HKTDC Home Delights Expo and HKTDC Beauty & Wellness Expo
16 - 20 August 2018
IMPORTANT CIRCULARS FOR ALL EXHIBITORS

Dear Exhibitor,

Please refer to the following important materials for your preparation in the upcoming HKTDC Home Delights Expo and HKTDC Beauty & Wellness Expo:

Rules and Regulations

1. Badges Exhibitors Badges, Contractor Badges & Vehicles Passes
2. Special Move-in and Move-out Arrangement
3. Charges on Vehicles with Extended Stay During Move-in & Move-out Days
4. Caution on Third Party Promotional Offers from Fair GuideExpo GuideEvent Fair
5. Security Measures and Related Issue
6. **[Important]** Special Attention to Relevant Ordinances
7. **[Important]** The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012
8. *Food Safety Ordinance (Cap. 612) effective on 1 Feb 2012*
9. Environmental Levy Scheme on Plastic Shopping Bag
10. Conditions of Selling and Dispensing Food or Beverages
11. Important Exhibition Regulations
12. **[Important]** Daily Stock Replenishment
13. **[Important]** Limited Storage & Exhibits Replenishment Arrangement
14. Practice for Metal Scaffolding Safety
15. Standard and Premium Booth Decoration
16. Attention to all exhibitors
17. Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals
18. Special Circular – Move-out Regulations
19. Green tips
20. General Guidelines on Environmental Compliance for Bazaars, Fairs, Carnivals and Exhibitions
21. Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)
22. Electronic Coupon

Exhibitor Check-in Procedure

Please bring along the company stamp **or** business card and present it to the Exhibitor Check-in Counter upon your arrival to the venue on the move-in day (15 August 2018) to collect the **Booth Curtain and Important on-site circulars**.

Date	:	15 August 2018 (Move-in Day)
Time	:	11:00 a.m. – 8:00 p.m.
Location	:	Exhibitor Registration Counter, Hall 3FG Entrance, HKCEC

Each exhibitor will be entitled to receive complimentary admission tickets as below:

Booth Option	No. of Tickets Entitled
Special Zone	5
6/9 sqm Economy Booth	10
12 sqm Standard Booth	20
12 sqm Premium Booth	40
12 sqm Custom-Built	40

Here enclosed with the said tickets for your usage. Similar to previous arrangement, no admission to the exhibition halls will be permitted 45 minutes before the closing time of each day's show.

We wish you every success in the upcoming fair.

Hong Kong Trade Development Council

HKTDC
香港貿發局

香港貿發局家電•家品•博覽 及 香港貿發局美與健生活博覽
2018 年 8 月 16-20 日
參展商須知

致：各參展商

現附上提供予 貴公司準備參展的第二份重要文件，請查收：

重要規例及其他注意事項

1. 參展商工作證、承建商工作證及車輛通行證
2. 特別進場及撤場交通安排
3. 車輛於進館及撤館期間延期停留額外費用
4. 請小心處理由第三者提供之推廣優惠
5. 保安措施及相關事項
6. **[重要]** 需額外注意之法例及規則
7. **[重要]**《2012 年商品說明 (不良營商手法) (修訂) 條例》
8. 《食物安全條例》(第 612 章) 由 2012 年 2 月 1 日生效
9. 塑膠購物袋環保徵費計劃
10. 售賣及派發食品或飲料之條件
11. 展覽會重要規則
12. **[重要]** 日常展品補充
13. **[重要]** 限量展品儲存及展品補充安排
14. 金屬棚架安全守則
15. 標準及特級展台攤位布置
16. 參展商現場注意事項
17. 熱帶氣旋及黑色暴雨警告信號下之特別安排
18. 特別通告–撤館規則
19. 參展商綠色小貼士
20. 展銷會、賣物會、嘉年華會和展覽會相關環保法規一般指引
21. 廢電器電子產品生產者責任計劃（廢電器計劃）
22. 優惠券 – 電子版

參展商進場程序

請各參展商於進場日(8 月 15 日)，帶同公司印章**或**名片到參展商登記處領取 布簾及註場重要通告 。

日期 : 2018 年 8 月 15 日 (進場日)
時間 : 11:00 a.m. – 8:00 p.m.
地點 : 參展商登記處，香港會議展覽中心展覽廳 3FG 入口

參展商可獲免費派發入場贈券如下：

展台類別	獲派贈券數量
其他專區	5
6/9 平方米經濟展台	10
12 平方米標準展台	20
12 平方米特級展台	40
12 平方米特裝展台	40

隨函附上有關入場贈券供貴公司之用。展覽會每日關閉前 45 分鐘將停止參觀人士進場。

祝
展出成功！

香港貿易發展局

HKTDC
香港貿發局

Circular 1: Exhibitors Badges, Contractor Badges & Vehicles Passes

A. Exhibitor Badges

The number of exhibitor badges issued to exhibitors is in proportion to the size of the exhibition stand according to the following scale:

Booth Size	No. of Exhibitor Badges
Creative Corner	3
Beauty Salon Zone	3
12 sq.m. or less	8
13 sq.m. – 24 sq.m.	16
25 sq.m. – 36sq.m.	20
37 sq.m. – 48 sq.m	25
49 sq.m. – 60 sq.m	30
61 sq.m. – 72 sq.m	35
73 sq.m. or above	40

All exhibitors and their staff assigned to man the booth are strictly requested to wear exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period.

Exhibitor badges are issued to the representatives, agents and staff of the exhibitor only and they should not be transferred to others including visitors, guests or members. The Organiser reserves the right to verify the identity of the badge holder whenever necessary.

B. Contractor Badges

Contractor badges are only valid for admission during move-in and move-out period, and they cannot be used to enter the fairground during the exhibition period.

C. Vehicle Passes

THREE 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 and move-out day (i.e. 15 August and 20 August 2018) and for replenishment during the fair period (i.e. 16 August to 20 August 2018). The permit must be displayed on the windscreen to facilitate inspection, and is only valid for use at the specified date and time indicated on the permit.

Remarks:

- Exhibitors requiring the use of the ***40 ft. container size lifts*** for the transport of bulky stand materials should apply in advance to the Hong Kong Trade Development Council for ***special vehicle permits***.

- Please note that vehicle passes are ***not*** parking permit. All vehicles / trucks must leave the loading bay after the loading/unloading of their exhibits.

Hong Kong Trade Development Council

通告 1: 參展商工作證、承建商工作證及車輛通行證

A. 參展商工作證

參展商將獲發工作證，數目乃按照展覽攤位的面積計算如下：

攤位面積	參展商獲發的工作證數目
創藝坊	3 個
優秀美容院專區	3 個
12 平方米或以下	8 個
13 至 24 平方米	16 個
25 至 36 平方米	20 個
37 至 48 平方米	25 個
49 至 60 平方米	30 個
61 至 72 平方米	35 個
73 平方米或以上	40 個

參展商及屬下負責看管攤位的職員在進場、離場和展覽舉行期間，必須時刻佩帶參展商工作證。

參展商工作證只適用於參展商攤位內當值之工作人員及代表，不得轉讓予他人/公司邀請來賓。主辦機構有權要求配帶工作證人員出示身份証明。

B. 承建商工作證

承建商工作證只適用於展會進館日及撤館日，不適用於展覽期間。

C. 車輛通行證

每間參展商均會獲發 三張 車輛許可證，方便於展品進場日及離場日(即 2018 年 8 月 15 日及 20 日)及展覽期間（即 2018 年 8 月 16 至 20 日）進入香港會議展覽中心之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並 只適用於許可證上指定之日期及時間 。

備註:

- 參展商如需使用 ***可容納 40 呎貨櫃*** *的升降機*來搬運大型攤位用品，必須 預先 向香港貿易發展局申請***特別車輛通行證***。
- 車輛通行證 ***並非*** 泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

香港貿易發展局

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Circular 2: Special Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (**15 August 2018**) and move-out day (**20 August 2018**) of the **HKTDC Home Delights Expo and HKTDC Beauty and Wellness Expo**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Special Move-in Arrangement (15 August 2018)

All roads nearby the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in **on 15 August**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC Area:

1. Lorry / Light Goods Vehicle

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with

a. **Move-in Vehicle Permit** issued by HKTDC

AND

b. **Trip Ticket** issued at the **Tsing Yi vehicle marshalling area** *(see attached map)*

Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) will issue Move-in Vehicle Permits to all exhibitors in early August.

2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi vehicle marshalling area** according to the time specified on the **Vehicle Permit** issued by HKTDC. The vehicle marshalling area will be opened from 8:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be in **Tsing Yi** *(see attached map)*.

3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit** issued by HKTDC, queue up and wait for the further instructions given from the attendant of the vehicle marshalling area. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.

4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area **within 2 hours** with
   a. **Vehicle Permit** issued by the HKTDC

   AND

   b. **Trip Ticket** issued at the **Tsing Yi vehicle marshalling area**

5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.

6. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

2. Private Car / Taxi

Move-in procedure

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC area **via Expo Drive or Harbour Road** and unload their goods at the Expo Drive Entrance / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed**.

Special Move-out Arrangements (20 August 2018)

Exhibitors who wish to use your own goods vehicles or other forwarder's service
(Move-out arrangement can only be proceeded **after 6 p.m. on 20 August**)

Exhibitors could choose to use your own goods vehicles or forwarder's service. A move-out permit with entrance time of **"After 6 p.m."** would be issued by early August with the following details:

1. Lorry / Light Goods Vehicle

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the
   a. **Move-out Vehicle Permits** issued by the HKTDC
   AND
   b. **Trip Ticket** issued at the **Tsing Yi Vehicle Marshalling Area** *(see attached map)*
   are allowed to enter the HKCEC **after 6 p.m.** on 20 August.

2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area**. The vehicle marshalling area will be opened at 2:00 p.m. until all the move-out activities finished.

3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit** issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.

4. **After 6:00 p.m. on 20 August**, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Convention Avenue **within 2 hours** with
   a. **Move-out Vehicle Permit** issued by the HKTDC
   AND
   b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area

5. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

2. Other Transportation

Private vehicles and **taxis** will be allowed to enter into the HKCEC Area at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC Area is allowed.

*** According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day. ***

For enquiries, please call HKTDC customer service hotline: **(852) 1830-668**.

Hong Kong Trade Development Council

通告 2： 進館及撤館交通安排

進館交通安排（2018 年 8 月 15 日）

多謝各位參加**香港貿發局家電•家品•博覽 及 香港貿發局美與健生活博覽**，本局將於上述展覽會之進館日（2018年8月15日）及撤館日（2018年8月20日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

1. 貨車/輕型客貨車

必須同時持有

a. 由貿發局發出之**車輛許可證** 及
b. 由**青衣車輛等候處***(見附圖)*發出之**往來證明書**，方可進場

進場程序

1. 香港貿易發展局(香港貿發局)將於八月初向各參展商發出 8 月 15 日之進場車輛許可證。
2. 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在 **車證上之指定時間** 到 **青衣車輛等候處** 報到。車輛等候處將於 8 月 15 日上午 8 時開放，直至所有進場程序完成。車輛等候處於**青衣**，詳細位置請見附圖。
3. 當貨車及輕型客貨車到達車輛等候處後，必須 **出示由貿發局發出適用於該時段之車輛許可證** ，並於車輛等候處 **排隊** 等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
4. 車輛等候處之職員將根據交通情況向輪候之司機發出一張 **往來證明書** 。司機攜同
   a.車輛許可證 及
   b.往來證明書
   於 **2 小時內經會議道入口** 前往會展中心貨物起卸區進場。
5. **未能** 提供上述兩種證件者將均 **不能** 進入會展中心卸貨區。
6. 如排隊等候的車輛數目太多，主辦機構將酌情採取其他措施。

2. 私家車/的士

進場程序

進入會展中心範圍之私家車及的士**不需要**持有車輛許可證或到車輛等候處報到，惟所有私家車及的士 **必須經博覽道入口或港灣道入口** 進入會展中心範圍，並只能於博覽道正門或港灣道正門進行落貨。司機於落貨後必須 **盡快離開** 會展中心範圍，**不得停留或候客** 。

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
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撤館交通安排（2018年8月20日）

本局將向各參展商派發8月20日“下午 6 時後”之撤館車輛許可證以供使用。車輛許可證將於八月初以速遞發放給各參展商。敬請留意以下詳情：

1. 貨車/輕型客貨車

必須同時持有

a. 由貿易發局發出之車輛許可證 及
b. 由青衣車輛等候處*(見附圖)*發出之往來證明書，方可進場

撤場程序

1. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准 同時持有 a) 由香港貿易發展局所發出之撤館車輛許可證 及 b)由青衣車輛等候處所發出之往來證明書之貨車於晚上 6 時後駛進香港會議展覽中心進行撤館。

2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到青衣車輛等候處報到。車輛等候處將於 8 月 20 日，由下午 2 時開放至所有撤館程序完成。有關青衣車輛等候處位置將於稍後公佈。

3. 當車輛到達青衣車輛等候處後，必須 出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處 排隊 等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。

4. 車輛等候處將於下午 6 時正開始，根據交通情況向輪候之司機發出一張 往來證明書。司機應攜同
   a.車輛許可證 及
   b.往來證明書
   於 2 小時內經會議道入口 前往會展中心貨物起卸區。（根據車輛許可證之類別而定）

5. 如排隊等候的車輛數目太多，主辦機構將酌情採取其他措施。

2. 其它交通安排

於撤館其間，交通督導員將酌情准許私家車及的士駛入會展新翼範圍，但不得停留或候客。

於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，酌情採取交通管制及改道措施

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 (852) 1830-668查詢。

香港貿易發展局

Location of the Vehicle Marshalling Area in Tsing Yi
青衣車輛等候處位置圖

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
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Circular 3: Charges on Vehicles with Extended Stay During Move-in & Move-out Days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during 15 – 20 August, 2018 of HKTDC Home Delights Expo and HKTDC Beauty & Wellness Expo.

This practice is a result of several meetings with the Police and the Transport Department to alleviate traffic congestion by means of enhancing the loading and unloading efficiency during the move-in and move-out days.

The key points of this measure are summarised as below:

1. Days where charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas between **15 August** and **20 August 2018** inclusive.

2. The Charges

Phase 1

1st 60 minutes	:	Free
First 2 hours after 60 minutes	:	HK$100/30 mins or part thereof
After 3 hours	:	HK$150/30 mins or part thereof
Lost Ticket	:	HK$500 (per ticket per day)

Phase 2

1st 45 minutes	:	Free
First 2 hours after 45 minutes	:	HK$100/30 mins or part thereof
After 2 hours and 45 minutes	:	HK$150/30 mins or part thereof
Lost Ticket	:	HK$500 (per ticket per day)

3. Entry and Exit Control

The control point will be at the Truck Marshalling Area when vehicles are queuing for moving onward. Vehicles allowed to proceed to the Hall Loading Area will be given a ticket with clock-in time. Leaving vehicles will be clocked out at the control booth at the exit.

4. Payment Collection

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt.

5. Notice

Temporary prominent signs will be displayed at the Truck Marshalling Area showing the details of the free time allowed for loading/unloading and applicable charges. The same will be printed on the clock-in ticket.

The above measures had been practised in previous years and it worked well and contributed to the alleviation of traffic congestion. However, your support and understanding is the most important to facilitate an efficient move-in / move-out practice for the Expo.

Thank you for your cooperation.
Hong Kong Trade Development Council

HKTDC
香港貿發局

通告 3: 車輛於進館及撤館期間延期停留額外費用

香港會議展覽中心與警務處及運輸署達成協議，同意在香港貿發局家電•家品•博覽 及 美與健生活博覽 的進館, 展覽期間(2018 年 8 月 15 至 20 日)及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

1. **實施日期**

   為加快貨物起卸區車輛流通量，香港會議展覽中心於 2018 年 8 月 15 日至 20 日 實施進場車輛使用時間收費計劃。

2. **費用**

一期	以半小時收費
車輛進場後首一小時	: 免費
其後兩小時內 (或不足半小時)	: 港幣$100
超過三小時內 (或不足半小時)	: 港幣$150
遺失進場計時咭 (每張/每日)	: 港幣$500

二期	以半小時收費
車輛進場後首 45 分鐘	: 免費
其後兩小時內 (或不足半小時)	: 港幣$100
其後兩小時及 45 分鐘內 (或不足半小時)	: 港幣$150
遺失進場計時咭 (每張/每日)	: 港幣$500

3. **出入口處的控制**

   車輛將於貨車調車區出入口管制處開始排隊進場，當車輛進入展覽館的貨物起卸區的時候，司機將會收到一張進場計時咭並印上進場時間，在離開會場的時候交予出入口管制處辦理離場手續。

4. **繳費方法**

   繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

5. **注意事項**

   新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況，惟最終的成效取決於是否得到參展商的諒解及支持。

敬請各參展商合作，使博覽的進館及撤館能順利進行。

香港貿易發展局

HKTDC
香港貿發局

Circular 4 : Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory

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

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

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

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

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

It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data and Commercial Online Manuals, Event Fair, AVRON and International Fairs Directory are related companies or are in some way connected. You should therefore exercise due diligence and care when being approached for such invitations so as to avoid possible unwarranted and/or unnecessary financial commitments. In order to protect your own interests, you are urged to read the contracts (including the small print) and attachments carefully, as well as seeking legal advice, before signing any such documents.

The Organiser does not recommend that you sign any materials that you receive from Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory. If you have mistakenly entered into contract with Construct Data, Commercial Online Manuals, Event Fair and/or AVRON, and/or International Fairs Directory, you should notify Construct Data, Commercial Online Manuals, Event Fair, AVRON, and/or International Fairs Directory, in writing and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. You should take legal advice as to how to respond to any demands for payment that you might receive.

For more information about UFI's action against Fair Guide, Expo Guide, Construct Data, Event Fair, AVRON and International Fairs Directory, please visit
http://www.ufi.org/industry-resources/warning-construct-data/

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通告 4 ： 請小心處理由第三者 (例如 Fair Guide/ Expo Guide/ Event Fair/ AVRON/International Fairs Directory 等) 提供之推廣優惠

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

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

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

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

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

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

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Circular 5: Security Measures and Related Issues

Security Measures Against Thefts and Losses at the Fair

The daily set-up time in the morning is 1 hour 45 minutes before the official opening time of the Expo. The opening hours for exhibitors to enter the fairground will be as follows:

	For Exhibitors	For Visitors
15 August 2018 (Wed) (Move-In)	11:00am	----------
16-20 August 2018 (Thu – Mon)	8:15am	10:00am

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

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

Caution on Rental of Credit Card Payment Terminals

To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any Credit Card Payment Terminals service providers.

Hong Kong Trade Development Council

通告 5 : 保安措施及相關事項

有關防止展品遺失或盜竊的保安措施

進場時間

各參展商每日之進館時間為展覽會開放前 1 小時 45 分鐘方可進入展館，參展商進館時間將為：

	參展商	參觀人士
2018 年 8 月 15 日(星期三) – 進館日	上午 11 時 00 分	----------
2018 年 8 月 16-20 日(星期四至一)	上午 8 時 15 分	上午 10 時

提高警覺

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

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

提防有關信用卡終端機租賃服務

香港貿發局提醒所有參展商在使用任何信用卡終端機供應商的租賃服務前，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。

香港貿易發展局

Circular 6: Special Attention to Relevant Ordinances

During the fair period, exhibitors must observe and pay special attention to the following relevant ordinances, rules & references. Please refer to the Exhibitors' Manual for details.

1) << Food Safety Ordinance >>
2) << Trade Descriptions Ordinance >>
3) << Consumer Goods Safety Ordinance >>
4) << Public Health and Municipal Services Ordinance >>
5) << The Protection of Endangered Species of Animals and Plant Ordinance >>
6) << Undesirable Medical Advertisements Ordinance >>
7) << Sales of Goods Ordinance >>
8) << Supply of Services (Implied Terms) Ordinance >>
9) << Import and Export Ordinance >>
10) Rules & Regulations for Dispensing Food/Sales of Food Samples at the Exhibition Venue

Thank you for your kind attention.

Hong Kong Trade Development Council

通告 6: 展商須額外注意之法例及規則

在展覽會期間，參展商必須注意並嚴格遵守以下各項有關的法例及規則，詳情請參閱參展商手冊。

1. 《食物安全條例》
2. 《商品說明條例》
3. 《消費品安全條例》
4. 《公眾衞生及市政條例》
5. 《保護瀕危動植物物種條例》
6. 《不良醫藥廣告條例》
7. 《貨品售賣條例》
8. 《服務提供（隱含條款）條例》
9. 《進出口條例》
10. 在展場派贈及銷售食品須知

敬請留意！

香港貿易發展局

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Circular 7: The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 effective 19 July 2013

In response to strong public demands for enhancing protection of consumers against other commonly seen unfair trade practices in consumer transactions, the Hong Kong Special Administrative Region has completed a review of the existing consumer protection legislation and proposed improvements through amendments to the Trade Descriptions Ordinance. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 (Amendment Ordinance) was eventually passed on 17 July 2012 by the Legislative Council and its key changes include:

- the expansion of the definition of "trade description" in respect of goods to mean any indication, direct or indirect, and by whatever means given, with respect to any goods or parts of goods such as price indication;
- the extension of the coverage of the Ordinance to prohibit false trade descriptions in respect of services made in consumer transactions, and to define "services" under any consumer contract;
- the creation of new offences on such practices as misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment; and
- an introduction of a civil compliance-based enforcement mechanism in addition to criminal sanctions to promote adherence to the TDO.

The Amendment Ordinance came into operation on 19 July 2013. Exhibitors are reminded to read the Amendment Ordinance in detail to avoid possible offences, in particular the usage of terms in relation to prices and puffery claims (like "sale", "original price", "reduced price", "lowest price", "best seller" etc), bait advertising etc. For enquiries on the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012, please contact the Customs and Excise Department at (852) 2815 7711 or visit http://www.customs.gov.hk/en/whats_new/tdspg/index.html.

Hong Kong Trade Development Council

通告 7: 《2012 年商品說明 (不良營商手法) (修訂) 條例》於 2013 年 7 月 19 日生效

為回應公眾的強烈要求加強保障消費者的權益，禁止消費交易中某些常見的不良營商手法，香港特別行政區已仔細檢討現時的保障消費者條例，並透過修訂《商品說明條例》以落實改善措施。《2012 年商品說明 (不良營商手法) (修訂) 條例》(《修訂條例》)已於 2012 年 7 月 17 日獲得立法會通過。《修訂條例》主要有以下內容:

- 擴大有關貨品的"商品說明"的現有定義，指以任何方式就任何貨品或貨品任何部分作出直接或間接的顯示，例如標價；
- 擴大"條例" 的適用範圍，禁止在消費服務交易中作出虛假商品說明，並界定"服務"一詞在消費合約中的法律定義；
- 增加新的罪行，禁止在營業行為中某些不良營商手法如：誤導性遺漏、具威嚇性的營業行為、餌誘式廣告宣傳、先誘後轉銷售行為及不當地接受付款； 及
- 在刑事懲處外，設立遵從為本的民事執法機制，鼓勵企業遵守條例。

《修訂條例》已於 2013 年 7 月 19 日全面執行。請參展商詳細閱讀及了解相關《修訂條例》的內容，以免觸犯法例，特別是有關價格詞語或吹捧聲稱（如「特價」、「原價」、「減價」、「最抵價」、「最暢銷」等）的使用、餌誘式廣告宣傳等。如對《2012 年商品說明 (不良營商手法) (修訂) 條例》有任何查詢，請致電香港海關 (852) 2815 7711 或瀏覽網頁：http://www.customs.gov.hk/tc/whats_new/tdspg/index.html。

香港貿易發展局

Circular 8: Important: Food Safety Ordinance (Cap. 612) effective on 1 Feb 2012

Food Safety Ordinance (Cap. 612) is in force with effect from 1 February 2012. Brief introduction as follows:

1. Registration Scheme for food importers and food distributors

Food importers and distributors who have not registered with the Food and Environmental Hygiene Department (FEHD) but carry on a food importation or distribution business, without reasonable excuse, commit an offence and are liable to a maximum fine of $50,000 and imprisonment for 6 months.

Food importers and distributors exempted from registration are also required to submit supplementary information to FEHD, such as information of contact and food category of imported/distributed food.

2. Record-keeping requirement to the movement of food

From 1 February 2012, all food importers and distributors are required to maintain records of the movements of food. Food retailers have to keep records of acquisition of food. Any person who fails to comply with the record-keeping requirement, without reasonable excuse, commits an offence and is liable to a maximum fine of $10,000 and imprisonment for 3 months.

For detailed information, please browse the website www.foodsafetyord.gov.hk or call their office hour hotline: (852) 2156 3017 or (852) 2156 3034.

Hong Kong Trade Development Council

通告 8: 重要通告: 《食物安全條例》(第 612 章) 由 2012 年 2 月 1 日生效

《食物安全條例》(第612章)已於2012年2月1日生效。簡介如下：

1. 食物進口商和食物分銷商登記制度

由2012 年2 月1 日起，還未登記的食物進口商和分銷商，如無合理辯解，在未有登記的情況下經營食物進口或分銷業務，即屬違法，最高可被判罰款50,000 元及監禁6 個月。

獲豁免登記的食物進口商和分銷商須向食環署提交補充資料，例如聯絡資料和進口或分銷食物的資料。

2. 備存食物進出紀錄

由2012 年2 月1 日起，所有食物進口商及分銷商須備存食物進出紀錄。零售商亦須保存食物來貨紀錄。任何人如無合理辯解而沒有遵從備存紀錄的規定，即屬違法，最高可被判罰款10,000 元及監禁3個月。

查詢詳情，請瀏覽網址 www.foodsafetyord.gov.hk 或於辦公時間致電: (852) 2156 3017 或 (852) 2156 3034。

香港貿易發展局

Full Implementation of the Plastic Shopping Bag Charging

Background

Since **1 April 2015**, the Plastic Shopping Bag (PSB) Charging has been fully implemented in Hong Kong to promote reduction in the use of PSBs.

Scope

The PSB Charging covers **all sellers with retail sales of goods** in Hong Kong, irrespective of scale of operation and business nature. Except for the situations where there is exemption, the seller must charge the customer an amount not less than 50 cents for each PSB provided, and must refrain from offering any rebate or discount to the customer with the effect of directly offsetting the PSB charge or any part of that amount. The PSB charge is to be retained by the seller. Seller who provides PSB in contravention of the law will be subject to a **fixed penalty of $2,000**.

Bags Subject to Charge

All bags that are made **wholly or partly of plastic**, irrespective of whether there is a carrying device, are subject to charge. **Paper bags with plastic lamination or component and non-woven bags (commonly known as environmental bags)**, are also covered.

(Sellers can check with suppliers or manufacturers to ascertain whether bags distributed contain plastic materials.)

Exemption arrangements

Under the PSB Charging, the following uses of PSBs can be exempted from the charging requirements:

1. PSB used for food hygiene reasons

   In order to address food hygiene concerns, the use of PSBs to carry only foodstuff without packaging or not in airtight packaging can be exempted. Furthermore, the use of PSBs to carry frozen/ chilled foodstuff to segregate the condensation of water vapour from other goods can be exempted.

Foodstuff without packaging

Foodstuff in non-airtight packaging

Frozen/ Chilled foodstuff

2. PSB used for packaging

   PSBs used for prepackaging and have been sealed before they are delivered to the retailer can be exempted. Examples are detergents value pack and toilet paper rolls in packaging bag. PSBs forming part of the goods, for example, packaging bags for magazines and shirts, and cooler bags provided for containing ice-cream can also be exempted. **However, additional PSBs provided to contain these packaged products are required to be charged.**

3. PSB provided with the services

   PSBs provided with the service tendered, without involving the retail sale of goods, can be exempted. Examples are PSB provided by medical laboratory for carrying x-ray report and PSBs provided with medical consultation for containing medicines.

Common Sales Promotions in Exhibitions

1. Gift with purchase

Exhibitors must charge the customer not less than 50 cents for the PSB provided to contain the gift, which is given out in connection with retail sale of goods (e.g., upon certain amount of purchase or purchase of specific item(s)). If the gift itself is a bag with plastic, such as non-woven environmental bag, it has to be charged for not less than 50 cents and cannot be given out as a free gift.

Upon $500 purchase or purchase of specific item(s)

A bag with plastic cannot be given out as a free gift

2. Lucky bags

If exhibitors use a plastic bag to bundle up products for sale, or allow customers to choose the products to put in a plastic bag, this bag has to be charged for not less than 50 cents.

3. Sets

If exhibitors bundle a plastic bag together with other products for sale as a set, exhibitors should list out the price of the bag clearly (e.g. products $100, bag $5, set price $105). In addition, the purchase of shopping bag should be optional for customers. Customers may return the plastic bag and request for a refund. Therefore, exhibitors should formulate relevant refund policy and inform customers clearly of the refund policy to avoid confusion.

FAQs for Exhibitors

Q 1: Are the PSBs provided during exhibitions subject to the PSB charge?

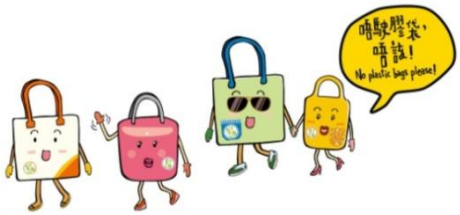
A 1: Whether PSBs distributed during exhibitions are subject to PSB charge or not depend on if there is a retail sale of goods. If retail activities are involved (e.g. Book Fair, Food Expo), the exhibitor (both local and overseas) must charge the customer an amount not less than 50 cents for each PSB provided to the customer according to the legislative requirements, except for situations where there is exemption. If only wholesale with no retail activities are involved during the exhibitions, the PSBs distributed are not subject to charge. Nevertheless, based on the "Use less, Waste less" principle, exhibitors are encouraged to minimize the use of PSBs under any circumstances.

Q 2: Are the PSBs distributed outside the exhibition booths (e.g., at the entrance of the exhibition hall, on the footbridge) subject to the PSB charge?

A 2: If there is a sale by retail of goods to a person, the PSB provided in connection with the sale of goods is subject to charge, regardless where the bags are provided. Example: An exhibitor distributes PSBs outside the exhibition hall. If a person obtained a PSB and then shopped at the exhibitor's booth, the exhibitor will have to charge the person not less than 50 cents for the PSB provided previously. We recommend that exhibitors, in particular those with retail sales, do not distribute PSBs for promotion to avoid potential violation of the legislative requirements.

Do's

- Always ask if customers need a PSB before distribution and suggest them to BYOB
- Reduce the use of PSBs by making the best use of the volume of PSBs
- Always charge at least 50 cents for each PSB provided unless it is exempted
- Issue a receipt for the PSB charge
- Provide suitable staff training to ensure smooth operation and proper compliance
- Keep a record of the PSB charge collected and number of PSBs distributed as far as possible



Don'ts

- Do not provide any discount or rebate to offset the PSB charge
- Do not hand out more PSBs than necessary, charged or otherwise
- Do not distribute any PSB containing both exempted and non-exempted items without the PSB charge

For details about the PSB Charging, please visit our dedicated website:
http://www.epd.gov.hk/epd/psb_charging/

For enquiry about the PSB Charging, please contact the Environmental Protection Department at:
Hotline: 2835-1124
Email: psb@epd.gov.hk

通告 9： 塑膠購物袋環保徵費計劃

全面推行塑膠購物袋收費

背景

自 **2015 年 4 月 1 日**起，塑膠購物袋收費（「膠袋收費」）已全面實施，以進一步減少膠袋用量。

膠袋收費的範圍

「膠袋收費」涵蓋全港**所有以零售方式出售貨品的商戶**。除了法例訂明的豁免情況外，賣方必須就提供的每個塑膠購物袋，向顧客收取不少於 5 角，並不得向顧客提供任何回贈或折扣，以直接抵銷膠袋收費的款額。膠袋收費由商戶自行保留及處理。如商戶違規派發膠袋，可被**定額罰款 2,000 元**。

需要收費的塑膠購物袋

所有**完全或部分由塑膠製成的袋**，不論是否有作攜帶用途的設計，都需要收費。**有塑膠薄面或塑膠成分的紙袋及以塑膠製造的不織布袋（一般稱為「環保袋」）**亦包括在內。

（商戶可以向供應商或製造商查詢，從而確定所派發的袋是否含有塑膠物料。）

豁免情況

按照「膠袋收費」的條例，以下用途的膠袋可豁免收費：

1. 因食品衞生而用的袋

為了確保食品衞生，如膠袋只盛載無包裝或非氣密包裝的食品，是可豁免收費的。此外，如膠袋只盛載冰凍或冷凍食品，以把凝結的水氣與其他貨品分開，亦可豁免收費。

無包裝的食品

非氣密包裝的食品

冰凍或冷凍食品

2. 用作包裝的袋

膠袋如用作預先包裝貨品及於運送到零售商之前已經密封，便無須收費，例如多支裝洗潔精或多卷裝廁紙的包裝膠袋。構成貨品的一部分的膠袋，亦無須收費，例如用於包裝雜誌和恤衫的透明膠袋、以及用作保溫的雪糕袋。**但如額外再提供膠袋盛載這些已經包裝的貨品就要收費。**

3. 構成服務一部分的袋

隨服務提供的膠袋而當中不涉及以零售方式出售貨品，便可豁免收費，例如化驗所盛載 X 光報告的膠袋或診所隨診治服務提供盛載藥物的膠袋。

展覽常見的銷售推廣活動

1. 購物贈送禮品

參展商如在與貨品的出售有關連的情況下（例如購物滿指定金額或購買指定貨品）提供膠袋盛載禮品，必須就提供予顧客的每個膠袋收取不少於 5 角。如該禮品本身是含塑膠成分的袋，例如不織布環保袋，亦需要收取不少於 5 角的款額，不能免費贈送。

購物滿$500 或購買指定貨品

禮品為有塑膠成分的袋，不可免費贈送

2. 福袋

參展商組合貨品作促銷或由顧客挑選貨品並載在一個塑膠購物袋內出售，該袋需要收取不少於 5 角。

3. 套裝

參展商如以套裝形式出售貨品及有塑膠成分的袋，應清楚列明貨品及袋的價錢（例如：貨品$100＋袋$5，合併價$105）。此外，參展商亦應讓顧客選擇是否需要膠袋。如有顧客不要膠袋，可能會與賣方協商退回膠袋及其收費。因此，參展商亦應制定相關的退款安排，及清楚向顧客表明有關安排，以避免引起混淆。

供展覽商參考的常見問題

問 1： 在展覽時提供的膠袋需要收費嗎？

答 1： 在展覽時所派發的膠袋是否需要收費，視乎是否有貨品以零售方式出售而定。如有涉及零售活動（例如書展、食品展），參展商（包括本地及海外）必須根據法例要求，除在可豁免收費的情況外，就提供予顧客的每個膠袋收取最少 5 角。但如展覽只涉及批發交易並沒有零售活動，則所派發的膠袋不受法例規管。不過，基於「惜物、減廢」的原則，參展商在任何情況下都應盡量減少使用膠袋。

問 2： 在展覽攤位以外的地方（例如展覽館門口、天橋）派發膠袋是否受規管？

答 2： 如有貨品以零售方式出售予某人，參展商在與貨品的出售有關連的情況下提供的膠袋便須收費。例子：參展商在場外派發膠袋，如有人索取了膠袋後在展覽攤位購物，參展商便需要就該膠袋收取不少於 5 角的膠袋收費。我們不建議參展商，特別是涉及零售貨品的參展商，派發膠袋作宣傳，以避免違規。

應做的事項

- 先詢問顧客是否需要膠袋才派發，並建議顧客自備購物袋
- 善用膠袋容量盛載貨品，以減少使用膠袋
- 除非只用於盛載豁免貨品，否則就每個所提供的膠袋收取不少於 5 角的款額
- 為顧客提供有顯示膠袋收費的收據
- 加強培訓員工以確保運作順暢及遵守有關規定
- 盡可能保存交易紀錄以記載袋的派發量及收取的膠袋收費

不應做的事項

- 切勿向顧客提供折扣或回贈以抵銷膠袋收費
- 切勿向顧客提供沒有收費的膠袋以盛載混合豁免及非豁免的貨品
- 切勿過量發放膠袋，不論膠袋需要收費與否

有關「膠袋收費」的詳情，可參考有關網站：
http://www.epd.gov.hk/epd/psb_charging/

有關「膠袋收費」的查詢，可與環境保護署聯絡：
熱線：2835-1124
電郵：psb@epd.gov.hk

全面推行塑膠購物袋收費
Full Implementation of the Plastic Shopping Bag Charging

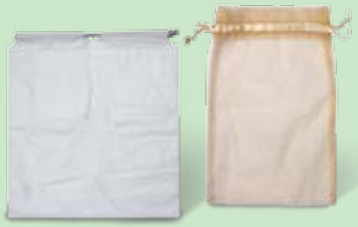
業 界 參 考 錦 囊
Reference Guide for Retailers

環境保護署
Environmental Protection Department

3152 2299
www.epd.gov.hk

需要收費的袋
Bags Subject to Charge

有手挽的膠袋
Plastic bags with handle



有攜帶繩索或帶條的膠袋
Plastic bags with carrying string or strap

有手挽孔的膠袋
Plastic bags with handle hole

有塑膠薄面或塑膠成分的紙袋
Paper bags with plastic lamination or plastic components

有打孔虛線可撕開成手挽孔的膠袋
Plastic bags with perforated line for tearing out handle hole

平頭膠袋
Flat-top bags

以塑膠製造的不織布袋，亦稱「環保袋」
Non-woven bags, commonly known as environmental bags, which are made with plastic

給業界的七項建議
7 Tips for Retailers

1 如適當可建立一個貨品清單，以識別豁免及非豁免貨品
Establish a product list and differentiate exempted items from non-exempted items, where applicable

2 在店舖內的當眼位置清楚標明貨品的價格及折扣標籤
Set up and display clear price label and discount label at the prominent area of the outlet

3 把膠袋收費納入在收銀系統及收據內，並且不給予膠袋收費任何折扣
Incorporate the PSB Charge into the cashier's system or receipt and exclude it from any discounts

4 向供應商或製造商查詢所派發的購物袋是否含塑膠物料，從而確定是否屬於膠袋
Check with suppliers or manufacturers to ascertain whether bags distributed contain plastic materials and hence belong to PSBs

5 加強培訓員工以確保運作順暢及遵守有關規定
Provide suitable staff training to ensure smooth operation and proper compliance

6 預先張貼及展示適當的宣傳物品以提醒顧客膠袋收費即將實施
Display appropriate publicity materials in advance to remind customers the imminent implementation of the PSB Charging

7 若有任何關於實施膠袋收費的問題，可參考環保署的網頁或聯絡環保署
Make reference to EPD's website or contact EPD should there be any issues related to implementation of the PSB Charging

運作指引
Do's and Don'ts for Operation

應做的事項 Do's

先詢問顧客是否需要膠袋才派發，並建議顧客自備購物袋
Always ask if customers need a PSB before distribution and suggest them to BYOB

盡量把豁免貨品放進同一個膠袋，以減少使用膠袋
Always reduce the use of PSBs and put all exempted items into the same PSB as far as practicable

除非只用於盛載豁免貨品，否則就每個所提供的膠袋收取不少於5角的款額
Always charge at least 50 cents for each PSB provided unless it is exempted

為顧客提供有顯示膠袋收費的收據
Issue a receipt for the PSB charge particularly if requested by the customer concerned

盡可能保存交易紀錄以記載膠袋的派發量及收取的膠袋收費
Keep a record of the PSB charge collected and number of PSBs distributed as far as practicable

不應做的事項 Don'ts

切勿向顧客提供折扣或回贈以抵銷膠袋收費
Do not provide any discount or rebate to offset the PSB Charge

切勿過量發放膠袋，不論膠袋需要收費與否
Do not hand out more PSBs than necessary, charged or otherwise

切勿向顧客提供沒有收費的膠袋以盛載混合豁免及非豁免的貨品
Do not distribute any PSB containing both exempted and non-exempted items without the PSB Charge

Announcement at Exhibitions

「膠袋收費」已經實施，參展商出售貨品時派發膠袋，記得每個要收最少 5 毫。有膠面、膠手挽及膠配件的紙袋，以及不織布袋，同樣要收費。

The Plastic Shopping Bag Charging has been implemented. Exhibitors selling goods must charge the customer an amount not less than 50 cents for each Plastic shopping bag provided. Paper bags with plastic lamination, plastic handles or other plastic component, as well as non-woven bags, are also subject to charge.

Circular 10: Conditions of Selling and Dispensing Food or Beverage

Exhibitors are requested to read through sections 3.26.5 to 3.26.6 of the Exhibitor's Manual and ensure complete compliance with all the stated laws.

In consideration of the safety and hygiene concern of the general public, subsequent to close consultation with relevant health authorities, the following conditions on selling and dispensing food or beverages must be observed and complied with by all exhibitors:

Food Permits and Licences

1. All food and beverages exhibited at the Home Delights Expo must be in hygienic condition of the highest standard and must be fit for human consumption. For the sake of public health, the Organiser maintains the right to demand for valid certificates on the food product quality issued by the relevant health and food safety authorities upon request during the fair period. If the Organiser has any suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the fair with immediate effect. Please ensure that there are no fake and unhygienic food products at the fairground.

2. Exhibitors can offer exhibits for tasting by visitors provided that they are free of charge to the visitors and that such tasting takes place within the designated area to which each exhibitor is assigned by the Hong Kong Trade Development Council (HKTDC). Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing.

3. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground. The said Temporary Food Factory Licence must be displayed at an eye-catching location within the Exhibitor's booth with copy provided to HKTDC at least 30 days before the commencement of the Home Delights Expo. The Organiser reserves the right to discontinue any sale if the exhibitor fails to present the said licence by the deadline.

4. Only pre-packaged food samples i.e. samples of any food packaged, whether completely or partially, in such a way that the contents cannot be altered without opening or changing the packaging, the food in which is ready for presentation to the visitors as a single food item, can be sold to the visitors at the exhibition venue.

5. All exhibits, whether sold to or tasted by the visitors, must be within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits. Any other food or beverages supplied to visitors for tasting must be not older than would normally be expected of or commonly acceptable in relation to that particular kind of food or beverages.

6. All sales of beverages must be closed and sealed to prevent spilling.

7. The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website http://www.fehd.gov.hk/safefood/foodlaw1.html. Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.

8. Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licences from the FEHD. Any such food permit/licence obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to the HKTDC at least 30 days before the commencement of the Home Delights Expo.

On-site Food-processing Activities and Storage

9. No open fire is allowed at the fairground and all exhibitors should note that no elaborate food preparation processes are allowed at the exhibitors' booth(s).

10. Means of food processing shall be restricted to steaming, or at most, grilling methods, while deep-fried or Yakitori is not permitted.

11. Any warming or re-heating of the food products must take place within the stands in the exhibition venue to which each exhibitor is assigned by the HKTDC and shall only be done by microwave ovens and small frying pans heated by electric appliances of good working condition only. HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that the HKTDC regards as defective, dangerous or improper. Each exhibitor is only allowed to install one microwave oven and one other electrical appliance in his/her respective stand. Exhibitors are also responsible for ordering sufficient power supply to support their electric cooking appliances. Booths with grilling must be installed with charcoal-filtered range hood in order to minimise problems of indoor air pollution. HKTDC Exhibition Services can offer officially recognised charcoal-filtered range hoods for rent. Any exhibitor wishing to install any additional ovens or appliances must obtain the prior written approval of the HKTDC who have an absolute discretion upon whether to give such approval. Notwithstanding that the HKTDC may have given such approval they are at liberty to subsequently withdraw approval at any time.

12. Booths with sales or distribution of softee ice-cream must be equipped with piping and drainage.

13. Acceptance of exhibitors which conduct food-processing on-site is subject to the sole decision of HKTDC.

14. Upon signing the Expo Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt the HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from food provided by the exhibitor or any offence committed by the exhibitor.

15. Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. As a safety measure, cooking appliances facing aisles are required to be shielded off by 30cm high panels above the stove top on three sides to avoid spillage of cooking oil or hot water.

16. All exhibitors should ensure that storage of food items should be under temperature-controlled conditions in refrigerators, freezers or other appropriate appliances of good and proper working condition. Prior arrangements should be made with the HKTDC for the supply of 24-hour electricity throughout the duration of the exhibition. (Please refer to Form 6 in "Additional Facilities and Services Order Form Booklet")

17. Exhibitors should also observe the provisions of the Immigration Ordinance (Cap. 115), in that all exhibitors who are not ordinary residents of Hong Kong will be required to obtain a "Temporary Work Visa" when they participate in a public fair in Hong Kong involving retail sales activities; unless a local representative is employed to conduct retail sales activities and the handling of proceeds.

[For enquiries, please contact the Immigration Department of the HKSAR on telephone (852) 2824 6111, by fax (852) 2877 7711 or through the Internet http://www.immd.gov.hk/.]

Hong Kong Trade Development Council

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wanchai, Hong Kong
香港灣仔博覽道一號香港會議展覽中心博覽商場十三號

Tel 電話 (852) 2584 4333
Fax 傳真 (852) 2824 0249
Email 電郵 exhibitions@tdc.org.hk

www.hktdc.com

通告 10: 售賣及派發食品或飲料之條件

請各參展商細閱參展商手冊中的第 3.26.5 至 3.26.6 項。為確保展覽期間的公眾衛生及安全，香港貿發局於徵詢有關衛生部門意見後，要求參展商在展場售賣或派發食品或飲料時，必須遵守下列條件：

食物牌照/許可證

1. 所有供銷售或試味的食品及飲料，必須符合最嚴格的衛生規定和適合人類食用。為保障市民健康，主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出的食物衛生及安全之證明文件。如果基於環境證據的支持使主辦機構對任何展品產生懷疑，主辦機構可以要求有關參展商立即停止售賣或展示該展品。若屢勸不效，主辦機構亦有權即時終止該參展商的參展資格。主辦機構要求所有參展商能確保所有攤位內之展品沒有任何劣質貨品或不衛生食品。

2. 參展商可提供展品予參觀人士試味，但此等試食必須為免費，並於香港貿發局分配予參展商的攤位範圍內進行。主辦機構強烈建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發。所有負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服，以確保衛生。

3. 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。有關的牌照必須展示於參展商攤位內顯眼的位置並已於家電・家品・博覽舉行前最少 30 天提交牌照副本予香港貿發局。如參展商於限期前未能提交有關牌照，主辦機構有權停止該參展商的銷售服務。

4. 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裹的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。

5. 所有展品，不論是供參觀人士購買或試食，均須為未超逾食用期限的食物，而有關期限必須清楚標明於展品的容器或包裝上。任何其他供試味的食品或飲料，其儲存期均不得超逾該類產品一般可以接受的期限。

6. 所有飲品必須以密封形式包裝售賣以防濺溢。

7. 最新之香港食物法例在刊登於網站 http://www.fehd.gov.hk/safefood/foodlaw1.html 時生效。經修訂之香港食物法例一經刊登，即表示參展商已知悉該等法例，並接納經修訂之法例條款。

8. 根據展品的不同性質，參展商須向食環署申請有關的食品牌照/許可證。有關的食品牌照/許可證必須張貼於攤位內的顯眼位置，並於家電・家品・博覽舉行前最少 30 天提交其副本予香港貿發局存檔。

會場內的食品處理及存放

9. 會場內不得生火，參展商亦須注意：不得在攤位內進行繁複的食品烹調程序。

10. 參展商於展場內只能以蒸煮或燒烤方法烹調食品，不能進行油炸或以日式燒烤方式處理食品。

11. 所有展出的食品或飲料如須加熱，必須在香港貿發局分配予各參展商的攤位內進行，並只可採用操作正常的微波爐及小型電爐。香港貿發局有權著令參展商即時撤換香港貿發局認為危險、有問題或不合適的加熱器具，而無需預先作出通知。同時，每家參展商只許在其攤位裝設微波爐及其他電動煮食器各一具。參展商需安排足夠電力供應予其煮食用具。以燒烤方式處理食品的參展商必須安裝含過濾木炭的抽油煙機以室內減少空氣污染。參展商可向香港貿發局展覽服務部租用合資格的抽油煙機。任何參展商如欲安裝額外的煮食爐具或電器，必須事先取得香港貿發局的書面許可。香港貿發局有權決定是否批准這類申請，而即使在作出批准後，仍有權隨時收回所發出的許可。

12. 銷售或供應軟雪糕的展台必須配備水管及排水裝置。

13. 香港貿發局對批准參展商在場內烹調食品有絕對酌情權，亦有權隨時取消已發出的許可。

14. 參展商一經簽署博覽申請表格及聲明書，即表示參展商同意遵守有關條款，並同意如有任何因參展商供應的食品或參展商違反法規而招致的投訴或訴訟，香港貿發局及香港會展中心均不需要負責，亦無需作出賠償。

15. 為避免熱油或熱水濺溢發生意外，所有面向行人通道的烹飪器具必須安裝三面 30 公分高的圍板（以爐面起計）以作遮擋。

16. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得 24 小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「額外設施及服務申請表」內之表格六）。

17. 參展商應留意：根據香港法律第 115 章《入境條例》之規定，所有非香港居民之海外參展商，如欲在展覽會期間向公眾人士作出零售活動，必須申請臨時工作簽証。聘用本地人員操作零售活動及處理收益除外。

[查詢：入境事務處 － 電話 (852) 2824 6111 或傳真 (852) 2877 7711 或網址 http://www.immd.gov.hk/]

香港貿易發展局

Circular 11: Important Exhibition Regulations

Thank you for joining the HKTDC Home Delights Expo and HKTDC Beauty & Wellness Expo. We would like to bring your attention to three 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

It is strictly forbidden for you to sublet your Exhibition Space or Stand to any third party. Any Exhibitor found to be subletting will be asked to immediately remove all its exhibits from its stand at its own expense and will be black-listed in relation to future events we organize. We will have no hesitation in using this penalty against anyone found subletting.

By way of clarification, Exhibitors are ONLY permitted to do the following in relation to companies which are directly and/or legally related to them. By this, we mean that it is a wholly-owned subsidiary of the Exhibitor or the Exhibitor has a formal agreement as agent or distributor for the third party company:

(i) promote exhibits, distribute name cards, printed matter or display-graphic materials;
(ii) allow their personnel to solicit business.

Please remember that you MUST obtain the prior written approval from us **no later than 31 July 2018** if you wish to conduct the above-mentioned activities. We will expect to receive some form of documentation confirming the relationship between you and the third party company before considering your application.

Our approval is given entirely at our discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities without having obtained our written permission will be treated as “sub-letting” in contravention of the sub-letting rules and regulations. Please remember that any of the above-mentioned activities can only take place in relation to products which fall into the same product category zone as that chosen by you.

2. Display relevant exhibits

Exhibitors are reminded that they may only display exhibits, which fall into the product section that they have chosen on their application form and subsequently confirmed by the organizer. If Exhibitors are found using less than 60% of their display area exhibiting the appropriate product under a designated product section, we have the right and will have no hesitation to ask the Exhibitor to immediately rearrange their exhibits / relocate their booth location and/or terminate its participation in the Exhibition.

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3. Regulation of Sound Level / Loud Hailers

Exhibitors are not permitted to use voice amplifying equipment at the fairground, including loud hailer, microphone and megaphone. This is to assure an amicable environment for visitors joining the HKTDC Home Delights Expo and HKTDC Beauty & Wellness Expo. Exemption of use will be granted at the discretion of the Organiser on case by case basis. Exhibitors could send in their written applications to the Organiser at least 30 days prior to the first day of the show. In the application, reasons for use and descriptions of the equipment should be provided.

For exhibitors using other audio-visual equipment in their booths, please **keep the sound level at 80db (A) or below**. This is to minimize the inconvenience caused to other exhibitors and visitors. The Organiser will conduct onsite inspections on the sound level at the fair ground. Should there be violations found, the exhibitors concerned will be served with warnings. **Upon serving the third warnings, the Organiser has the discretion to discontinue activities concerned.** If exhibitors fail to adhere to the Organiser's instruction, the Organiser has the discretion to discontinue the exhibition of the exhibitor concerned and the exhibitor shall not receive any refund or compensation.

Exhibitors are responsible for supervising the actions of all visitors and employees operating audio-visual equipment located in their exhibit area.

Exhibitors should also put their audio-visual equipment inside their booths **with a minimum of set back of 1m from the booth boundary**. The Organiser will conduct onsite inspections during the fair. The Organiser reserves the right to halt any use of the equipment if there is exhibitor fails to comply with the regulations.

4. Issue Receipt to Consumers

For all on-site retail sales, exhibitors should offer proper receipts to consumers. The receipts should clearly indicate the company name of the exhibitor, the transaction date and amount.

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. For those who failed to comply with these particular rules will be black-listed in relation to future events we organize.

Hong Kong Trade Development Council

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通告 11: 展覽會重要規則

歡迎參加香港貿發局家電•家品•博覽 及 香港貿發局美與健生活博覽。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中三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台或展覽空地分租予他人。如有違者，主辦機構會著令有關公司即時將所有展品遷離展覽場地，費用自付，並會將違規者列入黑名單，禁止其日後參加本局舉辦的其他展覽活動。

主辦機構明確規定，參展商只可為與之有直接或法定關係的公司進行以下活動：

(I) 推廣展品以及派發名片、印刷品或圖像宣傳資料；
(II) 容許有關公司的工作人員在場招攬生意。

所謂有直接或法定關係的公司，乃指參展商的全資附屬公司，或參展商與之訂有代理或分銷協議的公司。

假若參展商有意進行上述活動，必須於 2018 年 7 月 31 日或之前 向主辦機構提出書面申請，並須出示有關文件，證明與所涉公司的關係。

主辦機構有權決定是否批准有關申請，其他人不得異議。如未經主辦機構書面批准，不得擅自進行上述活動，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，必須與參展申請表格中列明的展品類別相同。

2. 展品類別

參展商展示的產品，必須與參展申請表格中及經我局確認後的產品區相符。假若主辦機構發現有參展商用於展示該類別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展台位置，甚至終止其參展權。

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3. 使用音量 / 擴音器的規則

為了營造一個舒適愉快的環境予香港貿發局家電•家品•博覽 及 香港貿發局美與健生活博覽的參觀人士，所有參展商應儘量避免在會場內使用高分貝聲音擴放器材，包括高聲信號器、麥克風和擴音器等。如有任何特殊情況，參展商必須於開展前三十天向主辦機構呈上書面申請，詳述使用此等器材的特殊理由及將使用的器材，主辦機構將會就具體情況酌情處理。

除前述規定，參展商在使用任何其他視聽器材時，須確保所有視聽器材安裝妥善，音量亦應調至低於 80 分貝(A 級)，以免對其他參展商或參觀人士造成滋擾。主辦機構會在展覽期間不定時巡視會場，以確保示範活動的音量在限制範圍內。如有違規，主辦機構有權干涉，並發出警告。在發出第三次警告時，主辦機構有權立即終止有關活動。如被警告的參展商拒絕與主辦機構合作，主辦機構有權立即終止該參展商的參展資格而毋須為此退還有關費用或作出任何賠償。

對於攤位內的視聽器材及參觀人士及其員工在操作此等器材時的行為，概由參展商負責及作出監督。

參展商須按照主辦機構的規定，將所有視聽器材的擴音器擺放於攤位內離攤位界限最少一米的地方。主辦機構亦會在展覽期間加強巡查。如有違規，主辦機構有權立即終止參展商繼續使用其視聽器材。

4. 展商向消費者提供收據

所有現場零售交易，展商必須向消費者提供有效之收據。收據上需列明展商公司名稱，交易日期及金額。

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，違規者將會列入黑名單，並禁止其日後參加本局舉辦的其他展覽活動。多謝合作。

香港貿易發展局

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Circular 12: Daily Stock Replenishment

For **daily stock replenishment**, please be reminded that no pallet jet will be allowed to access the exhibition hall 30 min before the fair opening time i.e. 9:30 am. All stocks and pallets must be stored and placed inside your booth area or at the designated storage area 15min before the fair opening time i.e. 9:45 am on all show days (i.e. 16-20 Aug).

Any exhibits found placed in public areas or outside of the designated storage area after 9:45am till end of the show day will be confiscated by the HKTDC **without any prior notification**. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK $500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged for a disposal fee.**

For those who failed to comply with the above rule and regulation may find their future application in HKTDC events affected.

Hong Kong Trade Development Council

通告 12: 日常展品補充

日常展品補給 於展覽期間 (即 8 月 16-20 日), 展會開幕 30 分鐘前即上午 9:30 前, 所有『唧車』不得進入展館範圍內，此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 9:45 前妥善存放於展位範圍或預先申請的額外儲倉內。

展覽當日早上 9:45 至展覽完結前, 參展商於非指定倉庫或公眾地方放置貨物，本局將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款(每板港幣 500 元)以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物，會展中心的工作人員將 棄置有關物品，並 收取垃圾處理費用 。

若參展商未能遵守以上規則, 將會影響 貴司參與香港貿易發展局舉辦之活動。

香港貿易發展局

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Circular 13: Limited Storage & Exhibits Replenishment Arrangement

Limited storage space will be arranged in the hall loading area for exhibitors who have applied for storage area and permitted by the Organiser to place part of their exhibits for daily replenishment. Please be considerate by placing only a reasonable quantity of stock within the allocated area as this service is provided for the convenience and benefit of all exhibitors. The Organiser has the sole and final discretion of refusing any party who has been found abusing this service.

Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to your booth(s) from the temporary storage area during the fair opening hours. When replenishing the stocks, there must be at least 2 members of staff to take care of the trolley. Trolleys must be equipped with rubber protection borders. To avoid any injury resulting from the falling of goods, exhibitors are **not allowed** to use trolleys to transport goods **exceeding the size of 1m x 1m x 1m**. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide transportation service. The Organiser reserves the right to require exhibitors to follow additional safety measures, or even prevent exhibitors from using trolleys to replenish stock if the fairground is too crowded.

Other Important Notes

1. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room with HKCEC as private storage for safety purposes.

2. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.

3. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors, freight forwarder or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.

For those who failed to comply with the above rule and regulation may affected your future application in HKTDC events.

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通告 13: 限量展品儲存及展品補充安排

儲存倉將設於卸貨區以供預先申請儲存服務並獲主辦機構接納之參展商作臨時儲存少量展品之用。參展商的存貨不得過量，並只能存放在於預留的地方，以免妨礙其他參展商存貨的權利。主辦機構有權決定各參展商儲存展品之數量，並有權拒絕任何參展商使用儲存倉。如有發現任何參展商濫用展品儲存服務，主辦機構將停止有關參展商繼續使用有關設施。

參展商必須根據獲分配的板數將貨物置於倉庫中，任何超出預定板數之貨物，請放置於攤位之內。**本局絕對不會容許超出指定數量之貨物進入倉庫。**

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場人群擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。為免貨物於運送期從手推車上塌下，傷及他人，參展商 不得 運送體積 超過 1 米 x 1 米 x 1 米 之貨物。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

其他注意事項

1. 由於進出臨時倉庫的人數眾多，如參展商之貨物價值較高，本局強烈建議參展商自行向會展中心租用會議室作儲存倉庫之用。

2. 主辦機構對涉及參展商/參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。參展商應自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞。

3. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商、運輸公司或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

若參展商未能遵守以上規則, 將會影響 貴司參與香港貿易發展局舉辦之活動。

香港貿易發展局

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Circular 14: Practice for Metal Scaffolding Safety

Strictly for safety purposes, the use of ladders over 2 meters high is prohibited within Exhibition Venue by persons working in association with Scheduled Exhibition. If a construction/dismantling work is carried out at a level over 2 meters above ground, Contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold should not be used on a construction site unless Form 5 (Scaffolds-Reports of Results of Fortnightly or other inspections report) has been made by a competent person. This form should be displayed in a prominent location of the scaffold which specifies the location, extension of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability. In addition, workers are required to wear safety belt while construction activities are carried out over 2 meters height or above the ground. For further details, please visit the website at http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety. If Exhibitors or Contractors do not comply with above rules, HKTDC and/or the Venue Operator will have the rights to suspend 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. Abel Kwan (Tel: 852- 2240 5466). You may also visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

Thank you for your attention and wishing you a successful exhibition!

Hong Kong Trade Development Council

通告 14: 金屬棚架安全守則

為確保安全，展覽期間展館內禁止任何人士使用高度超過2 米梯子。對於所有在離地2米或以上高度進行的攤位搭建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。
同時，工人在離地2米或以上高度進行建築活動時，必須佩戴安全帶。如需獲取更多資料， 上網瀏覽《金屬棚架安全守則》， 網址：
http://www.labour.gov.hk/eng/public/content2_8b.htm。若有違規者，展館營運者及本局有權立即中止有關建築活動。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與關志文先生（電話：852-2240 5466）聯絡。

香港貿易發展局

Circular 15: Standard and Premium Booth Decoration

Standard and Premium Booths are provided by the Organiser's official contractor and are of a standard design. No variation of the Standard and Premium Booth shall be allowed unless prior written approval is given by the Organiser.

No decoration, booth fitting or exhibit shall exceed 2.5 m in height or the height of the Standard and Premium Booth, whichever is lower.

No stickers, poster hangers or other materials are allowed to be hung on the fascia. The Organiser reserves the right to remove at the exhibitor's expense any exhibits or publicity materials which are considered not in compliance with the standard and set-out of the exhibitor or do not fall within the exhibit description of the exhibition.

Hong Kong Trade Development Council

通告 15: 標準及特級展台攤位布置

標準及特級展台由主辦機構指定的承建商提供，設計劃一。未經主辦機構事先書面許可，不得改動標準及特級展台。

任何裝飾、展台構件或展品的高度不得超過 2.5 米或標準及特級展台的高度，以較低者為準。

攤位名牌上不得附加任何標貼或掛上任何海報、垂懸裝飾或其他物品。主辦機構如認為任何展品或宣傳品違反展覽會的標準或規格，又或不屬於指定的展品範圍，則有權將該等展品或宣傳品清除，而費用須由參展商支付。

香港貿易發展局

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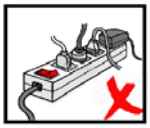
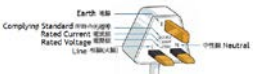
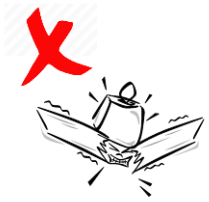
Circular 16: Attention to All Exhibitors (onsite)- For non-custom built exhibitors
通告 16: 參展商現場注意事項-非特裝參展商適用

Electricity Supply 電力供應

  	Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by 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**. ***No multi-plug or extension cord are allowed to be connected to the socket.*** HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned. 參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供**單一**電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為**港幣五十元**。**參展商切勿於插座上安裝萬能插頭或拖板**，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。
	The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture). 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。
	For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit. 參展商若已租用電力接線服務（供自行攜帶及安裝電燈使用），在自行安裝電燈後，請聯絡會場之"攤位設施服務台"以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任，切勿超過負荷。

Fair System & Furniture 攤位結構及傢俱

	No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. **No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the 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. 攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均**不能以任何方式附加任何額外的展台裝置**(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。
	Each square metre of wooden shelf and cabinet top can **only support weight under 3kg**. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited. 每米木層板及地櫃櫃面只能負重**不超過三公斤**之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。 基於安全理由, 嚴禁站立在桌子、椅子、地櫃或展示櫃等上。

The exhibitor undertakes to indemnify the 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。

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Circular 17: Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as "typhoon") or Black Rainstorm Warning Signal during the HKTDC Home Delights Expo and HKTDC Beauty and Wellness Expo.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the **move-in (15 August 2018)** and/or **move-out (20 August 2018)** period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. From **16 to 20 August**, if a Pre-No. 8 Special Announcement is **issued before 8:15am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:15am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.

2. From **16 to 20 August**, if a Pre-No. 8 Special Announcement is **issued between 8:15am and 10:00am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is **issued between 8:15am and 10:00am** without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply. Exhibitors who have arrived at the exhibition venue for booth decoration should leave as soon as possible.

3. From **16 to 19 August**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 4:30pm**.

4. On **20 August**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2:00pm**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2:00pm**.

III. During Opening Hours

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed 30 minutes after the pre-announcement is made. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.

2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

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B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

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

II. Prior to Opening Hours

1. From **16 to 20 August**, if a Black Rainstorm Warning Signal is **issued before 8:15am**, the fair will remain **closed**.

2. From **16 to 20 August**, if a Black Rainstorm Warning Signal is **issued between 8:15am and 10:00am**, the fair will remain **closed**. Exhibitors will be encouraged to stay in the exhibition venue for their own safety.

3. From **16 to 19 August**, if a Black Rainstorm Warning Signal is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 4:30pm**.

4. On **20 August**, if a Black Rainstorm Warning Signal is **cancelled at or before 2:00pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 2:00pm**.

III. During Opening Hours

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

C. Other Issues

1. Admission tickets (including VIP tickets and complimentary tickets) that cannot be used because of the temporary closure of the fair may be used during the remaining fair days. Alternatively, ticket holders can request a refund upon presentation of unused valid tickets. Refund arrangements will be announced and handled after the fair. VIP tickets and complimentary tickets are not eligible for refunds.

2. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any questions concerning the above arrangements.

3. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organiser will announce the changes, if any, as soon as possible.

Hong Kong Trade Development Council

通告 17: 熱帶氣旋及黑色暴雨警告信號下之特別安排

敬請各參展商留意以下熱帶氣旋(俗稱"颱風")或黑色暴雨警告信號下,主辦機構於香港貿發局家電•家品•博覽 及香港貿發局美與健生活博覽所作出之特別安排。

甲、 熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

1. 如八號預警或八號(或以上)熱帶氣旋警告信號於**進館日(2018 年 8 月 15 日)**及/或撤館日**(2018 年 8 月 20 日)**發出,進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 於 **8 月 16-20 日**,如八號預警於 **上午 8 時 15 分前發出**,展覽會將暫時關閉。在罕有情況下,如八號(或以上)熱帶氣旋警告信號在未有發出預警下於上午 8 時 15 分前懸掛,展覽會同樣暫時關閉。

2. 於 **8 月 16-20 日**,如八號預警於 **上午 8 時 15 分至上午 10 時期間發出**,展覽會將暫時關閉。在罕有情況下,如八號(或以上)熱帶氣旋警告信號在未有發出預警下於上午 8 時 15 分至上午 10 時期間懸掛,展覽會同樣暫時關閉。已到達會場佈置展位的參展商應盡快離開。

3. 於 **8 月 16-19 日**,如八號熱帶氣旋警告信號於 **下午 4 時 30 分或之前取消**,展覽會將會在八號熱帶氣旋警告信號取消 **兩小時後** 重開予參觀人士。在情況許可下,參展商可以在八號熱帶氣旋警告信號取消 **30 分鐘後** 進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於 **下午 4 時 30 分後取消**,展覽會將繼續關閉。

4. 於 **8 月 20 日**,如八號熱帶氣旋警告信號於 **下午 2 時或之前取消**,展覽會將會在八號熱帶氣旋警告信號取消 **兩小時後** 重開予參觀人士。在情況許可下,參展商可以在八號熱帶氣旋警告信號取消 **30 分鐘後** 進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於 **下午 2 時後取消**,展覽會將繼續關閉。

(三) 展覽會進行期間

1. **當香港天文台發出八號預警** 提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛,主辦機構將立刻作出廣播,宣布展覽會將於兩小時後關閉,呼籲市民不要前往會場。現場售票處將於八號預警發出 30 分鐘後關閉及停止進場。主辦機構將逐步疏散現場參展商及參觀人士,要求他們盡快離開會場。

2. **在罕有情況下,如八號(或以上)熱帶氣旋警告信號在未有發出預警下懸掛**,主辦機構將立刻作出廣播,宣布展覽會即時關閉,呼籲市民不要前往會場。現場售票處亦將即時關閉及停止進場。主辦機構將疏散現場參展商及參觀人士,要求他們立即離開會場。

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乙、 黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號於**進館日（2018 年 8 月 15 日）**及/或撤館日**（2018 年 8 月 20 日）**發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. 於 **8 月 16-20 日**，如黑色暴雨警告信號於 **上午 8 時 15 分前發出**，展覽會將暫時關閉。

2. 於 **8 月 16-20 日**，如黑色暴雨警告信號於 **上午 8 時 15 分至上午 10 時期間發出**，展覽會將暫時關閉。已到達會場佈置展位的參展商應留在會場，以策安全。

3. 於 **8 月 16-19 日**，如黑色暴雨警告信號於 **下午 4 時 30 分或之前取消**，展覽會將會在黑色暴雨警告信號取消 **兩小時後** 重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 **30 分鐘後** 進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於 **下午 4 時 30 分後取消**，展覽會將繼續關閉。

4. 於 **8 月 20 日**，如黑色暴雨警告信號於 **下午 2 時或之前取消**，展覽會將會在黑色暴雨警告信號取消 **兩小時後** 重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 **30 分鐘後** 進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於 **下午 2 時後取消**，展覽會將繼續關閉。

(三) 展覽會進行期間

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

丙、 其他注意事項

1. 入場券（包括貴賓票及贈券）如因展覽會暫停開放而無法使用，可在餘下開放日如常使用。或者，持票人士可憑未經使用及完整無缺的入場票申請退票。有關退票安排將於展覽會結束後公布及處理。退票不適用於貴賓票及贈券。

2. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。

3. 主辦機構可能因應現場實際情況，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

香港貿易發展局

Circular 18: Special Circular – Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 6:00 p.m. on 20 August 2018**. According to clause 45 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 20 August 2018, those exhibitors who violated such rule will be served a warning letter. It may affect the booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair. Grateful for your understanding and cooperation.

Hong Kong Trade Development Council

通告 18 : 特別通告 – 撤館規則

本局去年接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於 8 月 20 日下午 6 時前把展品搬離會場。**參展申請表內的展覽會規則第 45 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 8 月 20 日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。敬請各參展商諒解及合作。

香港貿易發展局

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong
香港灣仔博覽道1號香港會議展覽中心博覽商場13號

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Circular (19) – Green Tips to Exhibitors

To make **HKTDC Home Delights Expo** and **HKTDC Beauty and Wellness Expo** a greener trade fairs, the following green tips are suggested for your participation at the fair.

Booth construction and set up

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

Booth Operation

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

Post-event Management

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

Hong Kong Trade Development Council

通告 (19) – 參展商綠色小貼士

為支持 **香港貿發局家電•家品•博覽**及 **香港貿發局美與健生活博覽**成為綠色展覽，貴司在參展同時，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，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

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

香港貿易發展局

Circular 20: General Guidelines on Environmental Compliance for Bazaars, Fairs, Carnivals and Exhibitions

INTRODUCTION

1. This Guide provides a concise reference on the generic statutory pollution control requirements that are relevant to the operation of bazaar, fair, carnival and exhibition types of events. The requirements set out below are not meant to be exhaustive and the event organizers and stall operators should make reference to other environmental legislation that may also be applicable to their specific circumstances.

AIR POLLUTION CONTROL

2. If there are stalls for cooking food, proper exhaust ventilation system should be provided over the stoves, fryers and other cooking equipment which generate greasy fumes, smoke, etc. The exhaust should pass through an efficient air pollution control equipment to ensure emission to air from the food stall is free from any visible fumes and objectionable odours and discharges into the open air in such a manner and at such a position as not to be a nuisance. If there is a need to install, alter or modify any furnace, oven, chimney or flue, the event organizers/ stall operators need to apply to the Environmental Protection Department (EPD) for approval, unless exempted under the law. There are also restrictions on the emissions of dark smokes and fuel usage.
(http://www.epd.gov.hk/epd/english/greenrestaurant/law/law_application.html)

3. All vehicle engines when idling should be switched off unless exempted under the law. If electricity is required for the operation of utilities or refrigerators, grid electricity where available or generators of low noise and emissions models should be used instead.

4. The content of Volatile Organic Compounds (VOC) of certain types of paints/coating, printing inks, adhesives, sealants and six selected categories of consumer products (air fresheners, hairsprays, multi-purpose lubricants, floor wax strippers, insecticides and insect repellents) are subject to control under the Air Pollution Control (Volatile Organic Compounds) Regulation. No person shall import into or manufacture in Hong Kong for local sale or use any regulated products containing VOCs in excess of the prescribed limits in the aforesaid Regulation.
(http://www.epd.gov.hk/epd/sites/default/files/epd/english/environmentinhk/air/prob_solutions/files/voc_reg_guide.pdf)

5. Import, transhipment, supply and use of asbestos and asbestos containing materials other than goods in transit and registered proprietary Chinese medicine are now banned. The event organizers / stall operators are required to ensure that no asbestos-containing goods are supplied for the purpose of the event. (http://www.epd.gov.hk/epd/english/banning-asbestos.html)

NOISE CONTROL

6. To avoid causing noise disturbance to nearby noise sensitive receivers, such as residents, an event organizer should implement appropriate noise mitigation measures so that the noise generated from the event does not exceed the relevant standards. If significant noise is expected to arise from an event or the event venue is close to noise sensitive receivers, the organizer should consider seeking advice from competent professionals to address the potential noise problem. (http://www.epd.gov.hk/epd/english/environmentinhk/noise/guide_ref/noise_guidelines.html)

WATER POLLUTION CONTROL

7. If the activities of an event or a participating stall involve the discharge of waste water, the event organizer or the relevant stall operator is required to apply for a discharge licence from the EPD. The licensee must comply with the discharge standards and the terms and conditions of the discharge licence. In general, the licensee is required to discharge the waste water at designated disposal point connected to a government sewer. In case of greasy waste water, the grease is required to be removed before discharge. If sewer connection to the designated discharge point is not feasible, a waste water storage tank of adequate capacity should be installed for temporary collection and storage of waste water. (http://wqrc.epd.gov.hk/en/legislation/guidelines.aspx)

WASTE MANGEMENT

8. If the activities of an event or a participating stall will generate chemical wastes, the event organizer or the relevant stall operator is required to register with EPD as a Chemical Waste Producer and to comply with the relevant statutory requirements, including proper packaging, labelling and storage of the waste and employment of a licensed chemical waste collector for removal and disposal of the chemical waste produced by him. Chemical wastes refer to any substance being scrap material, effluent, an unwanted substance or byproduct or containing any substance specified

in the relevant regulation (e.g. asbestos, antibiotics, pesticides, spent lube oil, acids, alkalis, organic solvents, etc.)
(http://www.epd.gov.hk/epd/english/environmentinhk/waste/guide_ref/guide_cwc.html)

PLASTIC SHOPPING BAG CHARGING

9. The event organizers and stall operators must comply with the requirements of Plastic Shopping Bag (PSB) Charging. Except for situations in which there is an exemption, the event organizers / stall operators are required to charge customers not less than 50 cents for each PSB provided in retail sales of goods. They also should not offer rebates or other means of discount to customers to offset the PSB charge.
(http://www.epd.gov.hk/epd/psb_charging/en/index.html**)**

Environmental Protection Department
February 2016

通告20: 展銷會、賣物會、嘉年華會和展覽會
相關環保法規一般指引

引言

1. 本指引概述展銷會、賣物會、嘉年華會和展覽會等活動在污染控制方面的一般法例要求，以便參考。以下所列的要求並不代表環保法規的全部，活動主辦機構及攤檔負責人仍須參考適用於其特定情況的其他環保法規。

空氣污染控制

2. 如有烹煮食物的攤檔，必須在爐具、煎鍋及其他會排放過量油煙的煮食裝置上方裝設適當的抽氣系統。由食檔排放的廢氣應先經高效率的空氣污染控制設備處理，以確保不含可見油煙及難聞氣味。廢氣的排放方式及位置也要恰當，不致構成滋擾。主辦機構或攤檔負責人如需要安裝或改裝任何火爐、烘爐、煙囪或通氣管，必須向環境保護署申請，除非獲法例豁免。噴發黑煙及所採用的燃料均有所限制。
(http://www.epd.gov.hk/epd/tc_chi/greenrestaurant/law/law_application.html)

3. 停車時須關掉空轉的汽車引擎，除非獲法例豁免。如須使用電器設備或雪櫃，應盡可能接駁電網，否則應使用低噪音及低排放發電機。

4. 某些漆料/塗料、印墨、黏合劑、密封劑及六大種類指定消費品 (即空氣清新劑、噴髮膠、多用途潤滑劑、地蠟清除劑、除蟲劑和驅蟲劑) 的揮發性有機化合物含量受《空氣污染管制(揮發性有機化合物)規例》所管制。任何人不得輸入或在香港生產揮發性有機化合物含量超過訂明限制的受規管產品，以供在本港出售或使用。
(http://www.epd.gov.hk/epd/sites/default/files/epd/tc_chi/environmentinhk/air/prob_solutions/files/voc_reg_guide_chi.pdf)

5. 除過境貨品及已註冊之中成藥外，香港已全面禁止進口、轉運、供應和使用所有種類的石棉和含石棉物料。主辦機構或攤檔負責人必須確保向顧客提供的物品不含石棉。
(http://www.epd.gov.hk/epd/tc_chi/banning-asbestos.html)

噪音控制

6. 為避免對主辦場地鄰近「噪音感應強的地方」，例如居民，造成噪音滋擾，主辦機構應採取適當的噪音紓減措施，以致活動發出的噪音不會超過相關的標準。假若預期活動產生的噪音值得關注，或者主辦場地較接近「噪音感應強的地方」，主辦機構應就如何處理可能產生的噪音問題諮詢合資格專業人員的意見。
(http://www.epd.gov.hk/epd/tc_chi/environmentinhk/noise/guide_ref/noise_guidelines.html)

水污染控制

7. 如該項活動或個別參與攤檔的業務運作需要排放污水，主辦機構或相關攤檔負責人必須向環境保護署申領污水排放牌照。牌照持有人必須符合牌照上訂定的污水排放標準及條款。一般來說，牌照持有人只能在指定的排放點將污水排至政府污水渠。若污水含有大量油脂，必須先將油脂除去才能排放。若未能接駁污水管道至指定排放點，必須裝設適當容量的污水貯存缸，作為臨時污水收集及貯存之用。
(http://wqrc.epd.gov.hk/tc/legislation/guidelines.aspx)

廢物管理

8. 如該項活動或個別參與攤檔的業務運作產生化學廢物，主辦機構或相關攤檔負責人必須向環境保護署登記為化學廢物產生者，並遵守有關規定，包括適當地包裝、標識及存放化學廢物，聘用持牌化學廢物收集商以移送及處置所產生的化學廢物。化學廢物是指任何碎料、污水、無用物質或副產品，或任何含有有關規例所指明的物質（例如石棉、抗生素、除害劑、廢潤滑油、酸、鹼、有機溶劑等）的物質。
(http://www.epd.gov.hk/epd/tc_chi/environmentinhk/waste/guide_ref/guide_cwc.html)

塑膠購物袋收費

9. 主辦機構或攤檔負責人必須遵從塑膠購物袋收費的規定，除可獲豁免收費的情況外，只要在零售貨品時向顧客提供塑膠購物袋，便須向顧客收費，每個不少於五角。商戶也不可提供回贈、折扣或其他優惠方式抵銷有關收費。
(http://www.epd.gov.hk/epd/psb_charging/tc/index.html)

環境保護署
二零一六年二月

環境保護署
Environmental Protection Department

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[§] / 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

Hotline: 2310 0223

環境保護署
Environmental Protection Department

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§/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逾港幣 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

Circular 22: Electronics discount coupon

For exhibitors who have participated in the discount coupon scheme, your coupon will be printed on the Home Delights Expo and Beauty & Wellness Expo coupon booklet. We hope this will help draw more visitors to your booth and booth business opportunities.

This year, in order to further promote the Home Delights Expo and your discount offer, we have uploaded your discount coupon onto the Home Delights Expo and Beauty & Wellness Expo fair website, and emailed interested visitors. Please note that visitors may shop at your booth with print-out versions (colour or black-and-white) and/or mobile screen showing your discount coupon. We hope you will welcome these buyers and offer the same discount to them.

Hong Kong Trade Development Council

通告 22: 優惠券 – 電子版

已參與「家電・家品・博覽 及 美與健生活博覽 - 優惠券」 活動之參展商, 貴公司之優惠券將印製於優惠卷小冊子內，相信定必吸引大量公眾人士。

為求吸引更多人士進場及光顧貴公司，本局已將貴公司之優惠券電子版本上載到家電・家品・博覽 及 美與健生活博覽 網頁讓公眾人士下載，同時亦會電郵至有興趣之人士。因此，部分參觀人士將攜同貴公司優惠券之印刷本(彩色或黑白)或以電話屏幕顯示，希望貴公司能為他們提供同樣優惠。

香港貿易發展局

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