預定的參觀計劃。請展商遵守參展商手冊規定（參展商手冊規定第 3.1.46 項），於展覽時間完畢後才收拾展品。為保障各參展商及買家的利益，**所有參展商請勿於 11 月 1 日下午五時正前把展品搬離會場。**主辦機構將於 11 月 1 日下午派員巡察各展台，如發現有展商違反此規定，主辦機構會將資料紀錄。對連續違規兩次的參展商，主辦機構將考慮拒絕其參展申請。敬請各參展商合作。

9. 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 complete the Questionnaire to be distributed to all exhibitors in the morning of 1 November. Our staff will collect the completed Questionnaire in the afternoon; or you can return it to Organiser by mail or by fax after the Fair.

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，填妥於 11 月 1 日早上送往攤位之問卷。當日下午將有工作人員到閣下攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到主辦機構收。

Thank you for your kind cooperation. May we wish you every success at the fair.

多謝合作。預祝 貴公司展出成功。

Cluster of Servicing Facilities 綜合服務設施

FAIR MANAGEMENT OFFICE 主辦機構辦事處 Room 106, Hall 3 Side Entrance 3 號展館側門 106 室 Tel 電話: 3606 1503	Enquiries / assistance pertaining to your participation 處理參展商查詢及提供協助
TECHNICAL SERVICE COUNTER 攤位設施中心 Opposite to Booth 6-H01, Hall 6 6 號展館, 展位 6-H01 對面 Tel 電話: 3606 1510	Enquiries concerning booth facilities / electricity 攤位設施及電力查詢
MEDIA CENTRE 新聞中心 Room 108, Hall 8 side Entrance 8 號展館側門 108 室 Tel 電話: 3606 1502 Fax 傳真: 3606 1522	Exhibitors are welcome to place company press kits here 歡迎各參展商擺放公司新聞稿件
IPR Officer Room 106, Hall 3 Side Entrance 3 號展館側門 106 室	Handle the IPR cases & enquiries 處理有關知識產權事宜

Circular (1) – Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION		STANDARD / PREMIUM BOOTH
Booth Construction	27 October 28 October	2:00pm – 10:00pm 9:00am – 1:00pm	N/A
Booth Decoration	28 October	11:00am – 8:00pm All booths must be fully decorated by 8pm	
Move-In Exhibits	28 October	(Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	1 November	(Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	29 – 31 October 1 November	7:30pm 6:30pm	
Booth Dismantling including Additional Lighting	1 November	6:30 pm– 12:00midnight	N/A

Exhibitors' Access

To allow preparation work for exhibitors during event period, the exhibition halls will open for exhibitors at 9:00am. **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

Over-time Penalty claimed by AsiaWorld-Expo (AWE)

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on Oct 27, 28 Oct and 1 Nov, 2024, they shall pay to the Organiser the over-time penalty claimed by AWE against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.

Please contact Ms. Jane Shek on (852) 2240 4134 / Mr. Jackie Tam on (852) 2240 4222 if you have questions.

通告(1) - 進場及離場時間表

	特裝參展用戶		標準 / 特級攤位用戶
攤位搭建	10月27日 10月28日	下午2時至晚上10時 上午9時至下午1時	不適用
攤位佈置	10月28日	上午11時至下午8時 所有攤位佈置必須於下午8時前完成	
展品進場	10月28日	(請依照車輛通行證上的時間)	
展品離場	11月1日	(請依照車輛通行證上的時間)	
終止攤位電源	10月29至31日 11月1日	下午7時半 下午6時30分	
攤位拆卸 包括照明裝置	11月1日	下午6時半至午夜12時	不適用

進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午 9 時開放。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。

亞洲國際博覽館徵收超時罰款



參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於 2024 年 10 月 27、28 及 11 月 1 日午夜 12 時後進行工作，必須向主辦機構繳交由亞洲國際博覽館向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於第 4 節 4.2.4 條。

如有任何疑問，請與石津小姐電話：(852) 2240 4134 或譚家樑先生電話：(852) 2240 4222 聯絡。

Circular 2 – Safety Regulation on the Use of Trolleys

For safety reasons, the AsiaWorld-Expo (AWE) will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during the move-in (28 Oct) and move-out (1 Nov) period:

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; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances during the event period.
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-in and move-out period. Trolley travel cases / travel bags that can be hand-carried safely are exempted from this rule. Please refer to the following examples:

Allowed ✓	Not Allowed ✗	
		<p>(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they will carry samples/ exhibits away from the event)</p>

* Please note that there will be NO trolley rental service at the fairground.

通告 2 – 使用手推車安全細則

基於安全理由，亞洲國際博覽館將在進館(即 10 月 28 日)及撤館當日(即 11 月 1 日)執行以下措施，限制參展商手提大型展品或貨物從展覽廳正門進出，敬請各參展商留意：


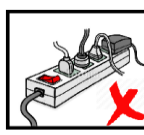
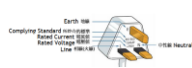

- 1) 於下午 6 時前所有超出 81 厘米(高) x 56 厘米(闊) x 33 厘米(深)的手提物品，包括展品、貨物或行李，一律不可在各展覽廳之正門或使用卸貨區場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商進出之物品大小。
- 2) 參展商不可在會場內的公共通道和指定裝卸區(包括：大堂、自動電梯和客用升降機)上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：

准許使用 ✓	不准使用 ✗	參展商請注意：如 貴公司的買家需攜帶任何展品/樣本/貨物離開展館，參展商必須通知及提醒他們以上有關措施。)
		

* 請留意展覽會現場不設手推車租借服務。

Circular (3) – Attention to All Exhibitors (onsite)
參展商現場注意事項

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 one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> 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。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</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. 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. 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不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站在桌子、椅子、地櫃或展示櫃等上。</p>

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、損失或任何後果負擔所有責任。

Circular (4) – Exhibits and lighting effect

In order to provide a suitable environment for business exchange, kindly be reminded that all exhibits have to be placed within the booth area and the overall lighting scheme and effect should be fine-tuned.

The organiser reserves the right to request the exhibitors to adjust their overall lighting schemes if necessary. Thank you for your kind attention.

Hong Kong Trade Development Council

通告（4） - 展品擺放與燈光效果

為提供一個合適的商貿平台供參展商及買家作商業交流，各展商於擺放展品或設計攤位時請注意：所有展品必須安放於展台之內，燈光效果應盡量避免干擾鄰近參展商。主辦機構有權要求展商作出相應的燈光調整。

多謝合作！

香港貿發局

Circular (5) - Security Measures Against Thefts and Losses at the Fair

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

1. Opening hours for exhibitors to enter the fairground will be as follows:

<u>For Exhibitors</u>	<u>For Visitors</u>
29 October- 1 November 2024 (Tue-Fri)	9:00 am 9:30 am

2. 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.
3. Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
4. Curtains for standard booths and premium booths exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

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.

Thank you for your continuing support and we wish you every success at the forthcoming trade fair.

通告(5) - 有關防止展品遺失或盜竊的保安措施

香港貿易發展局(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. 展覽會開放時間

參展商進館時間將為：

	參展商	參觀人士
2024年10月29至11月1日(星期二至五)	上午九時正	上午九時三十分

2. 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。

3. 參展商工作証

為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。

4. 攤位布簾

本局將提供攤位布簾給標準攤位及特級攤位的參展商，以保障各攤位內於非開放時間的私隱。

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。

多謝各參展商支持，謹預祝展出成功。

**Circular (6) – Caution on Third Party Promotional Offers from
Fair Guide / Expo Guide / Event Fair / AVRON /
International Fairs Directory / FairExpo**

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Guide (owned by Construct Data) for listings in its guide at the exhibitors' expense. It has also come to HKTDC's attention that other companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair, AVRON, International Fairs Directory and FairExpo have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The HKTDC would like to stress that the Fair Guide, the Expo Guide, the Event Fair, the AVRON, the International Fairs Directory and FairExpo has NO CONNECTION with the HKTDC or any of our fairs.

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON, International Fairs Directory and FairExpo. UFI has also reported that debt collection agencies work in partnership with these guides to intimidate exhibitors for payment. The practice of Construct Data has been considered as unconscionable and misleading by the Austrian Protective Association. Recent information suggests that Construct Data & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON, International Fairs Directory and FairExpo are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments.

In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents. The HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, and/or International Fairs Directory, and/or FairExpo. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory, and/or FairExpo, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, and/or International Fairs Directory and/or FairExpo in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive. For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, AVRON, International Fairs Directory and FairExpo, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact Mr Jackie Tam, Exhibitions Project Manager at Tel: (852) 2240 4222; or email address: jackie.kl.tam@hktdc.org of the Hong Kong Trade Development Council.

**通告(6) –請小心處理由第三者(例如 Fair Guide/Expo Guide/Event Fair/
AVRON/International Fairs Directory/FairExpo) 提供之推廣優惠**

香港貿易發展局獲悉參展商曾接獲 Fair Guide (由 Construct Data 所擁有) 的邀請, 在其指南中刊登名錄, 費用由參展商負責。香港貿發局最近發現另外多家公司, 包括 Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有), Event Fair、AVRON、International Fairs Directory 和 FairExpo 及亦向參展商發出類似信件, 邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄。香港貿發局特此澄清及重申: Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 International Fairs Directory 或 FairExpo 概與香港貿發局或本局的任何展覽完全無關。

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

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

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 訂立合約, 閣下應以書面通知 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 International Fairs Directory 及/或 FairExpo 指出基于錯誤或被誤導之情況下簽署該文件, 有關合約無效。閣下應該就如何應對你可能會收到的付款要求尋求法律意見。

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

如有任何問題, 請與本局展覽項目經理譚家樑先生聯絡, 電話: (852) 2240 4222 或 電郵: jackie.kl.tam@hktdc.org。

Circular (7) – Caution on Rental of Credit Card Payment Terminals

The Hong Kong Trade Development Council (HKTDC) is recently 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 events. 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 HK International Outdoor and Tech Light Expo. Should you have any questions, please contact Mr Jackie Tam at Tel: (852) 2240 4222; or email address: jackie.kl.tam@hktdc.org of the Hong Kong Trade Development Council.

通告(7) – 提防有關信用卡終端機租賃服務

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

香港貿發局並提醒所有參展商不得在展覽會期間進行零售活動。如有任何問題，請與本局譚家樑先生聯絡，電話：(852) 2240 4222 或 電郵：jackie.kl.tam@hktdc.org。

Circular (8) – Subletting & Displaying Relevant Exhibits

We would like to bring your attention to two particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

1. Sub-letting

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

2. 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.

通告(8) - 分租及展品類別

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

1. 分租

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

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公司的關係。

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。

2. 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。

Circular (9) – Move-out Regulations

Please note that many buyers have to utilise all opening hours in the event to schedule and complete their visits at the Event. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Event including exhibitors' professionalism, and to protect all exhibitors and buyers as well as their interests, **move-out of exhibits is prohibited before 5:00 p.m. on 1 November 2024**. According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 1 November, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority and location at future editions of the Event for those exhibitors who violate the rule. In addition, the HKTDC reserves the right to reject their future participations at the Event. Grateful for your understanding and cooperation.

通告(9) - 撤館規則

為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，參展商嚴禁於 2024 年 11 月 1 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 11 月 1 日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，主辦機構保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

Circular (10) – Overnight Storage for Valuable Exhibits

To facilitate storage of precious exhibits at night from **29 October- 1 November 2024**, the Organiser will offer free of charge exhibitors' overnight storage facility arrangement.

Format

A strong room will be arranged at 10-E14,10E16,10E18, Hall 10. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the strong room. Each exhibitor will be assigned a designated area in the strong room for putting the container. Exhibitors can only deposit their containers in the designated area.

Cost

Use of the strong room is free. However, the area allocated for each exhibitor will be subject to the availability of space and on a first-come-first-serve basis.

Deposit & Withdrawal Procedure

All exhibitors using this overnight storage facility are reminded that they should conduct the deposit and withdrawal themselves under the escort of security guards.

Operating Hours

Date	Withdrawal	Deposit
28 October 2024	----	4:00 pm – 8:00 pm
29 October 2024	9:30 am – 11:00 am	5:30 pm – 6:30 pm
30 October 2024	9:30 am – 10:30 am	5:30 pm – 6:30 pm
31 October 2024	9:30 am – 10:30 am	5:30 pm – 6:30 pm
1 November 2024	9:30 am – 10:30 am	-----

The strong room will be closed during day time and exhibitors **must remove all of their valuable exhibits from the strong room before the withdrawal time.**

Exhibitors' Responsibility

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their merchandise, resulting from storing any of their belongings in the strong rooms. Exhibitors are advised to take out insurance coverage on their merchandise throughout the exhibition, including the overnight storage period.

通告(10) - 貴重展品通宵貯存服務

為方便參展商於 2024 年 10 月 29 日-11 月 1 日晚上期間貯存貴重展品起見，主辦機構將提供免費通宵貯存服務。

服務方式

主辦機構將於亞洲國際博覽館十號展館 10-E14, 10E16, 10E18, 設置貯存室。參展商應先將貴重展品放置在貯物箱內鎖好，然後才存放於貯存室。參展商可獲分配指定的貯物空間，貯物箱只可存放於指定位置。

費用

參展商在貯存室中貯存展品毋須繳費，但分配貯物空間則須視乎保險庫是否有足夠空位及將以先到先得的形式而作出安排。

展品存取

參展商應在護衛員陪同下自行在貯存室中存取展品。

保險庫存取時間

日期	提取時間	貯存時間
10 月 28 日	-----	下午 4 時 - 8 時
10 月 29 日	上午 9 時 30 分 - 11 時	下午 5 時 30 分 - 6 時 30 分
10 月 30 日	上午 9 時 30 分 - 10 時 30 分	下午 5 時 30 分 - 6 時 30 分
10 月 31 日	上午 9 時 30 分 - 10 時 30 分	下午 5 時 30 分 - 6 時 30 分
11 月 1 日	上午 9 時 30 分 - 10 時 30 分	-----

貯存室於日間不予開放。參展商**必須於提取時間前提取所有存放於貯存室內之貴重展品。**

參展商責任

參展商須知，在貯存室中存放貨品，如有任何遺失或損壞，概須自行負責。參展商應為展出貨品購買保險，以保障展覽以及通宵貯存期間可能造成的任何損失。

Circular (11) - Fluorescent Lamps Recycling Programme

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

Recycling bins have been placed in Halls 6 of AsiaWorld-Expo for disposing mercury lamps. Other lighting products that can be reused can also be placed at these recycling bins.

Please be considerate by making use of the facilities provided. For enquiries, please proceed to Fair Management Office which located at Room 106 or call 852-1830668.

Your cooperation is highly appreciated.

Hong Kong Trade Development Council

通告(11) - 慳電膽及光管回收計劃

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

亞洲國際博覽館 6 號展館內設置回收筒供棄置水銀燈管之用。其他仍可使用之照明產品亦可放置於以上回收筒作循環再用。

為保護環境及在場工作人員的健康著想，請各承建商充分善用該項設施。如有查詢，請前往設於 106 室之主辦機構辦事處或致電 852-1830668 向有關職員查詢。

感謝閣下之衷誠合作！

順祝
商祺

香港貿易發展局

Circular (12) - Construction Waste and Exhibit Sample Disposal
(For Standard Booth and Premium Booth Exhibitors)

This is to notify you that all the exhibits, packing materials, construction waste, wooden structure for display purpose, etc. have to be cleared by the relevant Contractor / Exhibitor on or before 23:59 on 1 November 2024.

Any exhibits, stand materials, publicity materials, the like of the exhibits left behind, etc. at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned.

Thank you.

通告(12) - 棄置建築廢料及展品(標準/特級參展展商)

承建商及參展商的展品、包裝材料、施工物料、展櫃、攤位裝飾物料等，必須於 2024 年 11 月 1 日 23:59 前撤走，有關物料一律不得棄置在所有展覽會會場之展覽地點、卸貨區及走火通道範圍內。

任何遺留在展覽場地的參展商展品、攤位物料或宣傳品等均被視作棄置物，主辦機構將予以清理，費用一概由有關參展商承擔。

多謝合作！