

October 2017

HKTDC Hong Kong International Wine & Spirits Fair 2017 – Important Circulars

Dear Exhibitors,

Thank you for your participation in the Hong Kong International Wine & Spirits Fair 2017. Enclosed please find the following important notices for your preparation of the Fair. Thank you for your attention and wish you every success in the Fair.

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For more information, please feel free to contact below staff.

Contact Person	Tel	Fax	E-mail
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Ms. Vincci Chung	(852) 2240 4239	(852) 3915 1441	vincci.wc.chung@hktcdc.org
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Hong Kong Trade Development Council

香港貿發局香港國際美酒展 2017 – 重要通告

致各參展商：

歡迎參加香港國際美酒展 2017。煩請檢查已領取的資料是否齊全。預祝 展出成功！

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若有任何疑問，請與本局職員聯絡。

聯絡人	電話	傳真	電郵
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香港貿易發展局

二零一七年十月

Circular 1 Fair Opening Hours

The detailed time schedule is shown as below:

Nov 9– 10	(Thu & Fri)	10:30 am - 7:30 pm	Open to trade only ¹
Nov 11	(Sat)	10:30 am - 6:00 pm	Open to trade and public ^{1&2}

¹ For Trade Visitors aged 18 or above only. On-site registration fee is HK\$100.

² 11 Nov is open to public by ticket admission (admission fee is HK\$200 per public visitor). Visitors under 18 will not be admitted.

Hong Kong Trade Development Council

通告 1 展覽會開放時間

展覽會開放時間如下:

11 月 9-10 日	(星期四至五)	上午 10 時 30 分至下午 7 時 30 分	只開放予業內人士 ¹
11 月 11 日	(星期六)	上午 10 時 30 分至下午 6 時	開放予業內及公眾人士參觀 ^{1&2}

¹ 只供 18 歲或以上的業內人士入場。現場買家登記費用為港幣一百元。

² 11 月 11 日開放予 18 歲或以上公眾人士入場，費用為港幣二百元。

香港貿易發展局

Circular 2 Buyers' Registration

Exhibitors are encouraged to remind your buyers* to pre-register for a buyer's badge via HKTDC Wine Fair website <http://www.hktdc.com/hkwinefair>

For Buyers from HK: Pre-register on or before **23 October 2017** at HKTDC Wine Fair website to receive the buyer's badge by mail.

For Buyers outside HK: Pre-register on or before **16 October 2017** at HKTDC Wine Fair website to receive the buyer's badge by mail.

On-site buyer registration can be done at the following registration counters:

Fair Dates	Buyer Registration Counter	
	Location	Opening Hours
9-10 Nov	Hall 1E Concourse	10am-7pm
11 Nov	Hall 1E Concourse	10am-3:30pm

Remarks: Admission fee is HK\$100 per person for on-site registration.

- * Online registration is only for trade admission to the HKTDC Hong Kong International Wine & Spirits Fair.
- ** Visitors under 18 will not be admitted.
- *** The Organiser reserves the right to verify the trade identity of registrants and to refuse admission to any registrants deemed inappropriate.

Hong Kong Trade Development Council

通告 2 買家登記

參展商可鼓勵業內買家*於香港國際美酒展網頁<http://www.hktdc.com/hkwinefair>預先登記，以申請買家證。

香港買家：請於 **2017 年 10 月 23 日** 或之前登記，主辦機構將會把免費入場證郵寄給您。

香港以外地區買家：請於 **2017 年 10 月 16 日** 或之前登記，主辦機構將會把免費入場證郵寄給您。

業內買家亦可於以下買家登記處辦理手續：

展覽日期	買家登記處	
	位置	開放時間
11 月 9-10 日	1E 展覽廳大堂	上午十時至下午七時
11 月 11 日	1E 展覽廳大堂	上午十時至下午三時三十分

註：現場登記買家須付入場費為每位港幣 100 元。

- * 香港國際美酒展網頁預先登記只供業內買家使用。
- ** 本展覽只供 18 歲或以上人士入場參觀。
- *** 主辦機構有權覆核登記人士的業內身份及拒發入場證予大會認為不適當的人士。

香港貿易發展局

Circular 3 Exhibitor Check-in Procedures

Please bring along the **business card (stamped with company chop)** and present it to the Exhibitor Check-in Counter on the move-in day (8 November 2017) to collect the Fair Official Magazine, Booth Curtain*, Name Card Drop-box and important on-site circulars.

Date : 8 November 2017 (Wednesday) (Move-in Day)
Time : 11:00 am – 8:00 pm
Location : Hall 3E Concourse, Level 3,
Hong Kong Convention & Exhibition Centre

*The booth curtain is for standard booth exhibitors only.

Hong Kong Trade Development Council

通告 3 參展商進場登記手續

請 貴公司於進場日（即 2017 年 11 月 8 日）帶同 **公司名片（預先蓋上公司印章）**，前往展館現場之「參展商進場登記處」辦理進場手續，以領取大會指定雜誌、展台布簾*、名片盒及有關是次展覽之重要通告。

日期 : 2017 年 11 月 8 日 (星期三) (進場日)
時間 : 上午十一時至下午八時
地點 : 香港會議展覽中心三樓，展覽廳 3E 大堂

*展台掛簾只適用於標準攤位之參展商。

香港貿易發展局

Circular 4 Special Move-in and Move-out Arrangement

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. 8 November) and move-out day (i.e. 11 November) of the **HKTDC Hong Kong International Wine & Spirits Fair**. 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 (8 November 2017)

Exhibitors should use the **Vehicle Permit** issued by HKTDC with specified time slot to carry out the move-in process. Please also pay attention to the following details:

1. The vehicle control points will be set up at roads approaching HKCEC. **Only the vehicles** with a valid **Move-in Vehicle Permit** issued by HKTDC will be allowed to enter the HKCEC at the specified time slot for move-in.
2. Upon arrival at the vehicle control point, the driver **MUST** first present the Move-in Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.
3. If the loading area becomes overloaded, further measures will be implemented at discretion.

Special Move-out Arrangement (11 November 2017)

Exhibitors should use the Move-out Vehicle Permit with specific time slots to carry out the move-out process with the following details:

A. Lorry / Light Goods Vehicle

*(Entries to the HKCEC will **only be allowed** to goods vehicles with the **Vehicle Permit** issued by HKTDC)*

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the valid **Move-out Vehicle Permit** issued by the HKTDC will be allowed to enter the HKCEC at the specified time slot for move-out on **11 November**.
2. Upon arrival at the vehicle control point, the driver **MUST** first present the **Vehicle Permit** issued by HKTDC. Drivers should then queue up and wait for further instructions. The waiting time may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition in the loading area.
3. If the loading area becomes overloaded, further measures will be implemented at the Organiser's absolute discretion.

B. Other Transportations

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

Exhibitors requiring the use of the 40 ft. container size lifts for the transport of bulky stand materials should apply in advance with the HKTDC for special vehicle permits.

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

For enquiries, please call the HKTDC Customer Service Line: (852) 1830 668.

Hong Kong Trade Development Council

通告 4 進館及撤館之交通安排

本局將於香港國際美酒展之進館日（即 11 月 8 日）及撤館日（即 11 月 11 日）實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

進館交通安排（2017 年 11 月 8 日）

各參展商請按本局派發之進館車輛許可證上指定時間進館。敬請各參展商留意以下詳情：

1. 臨近香港會議展覽中心路段將設置車輛控制點，只准持有由香港貿易發展局所發出之進館車輛許可證之貨車按許可證上指定時間駛進香港會議展覽中心進館。
2. 車輛到達車輛控制點後，司機必須先出示由香港貿易發展局所發出之進館車輛許可證，並排隊等候香港會議展覽中心之工作人員之指示進入香港會議展覽中心上落貨區。車輛輪候進館時間將視乎貨車數目、進館速度及當日之交通狀況而定。
3. 如排隊等候的車輛數目太多，將酌情採取進一步措施。

撤館交通安排（2017 年 11 月 11 日）

各參展商請按本局派發之撤館車輛許可證上指定時間安排撤館。敬請各參展商留意以下詳情：

一) 貨車 / 輕型客貨車撤館程序

1. 於撤館當日於臨近香港會議展覽中心路段將設置控制點，只准持有由香港貿易發展局所發出之撤館車輛許可證之貨車於 11 月 11 日按許可證上指定時間，駛進香港會議展覽中心進行撤館。
2. 當車輛到達車輛控制點後，司機必須出示由香港貿易發展局發出適用於該時段之撤館車輛許可證，並排隊等候指示。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。
3. 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。

二) 其他交通安排

於撤館其間將酌情准許的士及私家車駛入會展範圍，但不得停留或候客。

如於進場及撤場當日，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。

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。

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

香港貿易發展局

Circular 5 Move-out Regulations

Please note that many buyers/visitors have to utilize all opening hours in the 3-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 11 November 2017.** According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 11 November 2017, 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 5 撤館規則

本局接到不少買家/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買家/參觀人士的利益，**所有參展商嚴禁於 11 月 11 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 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 11 月 11 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

Circular 6 Use of Badges and Vehicle Permits

(A) Use of Badges

In a bid to step up the security at the fairground, access to the venue has been tightened and only badge holders are allowed to enter the exhibition area. Exhibitors and contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

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
6 - 12 sq.m.	5
18 sq.m.	10
27 sq.m.	15
36 - 45 sq.m	20
54 sq.m or above	30

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.

Contractor Badges

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

(B) Use of Vehicle Permits

ONE vehicle permit 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. 8 November and 11 November 2017) and for replenishment during the fair period (i.e. 9 November to 11 November 2017). 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.

Vehicles will be given a ticket with the clock-in time when entering the loading/unloading area on 8 –11 November. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, **the free-of-charge loading/unloading time is limited to 60 minutes in Phase 1 and 45 minutes in Phase 2.**



The HKCEC will impose charges on vehicles with extended stay **on 8–11 November 2017**. The charges are as follows:

Phase 1

1 st 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

1 st 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)

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

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

Hong Kong Trade Development Council

通告 6 參展商及承建商及車輛許可證之使用

一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商及承建商均須配戴有關工作證，方可於展品進場及離場時間進入會場。

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
6 - 12 平方米	5 個
18 平方米	10 個
27 平方米	15 個
36 - 45 平方米	20 個
54 平方米或以上	30 個

參展商及其下負責看管攤位的職員在進場、離場和展覽舉行期間，必須配戴參展商工作證。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戴工作證人員出示身份證明。

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。

二) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日（即 2017 年 11 月 8 日 及 11 日）及展覽期間（即 2017 年 11 月 9 至 11 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。

於展品進場日、離場日及展覽期間（即 2017 年 11 月 8 至 11 日），當車輛進入會展貨物裝卸區時，司機會收到一張印上進場時間的計時卡。為有效舒緩當日貨物裝卸區交通緊張的情況，一期車場之免費上落貨限時為 60 分鐘，而二期車場之免費上落貨限時為 45 分鐘。

香港會議展覽中心將於 **2017 年 11 月 8 至 11 日** 實施進場車輛使用時間收費計劃。有關收費如下：

一期

車輛進場後首一小時
其後兩小時內（或不足半小時）
超過三小時內（或不足半小時）
遺失進場計時咭（每張/每日）

以半小時收費

免費
港幣\$100
港幣\$150
港幣\$500

二期

車輛進場後首 45 分鐘
其後兩小時內 (或不足半小時)
其後兩小時及 45 分鐘內 (或不足半小時)
遺失進場計時咭 (每張/每日)

以半小時收費

免費
港幣\$100
港幣\$150
港幣\$500

繳交費用(如適用)將於貨車調車區出口管制處辦理，並同時發還收據。車輛許可證並非泊車證，此證亦不適用於私家車。

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。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

香港貿易發展局

Circular 7 Glasses, Spittoons, Ice Buckets & Other Wine-related Facilities Services

(1) Wine Glasses

Wine glasses will be supplied to both exhibitors and visitors this year. Glass rinsing and washing service / facilities will also be provided on fairground over the fair period. This is to assure a smooth turn-around of clean glasses for tasting at booths.

Glasses to Exhibitors (for Liquor and Beverage exhibitors)

Each 9sqm booth* will be provided with 36 pcs of wine glasses each day for use during the fair period.

Wine glasses will be collected from exhibitors' booths after fair hours every day for cleansing and to be returned to booths before fair opens the next day. **Exhibitors must return all their glasses to the glass rack and put the rack conspicuously at the booth by 7:30pm on Day 1-2 and 6:00pm on Day 3 for the Organiser's easy collection. The Organiser reserves the right not to allocate a new rack of glasses shall the concerned exhibitor fail to do so.**

*Each whisky and spirits booth will be allocated a tray of 25 rock glasses each day.

Glasses to Trade Visitors (from 9 to 11 Nov)

Each trade visitor will be supplied with one wine glass for on-site. All trade visitors have been well informed in advance and will be reminded onsite that they should use their own glasses for tasting at booths

Exhibitors therefore are advised to keep their glasses for necessary and VIP uses as well as encourage the trade visitors to use their own glasses for tasting at their booths

Glasses to Public Visitors (on 11 Nov only)

Each ticket holder will either be provided with one wine glass as a souvenir or a discount coupon to purchase a wine glass onsite. Exhibitors are advised to keep their 36 pcs of glasses for necessary and VIP uses as well as to encourage the public visitors to use their own glasses for tasting at their booths.

Supplies of Distilled Water for Glass Rinsing

Each exhibitor will be provided with 6 bottles of distilled water (800ml) each day per 9sqm booth. Multiple water dispensers will be located inside the exhibition halls for exhibitors to refill their distilled water. Exhibitors are advised to use the distilled water to rinse the glasses for their booth visitors during their tasting.

Washing Services and Facilities for Exhibitors

Self-served communal washing areas will be set-up inside Hall 3C and Hall 3G. Exhibitors may wash their used glasses, spittoons or other eating/drinking utensils at any time.

Should exhibitors are unable to wash their glasses at the communal areas, they may turn in their used glasses to the Organiser and the Organiser will provide an optional glass washing service at HK\$110 per rack. Please refer to Form I attached with the circulars for details.

Glass Rental at HKCEC

Turn around of washed glasses by the Organiser may take time. Should exhibitors envisage that more wine glasses will be required, they may rent their additional wine glasses from HKCEC via below contact. Please also refer to Form II attached with the circulars.

Hong Kong Convention and Exhibition Centre

1 Expo, Drive, Wanchai, Hong Kong

Tel: (852) 2582 8888

Fax: (852) 2802 7284

Email: info@hkcec.com

(2) Spittoons

2 spittoons will be provided to each 9sqm booth during the fair period. Spittoon waste box will be located in hall aisles for exhibitors and visitors to dispose alcohol beverages.

Extra spittoons can be ordered onsite at Fair Management Office at HK\$100 each per day on first come first served basis while stock lasts. The fee is non-refundable. Each 9 sqm booth can only order 2 additional spittoons at maximum.

(3) Ice Buckets

1 ice bucket will be provided to each 9sqm booth during the fair period.

(4) Ice Supply

Free Ice will be supplied on first-come-first-serve basis at ice counters inside the fair ground.

Hong Kong Trade Development Council

通告 7 酒杯、吐酒器、冰桶及其他相關酒類設備服務

(1) 酒杯

今年美酒展將為參展商、買家及公眾人士提供酒杯，另外，主辦機構於展覽期間亦會提供酒杯清洗設備及服務，以方便會場的試酒活動。安排如下：

為參展商提供的酒杯

每9平方米的展位*將於每天展會開放前獲分發36隻酒杯。

主辦機構將於展會結束後到攤位收回酒杯清洗，並於翌日展會開始前把酒杯派發至攤位。參展商請於每天展會結束後（即11月9至10日下午7時30分 及 11月11日下午6時）將所有酒杯放回杯架，並將杯架放在攤位顯眼處，以便主辦單位收集，請參展商充分合作，否則主辦單位保留權利於翌日不派發酒杯予該展商。

威士忌及烈酒展區的攤位將於每日開放前獲發25隻威士忌杯(Rock Glass)。

為買家提供的酒杯 (11 月 9 至 11 日)

主辦機構將提供酒杯乙隻予每位入場買家，買家已接獲通知應使用獲派發之酒杯進行試飲。建議參展商盡量保留獲分發的酒杯，以供重要買家使用，及鼓勵其他買家使用由主辦機構派發之酒杯，直至離場。

為公眾人士提供的酒杯 (11 月 11 日)

持票進場之公眾人士將獲贈酒杯乙隻，或以優惠價換購酒杯。建議參展商盡量保留獲分發的 36 隻酒杯，以供重要買家使用，及鼓勵公眾人士使用獲贈或換購之酒杯。

為參展商提供蒸餾水沖洗酒杯

為方便參觀人士在攤位內沖洗酒杯，於展會期間，每 9 平方米展位每日將獲分發 6 樽蒸餾水（每樽 800 毫升），參展商亦可到場內設置的水機補給蒸餾水。建議參展商盡量使用派發的蒸餾水為買家及公眾人士沖洗酒杯，以便進行試酒活動。

器具清洗間及有關服務

參展商可在分別設於展覽廳 3C 及 3G 的器具清洗間內自行清洗酒杯、吐酒器及其他有關器具。主辦機構亦提供清洗酒杯服務，每一杯架每次清洗費用為港幣\$110，詳情請見申請表一。

請注意：清洗酒杯需時，如參展商估計需要使用大量酒杯，歡迎向香港會議展覽中心自費租借額外酒杯，詳情請見申請表二，聯絡方法如下：

香港會議展覽中心

香港灣仔博覽道1號

電話: (852) 2582 8888 傳真: (852) 2802 7284

電郵: info@hkcec.com

(2) 吐酒器

每9平方米展位將獲主辦機構提供2個吐酒器。場內走廊有回收箱收集剩酒。

額外吐酒器可於主辦機構辦事處訂購，每個費用為每日港幣100元，數量有限，先到先得，費用不會退還（每9平方米展位最多可訂購額外2個吐酒器）。

(3) 冰桶

每9平方米展位將獲主辦機構提供1個冰桶。

(4) 冰塊供應

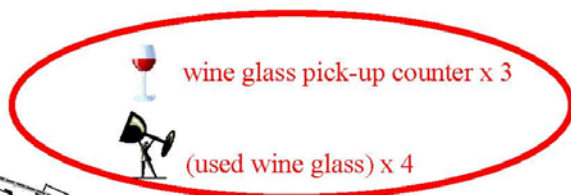
主辦機構將於展會期間免費提供冰塊予參展商。參展商可往展場內的冰塊供應點自助取冰，先到先得。

香港貿易發展局

Halls 展覽廳 3C-G

HALL PLAN

LOCATION : HALL 3



bottle recycle bin

bottle recycle bin

cleansing room
(for exhibitors ONLY)

CEC spittoon (9 large)

CEC spittoon (10 small)

ice station (2pcs)

water dispenser (5pcs)

Circular 8 Wine & Liquor Related Laws and Regulations <UPDATED>

Exhibitors are requested to read through sections 3.24 of the Exhibitor's Manual and ensure complete compliance with all the stated laws, regulations and conditions.

3.24.1 Attention

As Exhibitors are responsible for any complaint/legal action in relation to their activities and participation in the Exhibition, they are strongly recommended to comply with all the relevant laws and regulations during the Exhibition on their own account. In particular, attention should be drawn to the sales or supplies of liquor on the fairground which can only be lawful if:

- (i) the Exhibitor / buyer / consumer is aged 18 or above; and
- (ii) no onsite consumption of liquor is allowed after the liquor sales transaction unless a liquor license has been obtained by the individual Exhibitor.
- (iii) wine tasting subsequent to a liquor sales transaction in booth area or the designated wine tasting areas on the fair ground is not considered as onsite consumption of liquor.

3.24.2 Liquor Licence

In accordance with the laws of Hong Kong, any person who intends to sell liquor at any premises for consumption on the premises must obtain a liquor licence before commencement of such business.

A liquor licence can be obtained from the Liquor Licensing Board using the prescribed application form (downloadable at <http://www.fehd.gov.hk/english/forms/fehb106.pdf>). Details on the application and procedural requirements can be found in "A Guide to Application for Liquor Licences and Club Liquor Licences" published by the Food and Environmental Hygiene Department downloadable at www.fehd.gov.hk/english/licensing/ll-cll-appguide.doc. For detailed information, Exhibitors may contact the Licensing Section of the Food and Environmental Hygiene Department at www.fehd.gov.hk/ and their inquiry hotlines (Hong Kong and Islands: Tel: (852) 2879 5728; Kowloon: Tel: (852) 2729 1237 and New Territories: Tel: (852) 3183 9255).

A holder of a liquor licence is required to personally supervise the sale or consumption of liquor at the premises specified in the liquor licence. Each holder of a liquor licence has to be a natural person and can only obtain no more than one liquor licence. On any occasion where sale or supply of liquor for consumption is intended to be conducted at additional premises or in some events in public, an existing liquor licence holder must apply for a temporary liquor licence at the Police Licensing Office, The Hong Kong Police Force, 12-13/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong (Tel: (852) 2860 6524). A temporary liquor licence may be granted subject to payment of a prescribed fee and any conditions that may be imposed by the Commissioner of Police. Only holder of a liquor licence can apply for a temporary liquor licence.

In view of the rigid licensing conditions for liquor licence stipulated by the Liquor Licensing Board (listed on the Annex VI of the above-mentioned "A Guide to Application for Liquor Licences and Club Liquor Licences" as attached), it may not be possible for Exhibitors from overseas to obtain liquor licences.

3.24.3 Dutiable Commodities Ordinance

Exhibitors must pay attention to the provisions of the Dutiable Commodities Ordinance (Cap. 109 of the Laws of Hong Kong) which set forth the rules and regulations relating to the taxation, manufacturing/import/export, dealing and control of liquors in Hong Kong.

The Ordinance defines liquor as any liquid which contains more than 1.2% of ethyl alcohol.

1. **Taxation**

With the coming into operation of the Duty Commodities (Amendment) Ordinance (2008) on 27 February 2008, duty shall be payable on the following types of liquor at the rates, expressed as a percentage of the value (calculated in accordance with section 26A of the Dutiable Commodities Ordinance), set out opposite to each type of liquor :

Type of Liquor :	Rate
Liquor with an alcoholic strength of more than 30% by volume measured at a temperature of 20 °C	100%
Liquor, other than wine, with an alcoholic strength of not more than 30% by volume measured at a temperature of 20 °C (e.g. beer, cider, perry, etc)	0%
Wine (e.g. red and white table wines, champagne, sherry, etc)	0%
Where there is no or insufficient information available from which the Commissioner of Customs and Excise (or any officer authorized by him in that behalf) is able to determine the value of any quantity of liquor of less than 12 litres, imported at any time in one consignment, duty payable on such liquor is assessed at a fixed rate.	HK\$160 per litre

2. **Manufacturing / Import / Export**

Licence is required for the importation, exportation and manufacturing of dutiable liquors including wine and liquor with an alcoholic strength of not more than 30% which are classified as zero-rated goods. Exhibitors should check with their own legal advisors or the Customs and Excise Department ("Customs") on the current licensing and permit control arrangements which may be amended from time to time. Updates of news regarding the arrangements can be obtained from the Customs and Excise Department at www.customs.gov.hk/en/home/index.html.

For the time being, Exhibitors should take note of the following:

- (1) Customs may require any imported intoxicating liquor (for which a standard of quality is prescribed to be accompanied by a certificate of origin from the place where the liquor was made) to be certified as to the type, nature and quality of that liquor. Certificates of origin for brandy, whisky and rum shall contain such analytical and other particulars as will enable the liquor to be readily identified.
- (2) The name of the place of origin of port not produced in the Alto Douro district in Portugal, or sherry not produced in Jerez de la Frontera in Spain, shall be clearly marked on every container thereof.

- (3) For zero-rated goods imported in a single shipment for commercial purpose, no licence or permit is required if the value of the goods is less than \$5,000 but for goods with a value at \$5,000 or above, Customs will detain the goods and inform the owner to apply for an import licence and removal permit with the Department's Office of the Dutiable Commodities Administration.
- (4) The existing licence and permit control arrangements continues to apply on (i) zero-rated goods if imported by companies for commercial purpose under a regular annual licence goods and (ii) the removal of zero-rated goods from one warehouse to another, or for export.
- (5) For zero-rated goods for release to the local market, Customs will still issue a Removal Permit for Duty-paid Goods (despite zero duty) but with a special endorsement specifying that the duty on the subject goods is 0% of the value of the goods, and the goods will be regarded as duty-paid goods for the purpose of the Dutiable Commodities Ordinance. Zero-rated goods without such endorsement on the permits will be regarded as dutiable goods and subject to control under the Ordinance.

3. Sale or Supply

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), the sale of liquor is prohibited:-

- (i) at any premises for consumption on those premises; or
- (ii) at a place of public entertainment or a public occasion for consumption at the place or occasion except on the authority of a liquor licence or a temporary liquor licence.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine of \$1,000,000 and imprisonment for 2 years.

4. Control

4.1. Legal age of consumption of intoxicating liquor

Exhibitors should be aware of the offence prescribed by the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong) for a liquor licensee to permit any person under the age of 18 years to drink any intoxicating liquor on any licensed premises.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months.

4.2. Employment

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), no liquor licensee shall employ, or permit the employment of, on or about the licensed premises, or in connection with the business carried on therein -

- (i) at any time any person under the age of 15 years; or
- (ii) between the hours of 10 p.m. and 6 a.m. any person under the age of 18 years; or
- (iii) between the hours of 6 a.m. and 10 p.m. any person under the age of 18 years except with the written permission of the Liquor Licensing Board.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable

on conviction to a fine at level 5 (\$50,000) and to imprisonment for 6 months.

4.3. Labelling of liquor for local consumption

Regulation 67A of the Dutiable Commodities (Liquor) Regulations (Cap.109B of the Laws of Hong Kong) requires that every container containing liquor that is imported into or manufactured in Hong Kong for local consumption shall bear a label on which is printed the alcoholic strength, or the range of alcoholic strength, of the liquor and the label shall:

- (a) include the information needed which is printed legibly in English letters, Chinese characters, Arabic numerals or the symbol “%”, or any combination of them, unless the Commissioner of Customs and Excise otherwise authorizes in writing to be in other languages;
- (b) be securely affixed to or be part of the container; and
- (c) be so placed as to be clearly visible.

The importer or manufacturer in Hong Kong who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000).

3.24.4 Other Applicable Laws

In addition to the Dutiable Commodities Ordinance, Exhibitors should take note of other relevant laws and regulations including but not limited to the following: -

1. Counterfeit Alcoholic Liquor

Section 52(2) of the Public Health and Municipal Services Ordinance (Cap.132 of the Laws of Hong Kong) makes it an offence for any person who for the purpose of sale keeps in any container any liquid which is not of the nature, or not of the substance, or not of the quality, of the alcoholic liquor (meaning spirits, liqueurs, wines and Chinese type liquor) which, by reason of the labelling or other marking of such container, it appears to be.

2. 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 and Development Council

通告 8 葡萄酒及烈酒有關法律和規例 <更新>

參展商應仔細閱讀「參展商手冊」內第 3.24 項，並確保完全符合所述的有關法律、規例和條件的規定。

3.24.1 注意

由於參展商須就其於展覽會中的活動及參與而招致的投訴 / 訴訟承擔責任，貿發局強烈建議參展商於展覽期間自行遵守所有有關法例及規定。參展商須特別注意，如在展覽場地中售賣或供應酒類，則僅在下列情況下被視為合法：

- (i) 買家或消費者為十八歲或十八歲以上人士；
- (ii) 除領有酒牌的參展商外，嚴禁在售賣酒類後即場飲用；及
- (iii) 在展覽場地的攤位或指定的試酒區內試酒將不被視為即場飲用酒類。

3.24.2 酒牌

根據香港法律，任何人士如有意在任何地方售賣酒類飲品，以借人在該處所內飲用，必須在經營有關業務前領有酒牌。

參展商可向酒牌局申請酒牌，有關表格可於http://www.fehd.gov.hk/tc_chi/forms/fehb106.pdf網頁內下載。關於酒牌的申請及要求可以在網頁www.fehd.gov.hk/tc_chi/licensing/ll-cll-appguide.doc下載由食物環境衛生署印製的“如何申請酒牌及會社酒牌參考資料”。有關詳情，參展商可聯絡食物環境衛生署的酒牌辦事處，其網址為www.fehd.gov.hk/及查詢電話為(香港:(852) 2879-5728; 九龍:(852) 2729-1237 及新界:(852) 3183-9255)。

酒牌持有人必須親自管理在酒牌上批准處所內的酒類隻售賣或飲用。每個酒牌持有人必須為自然人且其最多可獲得一個酒牌，如果想在其他處所或公共地方舉行的一些項目中售賣或供應酒類以供飲用，現有酒牌持有人必須向香港警務處警察牌照課(香港灣仔軍器廠街一號警察總部警政大樓十二樓至十三樓，電話(852) 2860-6524)申請臨時酒牌。在繳付規定費用後，基於警務處處長可能附加的任何條件，方能發出臨時酒牌。只有酒牌持有人才可以申請臨時酒牌。

由於酒牌局規定的嚴格持牌條件(列於上述“如何申請酒牌及會社酒牌參考資料”中)，海外參展商未必可以申請酒牌。

3.24.3 應課稅品條例

參展商必須注意，應課稅品條例(香港法例第 109 章)對於酒類在香港的課稅，製造/進口/出口，處理及管制之規定。應課稅品條例中，將酒類釋義為任何含有多於 1.2%乙醇的液體。

1. 課稅

根據於 2008 年 2 月 27 日生效之《應課稅品(修訂)條例》，以下各種酒類須按與之對應的稅率繳稅，稅率以價值（按照《應課稅品條例》第 26A 條計算）的百分率表示：

酒類：	稅率
在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類	100 %
在攝氏 20 度的溫度下量度所得酒精濃度以量計不多於 30% 的酒類，葡萄酒除外（例如啤酒、蘋果酒、梨酒等等）	0 %
葡萄酒（例如紅餐酒、白餐酒、香檳、雪利酒等等）	0 %
如無可用資料或資料不足，使關長（或關長為評定須繳稅款而授權的任何人員）無法釐定在任何時間以一批托運的形式進口而分量少於 12 升的酒類的價值，須繳於該批酒類之稅款則以定額稅率作出評估。	每升 160 港元

2. 製造/進口/出口

對於應課稅酒類(包括葡萄酒，即酒精濃度以量計不多於 30%)的進口、出口及製造，必須領有牌照。參展商必須向其法律顧問或香港海關查詢關於有可能不時更改的現行牌照及許可證管制的安排。對於有關安排的更新，可以在香港海關的網站www.customs.gov.hk/eng/content_e.htm內取得有關資料。

參展商應注意以下內容：

- (1) 海關可規定任何進口的已訂明品質標準的令人醺醉的酒類，須連同一份由配製該等酒類的地方發出的證明書(本規例下文稱為產地來源證)，證明該等酒類的種類、性質和品質。拔蘭地酒、威士忌酒和秣酒的產地來源證，須載明使酒類輕易獲得辨別的分析詳情及其他詳情。
- (2) 並非在葡萄牙 Alto Douro 區生產的砵酒，或並非在西班牙 Jerez de la Frontera 區生產的雪利酒，其每一容器上須清楚地標明來源地的名稱。
- (3) 零稅率貨品以單一次商業付運形式進口作商業用途，如貨品價值少於 5,000 元，便無需申請進口牌照或許可證，但如貨品價值為 5,000 元或以上，海關會扣留該批貨物，並通知貨主前往部門的應課稅品科申請進口牌照及搬運許可證。
- (4) 現行牌照及許可證管制將繼續適用於(i)如公司運用正式的一年牌照進口零稅率貨品作商業用途及(ii)將零稅率貨品從一個保稅倉移往另一個保稅倉、或出口往外地。
- (5) 如貨品需運往本地市場銷售時，儘管貨品無須繳稅，海關仍會簽發一張「已完稅貨品移走許可證」，並在證上附有特別批註，標明該貨品的稅款是貨品價值的 0%，就《應課稅品條例》而言，該貨品已被視為已完稅貨品。零稅率貨品的許可證如沒有這項批註會被視作應課稅品處理，並受條例管制。

3. 售賣或提供

根據應課稅品(酒類)規例(香港法例第 109B 章)，除根據酒牌或臨時酒牌外，不得：—

- (i) 在任何處所售賣酒類以供在該處所飲用；或
- (ii) 在任何公眾娛樂場所或公眾場合售賣酒類以供在該場所或場合飲用。

任何人違反以上條例，即屬犯罪，一經定罪，可處罰款\$1,000,000 及監禁 2 年。

4. 限制

4.1 飲用令人醺醉的酒類的法定年齡

參展商必須注意，應課稅品(酒類)規例(香港法例第 109B 章)規定酒牌持牌人不得准許任何 18 歲以下的人在任何領有牌照處所飲用令人醺醉的酒類。

任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)及監禁 6 個月。

4.2 僱用

根據應課稅品(酒類)規例(香港法例第 109B 章)，持牌人不得在領有牌照處所或其附近，或就在該處所經營的業務而—

- (i) 在任何時間僱用或准許僱用任何 15 歲以下的人；或

- (ii) 在晚上 10 時至上午 6 時一段期間僱用或准許僱用任何 18 歲以下的人；或
- (ii) 在上午 6 時至晚上 10 時一段期間僱用或准許僱用任何 18 歲以下的人，除非獲酒牌局書面准許。任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)及監禁 6 個月。

4.3 為本地飲用的酒類加上標籤

應課稅品(酒類)規例第 67A 條例(香港法例第 109A 章) 要求每個盛載進口香港或在香港製造以供本地飲用的酒類的容器須附有印上該酒類的酒精濃度或酒精濃度幅度的標籤。標籤須：—

- (a) 載有用英文字母、中文字樣、亞拉伯數字或“%”符號，或其任何組合以清晰可讀方式印上的所需的資料，但已獲關長以書面授權採用其他語文者除外；
- (b) 穩固地加於容器上或屬容器的一部分；及
- (c) 置於清楚可見的位置。

任何香港入口商或製造商違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)。

3.24.4 其他適用法例

除了應課稅品條例外，參展商應注意其他有關法例及規定，包括但不限於以下內容:-

假酒類

根據公眾衛生及市政條例的第 52(2)條例(香港法例第 132 章)，任何人如以容器存盛液體作出售用途，而該液體的性質、物質或品質與該液體因容器上標籤或其他標記而看似所屬的酒類(指烈酒、甜酒、葡萄酒及中國酒)所具有者不符，即屬犯罪。

(此中文版本僅供參考，一切以英文版本為準。)

香港貿易發展局

Circular 9 Compliance with Applicable Laws and Regulations

Exhibitors are strongly advised to consult their own legal advisors, relevant government authorities and relevant professional bodies before applying for participation in the Exhibition to ensure that they are able to comply with all applicable laws, regulations, codes of practice and guidelines governing the exhibition, promotion and supply of their products and/or services in Hong Kong, including without limitation, the following legislations:

- Trade Descriptions Ordinance (Cap. 362) and its subsidiary legislations - which imposes, amongst others, prohibitions against application of false trade description to goods; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark, and unfair trade practices. Specific requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.
- Consumer Goods Safety Ordinance (Cap. 456) - which imposes a duty on manufacturers, importers and suppliers of consumer goods to ensure that the consumer goods supplied are safe. Consumer goods refers to any goods which are ordinarily supplied for private use or consumption (except those specified in the Ordinance) and includes the packaging of the consumer goods.
- Sales of Goods Ordinance (Cap. 26) - which codifies the law relating to the sale of goods, including formation, effects and performance of the sales contract, implied terms of the contract, rights of the parties and consequences of breach of the contract.
- Supply of Services (Implied Terms) Ordinance (Cap. 457) - which consolidates the law with respect to the terms to be implied in contracts for the supply of services, including implied terms as to care, skill, timing of performance and consideration.
- Import and Export Ordinance (Cap.60) - which imposes, amongst other, restrictions on and requirements for import and export of articles to and from Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.
- Prevention of Bribery Ordinance (Cap. 201) - which makes provisions for the prevention of bribery and other related matters.

- Personal Data (Privacy) Ordinance (Cap.486) - which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the data protection principles as listed under the Ordinance.
- Copyright Ordinance (Cap.528) - which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) - which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) - which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) - which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Pyramid Schemes Prohibition Ordinance (Cap.617) - which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Undesirable Medical Advertisements Ordinance (Cap. 231) - which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases as prescribed in the Ordinance. (See 3.26.14 below)
- Electricity Ordinance (Cap.406) - which provides for, amongst others, safety requirements for electrical products, meaning any current-using equipment, lighting fitting or accessory that uses low voltage or high voltage electricity.
- Air Pollution Ordinance (Cap. 311) - which makes provision abating, prohibiting and controlling pollution of the atmosphere, including prohibiting the manufacture in or import into Hong Kong certain regulated consumer products (such as hairspray) that contain volatile organic compound content in excess of the prescribed limit.
- Public Health and Municipal Services Ordinance (Cap.132) - which regulates, amongst others, the preparation and adulteration of food and drugs and provides for protection to purchasers of food and drugs by prohibiting sale of food or drugs unfit for human use and false or misleading labeling or advertising of the same. (See 3.26 below)
- Control of Obscene & Indecent Articles Ordinance (Cap.390) - which controls articles which contain material that is obscene or indecent (including material that is

violent, depraved or repulsive).

- Toys and Children's Products Safety Ordinance (Cap. 424) - which provides for, amongst others, safety standards for children's toys, specified chattels used in association with children.
- Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) - which regulates the import, export, and possession or control of certain endangered species of animals and plants. (See 3.26.16 below)
- Waste Disposal Ordinance (Cap. 354) - which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste.
- Firearms and Ammunitions Ordinance (Cap. 238) - which makes provisions for the control and licensing on the possession and dealing in arms and ammunition.
- Weapons Ordinance (Cap. 217) - which prohibits the possession of certain weapons.

All of the above mentioned ordinances and regulations can be downloaded from the website <http://www.legislation.gov.hk>.

Warranties

Each Exhibitor hereby represents and warrants to the Organiser that all products, services, promotional, advertising and other materials displayed, exhibited, offered, distributed and supplied by the Exhibitor for, in relation to and at the Exhibition and all other activities of the Exhibitor at the Exhibition:

- (a) shall comply with all laws and regulations applicable to the Exhibitor or the Organiser, including but not limited to the laws of Hong Kong, and any applicable international conventions;
- (b) shall comply with all codes of practice, guidelines or statement issued by the relevant government authorities or professional bodies applicable to the Exhibitor or the Organiser, including but not limited to the government authorities or professional bodies of Hong Kong;
- (c) do not infringe any intellectual property rights or other rights of any third party;
- (d) are not, in the reasonable opinion of the Organiser, unfavorable to the images or reputation of the Organiser or otherwise undesirable.

Each Exhibitor hereby further represents, warrants and undertakes to the Organiser that it shall have duly obtained at its own costs and expenses all necessary and valid exemptions, consents, approvals and licenses for the exhibition, promotion, offer, distribution and supply of all products, services, promotional, advertising and other materials at the Exhibition and all other activities of the Exhibitor at the Exhibition.

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that the

Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

Indemnity

Each Exhibitor agrees to comply with all rules and regulations of the Exhibition and all applicable laws and regulations, and to exempt the Organiser and the Exhibition Venue from, and indemnify each of them against all liabilities incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed or breach of laws, rules and regulations by the Exhibitor.

Hong Kong Trade Development Council

Circular 10: Food Related Laws and Regulations **<IMPORTANT>**

Food Safety Laws and Regulations

Exhibitors are strongly advised to consult their own legal advisors, relevant government authorities and relevant professional bodies before applying for participation in the Exhibition to ensure that they are able to comply with all applicable laws, regulations, codes of practice and guidelines governing the exhibition, promotion and supply of their products and/or services in Hong Kong, including without limitation, the following legislations:

- Public Health and Municipal Services Ordinance (Cap. 132)
- Abattoirs Regulation (Cap. 132A)
- Colouring Matter in Food Regulations (Cap. 132H)
- Dried Milk Regulations (Cap. 132R)
- Sweeteners in Food Regulations (Cap. 132U)
- Food Adulteration (Metallic Contamination) Regulations (Cap. 132V)
- Food and Drugs (Composition and Labelling) Regulations (Cap. 132W)
- Food Business Regulation (Cap. 132X)
- Frozen Confections Regulation (Cap. 132AC)
- Harmful Substances in Food Regulations (Cap. 132AF)
- Imported Game, Meat and Poultry Regulations (Cap. 132AK)
- Milk Regulation (Cap. 132AQ)
- Mineral Oil in Food Regulations (Cap. 132AR)
- Preservatives in Food Regulation (Cap. 132BD)
- Slaughterhouses Regulation (Cap. 132BU)
- Smokeless Tobacco Products (Prohibition) Regulations (Cap. 132BW)
- Pesticide Residues in Food Regulation (Cap. 132CM)
- Food Safety Ordinance (Cap. 612)

Exhibitors should continue to update the knowledge (through, including without limitation, the websites of the Bilingual Laws Information System at www.legislation.gov.hk, the Food and Environmental Hygiene Department (FEHD) at www.fehd.gov.hk and the Centre for Food Safety at www.cfs.gov.hk)

- 1) all the food and/or beverage products exhibitors offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market at the HKTDC Hong Kong International Wine & Spirits Fair (HKIWSF) 2017 are safe for public consumption;
- 2) where any license, permit, authorization or the like including without limitation import licenses, production licenses, prior inspections by the Centre for Food Safety and/or health certificates issued by public health authorities are required under the applicable laws and regulations, exhibitors shall make available at the HKIWSF2017 all the official licenses/inspection records/certificates issued by the relevant authorities for immediate inspection by the HKTDC and/or other public health authorities;
- 3) where the food and/or beverage products exhibitors offer and/or expose for sale or supply, supply, sell, distribute, dispense, display, market at the HKIWSF2017 are imported, exhibitors

will abide by the latest Food Alerts/advises/instructions of the Centre for Food Safety (published on its website: www.cfs.gov.hk) and present the imported food and/or beverage products for prior inspection by the Customs & Excise Department and/or the Centre for Food Safety and/or other prescribed public health authorities;

- 4) where specific imported food and/or beverage products are subjected to health concern as reported or advised by the Centre for Food Safety or other public health authorities, exhibitors will present such food and/or beverage products for inspection on consumption safety by the Centre for Food and/or other prescribed public health authorities. Exhibitors will display the certificates issued by the respective public health authorities in relation to such food and beverage products at the HKIWSF2017;
- 5) all the imported food and/or beverage products exhibitors offer and/or expose for sale or supply, supply, sell, distribute, dispense, display, market at the HKIWSF2017 are safe for human consumption and free from harmful substances;
- 6) in accordance with the food tracing mechanism under the Food Safety Ordinance: -
 - i. Exhibitors have registered with the FEHD as a food importer/ food distributor or obtained exemption from the FEHD if exhibitors import or distribute food in Hong Kong; and
 - ii. Exhibitors shall conform with the Code of Practice on Keeping Records Relating to Food issued by the FEHD in keeping transaction records of the business from which exhibitors acquire the food products and the business to which exhibitors supply the food products if exhibitors, in the course of business, import, acquire or supply by wholesale food products in Hong Kong. Besides, exhibitors shall keep the capture record if exhibitors capture local aquatic products and in the course of business, supply them in Hong Kong.
- 7) in accordance with the requirements under the Food Business Regulation (Cap. 132X):
 - i. **Restricted Food Permit and/or Composite Food Shop Licence**
should exhibitors sell, offer or expose for sale, or possess for sale or use in the preparation of any article of food for sale, any or all of the following kinds of restricted foods and/or beverages, exhibitors shall obtain the necessary permit and/or licence (such as the Restricted Food Permit and/or Composite Food Shop Licence, whichever is applicable) from the FEHD. exhibitors shall submit a copy of such permit and/or license obtained to HKTDC at least 30 days before the commencement of the HKIWSF 2017 for records; or if such permit and/or license is not available 30 days before the commencement of the HKIWSF 2017, exhibitors shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least 30 days before the commencement of the HKIWSF 2017 for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later than 30 days) the permit and/or license has been granted by the FEHD:-
 1. (a) Fresh meat;
 - (b) Chilled meat other than pre-packaged chilled beef, mutton or pork;

- (c) Pre-packaged chilled beef, mutton or pork;
- (d) Frozen meat;
- 2. Fresh, chilled or frozen game;
- 3. Fresh, chilled, frozen or live fish, excluding live fish on a fish farm;
- 4. (a) Live water birds, excluding live water birds on a poultry farm or in a wholesale market;
- (b) Other live poultry, excluding live poultry on a poultry farm or in a wholesale market;
- (c) Fresh, chilled or frozen poultry carcass;
- 5. Fresh, chilled or frozen shell fish, excluding shell fish collected in the Hong Kong Harbour and Harbour in Aberdeen which is prohibited food;
- 6. Imported cooked or dried meat or imported meat which has been otherwise treated or prepared, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
- 7. Imported intestines or other parts of any animal which are prepared in the form of sausage casings, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
- 8. Imported pies, sausages or other prepared or manufactured articles of food which contain any meat or cooked or dried meat other than fat, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
- 9. Milk or any milk beverages, being milk or a milk beverage to which the Milk Regulation (Cap 132AQ) applies;
- 10. (a) Soft ice cream;
- (b) Other frozen confections;
- 11. Chinese herb tea;
- 12. Non-bottled drinks (which generally mean drinks prepared for immediate consumption but required no storage in sealed bottles, cans or other containers, e.g. fresh fruit juice, diluted drinks prepared from concentrates, soya bean juice and drinks sold from a manual dispensing machine);
- 13. Siu Mei (燒味) or Lo Mei (滷味);
- 14. Cut fruit;
- 15. Leung Fan (涼粉), unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
- 16. Man Tau Lo (饅頭籬);
- 17. Food sold by means of a vending machine;
- 18. Sashimi;
- 19. Sushi;
- 20. Oyster to be eaten in raw state; or
- 21. Meat to be eaten in raw state.

Exhibitors understand that HKTDC reserves the right to discontinue any sale if

exhibitors fail to present the said permit and/or license and/or documents by the deadline.

ii. Temporary Food Factory Licence

Exhibitors shall obtain a Temporary Food Factory Licence from the FEHD if exhibitors intend to sell any pre-cooked food or beverages or other restricted food or beverages reheated for consumption at the HKIWSF 2017. A copy of the licence shall be submitted to HKTDC at least 30 days before the commencement of the HKIWSF 2017 for records; or if such licence is not available 30 days before the commencement of the HKIWSF 2017, exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least 30 days before the commencement of the HKIWSF 2017 for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than 30 days) the license has been granted by the FEHD.

Onsite Cooking and Air Quality Control

1. 70% of the total booth area shall be used to sell and/or display pre-packaged foods or beverages. In addition, at least 70% of the items displayed at the booth shall consist of pre-packaged foods or beverages. Any cooking, reheating, displaying and/or selling of unpacked food shall be conducted within the booth only and the aggregate area for conducting such activities shall not exceed 30% of the total booth area;
2. the types of cooking appliances to be installed in the booth for cooking, reheating or warming shall be limited to microwave oven and electric cooking appliance only. Exhibitors understand that exhibitors are only allowed to install one microwave oven and one other electrical cooking appliance per booth regardless of the size of the booth, and exhibitors shall obtain HKTDC's prior written approval if exhibitors wish to install any additional microwave ovens or electric cooking appliances. Exhibitors understand that HKTDC has the sole and absolute discretion on whether or not to grant such approval and that HKTDC is at liberty to withdraw such approval at any time notwithstanding that the approval has been granted;
3. the means of cooking or reheating shall be restricted to steaming, pan-frying, non-charcoal grilling and baking only. Deep-frying or Yakitori-style cooking is not permitted;
4. booths with pan-frying, non-charcoal grilling or baking activities must be installed with charcoal-filtered range hood (which exhibitors understand is available for rent through HKTDC's exhibition services) in order to minimise indoor air pollution;
5. open-flame cooking is strictly prohibited; and
6. all cooking appliances facing the aisles are required to be shielded off by 30cm high panels above the cooking counter on three sides to avoid spillage of cooking oil or hot water.

Trade Descriptions, Product Genuineness and Labelling

- Import and Export Ordinance (Cap. 60)
- Public Health and Municipal Services Ordinance (Cap. 132)
- Food and Drugs (Composition and Labelling) Regulations (Cap. 132W)
- Trade Descriptions Ordinance (Cap. 362)
- Consumer Goods Safety Ordinance (Cap. 456).

- 1) all the goods and produce exhibitors offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market at the HKIWSF2017 are genuine products of merchantable quality and fit for human consumption and do not infringe the proprietary and/or intellectual property rights of any third party/person;
- 2) exhibitors acknowledge that it is an offence under the Trade Descriptions Ordinance for any trader or businessman to
 - (i) apply a false trade description to any goods (or service to be supplied to a consumer);
 - (ii) supply/offer any goods (or service to be supplied to a consumer) bearing a false trade description;
 - (iii) to possess for sale or for any purpose of trade or manufacture any goods to which a false trade description is applied;
 - (iv) forges any trade mark on goods, falsely applies to any goods any deceiving trade mark, sells or exposes or has in possession such goods for any purpose of trade or manufacture; or
 - (v) engages in the unfair trade practices of misleading omission, aggressive commercial practices, bait advertising, bait and switch or wrongly accepting payment.
- 3) all the imported goods and produce exhibitors offer and/or expose for sale, sell, supply, distribute, dispense, display, market at the HKIWSF2017 are imported into Hong Kong with proper clearance with the Hong Kong Customs and Excise Department;
- 4) all the pre-packaged food and/or beverage products offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market by exhibitors at the HKIWSF2017 comply with Regulation 4A of the Food and Drug (Composition and Labelling) Regulations (Cap 132W) ("the Regulations") and have the prescribed food label written in Chinese, English or both as required under the Regulations;
- 5) all pre-packaged food and/or beverage products to be offered and/or exposed for sale or supply, sold, supplied, distributed, dispensed, displayed and/or marketed by exhibitors at the HKIWSF2017 shall comply with Regulation 4B of the Regulations as follows:-
 - (i) to carry either:
 - a. the prescribed nutrition label setting out the energy value and seven core nutrients and other nutrients, listing the amounts of any claimed nutrients in the food in compliance with Part 1 Schedule 5 of the Regulations; or
 - b. a label indicating the exemption from labelling granted under the Small Volume Exemption Scheme under Part 2, Schedule 6 of the Regulations, unless the food and/or beverage products concerned are exempted from nutrition labelling under Part 1, Schedule 6 of the Regulations; and
 - (ii) any nutrition claim made on the label of or in any advertisement for a pre-packaged food shall conform to Part 2 of Schedule 5 of the Regulations,

unless such pre-packaged food and/or beverage products are food for special dietary uses. Exhibitors further undertake and confirm that all information on the nutrition label and the nutrition claim are accurate, adequate, current and reliable;
- 6) all infant formula, follow-up formula and pre-packaged food for infants and young children to be

offered and/or exposed for sale or supply, sold, supplied, distributed, dispensed, displayed and/or marketed by exhibitors at the HKIWSF2017 shall comply with Regulation 4C of the Regulations by carrying a prescribed nutrition label setting out the energy value and nutrient content in compliance with Schedule 6A of the Regulations, unless exempted under Schedule 6B of the Regulations; and

- 7) if exhibitors, officers, employees, servants, agents, subsidiaries or entities under exhibitors control offers and/or exposes for sale or supply, sells, supplies, distributes, dispenses, displays, markets or manufactures for sale any pre-packaged food and/or beverage products and/or any infant formula, follow-up formula or pre-packaged food for infants and young children which are not marked or labelled in compliance with the Regulations or has on its label any nutrition claim that does not conform to the Regulations commits an offence and is liable to a fine at HK\$50,000 and imprisonment for 6 months.

Thank you for your kind attention.

Hong Kong Trade Development Council

通告 10: 食品有關法律和規例 <重要通知>

食品安全法律及規章

參展商在申請參展前，應先諮詢其法律顧問、有關政府機關及相關專業團體以確保參展商能夠遵守及符合所有管轄且關於其產品及/或服務在香港的展覽、宣傳/促銷及供應的適用法律、規章、專業守則及指引，包括但不限於以下法例：

- 公眾衛生及市政條例 (法例第 132 章)
- 屠場規例 (法例第 132A 章)
- 食物內染色料規例 (法例第 132H 章)
- 奶粉規例 (法例第 132R 章)
- 食物內甜味劑規例 (法例第 132U 章)
- 食物攪雜(金屬雜質含量)規例(法例第 132V 章)
- 食物及藥物(成分組合及標籤)規例 (法例第 132W 章)
- 食物業規例 (法例第 132X 章)
- 冰凍甜點規例 (法例第 132AC 章)
- 食物內有害物質規例 (法例第 132AF 章)
- 進口野味、肉類及家禽規例 (法例第 132AK 章)
- 奶業規例 (法例第 132AQ 章)
- 食物內礦物油規例 (法例第 132AR 章)
- 食物內防腐劑規例 (法例第 132BD 章)
- 屠房規例 (法例第 132BU 章)
- 無煙煙草產品（禁止）規例（香港法律第 132BW 章）
- 食物內除害劑殘餘規例 (法例第 132CM 章)
- 食物安全條例 (法例第 612 章)。

參展商必須完全瞭解並承諾遵守香港有關食品安全之法律規範，並會繼續(包括但不限於透過瀏覽網址位於 www.legislation.gov.hk 的雙語法例資料系統、位於 www.fehd.gov.hk 的食物環境衛生署(“食環署”)和位於 www.cfs.gov.hk 的食物安全中心)更新相關的知識

- 1) 參展商在香港貿發局香港國際美酒展 (美酒展) 2017 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示、推廣的食物及/或飲料產品，都是可以供公眾安全食用的;
- 2) 在適用的法規規定展品需要的任何特許牌照、批准或其他類似許可包括但不限於進口許可證、生產牌照、食物安全中心的事前檢驗及/或由公共衛生主管單位發出的衛生證明書的情況下，參展商在美酒展 2017 保存所有正式的許可證、牌照及證明書以供香港貿發局及/或其他公眾衛生主管單位作即場檢查。
- 3) 參展商在美酒展 2017 中提供及/或展出以供售賣或供應、供應、售賣、分派、配發、展示、推

廣進口的食物及/或飲料產品，必須遵照食物安全中心最新發佈的食物警報/通告/指引（可見於網頁：www.cfs.gov.hk），及如需的話，將有關的進口食物及/或飲料產品送交香港海關及/或食物安全中心及/或指定的公眾衛生主管單位進行事先檢驗。

- 4) 當食物安全中心或其他公眾衛生主管單位指示或建議對某些進口食物及/或飲料產品之健康食用需要關注時，參展商將提交在美酒展 2017 參展的該等食物及/或飲料產品，給予食物安全中心或其他指定的公眾衛生主管單位進行食用安全驗證。參展商將在美酒展 2017 展示各個公眾衛生主管單位就該等食物及飲料產品所發出的檢驗證明書。
- 5) 參展商在美酒展 2017 中提供及/或展出以供售賣或供應、供應、售賣、分派、配發、展示、推廣的進口食物及/或飲料產品可供人類安全食用且不含有害物質；
- 6) 根據《食物安全條例》所引入的食物追蹤機制：
 - i. 參展商在香港經營食物進口/分銷業務，參展商已向食環署署長登記為食物進口商/食物分銷商或已獲食環署署長豁免遵從以上登記規定；及
 - ii. 參展商在業務運作中在香港從某地方進口、獲取或以批發方式供應食物產品，參展商會遵照食環署發出的《備存食物紀錄的實務守則》就獲取食物產品及供應食物產品備存有相關商號的交易紀錄。此外，如參展商捕撈本地水產並在業務運作中在香港供應該等水產，參展商會備存捕撈紀錄。
- 7) 根據香港法律第 132X 章《食物業規例》之規定：
 - i. **售賣限制出售食物許可證及/或綜合食物店牌照**
參展商在美酒展 2017 中售賣、要約出售或為出售而展示，或管有以供出售或以供配製成供出售用任何受限制出售食物或飲料產品，必須取得食環署發出的所有必需的許可證或牌照（例如售賣限制出售食物許可證及/或綜合食物店牌照（如適用）），並於美酒展 2017 舉行至少 30 天前，將其許可證及/或牌照副本交予香港貿發局以作紀錄；或如此類許可證及/或牌照不能於美酒展 2017 年開始前 30 天發出，參展商必須於美酒展 2017 舉行至少 30 天前，將已向食環署提交的許可證及/或牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於 30 天）於食環署發出許可證及/或牌照後將有關許可證及/或牌照副本交予香港貿發局以作紀錄。當中包括：
 1.
 - a) 新鮮肉類
 - b) 冷凍肉類，但不包括經預先包裝的冷凍牛肉、羊肉或豬肉
 - c) 經預先包裝的冷凍牛肉、羊肉或豬肉
 - d) 冷藏肉類
 2. 新鮮、冷凍或冷藏野味
 3. 鮮魚、冷凍魚、冷藏魚或活魚，但不包括魚塘的活魚
 4.
 - a) 活的水禽，但不包括家禽飼養場內或批發市場內的活的水禽
 - b) 其他活的家禽，但不包括家禽飼養場內或批發市場內的活的家禽
 - c) 新鮮家禽屠體、冷凍家禽屠體或冷藏家禽屠體
 5. 新鮮、冷凍或冷藏介貝類水產動物，但不包括被列為禁售食物的在香港海港和香港仔海港內收集的介貝類水產動物

6. 進口的熟肉或乾肉，或經其他方法處理或配製的進口肉類，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
7. 進口的腸或配製成腸衣的任何動物的其他部分，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
8. 進口的肉餡餅、香腸或其他經配製或製造而含有非肥肉的任何肉類、熟肉或乾肉的食品，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
9. 奶類或奶類飲品，即《奶業規例》（第 132AQ 章）對其適用的奶類或奶類飲品
10. a) 軟雪糕
b) 其他冰凍甜點
11. 涼茶
12. 非瓶裝飲料（一般來說是指那些調製供即時飲用，而毋須盛於密封瓶、罐或其他容器的飲品，例如鮮果汁、以濃縮果汁或糖漿稀釋的飲品、豆漿和由人手操作的調配分售機所出售的飲品。）
13. 燒味或滷味
14. 切開的水果
15. 涼粉，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
16. 饅頭籮
17. 以售賣機出售的食物
18. 刺身
19. 壽司
20. 供不經烹煮而食用的蠔
21. 供不經烹煮而食用的肉類

如參展商於限期前未能提交有關許可證及/或牌照及/或文件，香港貿發局有權停止參展商的銷售服務。

ii. 臨時食物製造廠牌照

參展商在美酒展 2017 中銷售任何需加熱才出售的食物或飲料產品或限制出售食物或飲料產品，必須取得食環署發出的臨時食物製造廠牌照，並於美酒展 2017 舉行至少 30 天前，將該牌照副本交予香港貿發局以作紀錄；或如此類牌照不能於美酒展 2017 年開始前 30 天發出，參展商必須於美酒展 2017 舉行至少 30 天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於 30 天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

現場烹調食品及空氣質素管制

1. 展位的七成面積必需為售賣及/或展示已預先包裝的食品或飲品。此外，於展位展示的物品必需至少有七成為預先包裝的食品或飲品。參展商只可於展位現場烹調、加熱非包裝食品、展示及/或售賣有關非包裝食品，而有關佔位總面積之比例不可多於整個展位面積的三成；

2. 每家參展商在其攤位安裝用作烹調、加熱或保溫食品的器具類型將限於微波爐及電動煮食器。參展商明白只可於每一展位(不論展位面積)安裝一具微波爐及一具電動煮食器。如參展商欲安裝額外的微波爐或電動煮食器，必須事先獲得香港貿發局的書面許可。參展商明白香港貿發局有絕對酌情權決定是否予以有關書面許可，及即使在作出許可後，香港貿發局仍可全權隨時撤回有關許可；
3. 食品烹調或加熱方式應只限於蒸煮、燒烤、焗。不能進行油炸或日式燒烤的方式烹調食品；
4. 如加熱食品屬煎、炒、燒烤、焗方式處理，展商必須於攤位內安裝含過濾木炭的抽油煙機(參展商知悉可透過香港貿發局展覽服務部租用抽油煙機)，以盡量減少室內空氣污染；
5. 嚴格禁止開放式明火煮食；及
6. 面向通道的所有灶具必須以 30 厘米高的三面板遮蔽烹調櫃檯上方，以避免濺出加熱時製造的油或熱水。

商品說明、產品真偽和標籤

- 進出口條例 (法例第 60 章)
 - 公眾衛生及市政條例 (法例第 132 章)
 - 食物及藥物(成分組合及標籤)規例 (法例第 132W 章)
 - 商品說明條例 (法例第 362 章)
 - 消費品安全條例 (法例第 456 章)。
- 1) 參展商在美酒展 2017 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示和推廣的所有貨品和產物都具可商售品質且適合人類食用，並且不會侵犯任何第三方/人士的所有權及/或知識產權。
 - 2) 參展商認知任何商販或貿易者如進行以下任何活動即屬觸犯《商品說明條例》的罪行:-
 - (i) 將虛假商品說明應用於任何貨品(或向消費者提供的服務)；
 - (ii) 供應或要約供應已應用虛假商品說明的貨品(或向消費者提供的服務)；
 - (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途；
 - (iv) 偽造任何商標應用於貨品上；或將任何與某一商標極為相似而相當可能會使人受欺騙的標記以虛假方式應用於任何貨品，出售或展示，或為售賣或任何商業或製造用途而管有該等貨品；或
 - (v) 行使不良營商手法，則作出屬誤導性遺漏的營業行為，作出具威嚇性的營業行為，作出構成餌誘式廣告宣傳的營業行為，作出構成先誘後轉銷售行為的營業行為，作出先誘後轉銷售行為，或作出構成不當地就產品接受付款的營業行為。
 - 3) 所有參展商在美酒展 2017 中提供及/或展出以供售賣、售賣、供應、分派、配發、展示和推廣的進口貨品和產物，都是經香港海關正式清關進口香港的；
 - 4) 所有參展商在美酒展 2017 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示和推廣的預先包裝食物及/或飲料產品均符合《食物及藥物(成分組合及標籤)規例》(法例第 132W 章)(“規例”)第 4A 條規定並有按規例下以中文、英文或中英雙語寫的法定食物標籤；
 - 5) 所有參展商在美酒展 2017 中要約及/或展出以供售賣或供應、售賣、供應、分派、配發、展示及/或推廣的預先包裝食物及/或飲料產品均須遵守規例第 4B 條的規定如下：

- (i) 附有：
- (a) 指定的標示其能量值及 7 種主要營養素及其他營養素含量的營養標籤，以符合規例附表 5 第 1 部的規定；或
 - (b) 顯示按該規例附表 6 第 2 部分的小量豁免系統獲得豁免加上營養標籤的標記。
- 除非相關的食物及/或飲料產品按規例附表 6 第 1 部分獲得豁免；
- (ii) 在預先包裝食物的標籤上或宣傳品中作出的任何營養聲稱，均須符合規例附表 5 第 2 部分的規定，

除非該等預先包裝食物及或飲品是供特殊膳食之用。參展商承諾及保證在該等營養標籤上的資料和營養素含量都是準確、足夠、適時和可靠的；

- 6) 所有參展商在美酒展 2017 中要約及/或展出以供售賣或供應、售賣、供應、分派、配發、展示及/或推廣的嬰兒配方產品、較大嬰兒及幼兒配方產品及預先包裝嬰幼兒食物均須遵守規例第 4C 條的規定，加上列出符合規例附表 6A 的能量值及營養素含量之營養標籤(除非根據規例附表 6B 獲得豁免)；及
- 7) 如果參展商、高級人員、員工、僱工、代理人、附屬公司或參展商所掌控的實體提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示、推廣或供出售而製造任何預先包裝食物及/或飲料產品及/或嬰兒配方產品、較大嬰兒及幼兒配方產品或預先包裝嬰幼兒食物，而該等預先包裝食物並無符合法規的標記或標籤；或在其標籤上有任何不合法規的營養聲稱，即屬犯法，可被判處港幣 50,000 元罰款及監禁 6 個月。

香港貿易發展局

Circular 11 Environmental Levy Scheme on Plastic Shopping Bags

Introduced under the Product Eco-responsibility Ordinance (Cap. 603) ("PERO"), the Environmental Levy Scheme on Plastic Shopping Bags seeks to address the problem of excessive plastic shopping bag use. The Product Eco-responsibility (Amendment) Bill 2013 for the full implementation of the Scheme was introduced into the Legislative Council. It was approved by the Legislative Council on 19 March 2014 and has come into effect on 1 April 2015. The Product Eco-responsibility Ordinance imposes duty on seller to charge for plastic shopping bags if there is a sale by retail of goods to a customer. The seller must charge the customer an amount not less than 50 cents for each plastic shopping bag or each pre-packaged pack of 10 or more plastic shopping bags. Any person who fails to comply commits an offence and will be liable to a fine at HK\$100,000 on the first occasion and to a fine at \$200,000 on each subsequent occasion.

For further information, please refer to the attached leaflet from the Environmental Protection Department. You are also welcome to contact with the EPD at (852) 31522299 or email psb@epd.gov.hk.

Hong Kong Trade Development Council

通告 11 塑膠購物袋環保徵費計劃

產品環保責任條例（香港法例第603章）引進的塑膠購物袋環保徵費計劃是為解決過度使用塑料購物袋的問題。向立法會提交審議的2013年產品環保責任(修訂)條例草案將全面實施該計劃。該草案在2014年3月19日被立法會批准，並於2015年4月1日生效。產品環保責任條例規定如有貨品以零售方式出售予顧客，賣方有義務向顧客就塑料購物袋收取訂明的款額。賣方就直接或間接向顧客提供的每個塑膠購物袋或經預先包裝的每份為數10個或以上的塑膠購物袋，向顧客收取不少於5角的款額。任何人如未能遵從即屬犯法，首度被裁定犯該罪行時可被判處港幣100,000元罰款，而在其後每次被裁定犯該罪行時可處罰款港幣200,000元。

有關詳情參閱附件環境保護署宣傳單張，或查詢環境保護署(電話：(852) 3152 2299或電郵：psb@epd.gov.hk)。

香港貿易發展局

Circular 12 Immigration Regulations to be Observed and Followed by Exhibitors

1. Exhibitors from outside Hong Kong (Including Chinese Mainland Exhibitors)

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.

Hong Kong Trade Development Council

通告 12 參展商須遵守的入境規例

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. 來自中國內地參展商

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

3. 香港參展商

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

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

香港貿易發展局

Circular 13 Issues related to Trade Mark

During the 'HKTDC Hong Kong International Wine & Spirits Fair', Hong Kong Customs and Excise Department will take proactive actions against suspected trade mark infringement activities. Such as authentication of the infringed trade mark with the trade mark owners, attend the venue to handle infringement complaints, etc. Customs will vigilantly monitor infringement activities to protect the rights of intellectual property rights owners. Customs would like to pass the message through HKTDC to remind all exhibitors, to ensure that all products sold are genuine to avoid breaking the law.

In case of enquiry or reporting of infringement activities, please call: Customs' 24-hour hotline at 2545-6182. All information will be treated strict confidence!

Hong Kong Trade Development Council

通告 13 註冊商標事宜

在「香港貿發局香港國際美酒展」期間，香港海關會就任何涉嫌侵犯註冊商標的活動，採取積極的跟進行動，包括聯絡商標持有人核實受侵犯的商標、到場處理有關的侵權投訴等。海關並會加倍留意涉及任何刑事侵權的行為，竭力保障知識產權擁有人的權益。海關欲透過本局向各參展單位呼籲，參展單位應注意所出售的貨品有否涉及侵犯知識產權的行為，以免觸犯法例。

如有任何查詢或舉報侵犯知識產權的活動，請即致電海關二十四小時舉報熱線: **2545-6182**。一切資料將絕對保密!

香港貿易發展局

Circular 14 Reminder for the Proper Use of Standard Booth/ Premium Booth <NEW>

Standard/ Premium Booth Exhibitors and their appointed contractors must adhere to the following regulations:

- 1) All Exhibitors using a Shell Booth can only decorate the interior of their booth area. No additional booth fitting, structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels of the Shell Booth. Any drilling/nailing to the Shell Booth panels and shelves is strictly prohibited.
- 2) The Exhibitor shall be liable to pay to the Organiser any loss or damage suffered by failing to comply with paragraph 1, including the costs of restating and resetting up the Shell Booth in compliance with the requirements.
- 3) The use of adhesives and glues to the Shell Booth panels and shelves is strictly prohibited. Any stickers, graphics or any kind of fixtures applied to the Shell Booth must be removed at the end of the fair. The Organiser reserves the right to claim the cleaning and damage cost from the corresponding exhibitor if stickers are not fully removed.
- 4) All structures, decoration materials, exhibits, stand materials and the like must be completely removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organiser. Any materials left behind at the Exhibition Venue shall be deemed abandoned. The Organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
- 5) No items could exceed a height of 2.5m or extend beyond the boundaries of the booth allocated. These include, but are not limited to, fittings, exhibits, and company names, advertising material logos, inflatables brought along by the Exhibitor.
- 6) The fascia panel and its fixing structure must not be removed.
- 7) If any booth with fittings differs from the approved specifications or does not conform to the Organiser's rules and regulations, the Organiser reserves the rights to alter or remove the fittings without prior notice at the Exhibitor's own expense.
- 8) All built-in structures including the lighting fixtures within the Shell Booth must not be removed without the prior approval from the Organiser.
- 9) Installation of electrical equipment, including lighting fixtures, must strictly adhere to the Electricity (Wiring) Regulations of Hong Kong Electricity Ordinance (Chapter 406E). Exhibitors are prohibited to install any sub-standard fittings or wirings.
- 10) All lighting fixtures must not be altered or tampered with; if necessary, the work should be done by a locally qualified electrician.

- 11) If Contractor needs extra electricity, they should order from Official Contractor and pay for extra cost. Any illegal or inadequate electricity wiring or connection will be removed without prior notice or at the Organiser's option the Organiser may impose a surcharge determined by it.
- 12) All the Shell Booth structures, lighting fixtures and furniture items are property of the Organiser. The movable or furniture items must be kept within the booth area and in their original place for complete hand-over of the booth to the Organiser when the fair ends. The Organiser reserves the right to claim the Exhibitor for any missing or damaged items.
- 13) The Exhibitor shall fully indemnify the Organiser, its agents, representatives, contractors and employees on demand from and against all losses, liabilities, actions, proceedings, claims, damages, costs (including but not limited to legal costs) and expenses whatsoever which it may suffer or incur by reason of:
 - a) the Exhibitor's failure to comply with the requirements relating to Shell Booth set out above and/or other rules and regulations relating to constructing and use of booths;
 - b) any loss or damage arising from Exhibitor's decoration of the interior of their booth areas (whether or not in adherence to the requirements);
 - c) any death or personal injury suffered by a third party attributable to use or decoration by the Exhibitor of their booth and/or suffered in their booth area;
 - d) loss or damage, including death or personal injury, caused by the negligence or wilful default of the Exhibitor or failure to comply with the rules and regulations of the Organiser;
 - e) loss or damage caused by the Exhibitor or the Exhibitor's contractors, to the Organiser, other exhibitors or visitors arising from the decoration and/or fitting out of the Exhibitor's Shell Booth, or work undertaken for handover to the Organiser when the fair ends, howsoever arising.
- 14) The Organiser hereby excludes all liability to the Exhibitor, its agents, representatives, contractors and employees for any loss or damage suffered in relation to the Shell Booth, the booth area or their presence at the fair, including loss or damage to the Exhibitor's fittings and/or personal property, save and except to the extent such exclusion is prohibited or limited by law. Nothing herein shall limit or effect the Organiser's liability for death or personal injury arising from its negligence.

In case of discrepancy between the English and Chinese versions, the English version shall prevail.

Hong Kong Trade Development Council

通告 14 正確使用標準 / 特級攤位設計之提示 <新增>

租用標準/ 特級展台的參展商及其委託之承建商必須遵守下列各項規定：

- 1) 使用標準展台的所有參展商只可裝飾其展台範圍的內部。標準展台鋁架或結構或圍板上均不能以任何方式附加任何額外的展台裝置、結構、燈具、陳列品、裝飾物或展品等。嚴禁在標準展台的圍板及陳列架作任何鑽孔/打釘。
- 2) 參展商須負責就因沒有遵從第 1 段而引致的任何損失或損害，向主辦機構支付款項，包括遵從有關規定重新整理及重新搭建標準展台的費用。
- 3) 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。所有張貼於標準展台的的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 6) 不得拆除公司名牌及其固定構件。
- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第 406E 章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。

- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
- a) 參展商未能遵從上文所列有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
 - b) 參展商對其展台範圍的內部裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
 - c) 可歸因於參展商使用或裝飾其展台而引致第三方的任何死亡或身體受傷及/或在其展台範圍內所引致的任何死亡或身體受傷；
 - d) 因參展商的疏忽或故意失責或者未能遵從主辦機構的規則及規例而造成的任何損失或損害〔包括死亡或身體受傷〕；
 - e) 因參展商標準展台的裝飾及/或裝修工程或在展覽完結時為向主辦機構交還展台而進行的工程而引致〔不論是如何引致的〕，由參展商或參展商的承建商對主辦機構、其他參展商或參觀者造成的損失或損害。
- 14) 主辦機構特此卸除對參展商、其代理人、代表、承建商及僱員就標準展台、展台範圍或他們停留在展覽會所蒙受的任何損失或損害〔包括對參展商的裝置及/或個人財產造成的損失或損害〕所須承擔的一切法律責任，但該等法律責任的卸除受法律所禁止或限制的範圍則除外。本文中的任何規定不應限制或影響主辦機構對因其疏忽而引致的死亡或身體受傷所須承擔的法律責任。

倘中英文本有所差異，概以英文本為準。

香港貿易發展局

Circular 15 New measures on Custom-Built Stand

We have summarised the changes below and would like to draw your attention to them. You are strongly advised to download the full version of the Exhibitor Manual & Order Form at http://www.hktdc.com/fair/hkwinefair-en/s/2720-For_Exhibitor/HKTDC-Hong-Kong-International-Wine-and-Spirits-Fair/Exhibitors'-Manual.html and go through the details.

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc.

Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Authorized Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & endorse structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings to Organiser by 21 Sep 2017	By email	4 original copies with structural calculations*
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 8 Nov 2017	<div>1. Structural safety certificate (refer to section 4.2.6)</div> <div>2. Fire services certificate (refer to section 4.2.8)</div>	
Submit to Official Electrical Contractor by 1500 hrs on 8 Nov 2017	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)	
<div>* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license</div>		
<div><u>Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food & Environmental Hygiene Department will not accept any electronic submission of plans.</u></div>		

An Authorized Person could either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For the AP/RSE registry, please visit <https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&reqType=RSE>

A documentary proof of compliance for all Custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser by 1500 hrs on the last move-in day, i.e. **8 Nov 2017**, as documentary proof of compliance for submission to the Fire Services Department. Please refer to <http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3> for details.

For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

Any alterations after drawing submission should be addressed to the Organiser and relevant parties for review.

You will be asked to collect the contractor's badge and vehicle pass at HKTDC, 83 Chun Yat Street, Tseung Kwan O Industrial Estate, Tseung Kwan O, Kowloon, Hong Kong. However, no contractor's badge or vehicle pass will be issued for entry of Exhibition Venue and no custom-built stand is permitted to be erected at the Exhibition Venue unless Form 1 (Custom-built participation contractors' information), construction drawings, site work deposit (including late charge, if applicable) and a copy of valid insurance policy have been received by the Organiser.

Hanging Truss (For lighting purpose only)

The suspension of Stands or lighting devices from the ceiling structure of Exhibition Venue is not permitted. All lighting devices should be attached to a lighting truss of no more than 1.0m height, with a minimum of 2.5m and a maximum of 6.0m ground clearance.

Hong Kong Trade Development Council

通告 15 特裝攤位新措施

今年我們修改了參展商手冊及申請表格的部分內容，其中較主要的部份以列於以下的通告。致於詳細的變動，請於http://www.hktdc.com/fair/hkwinefair-tc/s/2720-For_Exhibitor/香港貿發局香港國際美酒展/參展商手冊.html 下載，並細閱參展商手冊的內容。

圖則比例必須不少於 1:100，並須註明十足尺寸及詳附平面布置圖、攤位正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。

攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構
舞台或平台	>1.1 米 而 <1.5 米高	≥ 1.5 米高
懸空照明支架及設備	<100 公斤	≥ 100 公斤
認可人士/註冊結構工程師應	證明其設計圖則穩定性	證明其設計圖則穩定性 及簽發數據證明
	監督搭建工程	
	在完成搭建後驗證並簽發結構安全證明書	
於 9月21日 或之前提交圖則予主辦機構	以電郵方式	一式四份設計圖則 及數據證明*
於 11月8日 下午 3 時或之前投放到 「攤位設施」之收集箱	1. 結構安全證明書〔詳情請參閱第 4.2.6 章〕 2. 消防證明書〔詳情請參閱第 4.2.8 章〕	
於 11月8日 下午 3 時或之前 交予大會電力承建商	電力裝置完工證明書〔表格 WR1〕 〔詳情請參閱第 4.2.7 章〕	
* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」 之要求，於活動首日的最少 42 天 前，轉交予食物環境衛生署署長審閱		
按照《電子交易條例》〔2000 年第一號〕第 11〔1〕條訂立的《電子交易〔豁免〕令》，署長不會接受 以電子形式提出申請牌照的圖則。		

認可人士包括註冊建築師〔認可人士名單 1〕、註冊結構工程師〔認可人士名單 2〕或註冊屋宇測量師〔認可人士名單 3〕。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁：

<https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration®Type=AP%28E%29&langCode=2>

所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間提交一份證書〔消防表格 251〕，以證明符合規定。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁

<http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3>。

有關**註冊消防裝置承辦商**的名冊，請瀏覽消防處網頁：

http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。

所有已交到主辦機構之圖則如有改動，亦須交予主辦機構及相關機構審閱。

請貴公司於香港貿易發展局位於香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號辦公室；領取承建商證及車輛通行證。假若特裝攤位的表格一〔承建商資料申報表〕、設計圖則、施工按金〔包括逾期行政費，如適用〕及有效的保險單副本未達主辦機構，參展商或其委託之承建商將不獲發適用於展覽場地的承建商證及車輛通行證，亦不得在展覽場地搭建攤位。

懸空支架(只供照明用途)

不得在展覽場地的天花結構懸垂攤位構件或照明裝置。所有照明裝置必須安裝在照明支架，而其高度不得超過 1 米、離地高度介乎 2.5 米與 6 米之間。

香港貿易發展局

Circular 16 Safety Regulation on the Use of Trolleys

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue.

All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue.

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**.

If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures.

For exhibits move-in and move-out of the exhibition venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.

Thank you for your attention and cooperation.

Hong Kong Trade Development Council

通告 16 使用手推車安全細則

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。

所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。

為免貨物於運送期間從手推車上塌下而傷及他人，參展商**不得**運送體積超過**1米x1米x1米**之貨物。

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。

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。

多謝合作。

香港貿易發展局

Circular 17 Daily Stock Replenishment

For **daily stock replenishment**, please be reminded that no pallet jet will be allowed to access the exhibition hall 30 minutes before the fair opening i.e. 10:00 am. All the stocks and pallets must be stored and placed inside your booth area or at the designated storage area 15min before the fair opening i.e. 10:15am on all show days (i.e. 9-11 Nov).

Any exhibits found being placed in public areas or outside of the designated storage area after 10:15am 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 affected your future application in HKTDC events.

Hong Kong Trade Development Council

通告 17 日常展品補充

日常展品補給 於展覽期間 (即 11 月 9 至 11 日), 展會開幕 30 分鐘前即上午 10:00 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 10:15 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 10:15 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

Circular 18 Sound Level Restriction and Crowd Management

The use of PA systems or loudhailers is not recommended. In the event that such facilities are to be engaged, please make sure that the sound level will not cause undue disturbances or inconvenience to other exhibitors and visitors. The Organiser will take steps to ensure that the demonstration sound level of loud speakers should not exceed 75 dB(A) at the boundaries of your display sound level. Demonstration of exhibits found to be objectionable due to noise level will be closed down on the third warning and the exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all employees operating audio/ visual equipment located in their exhibit area.

To safeguard the interests of all exhibitors and enhance the orderly flow of visitors at the fairground, should any exhibitor wish to organise special events, or invite movie stars, celebrities or singers to attend marketing functions, prior written approval from the Organiser is necessary. Prior to publicising and marketing such special events, exhibitors should ensure that sufficient security guards will be hired for crowd control, so that the events will not cause any inconvenience to other exhibitors. The Organiser maintains the right to ban unauthorised special events.

Hong Kong Trade Development Council

通告 18 擴音器聲量控制 及 維持公眾秩序

展覽期間，參展商請盡量少用擴音器，以免滋擾或妨礙場內其他參展商或參觀人士。主辦機構會採取措施，確保在聲浪範圍之內，示範活動所採用的視聽器材不會發出超過**75分貝(A級)**的音量。如發出的聲浪對其他參展商及參觀人士造成騷擾，主辦機構有權干涉。當發出第三次警告時，因聲浪過大而受到非議的展品示範活動必須立即終止，而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材，概由參展商負責，而其僱員在操作此等器材時的行為，須由參展商監督。

另外，假若參展商有意在展覽期間舉行特別節目，或邀請影星、電視明星或歌星出席任何推廣活動，在進行該宣傳或推廣活動前，必須事先獲得本局書面批准及自行僱用足夠保安人員以便控制人群及維持秩序，並在不防礙其他參展商的情況下，方可進行。凡未經批准的特別節目，本局均有權隨時禁止該活動。

香港貿易發展局

Circular 19 Guidance to Custom Built exhibitors for on-site usage of electricity

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**
- Total power consumption shall not exceed the current specified. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.
- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day.** For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

Exhibition Services, Hong Kong Trade Development Council

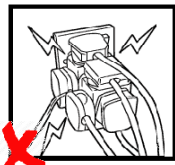
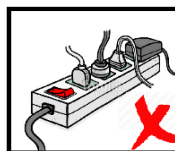
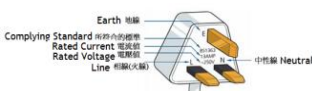

通告 19 特裝參展商注意事項 - 現場使用電力指引

- 特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- 參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該晚下午 10 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。
- 特裝參展商**每日展會後須負責關掉攤位配電總制**，為安全與環保起見，展會後配電總制倘未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。


香港貿易發展局 展覽服務部

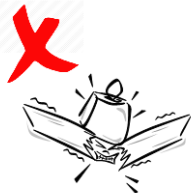
Circular 20 Guidance to ALL exhibitors for on-site usage of electricity and fair system and furniture <NEW>

Electricity Supply

 	<p>Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by organizer (if any) and its power limitation. Each socket can connect one electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. HKD50 will be charged for each fuse re-installation. <u>No multi-plug or extension cord are allowed to be connected to the socket.</u> HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.</p>
	<p>The electrical appliance used by the exhibitor on-site should be a 3-pin plug and in compliance with the electrical safety requirements (as shown in the picture).</p>
	<p>For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.</p>

Fair System & Furniture

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminium profile or structure or panels or fascia of the booth. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p>
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	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p>
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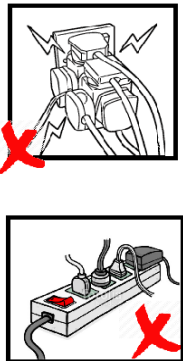
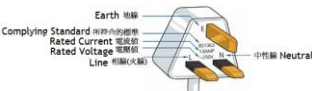

The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.

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.


Exhibition Services, Hong Kong Trade Development Council

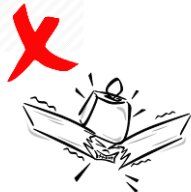
通告 20 參展商現場注意事項 - 使用電力及攤位結構及傢俱安全指引
<新增>

電力供應

	<p>參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。參展商切勿於插座上安裝萬能插頭或拖板，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。</p>
	<p>參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。</p>
	<p>參展商若已租用電力接線服務（供自行攜帶及安裝電燈使用），在自行安裝電燈後，請聯絡會場之“攤位設施服務台”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果負擔所有責任，切勿超過負荷。</p>

攤位結構及傢俱

	<p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
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	<p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。</p> <p>基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>
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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。

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。

香港貿易發展局 展覽服務部

Circular 21 Waste Reduction and Recovery Measures

To protect our environment, the following guidelines on Waste Reduction and Recovery are recommended:

Waste Avoidance and Minimization

- a. Setting up of exhibition booth
Use re-erectable booth to reduce the amount of waste generated
- b. Selection of decoration material
Use environmentally-friendly materials (e.g. recycled materials).
- c. Production of publicity materials
 - Print publicity materials on recycled paper.
 - Minimize the number of publicity materials printed.

Waste Reuse and Recycling

- a. Reuse
Collect unused publicity items, decoration materials, admission badge holders etc for reuse or recycling.
- b. Recycling
Put recyclable materials including waste paper, plastic bottles and aluminum cans into the waste separation bins provided by the event organiser.

Hong Kong Trade Development Council

通告 21 減少廢物和回收措施

為保護環境，主辦機構建議各參展商參照下列減少廢物和回收措施之指引：

廢物的避免和減少

- a. 攤位的設置
採用可重用組件來設置攤位以減少廢物的產生。
- b. 裝飾物料的揀選
使用環保物料，如再造物料。
- c. 宣傳物品的製造
 - 採用再造紙來印製宣傳物品。
 - 避免印製過量宣傳物品。

廢物的重用和再造

- a. 重用
收集剩餘的宣傳物品，裝飾物料，參展商工作證套等重用或回收再造。
- b. 再造
將可回收物料包括廢紙、膠樽和鋁罐放入由主辦機構提供的廢物分類回收箱。

香港貿易發展局

**Circular 22 Caution on Third Party Promotional Offers from Fair
Guide/Expo Guide/Event Fair/AVRON/International Fairs
Directory <UPDATED>**

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

UFI, an international organization which represents the interests of the exhibition industry worldwide has been warning the exhibition industry to be vigilant against Fair Guide, Expo Guide, Construct Data, Commercial Online Manuals and other similar guides and organisations such as Event Fair, AVRON **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 & Event Fair have shifted its operation from Austria to Mexico and/or Slovakia. It should be noted that the contents and wording of Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair, AVRON 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 HKTDC does not recommend that you sign any materials that you receive from Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON, **and/or International Fairs Directory**. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, **and/or International Fairs Directory**, you should notify Construct Data and/or Commercial Online Manuals and/or Event Fair and/or 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, AVRON **and International Fairs Directory**, please visit <http://www.ufi.org/industry-resources/warning-construct-data/>

Should you have any questions, please contact Ms Dawn Chan, Exhibitions Project Manager at tel: (852) 2240 4077; or email: dawn.hf.chan@hktdc.org.

Hong Kong Trade Development Council

通告 22

請小心處理由第三者 (Fair Guide/Expo Guide/Event Fair/
AVRON/International Fairs Directory) 提供之推廣優惠 <更新>

香港貿易發展局獲悉參展商曾接獲 Fair Guide (由 Construct Data 所擁有) 的邀請，在其指南中刊登名錄，費用由參展商負責。香港貿發局最近發現另外多家公司，包括 Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有)，Event Fair、AVRON 和 **International Fairs Directory** 及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。香港貿發局特此澄清及重申：Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 或 **International Fairs Directory** 概與香港貿發局或本局的任何展覽完全無關。

UFI，一個代表全球展覽業利益的國際組織，已經警告展覽業要小心警惕 Fair Guide、Expo Guide、Construct Data、Commercial Online Manuals 和其他類似的指南和組織如 Event Fair、AVRON 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。本局特此呼籲閣下在簽署任何合約 (包括以細小字體列印的合約) 及附件之前，應細閱有關文件和尋求法律意見，以保障閣下本身的利益。

本局並不建議閣下簽署任何從 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 **International Fairs Directory** 收到之文件。如閣下在錯誤情況下與 Construct Data 及/或 Commercial Online Manual 及/或 Event Fair 及/或 AVRON 及/或 **International Fairs Directory** 訂立合約，閣下應以書面通知 Construct Data 及/或 Commercial Online Manuals 及/或 Event Fair 及/或 AVRON 及/或 **International Fairs Directory** 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 與 Commercial Online Manuals 採取之行動，請瀏覽此網頁 <http://www.ufi.org/industry-resources/warning-construct-data/>。

如有任何問題，請與本局展覽項目經理陳凱芳小姐聯絡，電話：(852) 2240-4077，電郵：dawn.hf.chan@hktdc.org

香港貿易發展局

Circular 23 Caution on Arranging Payment and Fraudulent Emails

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious when arranging payments for their participation in the HKTDC Fairs. HKTDC would like to clarify that all payments should be made payable to “Hong Kong Trade Development Council” as specified on relevant application form and invoice. Should you require relevant bank account information for telegraphic transfer, please contact our fair representatives directly. To protect your own interests, you are reminded to always exercise due diligence and keep proper records when making relevant payments.

In view of the recent incidents of fraudulent emails in the market, HKTDC would like to remind our exhibitors to stay vigilant and take extra precautions. We hope that the following tips may help to raise your awareness.

- 1) Ensure that the email is genuinely from HKTDC
 - Always identify the sender of the email from its domain.
- 2) Check the HKTDC disclaimer
 - All emails sent from HKTDC will carry the Council’s disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network
 - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.

The above is for reference only. In case of doubt, please contact HKTDC hotline at +852 1830 668 and quote the fair name concerned or contact us at

Contact	Tel	Fax	E-mail
Mr. Brian Poon	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@hktdc.org
Mr. Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Ms. Dawn Chan	(852) 2240 4077	(852) 3521 3178	dawn.hf.chan@hktdc.org

Hong Kong Trade Development Council

通告 23 請小心處理有關繳付參展費用之安排及欺詐電郵騙案

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心處理有關繳付參展費用之安排。凡參加由本局主辦的展覽會，參展商應把參展費用支付予“香港貿易發展局”，有關繳款資料已詳列於申請表格和發票上。參展商如需安排電匯，請直接與本局職員聯絡以索取銀行帳戶資料。為保障貴公司利益，在支付相關款項時，請務必謹慎處理及保存清晰繳款記錄。

另外，有鑑於近日市面出現欺詐電郵騙案，香港貿發局特意提醒各參展商注意以下事項，並時刻提高警覺。

- 1) 確保電郵由香港貿發局發出
 - 經常檢查電郵發件人之域名
- 2) 檢查電郵是否附有香港貿發局之免責聲明
 - 所有由香港貿發局發出之電郵底部均附上免責聲明
- 3) 付款前小心核對銀行戶口號碼及匯款帳戶名稱(香港貿易發展局或 Hong Kong Trade Development Council)
- 4) 避免使用公眾無線網絡
 - 參展商如使用公眾無線網絡開啟電郵，隨時有機會被黑客截取郵件，以他人名義發放虛假電郵予貴公司。

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: +852 1830 668 並提供參展展會的名稱或歡迎聯絡本局查詢。

姓名	電話	傳真	電郵
潘政賢先生	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳凱芳小姐	(852) 2240 4077	(852) 3521 3178	dawn.hf.chan@hktdc.org

香港貿易發展局

Circular 24 Caution on Emails and Phone Calls of Questionable/ Unclear Origins <NEW>

The Hong Kong Trade Development Council (HKTDC) would like to remind all applicants to be cautious of any emails of questionable/unclear origins for their participation in the HKTDC Fairs. To protect your own interests, you are reminded to always exercise due diligence. If applicants would like to verify any phone calls, e-mails purporting to be initiated by or related to HKTDC, please feel free to contact our fair representatives directly

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

HKTDC customer service hotline: (852) 1830-668

Contact	Tel	Fax	E-mail
Mr. Brian Poon	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@hktdc.org
Mr. Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Ms. Dawn Chan	(852) 2240 4077	(852) 3521 3178	dawn.hf.chan@hktdc.org

Hong Kong Trade Development Council

通告 24 請小心處理來歷不明的電子郵件或電話 <新增>

香港貿易發展局(貿發局)在此提醒所有參展商應加倍小心來歷不明的人士或機構發出的可疑電郵或電話。為保障貴公司利益，請務必謹慎處理，參展商如需核實任何以本局名義撥出的電話或發出的電郵，請直接與本局職員聯絡。

如有任何疑問，歡迎聯絡本局查詢。

香港貿易發展局熱線: (852) 1830-668

姓名	電話	傳真	電郵
潘政賢先生	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@hktdc.org
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
陳凱芳小姐	(852) 2240 4077	(852) 3521 3178	dawn.hf.chan@hktdc.org

香港貿易發展局

Circular 25 Product QR Code

More business opportunities to you by Exhibitor Code Scanning Service (For Exhibitors of Liquor and Beverage Products ONLY*)

All eligible exhibitors of the fair are entitled to a one-year online promotion at the HKTDC's Online Marketplace (www.hktdc.com) which lets you display company profile, and 10 product photos and information. On top of the "Exhibitor Code Scanning Service", exhibitors of liquor and beverage products can also try out the Product QR Code at the 2017 fair.

About the "Exhibitor Code Scanning Service" and the "Product QR Code":

Buyers



Download App and Activate the Scanner

1. Download the HKTDC Product Magazines App for FREE from App Store/ Google Play or the buyer badge.
2. Start the App and tap on the "Scan" button. Scan the QR code on the buyer badge to activate the scanner.

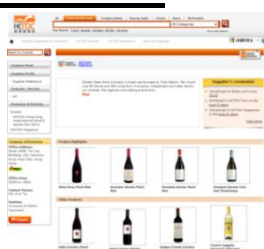
Scan the QR codes

3. Buyers can scan the QR code at your booth via their smart device to read your company and product information.

Receive Report with Exhibitors' Information

4. A daily summary will be emailed to buyers, with all the exhibitors' information they scanned during the day for their record.

Exhibitors



Upload / Update Product Information

1. Update your profile on hktdc.com with latest company and product information, photos and catalogues before the fair.
2. Exhibitors will receive a dedicated company QR code board and 3 product QR code hang tags during move-in.

Place your QR codes at Prominent Location

3. Place the QR code boards prominently at your booth and attach the QR code hang tags to respective wine products.
4. Ask buyers to scan your QR codes proactively at the fair.

Receive Report with Visitors' information

5. At the end of each fair day, a buyers list will be emailed to you containing contact information of those buyers who scanned your QR code for your record and follow-up.

通告 25

參展商編碼掃描推廣服務

「參展商編碼掃描推廣服務」為您帶來的額外商機 (只供酒精類飲品之參展商*)

是次展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台(www.hktdc.com) 享有一年的基本推廣服務，登載公司資料及產品照片10張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。今屆酒精類飲品之參展商更可享參展商編碼及「產品二維碼」掃描推廣服務。

「參展商編碼掃描推廣服務」及「產品二維碼」簡介：

買家



下載應用程式及啟動掃描器

1. 可從 App Store 或 Google Play 或掃描買家入場證上的二維碼免費下載 HKTDC Product Magazines 應用程式。
2. 開啟應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR code)即完成啟動程序。



掃描二維碼

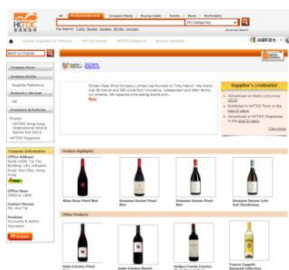
3. 買家可於您的攤位掃描參展商編碼並即時下載您的公司及產品資料。



收取參展商資料報告

4. 本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



上載及更新產品資料

1. 於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。
2. 本局會於展覽會進館當日向貴公司派發公司二維碼和三個產品二維碼吊牌。



將二維碼放於攤位當眼位置

3. 請將二維碼吊牌放於有關產品之上。
4. 鼓勵買家掃描您的二維碼繼而獲取買家聯絡資料。



收取買家資料報告

5. 於展覽期間，每日經電郵收取曾掃描貴公司二維碼的買家名單及聯絡資料，助您與這些買家跟進洽商。

*非酒精類飲品之參展商只獲派發公司二維碼板

**HKTDC Hong Kong International
Wine & Spirits Fair**

香港國際美酒展

9-11/11/2017

For ordering, return to 即場申請・請交回:

Room G309 (Hall 3D entrance) G309 室 (展覽廳 3D 入口處)

Hong Kong Convention & Exhibition Centre 香港會議展覽中心

Exhibitor Glass Washing Service 參展商酒杯清洗服務

Order No. 訂購號碼: _____

Exhibitor Information 參展商資料

Company Name: 公司名稱 _____	Booth No: 攤位編號 _____
Contact Person: 聯絡人 _____	Contact Mobile Tel No: 聯絡人手提電話 _____

No. of rack per washing (i.e. 36 pieces of glasses) 每杯架每次清洗 (36 隻酒杯計)	HK\$/ 港幣\$110 x _____ rack(s) 杯架
Service Charge 清洗費用	HK\$/ 港幣\$ _____
Order Date 訂購日期	<input type="checkbox"/> 10/11 <input type="checkbox"/> 11/11 <input type="checkbox"/> 12/11
Order Time 訂購時間 (based on order time received by staff at Room G309 以 G309 工作人員所收訂單時間為準)	_____ am 上午/ pm 下午

Acknowledgement of delivery 收貨確認

Received and confirmed by 接收及確認人 _____	Name 姓名 _____ Signature 簽名 _____
---	-------------------------------------

Remarks 備註

Payment Method 付款方法

- For orders made on 9 Nov and 10 Nov, payment must be settled after 6pm each day.** Exhibitors should proceed to Room G309 (Hall 3D) to make the payment.
如參展商於 11 月 9 日及 10 日使用酒杯清洗服務，必須於每日 6 時後到 G309 (展覽廳 3D) 繳交費用。
- For any orders made **after 2pm, 11 November**, payment must be settled by **Cash-On-Delivery**.
所有 11 月 11 日下午 2 時後的酒杯清洗服務訂單，均必須「貨到付款」。
- All payment must be settled in **cash**. Only **Hong Kong dollars** are accepted.
只收港幣現金。
- The Organiser reserves the right to refuse any further orders if the exhibitor does not settle previous payment
如參展商於上述時間內未能繳付酒杯清洗服務，主辦機構擁有絕對權力不為其提供有關服務。

Terms and Conditions 細則及條款

- Please proceed to G309 (Hall 3D) for on-site order. Our staff will collect the used glasses and deliver new ones to the exhibitors. (The delivery takes 20-30 minutes after receipt of order)
如需酒杯清洗服務，參展商需填妥此表格並交回 G309 (展覽廳 3D)。主辦機構會派員到有關攤位收回使用過的酒杯並派發已清洗的酒杯。(服務安排需 20-30 分鐘等候時間)
- Please note that the minimum order of each washing service is ONE rack (i.e. 36 pieces of glasses). Service charge is HK\$110 per rack per washing or part thereof. The Organiser will return the same quantity of wine glasses as handed over by the exhibitor.
最低服務要求為一個杯架 (即 36 隻酒杯)。每杯架每次清洗費用為港幣\$110 (不足 36 隻酒杯亦當全數計)。如展商所繳交的酒杯不足 36 隻，主辦機構將會派回同等數量的酒杯。
- Clean glasses are available on a first-come-first-served basis. The service is only applicable to glasses supplied by the Organiser. The Organiser cannot guarantee that all requests would be entertained.
酒杯數量有限，先到先得。服務只適用於主辦機構提供之酒杯。主辦機構不保證能滿足所有酒杯清洗服務的訂單要求。

For Internal Use Only 只供內部填寫

Receipt No: _____

Handled by 經手人 _____

Date 日期 _____

展覽會展位餐飲訂購表格 Exhibition Booth Catering Order Form

價錢適用至二零一八年六月三十日
Prices are valid until 30 June 2018

最低消費為港幣300元或以上，另加一送貨服務費
Minimum order amount is HK\$300, and is subject to 10% service charge

請填妥本表格並於展覽舉行前十個工作天寄回香港會議展覽中心管理有限公司。逾時遞交之表格，將不獲保證其送貨時間。

Please return this form to the Hong Kong Convention and Exhibition Centre (Management) Limited at least **10 working days** before the exhibition starts.
Late orders will not be given a guaranteed delivery time.

公司名稱 Company Name: _____ 聯絡人 Contact Person: _____

地址 Address: _____

電郵地址 Email Address: _____ 電話Tel: _____ 傳真Fax: _____

展覽名稱 Name of Exhibition: _____ 展覽廳 Hall No: _____

展位編號 Booth No: _____ 送貨日期 Delivery Date: _____ 送貨時間 Delivery Time: _____

*繁忙時段貨物將會提早 送到
*Delivery time may brought forwards during peak hours

備註：每張訂購表格只提供一次送貨服務；如多於一次，請另加訂購表格。Remarks: Each order only provides one-time delivery service. Please fill in additional order form(s) for more than one delivery service.

以下餐飲訂購並不包括侍應生服務，如有需要請聯絡飲食部查詢。Waiter service is not included. Please contact Food and Beverage Department for details

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	
食品 FOOD				礦泉水、汽水及啤酒 MINERAL WATER, SOFT DRINKS & BEERS				租用餐具及器皿 EQUIPMENT HIRE				
精選小食 Snack				蒸餾水機每套包括 Distilled Water Package Includes:	400			香檳杯 Champagne Glass	每6隻 6 pcs	55		
煙鴨肉蛋批 Smoked Duck on Fennel Egg Flan	每打 @dozen	290		蒸餾水機一部 (510 瓦) 1 Water Dispenser (510 watts)				白酒杯 White Wine Glass	每6隻 6 pcs	55		
蜜椒三文魚 Salmon in Home-Pastrami Style	每打 @dozen	340		18公升蒸餾水一支 18 Litres Distilled Water				紅酒杯 Red Wine Glass	每6隻 6 pcs	55		
羅勒蝦串 Prawn Skewer with Basil	每打 @dozen	380		200隻紙杯 200 Paper Cups				水杯 Hi-ball Glass	每6隻 6 pcs	55		
精選糕點 Premium Pastry				* 需繳付可退還之訂金港幣四千元 Refundable deposit of HK\$4,000 is required	4,000			咖啡杯及碟 Coffee Cup and Saucer	每6套 6 sets	95		
各式迷你鬆餅 Assorted Muffin Miniature	每打 @dozen	260						甜品碟 Dessert Plate	每6隻 6 pcs	75		
迷你牛角酥 Mini Croissant	每打 @dozen	220		18公升蒸餾水 18 Litres Distilled Water	每支 Each	140		甜品叉 Dessert Fork	每6隻 6 pcs	65		
迷你雜穀牛角酥 Mini Multigrain Croissant	每打 @dozen	260		(不包括蒸餾水機) (water dispenser not included)				茶匙 Tea Spoon	每6隻 6 pcs	65		
迷你雞批 Mini Chicken Pie	每打 @dozen	180		50隻紙杯 50 Paper Cups	每套 @set	35		冰桶 Ice Bucket	每個 1 pc	200		
迷你鮮果撻 Mini Fruit Tart	每打 @dozen	160		250隻紙筒杯 250 Paper Cones	每套 @set	35		租金總值 (以每日作計算單位) TOTAL EQUIPMENT HIRE VALUE (per day)			HK\$0.00	
朱古力酥 Pain au Chocolate	每打 @dozen	280		Fiji 天然礦泉水 Fiji Water	每6樽 @6 bottles	140		需繳付相等於租金總值之可退還訂金 Plus refundable deposit amount equals to total equipment hire value:			HK\$0.00	
綠茶白朱古力撻 Green Tea White Chocolate Tart	每打 @dozen	250		San Pellegrino 有氣礦泉水 (500毫升) San Pellegrino Sparkling Water (500ml)	每6樽 @6 bottles	140						
圓形迷你果撻 Les Tartes Passion	每打 @dozen	250		伊雲礦泉水 (500毫升) Evian (500ml)	每6樽 @6 bottles	140						
Caramel Almond Pear Chocolate Apple Vanilla Chocolate Praline Apricot Almond				法國有汽礦泉水 (500毫升) Perrier (500ml)	每6樽 @6 bottles	140						
美式曲奇餅 Assorted American Cookies	每打 @dozen	180		蒸餾水 (430 毫升) Distilled Water (430ml)	每6樽 @6 bottles	90						
歐陸曲奇餅 Assorted European Cookies	每打 @dozen	110		可樂 (330毫升) Coke (330ml)	每6罐 @6 cans	100		總訂購金額 TOTAL ORDER VALUE:			HK\$0.00	
其他精選 Other Specialities				健怡可樂 (330毫升) Coke Light (330ml)	每6罐 @6 cans	100		另加一送貨服務費 10% DELIVERY CHARGE:			HK\$0.00	
各款進口芝士 Selection of Air-flown Cheese	每碟 @each	750		雪碧 (330毫升) Sprite (330ml)	每6罐 @6 cans	100		可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT*			HK\$0.00	
雜錦燻肉碟 Assorted Cured Meat Platter	每碟 @each	750		橙汁 (296毫升) Orange Juice (296ml)	每6樽 @6 bottles	140		應付總額 TOTAL PAYABLE:			HK\$0.00	
凡訂購食物將供應即棄餐具 Disposable ware will be provided for each order				蘋果汁 (296毫升) Apple Juice (296ml)				每6樽 @6 bottles	140			
咖啡機租用 COFFEE MACHINE HIRE				喜力啤酒 (330毫升) Heineken (330ml)				每6罐 @6 cans	180			
咖啡機 (1560瓦) 附蒸餾水 包括 Mobile Coffee Machine (1560 watts) with distilled water includes:	1000			凡訂購礦泉水，汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 dozen of mineral water, soft drink or beer								
五十粒咖啡/特濃/無咖啡因咖啡囊 50 regular coffee/ espresso/ decaffeinated capsules 一公升咖啡奶，一百份糖 1 litre of coffee milk, 100 portions of sugar, 五十隻耐熱即棄杯及攪拌棒 50 paper cups and stirrers				餐酒 WINE								
* 需繳付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000			特選香檳 Champagne – Sommelier's Selection	每瓶 @bottle	620						
咖啡 / 特濃 / 無咖啡因咖啡囊 regular coffee / espresso / decaffeinated capsules (不包括咖啡機) (coffee machine not included)	每五十粒 @50 capsules	980		特選紅酒 Red Wine – Sommelier's Selection	每瓶 @bottle	268						
咖啡奶 Coffee Milk	每盒1公升 @1 litre box	35		特選白酒 White Wine – Sommelier's Selection	每瓶 @bottle	268						
其他 OTHERS				凡訂購香檳或餐酒一瓶，將供應6隻即棄膠杯 6 plastic cups will be provided for each bottle of champagne or wine								
茶 Tea (1 盞/1 Pot)	10 杯 10 cups	260										
薯片 Potato Chips	每包 @pkt	15										
冰粒 Ice Cubes	每包2公斤 @2kg bag	15										

請注意以下事項:
Please note the following:
1. 請填妥另頁付款表格
Please complete the Payment Form
2. 最低消費為港幣300元或以上，另加一送貨服務費
Minimum order amount is HK\$300, and is subject to 10% service charge
3. 已送出之食物或飲品，恕不退款
Delivered and unused items are non-refundable
4. 付款後訂單不可取消或退款
No cancellation or refund can be made once payment has been settled
5. 現場付款最早送貨時間為下午2時
The earliest delivery time for payment made upon delivery is 2:00pm
6. 食物、飲品及器材之供應須視乎存貨情況而定
Food & beverage items and equipment are subject to availability
7. 即場訂購需約1至2小時後送達
Delivery time will take 1 to 2 hours for on-site order
8. 請確保展位有足夠空間儲存訂購之食物、飲品及器材
Please ensure the booth has sufficient space to store the ordered items and equipment
9. 如租用咖啡機 (至少1560瓦) 或蒸餾水機 (至少510瓦)
請確保展位有足夠電力提供
If coffee machine (min. 1560 watts) or water dispenser (min. 510 watts) is hired, please ensure sufficient electricity is available at the booth

付款表格

Payment Form

本港客戶可以公司支票或信用咭付款。

Hong Kong customers may pay by company cheque or by credit card.

支票抬頭請寫“香港會議展覽中心(管理)有限公司”並郵寄回香港灣仔博覽道一號，香港會議展覽中心(管理)有限公司飲食部收。

Cheque should be crossed and made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." and mailed to Food & Beverage Department, Hong Kong Convention and Exhibition Centre (Management) Limited, 1 Expo Drive, Wanchai, Hong Kong.

海外客戶可以信用咭授權方式付款。

Overseas customers may pay by credit card.

本人 _____ 茲授權香港會議展覽中心(管理)有限公司以下述之信用咭作為租用餐具及器皿費用 / 正。
飲食費用，總值為港幣 _____

I _____ authorise the Hong Kong Convention and Exhibition Centre (Management) Limited to use
the following credit card for the settlement of equipment rental / food and beverage consumption in the amount of _____

HK\$ _____

公司名稱:

Company Name: _____

展覽名稱:

Name of Exhibition: _____

展覽日期:

Exhibition Period: _____

展覽廳

Hall No: _____

展位編號:

Booth No.: _____

請選擇付款之方法:

Please select the payment method:

VISA

萬事達

MASTERCARD

現金(港幣)

Cash(HK\$)

(只適用於即場訂購: 現場付款最早送貨時間為下午2時
(For on-site order only. The earliest delivery time for payment
upon delivery is 2:00pm)

持咭人

Cardholder's

信用咭號碼:

Credit Card No.: _____

簽署:

Signature: _____

姓名:

Name: _____

有效日期至:

Expiry Date: _____

地址:

Address: _____

電話:

Tel: _____

公司專用/授權號碼:

Internal Use Only / Authorisation Code: _____

經手人:

Handled by: _____

收據編號:

Receipt No: _____

日期:

Date: _____

即場訂購 On-Site Order

即場訂購須於送貨前24小時落單。

On-site orders must be made 24 hours before delivery.

顧客可以現金或信用咭付款。

Customers may pay in cash or with credit card.

每張訂購表格最低消費為港幣300元正。

The minimum order for each delivery is HK\$300.

付款後訂單不可取消或退款

No cancellation or refund can be made once payment has been settled

請填寫以下空格 Please fill in the blanks:

— 所有租用器皿及用具須於

All service equipment will be collected at _____

(時間)

(time) on _____

(日期) 收回。

(date).

— 所有瓷器、玻璃器皿及餐具須於

All chinaware, glassware and cutlery will be collected at _____

(時間)

(time) on _____

(日期) 收回。

(date).

— 參展商接收所有器具、瓷器、玻璃器皿及餐具時，須檢查並簽收會展管理公司之交貨票據作實。如遇有缺貨或損壞，參展商應於交貨票據上列明及簽署。

When the service equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the HML delivery note.

In the event of any shortage or damage, the exhibitor shall endorse the note accordingly.

— 租用之器具、瓷器、玻璃器皿及餐具如有損壞或未能於該展覽完畢前交還，參展商須向香港會議展覽中心(管理)有限公司作出賠償。

If service equipment, chinaware, glassware or cutlery are damaged or not returned at the end of the event, the exhibitor shall indemnify any damage or loss incurred to the Hong Kong Convention and Exhibition Centre (Management) Ltd.

本餐用訂購表格以英文為準。

In case of discrepancy between the English and Chinese content, the English version shall prevail.