

Circular 5 : Important Notices

通告 5 : 重要通告

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1. Move-out Regulation 撤館守則

Please note that all exhibitors are required to strictly abide by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booths before the closing of the Fair (16 October, 2009, 5:00pm).** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist to move out early, the organiser reserves the right to reject future applications of the exhibitor.

特此通告各參展商需嚴格遵守大會的撤館時間，不得於展覽會指定結束時間前(2009年10月16日5時前)將展品運走及開始收拾其攤位。敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

為進一步提高展覽會質素及避免同類事件發生，主辦機構職員會於2009年展會中口頭勸喻提早離場之參展商，若參展商堅持提早撤館，本局有權取消違規公司的參展資格，敬希留意。

2. Security Measures Against Thefts and Losses at the Fair 有關防止展品遺失或盜竊的保安措施

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

- 1) Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification, especially during set-up and move-out periods.
- 3) Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 4) Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
- 5) To facilitate storage of precious exhibits at night from **13-16 October 2009**, the Organiser will offer exhibitors overnight storage facility arrangement. Please refer to **Form 2 Exhibit Storage Service of Exhibitor Package** for details.
- 6) With reference to the recent loss cases reported in the Fairs, the police has advised exhibitors to take measures to prevent laptop computer from being stolen. Some cable locks have been sourced for the laptop computers. These locks will be available for sale at the Business Centre at the fairground.

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

主辦機構一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全，主辦機構特作出下列的保安預防措施：

- 1) **加強保安巡邏** - 主辦機構將於每日早上進館及晚上離館期間額外聘用更多保安護衛，加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間，參展商亦必須特別提高警覺。
- 2) **參展商工作証** - 為更有效地識別各參展商的身份及所屬之攤位，本局將採用較大字體列印參展商工作証上的攤位號碼，以方便分辨各參展商的身份。
- 3) **保安標示** - 增加張貼保安標示於展覽場館內，以標示會場內已安裝閉路電視保安系統。
- 4) **攤位布簾** - 本局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。
- 5) **通宵儲存服務** - 為方便參展商於 **2009年10月12-16日** 期間晚上儲存貴重展品起見，主辦機構將提供通宵儲存服務。詳情請參閱**參展商須知表格2之展品儲存服務**。
- 6) **繩索鎖** - 為更有效保障各參展商於展覽期間的財物安全，位於展會內之商務中心設有繩索鎖供參展商購買，繩索鎖可有效防止重要物品，如手提電腦遭盜竊及遺失。

為更有效及全面地防止展品遺失或盜竊，除配合以上的保安措施外，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。

3. Caution on Third Party Promotion Offers 請小心處理由第三者提供之推廣優惠

The Organiser has learnt that exhibitors have been receiving invitations from FAIR GUIDE (owned by CONSTRUCT DATA) for listings in its guide at the exhibitors' expense. It has recently come to our attention that another company under the name EXPO-GUIDE (owned by Commercial Online Manuals S de RL de CV) has sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing. The Organiser would like to stress that neither the **FAIR GUIDE** (owned by CONSTRUCT DATA) nor the **EXPO-GUIDE** (owned by Commercial Online Manuals S de RL de CV) has any connection with the Organiser or any of our fairs. You should 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 before signing any such documents.

It should be noted that the contents and wording of EXPO-GUIDE's and FAIR GUIDE's letter and Order Form are virtually identical. It is possible that EXPO-GUIDE and CONSTRUCT DATA are related companies or are in some way connected. As the practice of CONSTRUCT DATA has been considered as unconscionable and misleading by the Austrian Protective Association against Unfair Competition, you are urged not to sign any materials that you receive from CONSTRUCT DATA, EXPO-GUIDE and/or Commercial Online Manuals S de RL de CV. If you have mistakenly entered into contract with CONSTRUCT DATA and/or EXPO-GUIDE, you should notify CONSTRUCT DATA and/or EXPO-GUIDE in writing accordingly and inform them that you dispute the validity of the contract on the basis of mistake and/or misrepresentation. In any event, you are strongly advised to seek independent legal advice before signing any documents issued by or sending any money to CONSTRUCT DATA, EXPO-GUIDE and/or Commercial Online Manuals S de RL de CV.

Should you have any questions, please contact **Mr. Benny Chan**, Exhibitions Project Manager at Tel: **(852) 2240 4018**; or email address: benny.hf.chan@tdc.org.hk of the Hong Kong Trade Development Council.

主辦機構獲悉參展商曾接獲 FAIR GUIDE (由 CONSTRUCT DATA 所擁有) 的邀請，在其指南中刊登名錄，費用由參展商負責。主辦機構最近發現另一公司 (EXPO-GUIDE) (由 Commercial Online Manuals S de RL de CV 所擁有) 亦向參展商發出類似信件，邀請參展商更新或更正他們於其指南中之資料作為免費刊登名錄。主辦機構特此澄清及重申：由 CONSTRUCT DATA 所擁有之 **FAIR GUIDE** 或 Commercial Online Manuals S de RL de CV 所擁有之 **EXPO-GUIDE** 概與主辦機構或主辦機構的任何展覽完全無關。閣下應盡量以小心謹慎的態度處理該等邀請，以免作出不必要的財務承擔。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前，應細閱有關文件，以保障閣下本身的利益。

由於 EXPO-GUIDE 及 FAIR GUIDE 的信件內容及語句幾乎完全相同，EXPO-GUIDE 及 CONSTRUCT DATA 可能是相關或有連繫之公司。由於 CONSTRUCT DATA 之經營手法已被奧地利保障公平**競爭協會**視為不公平及誤導，主辦機構現勸籲閣下不要簽署任何從 CONSTRUCT DATA, EXPO-GUIDE 及/或 Commercial Online Manuals S de RL de CV 收到之文件。如閣下在錯誤情況下 CONSTRUCT DATA 及/或與 EXPO-GUIDE 訂立合約，閣下應以書面通知 CONSTRUCT DATA 及/或 EXPO-GUIDE 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。在任何情況，主辦機構強烈建議閣下於簽署任何由 CONSTRUCT DATA, EXPO-GUIDE 及/或 Commercial Online Manuals S de RL de CV 及/或向其付款之前尋求獨立法律意見。

如有任何問題，請與香港貿易發展局展覽項目經理陳曉峰先生聯絡，電話：**(852) 2240 4018** 或 電郵：benny.hf.chan@tdc.org.hk。

4. Immigration Regulations to be Observed and Followed by Exhibitors (if applicable)

參展商須遵守的入境規例

1) Exhibitors from outside Hong Kong

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

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

2) Exhibitors from Chinese Mainland

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

3) Hong Kong Exhibitors

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

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

1) 來自香港以外的參展商

根據香港入境事務處的政策，外來旅遊人士可憑觀光、購物、洽談合約及出席會議等理由在香港逗留，唯逗留期間，旅遊人士必須遵守香港入境規例內訂明的若干條件。根據有關條件，旅遊人士不得從事僱傭工作(無論受薪或非受薪)，亦不得開設或參與任何業務。有意在香港從事日常業務運作或投資活動的人士，必須申請工作簽證。

就貿易展覽會而言，參展商是否需要申請工作簽證，將視乎其展覽攤位的業務性質以及所涉活動而定。一般來說，假若參展商的活動主要為業務推廣而不涉及零售，則毋須申請工作簽證；假若參展商從事零售活動，便須申請工作簽證。

2) 中國內地參展商

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

3) 港參展商

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

有關香港入境規例詳情，請瀏覽香港入境事務處網址(www.info.gov.hk/immd/)。如對上述規定有任何疑問，歡迎聯絡主辦機構。

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

The Organiser is recently informed that a service provider of credit card payment terminal has offered its payment terminal rental service to exhibitors in exhibitions held in Hong Kong, but failed to return the transaction amount to exhibitors before the deadline as stipulated in the contract. **The Organiser would like to clarify that it has NOT appointed any credit card payment terminal providers in ALL HKTDC/MMI fairs.** To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any service providers.

The HKTDC/MMI would also like to remind exhibitors that no retail sales should be conducted at the Fair. Should you have any questions, please contact the Fair Management Office.

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

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

7. Announcement of a change in Exhibition Safety Policy 修訂展覽安全政策

While successfully setting up and running trade fairs remains our prime focus, maintaining an environment which is safe for all event participants – exhibitors, workers, visitors, customers etc, is of equal importance as far as the Organiser are concerned.

On seeing more and more instances where relatively primitive booths, despite single-storey by design, are involved very complex construction, the Organiser would like to extend the scope of the prevailing Safety Report practice currently only applicable to two-storey booths to ALL raw space booths exceeding 4m by height. This practice has been taken effect from 1st Jan 2007.

By this policy, a Safety Report endorsed by a Registered Professional Engineer of designated disciplines (Structural/Civil/Mechanical), must be submitted to us by 1800hrs on the last move-in day of the fair. If this rule is not observed, the Organiser reserves the right to prohibit access to the booth.

Should there be any queries, please feel free to contact Miss Sheena Fung, Operation Manager of Creative Department at 2584-4506

主辦機構一向致力確保所主辦的展覽會成功舉行，同時亦重視展覽場地的安全，務求為參展商、工作人員、參觀者、買家及所有參與活動的人士營造一個安全的環境。

鑒於在展覽會中，建築結構複雜的單層展覽攤位與日俱增，為安全起見，主辦機構由2007年1月1日起，規定所有高度超過4米的展覽淨地攤位須與雙層展覽攤位一樣提交安全稽核報告。

在這項措施下，有關攤位的參展商或承建商須於最後進場日下午6時前，向主辦機構提交由指定界別(結構、土木或機械工程)註冊專業工程師簽發的安全稽核報告，否則主辦機構有權禁止參展商或承建商進入有關攤位。

8. Safety Measure on Site Construction/Dismantling Work 展覽活動施工場地安全守則

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre, with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labour Department** and **Occupational Safety & Health Council**. Details are as below:-

- 1) If the construction/dismantling work is carried out at 2 meters or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person (sample of the form is attached for reference). This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and a statement to the effect that the scaffold is in safe working order, strength and stability.
- 2) Workers are required to wear safety belt while construction activities are carried out at 2 meters or more above the ground.
- 3) If this rule is not observed, HKCEC and the Organiser will have the right to stop the relevant construction activity immediately.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. Jackson Leung on tel (852) 2584-4117 / Mr John Ng on tel (852) 2584-4127 or visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

為確保展覽活動施工場地安全，香港會議展覽中心將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

- 1) 任何搭建/拆卸工程於距離地面2米或以上的高度進行，承建商必須使用高架設備，如金屬棚架。此外，承建商必須提交由合資格人士填寫的表格五（隨附表格樣本以供參考），方可在施工場地使用棚架。此表格必須張貼於棚架的當眼處，說明棚架的所在地點和範圍，並註明棚架處於安全操作狀態，而且堅固穩當。
- 2) 於距離地面2米或以上高度施工的工人必須配戴安全帶。
- 3) 如有違規者，香港會議展覽中心及主辦機構有權立即制止有關搭建工程進行至符合安全標準。

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與梁永康先生（電話：2584-4117）/ 吳永成先生（電話：2584-4127）或上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/eng/public/content2_8b.htm。

[規例第 38F(1)條]
[reg. 38F(1)]

表格五
FORM 5

建築地盤(安全)規例
棚架

每十四日一次或在其他場合執行的檢查結果報告

本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations

SCAFFOLDS

REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

Form approved by the Commissioner for Labour for the purposes of regulation 38F(1) of the Construction Sites (Safety) Regulations

有關棚架的說明或所在地點 Description or location	檢查日期 Date of inspection	檢查結果 Result of inspection 註明該座棚架是否處於安全操作狀態 State whether the scaffold is in safe working order	檢查者簽署及職銜 Signature and designation of person who made the inspection
(1)	(2)	(3)	(4)

僱主或承建商姓名或名稱
Name or Title of Employer or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

CSSR-F5

9. Free Wireless LAN Service (for general Internet access only) 免費無線上網服務 (只供基本上網使用)

No pre-registration is required for using the Organiser's Wireless LAN service to browse the web and send/read your emails. Simply bring your laptop and a wireless LAN adapter (supports IEEE802.11b standard) to the fairground during the fair period and follow the configuration setup and registration procedures below, and you can enjoy the FREE Wireless LAN service.

Steps :

1. Open the wireless connection on your device and select "HKCEC_Public" network from the available wireless network list.
2. Open a web browser and access any web page.
3. You will be connected to the logon web page. Please select the "Free User" button.
4. Internet access is now enabled. You can access your desired web page while you are within the wireless network in HKCEC. **You can proceed to Expo Drive Entrance for better Wireless LAN coverage.**

(The wireless Internet service will disconnect if the connection is idle for over 10 minutes.)

IMPORTANT NOTE:

Since the free Wireless LAN service is provided to all exhibitors and buyers, it may be utilised by a considerable amount of users at the same time. **There may be connection failures or the connection can sometimes become unstable or slow** and is therefore **suitable for general Internet access only** (e.g. checking emails). To ensure **smooth Internet connection** for heavy usages (such as website demonstration, download of multimedia files, etc.) throughout the fair, **exhibitors are strongly recommended to order a Broadband Line** (Please refer to FORM 5 in the "Additional Facilities and Services Order Forms booklet").

Should you have further enquiries, please contact our [Wireless LAN Service Hotline on 2582-1846 / 2582-1849](tel:2582-1846) during fair period.

透過此免費無線上網服務服務，閣下可根據以下程序在展覽期間於展位內以手提電腦及無線上網連接器(必須支援 IEEE802.11b)連接上網。

步驟:

1. 先啟動閣下無線網絡裝置，並於選單中選取「HKCEC_Public」網絡接通無線上網服務。
2. 開啟瀏覽器並進入任何一個網頁。
3. 瀏覽器將被轉到登入網頁，請選擇「免費用戶」按鈕。
4. 無線網絡正式接通。閣下可於香港會議展覽中心內有無線網絡覆蓋的地方使用無線上網服務，瀏覽不同網頁。**連接無線網絡較理想的位置為博覽道入口大堂。**
(如連線後停止瀏覽網頁超過 10 分鐘，無線上網服務便會自行中斷。)

請注意:

由於所有參展商及買家均可於展覽期間享用上述免費無線上網服務，同一時間內可能會有大量使用者，因此**可能出現接駁失敗、網路不穩定及緩慢等情況，故此項免費服務只適用於基本的上網用途(如查覆電郵)**。如貴公司在展覽期間**需要穩定暢通之網絡連線作業(如網頁示範，檔案下載等)**，則建議閣下**訂購一條獨立的寬頻上網線路**(請參閱「額外設施及服務申請表格」內之**申請表格五**)。

於展覽期間，如有任何疑問，請聯絡[無線上網諮詢熱線 2582-1846 / 2582-1849](tel:2582-1846)。

Organiser 主辦機構:

