

HKTDC Hong Kong International Wine & Spirits Fair 2016 – Important Circulars
香港貿發局香港國際美酒展 2016 – 重要通告

Dear Exhibitors 致各參展商：

Thank you for your participation in the Hong Kong International Wine & Spirits Fair 2016. 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.

歡迎參加香港國際美酒展 2016。煩請檢查已領取的資料是否齊全。預祝 展出成功！

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For more information, please feel free to contact us: 若有任何疑問，請與本局聯絡。

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Hong Kong Trade Development Council 香港貿易發展局

Circular 1 - Fair Opening Hours

The detailed time schedule is shown as below:

Nov 10– 11	(Thu & Fri)	10:30 am - 7:30 pm	Open to trade only ¹
Nov 12	(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/US\$15.

² 12 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

通告一 - 展覽會開放時間

展覽會開放時間如下:

11 月 10-11 日	(星期四至五)	上午 10 時 30 分至下午 7 時 30 分	開放給業內人士 ¹
11 月 12 日	(星期六)	上午 10 時 30 分至下午 6 時	開放給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 HK\$100/US\$15

² 11 月 12 日開放予 18 歲或以上公眾人士入場，費用為港幣二百元正。

香港貿易發展局

Circular 2 - Buyers' Registration

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

For Buyers from HK: Pre-register on or before [24 October 2016](#) at HKTDC Wine Fair website to receive the buyer's badge by mail.

For Buyers outside HK: Pre-register on or before [17 October 2016](#) 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
10-11 Nov	Hall 1E Concourse	10am-7pm
12 Nov	Hall 3B Concourse	10am-4:30pm

Remarks: Admission fee is HK\$100 / US\$15 per person for on-site registration.

***Kindly note that the 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

通告二 - 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 2016 年 10 月 24 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 2016 年 10 月 17 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 10-11 日	1E 展覽廳大堂	上午十時至下午七時
11 月 12 日	3B 展覽廳大堂	上午十時至下午四時三十分

註：現場登記買家須付入場費（每位港幣 100 元 / 美金 15 元）。

*此展覽只供 18 歲或以上的業內人士入場參觀。

** 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 (9 November 2016) to collect the Fair Official Magazine, Booth Curtain*, Name Card Drop-box and important on-site circulars.

Date : 9 November 2016 (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.

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通告三 - 參展商進場登記手續

請 貴公司於進場日 (即 2016 年 11 月 9 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 : 2016 年 11 月 9 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. 9 November) and move-out day (i.e. 12 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 (9 November 2016)

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 goods 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 (12 November 2016)

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 **12 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

通告四 - 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 9 日) 及撤館日 (即 11 月 12 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 (2016 年 11 月 9 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 (2016 年 11 月 12 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 12 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 12 November 2016.** 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 12 November 2016, 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

通告五 - 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 12 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 12 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. 9 November and 12 November 2016) and for replenishment during the fair period (i.e. 10 November to 12 November 2016). 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 9–12 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 9–12 November 2016**. 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

通告六 - 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証明。

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 2016 年 11 月 9 日及 12 日) 及展覽期間 (即 2016 年 11 月 10 至 12 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 2016 年 11 月 9 日至 12 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 **2016 年 11 月 9 至 12 日** 實施進場車輛使用時間收費計劃。有關收費如下：

一期	以半小時收費
車輛進場後首一小時	: 免費
其後兩小時內 (或不足半小時)	: 港幣\$100
超過三小時內 (或不足半小時)	: 港幣\$150
遺失進場計時咭 (每張/每日)	: 港幣\$500
二期	以半小時收費
車輛進場後首 45 分鐘	: 免費
其後兩小時內 (或不足半小時)	: 港幣\$100
其後兩小時及 45 分鐘內 (或不足半小時)	: 港幣\$150
遺失進場計時咭 (每張/每日)	: 港幣\$500

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 10 to 12 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 12 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

通告七 - 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10至11日下午7時30分 及 11月12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10-12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12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）。

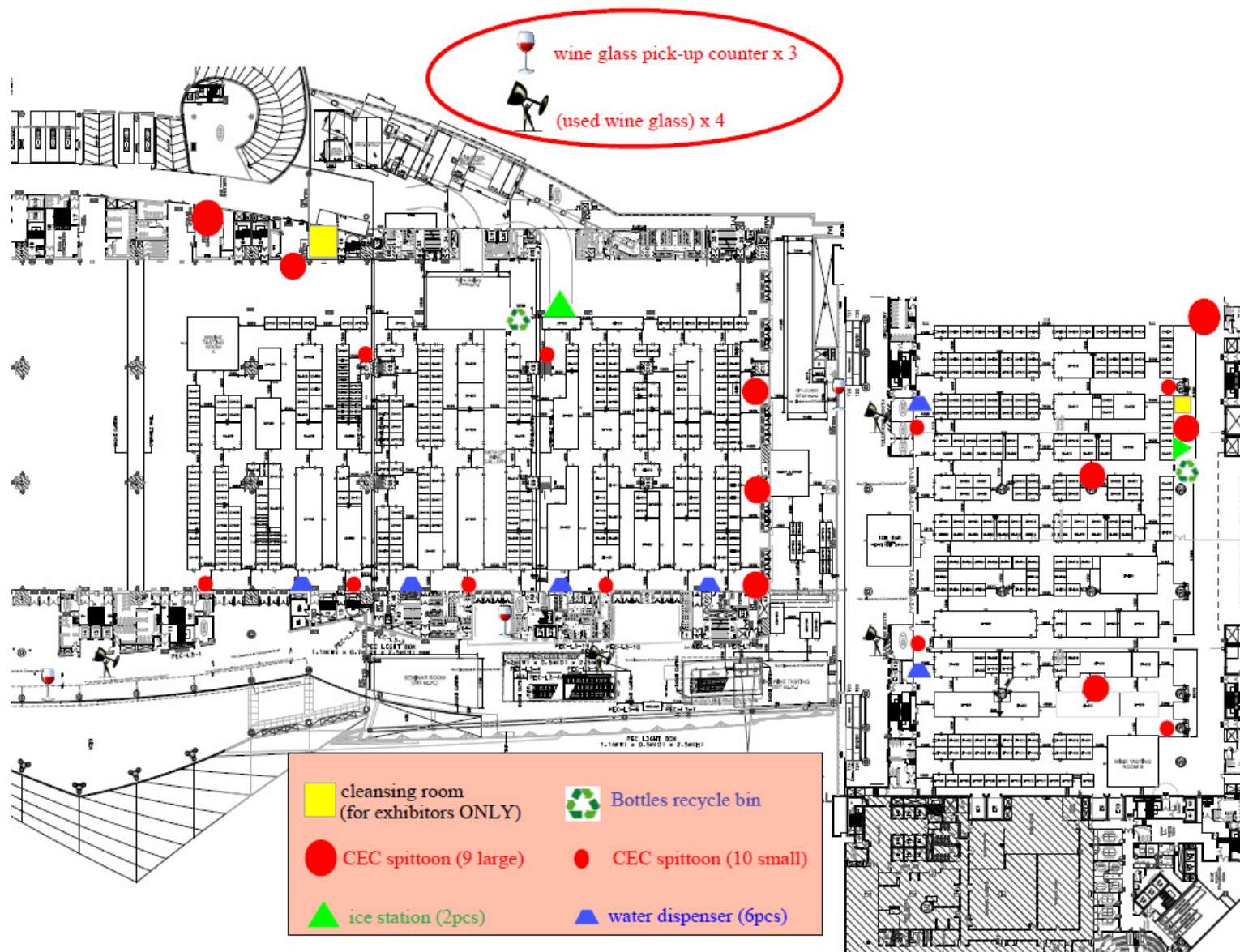
(3) 冰桶

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



Circular 8 - Wine & Liquor Related Laws and Regulations

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 at the fair ground 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: 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/eng/content_e.htm.

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: -

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.

Hong Kong Trade and Development Council

通告 8 - 葡萄酒及烈酒有關法律和規例

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 應課稅品條列

參展商必須注意，應課稅品條列(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
- (iii) 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 or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services 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 prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment. 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 3.27.14 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 3.27 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 3.27.16 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.
- Product Eco-responsibility Ordinance (Cap 603) – which introduces measures to minimize the environmental impact of certain types of products; and provides for related matters.

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

通告 9: 遵守適用法律及規章

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：

- 商品說明條例 (第 362 章) 及其附屬法例 - 該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。
- 消費品安全條例 (第 456 章) - 該條例向製造商、進口商及供應商施加確保所供應的消費品屬安全的責任。消費品是指一般供應予私人使用或耗用 (該條例中所指明的貨品除外) 的任何貨品，並包括供應該等貨品時所用的包裝。
- 貨品售賣條例 (第 26 章) - 該條例編纂有關貨品售賣的法律，包括售賣合約的訂立、效力及履行、合約的隱含條款、合約雙方的權利及違約的後果。
- 服務提供 (隱含條款) 條例 (第 457 章) - 該條例綜合有關服務供應合約中隱含的條款的法律，包括有關謹慎、技術、履行時間及代價的隱含條款。
- 進出口條例 (第 60 章) - 該條例其中施加有關在香港輸入及輸出物品以及對已經輸入香港的物品在香港境內的處理及運載的限制及就此作出有關規定。尤其是，該條例規定了在香港禁止進口及出口的物品。
- 防止賄賂條例 (第 201 章) - 就防止賄賂及其他相關事項訂立條文。
- 個人資料 (私隱) 條例 (第 486 章) - 該條例藉向資料使用者施加須遵守該條例下所列的保障資料原則的責任及其他條文規定以保障有關個人資料的私隱。
- 版權條例 (第 528 章) - 該條例就版權及其他相關權利的保護及執行訂立條文。
- 註冊外觀設計條例 (第 522 章) - 該條例就註冊外觀設計權利訂立條文。
- 商標條例 (第 559 章) - 該條例就商標註冊及包括註冊商標的保護及執行的相關事項訂立條文。
- 專利條例 (第 514 章) - 該條例就專利註冊及包括註冊專利的保護及執行的相關事項訂立條文。
- 禁止層壓式計劃條例 (第 617 章) - 該條例禁止推廣、知情參與及誘使他人參與層壓式計劃。
- 不良廣告 (醫藥) 條例 (第 231 章) - 該條例其中條文禁止發佈可能導致他人使用該條例中所訂明的某些疾病的任何藥物、外科用具或療法的廣告。(見下列 3.27.14)
- 電力條例 (第 406 章) - 該條例其中就電氣產品 (指使用低壓或高壓電力的任何用電器具、照明配件或附件) 的安全規格訂立條文。
- 空氣污染管制條例 (第 311 章) - 該條例就消滅、禁止與管制大氣污染訂立條文。其中包括禁止在香港製造或進口所含的揮發性有機化合物成分超出所規定限額的若干

受規管消費品 (例如髮膠)。

- 公眾衛生及市政條例 (第 132 章) - 該條例其中就規管食物及藥物的配製及攪雜並就藉禁止售賣不宜供人使用的食物或藥物或該等食物或藥物的虛假或誤導標籤或廣告而對食物及藥物購買人提供保障訂立條文。(見下列 3.27)
- 淫褻及不雅物品管制條例 (第 390 章) - 管制內容屬於或含有淫褻或不雅資料(包括暴力、腐化或可厭的資料)的物品。
- 玩具及兒童產品安全條例 (第 424 章) - 該條例其中就兒童玩具及指明的兒童用品的安全標準訂定條文。
- 保護瀕危動植物物種條例 (第 586 章) - 該條例對一些瀕危的動物和植物物種的進口、出口、擁有或控制作出管制。(見下列 3.27.16)
- 廢物處置條例 (第 354 章) - 該條例規管廢物的處理、儲存、收集及處置，包括廢物處理、再加工和回收。
- 火器及彈藥條例 (第 238 章) - 該條例規管火器及彈藥的管有和經營的牌照事宜。
- 武器條例 (第 217 章) - 該條例禁止持有某些武器。
- 產品環保責任條例 (第 603 章) - 該條例引入減少某些類型產品對環境影響的措施並提供相關事宜。

上述所有條例及規例均可於網址 <http://www.legislation.gov.hk> 下載。

保證

各參展商謹此向主辦機構陳述及保證其有關在展覽會所展示、展覽、出售、分派及供應之產品、服務、宣傳品、廣告物品及其他物品及參展商在展覽會的所有其他活動：

- (a) 必須遵守所有適用於參展商或主辦機構的法律及規章 (包括但不限於香港法例) 及任何適用的國際公約；
- (b) 必須遵守所有由有關的政府機關及專業團體 (包括但不限於香港的政府機關及專業團體) 發出適用於參展商或主辦機構的專業守則、指引或聲明；
- (c) 並無侵犯任何第三者的任何知識產權或其他權利；
- (d) 根據主辦機構的合理意見，並非不利於主辦機構的形象、聲譽或有其他不良影響。

各參展商謹此向主辦機構進一步陳述，保證及承諾其必須已經自費妥當取得所有在展覽會展覽、宣傳、出售、分派及供應的一切產品、服務、宣傳品、廣告物品及其他物品及參展商在展覽會所有其他活動的必需及有效的豁免、同意、批准及牌照。

各參展商謹此向主辦機構陳述、保證並承諾其將向客戶及潛在客戶解釋其產品及/或服務的範圍、詳情及規格 (視屬何情況而定) 以及相關費用及收費，及主辦機構對於因為或者有關參展商與其客戶或潛在客戶之間的任何爭議而產生的任何法律責任、損失、損害賠償、費用及開支不承擔任何責任，而有關參展商須獨自為此承擔責任。

彌償

各參展商同意遵從展覽會所有條例及細則和所有適用的法例及規例，並豁免主辦機構及展覽場地就任何人士就參展商任何罪行、違反法律、違反法規或違反規章作出的投訴或程序帶來的全部法律責任，及就該等法律責任對主辦機構及展覽場地作出彌償。

香港貿易發展局

Circular 10: Food-related Laws and Regulations

3.26 Food Related Laws and Regulations

Exhibitors are requested to read through sections 3.25.1 to 3.25.18 of the Exhibitor's Manual and ensure complete compliance with all the stated laws, regulations and conditions.

The exhibitor agrees to comply with all the laws, regulations and conditions mentioned in sections 3.24 and 3.25, and to exempt the Hong Kong Trade Development Council and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the laws and regulations by the exhibitor.

3.26.1 Free Tasting for Product Demonstration

Exhibitors may offer food or beverage samples to visitors of the Exhibition for tasting provided that:

- (a) the samples are prepared in connection with the demonstration of the Exhibitor's products;
- (b) the samples are provided free of charge;
- (c) alcoholic beverages must not be tasted by or sold to visitors aged below 18;
- (d) the samples are offered in the area of the Exhibitor's Stand (or areas designated by the Organiser, if any);
- (e) the samples and/or the ingredients are well packaged or well covered and are served in small quantity and tasting portion only;
- (f) Exhibitor's staff preparing or dispensing food or beverages must wear face masks, gloves and clean clothing;
- (g) the samples and/or the ingredients must be within the expiry date of consumption and must be in a condition normally expected of or commonly acceptable in relation to that particular kind of food or beverages.

3.26.2 Onsite Inspection

To ensure full compliance with the laws and regulations, the Organiser maintains the right to demand for immediate remedial action by Exhibitors upon request during the Fair period if the Organiser has any suspicion on any non-compliance of the laws and regulations mentioned in sections 3.24 and 3.25. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Officials from various government departments and authorities such as Food and Environmental Hygiene

Department, Department of Health, Customs & Excise Department, Immigration Department, Chinese Medicine Council of Hong Kong, as well as the Consumer Council, may also conduct inspections onsite during the Fair period.

3.26.3 Food Laws of Hong Kong

The Food and Environmental Hygiene Department (FEHD) of the Government of the Hong Kong Special Administrative Region (HKSAR) have set forth very strict rules and regulations relating to sale of food in Hong Kong. Any food, whether imported or locally produced, intended for sale in Hong Kong shall comply with the local food laws including but not limited to the list below:

- (1) Public Health and Municipal Services Ordinance (Cap. 132)
 - (a) Part V — (Food and Drugs) of the Public Health and Municipal Services Ordinance (Cap. 132 of Laws of Hong Kong);
 - (b) Abattoirs Regulation (Cap. 132A)
 - (c) Colouring Matter in Food Regulations (Cap.132H);
 - (d) Dried Milk Regulations (Cap.132R);
 - (e) Sweeteners in Food Regulations (Cap.132U);
 - (f) Food Adulteration (Metallic Contamination) Regulations (Cap.132V);
 - (g) Food and Drugs (Composition and Labeling) Regulations (Cap.132W);
 - (h) Food Business Regulation (Cap.132X);
 - (i) Frozen Confections Regulation (Cap.132AC);
 - (j) Harmful Substances in Food Regulations (Cap.132AF);
 - (k) Imported Game, Meat and Poultry Regulations (Cap.132AK);
 - (l) Milk Regulation (Cap.132AQ);
 - (m) Mineral Oil in Food Regulations (Cap.132AR);
 - (n) Preservatives in Food Regulation (Cap.132BD);
 - (o) Slaughterhouses Regulation (Cap.132BU); and
 - (p) Smokeless Tobacco Products (Prohibition) Regulations (Cap.132BW)
 - (q) Pesticide Residues in Food Regulation (Cap.132CM).

The full text of the Public Health and Municipal Services Ordinance and its subsidiary legislations can be downloaded at
<http://www.legislation.gov.hk/index.htm>.

Note that Pesticide Residues in Food Regulation (Cap.132CM) takes effect from 1 August 2014. The Regulation imposes the maximum concentration of specified pesticide residues permitted in specified food commodities. It also stipulates that unless the consumption of the concerned food is not dangerous or prejudicial to health, the import or sale of any food found to contain pesticide residues, except for exempted pesticides specified in the Regulation, is an offence under the Regulation which attracts a maximum penalty of \$50,000 fine and 6-month imprisonment. For

compliance with the requirements of this Regulation, Exhibitors may refer to the Guidelines published by the FEHD and the Centre for Food Safety which can be browsed at the following link:

http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html.

The full text of the Public Health and Municipal Services Ordinance and its subsidiary legislations can be downloaded at
<http://www.legislation.gov.hk/index.htm>.

(2) Food Safety Ordinance (Cap. 612)

The Food Safety Ordinance provides a tracing mechanism for food safety in Hong Kong, which comprises a registration scheme for food importers and distributors and a record-keeping scheme prescribed for all food importers and distributors in relation to movement of food.

According to the Ordinance, “Food” includes –

- (a) drink;
- (b) ice;
- (c) chewing gum and other products of a similar nature and use;
- (d) smokeless tobacco products; and
- (e) articles and substances used as ingredients in the preparation of food, but does not include –
 - (f) live animals or live birds, other than live aquatic products;
 - (g) fodder or feeding stuffs for animals, birds or aquatic products; or
 - (h) medicine as defined by section 2(1) of the Pharmacy and Poisons Ordinance (Cap. 138) or Chinese herbal medicine or proprietary Chinese medicine as defined by section 2(1) of the Chinese Medicine Ordinance (Cap. 549).

“**Food importer**” means a person who carries on a business which brings or causes to be brought any food into Hong Kong by air, land or sea.

“**Food distributor**” means a person who carries on a business of which the principal activity is wholesale supply of food in Hong Kong. This also includes in general food producers (like fish/vegetables farmers and fishermen) and food manufacturers who supply their products by wholesale.

Registration scheme

The Ordinance requires any person who carries on a food importation/ distribution business to register with Director of Food and Environmental Hygiene as a food importer/ food distributor. Any person who does not register with FEHD as a food importer/distributor but carries on a food importation or distribution business commits an offence and is liable to a maximum fine of \$50,000 and imprisonment for

6 months.

For details of the registration scheme, exhibitors should refer to the FEHD's publication "A Guide to the Registration Scheme for Food Importers and Food Distributors" available at the website of Centre for Food Safety at www.cfs.gov.hk.

Record-keeping requirements

The Ordinance requires any person who, in the course of business, imports, acquires or supplies by wholesale food in Hong Kong to keep transaction records of the business from which it acquired the food and the business to which it supplied the food. Any person who captures local aquatic products and in the course of business, supplies them in Hong Kong is also required to keep the capture records.

Failure to comply with the record-keeping requirement is an offence under the Ordinance and upon conviction a person is liable to a maximum fine of \$10,000 and imprisonment for 3 months.

There is no stipulated format for the records of each transaction to be maintained but such records should cover the following information as required under Part 3 of the Food Safety Ordinance:

(A) Record of local acquisition of food (Local acquisition record)

A person who, in the course of business, acquires food in Hong Kong must record the following information about the acquisition –

- (a) the date the food was acquired;
- (b) the name and contact details of the seller;
- (c) the total quantity of the food;
- (d) a description of the food.

The record must be made within 72 hours after the time the food was acquired.

(B) Record of acquisition of imported food (Import record)

A person who, in the course of business, imports food acquired outside Hong Kong must record the following information about the acquisition –

- (a) the date the food was acquired;
- (b) the name and contact details of the seller;
- (c) the place from where the food was imported;
- (d) the total quantity of the food;
- (e) a description of the food.

The record must be made at or before the time the food is imported.

(C) Record of capture of local aquatic products (Capture record)

A person who captures local aquatic products and who, in the course of business, supplies them in Hong Kong must record the following information about the capture –

- (a) the date or period of the capture;
- (b) the common name of the local aquatic products;
- (c) the total quantity of the local aquatic products;
- (d) the area of the capture

Exhibitors are required to fulfill their obligation in keeping records of their food products by following the Code of Practice on Keeping Records Relating to Food issued under section 43 of the Ordinance which can be downloaded from the website of Centre for Food Safety at www.cfs.gov.hk

The full text of the Ordinance can be downloaded at <http://www.legislation.gov.hk/index.htm> and Guidelines on the operation of the Ordinance issued by the Centre for Food Safety can be downloaded from the website of Centre for Food Safety at www.cfs.gov.hk.

Exhibitors must comply with all the laws and regulations relating to food. Exhibitors are deemed to have notice of the latest Food Laws in Hong Kong and have complied with any amended Food Laws once the amended laws have been posted on the website of Centre for Food Safety at www.cfs.gov.hk.

3.26.4 Summary on Food Related Regulations

The following is a summary of some of the regulations and conditions for Exhibitors' compliance:

(1) Selling and Dispensing Food or Beverages

Any food or beverages for on-site sale should be seal-packaged. For all on-site retail sale, **exhibitors should offer proper receipts to consumers**. The receipts should clearly indicate the company name of the exhibitor, the transaction date and amount.

All exhibitors should note that no elaborate food preparation processes are allowed at the fairground. **Exhibitors are NOT allowed to cook or reheat any food items for sale**, unless the items are intended for free tasting without any retail transaction or an Exhibitor has obtained the necessary Temporary Food Factory Licences and food permits from the FEHD and displayed the same at an eye-catching location of the Exhibitor's booth.

Exhibitors who wish to conduct retail sales of restricted items like milk, ice-cream and frozen confections should apply for the necessary food permits from the FEHD.

Exhibitors who will carry out on-site food processing activities must provide Hong Kong Trade Development Council (HKTDC) at least 30 days before the Fair notification in writing with the type of food items to be processed and whether the

items are for free tasting or for sale. Where sale of on-site processed food will be conducted, the exhibitor is also required to provide HKTDC a copy of its Temporary Food Factory Licence at the same time.

[For inquiries, please contact FEHD at: (852) 2868 0000 or <http://www.fehd.gov.hk/english/licensing/>]

(2) Fire Regulation

No open fire is allowed at the fairground for any purpose.

[For inquiries, please contact HKTDC (852) 2240 4231].

(3) Food Labelling

All pre-packaged food and beverages exhibited or offered at the Fair must comply with the Food and Drug (Composition and Labelling) Regulations (Cap.132W) to have the prescribed label and nutrition label written in Chinese, English or both.

[For inquiries, please contact Centre for Food Safety at (852) 2868 0000 or visit its website at www.cfs.gov.hk.]

(4) Undesirable Medical Advertisements Ordinance

Any exhibits, which include any kind of medicament, other curative or preventive substance or orally consumed products except those customarily consumed as food or drink, and whether a proprietary medicine, a patent medicine, or purported natural remedy, must conform to the requirements under the Undesirable Medical Advertisements Ordinance (Cap. 231) on labelling and advertisements. Any labelling or advertisement should not contravene the provisions of the Ordinance. [For inquiries, please contact the Department of Health at (852) 2961 8989 or (852) 2961 8991 or visit its website at <http://www.dh.gov.hk/>.]

(5) Registration of Proprietary Chinese Medicines

According to Chinese Medicine Ordinance (Cap 549), all proprietary Chinese medicines must first be registered by the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, manufactured or sold in Hong Kong. All proprietary Chinese medicines must also carry a prescribed label and be attached with package insert according to the provision of the Ordinance.

[For inquiries, please contact the Secretariat of the Chinese Medicine Council of Hong Kong at (852) 2121 1888 or <http://www.cmchk.org.hk>.]

(6) Product Genuineness & Product Labelling

Please note that the Organiser has the sole discretion to examine or test any ginseng, antler, dried seafood or Chinese soup ingredients which are suspected to be not genuine.

(7) Retail Sales Activities for Overseas Exhibitors

According to the provisions of the Immigration Ordinance (Cap. 115), all exhibitors who are not ordinary residents of Hong Kong will be required to obtain a "Temporary

Work Visa” when they participate in a public fair in Hong Kong involving retail sales activities; unless a local representative is employed to conduct retail sales activities and the handling of proceeds.

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

3.26.5 Conditions on Selling and Dispensing Food or Beverages

To comply with the provisions of the Food Safety Ordinance, all exhibitors intending to import or distribute food in the Fair are required to register with or obtain exemption from the FEHD. Application forms and Guidelines on the operation of the Ordinance can be obtained from the Center for Food Safety at 43/F., Queensway Government Offices, 66 Queensway, Hong Kong or downloaded at its website at: www.cfs.gov.hk.

[For inquiries, please contact Centre for Food Safety at: (852) 2868 0000 or www.cfs.gov.hk]

In addition to the provisions of the Food Safety Ordinance, the following conditions on selling and dispensing food or beverages must be observed and complied with by all exhibitors:

Food Permits and Licences

1. All food and beverages exhibited at the Fair must be in hygienic condition of the highest standard and must be fit for human consumption. For the sake of public health, the Organiser maintains the right to demand for valid certificates on the food product quality issued by the relevant health and food safety authorities upon request during the Fair period. If the Organiser had any suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Please ensure that there are no fake or unhygienic food products at the fairground.
2. Exhibitors can offer exhibits for tasting by visitors provided that they are free of charge to the visitors and that such tasting takes place within the designated area to which each exhibitor is assigned by HKTDC. Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing.
3. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground. The said Temporary Food

Factory Licence must be displayed at an eye-catching location within the Exhibitor's booth with copy provided to HKTDC at least 30 days before the commencement of the Fair. The Organiser reserves the right to discontinue any sale if the exhibitor fails to present the said licence by the deadline.

4. Only pre-packaged food samples i.e. samples of any food packaged, whether completely or partially, in such a way that the contents cannot be altered without opening or changing the packaging, the food in which is ready for presentation to the visitors as a single food item, can be sold to the visitors at the exhibition venue.
5. All exhibits, whether sold to or tasted by the visitors, must be within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits. Any other food or beverages supplied to visitors for tasting must be not older than would normally be expected of or commonly acceptable in relation to that particular kind of food or beverages.
6. All sales of beverages must be closed and sealed to prevent spilling.
7. The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website of Centre for Food Safety at www.cfs.gov.hk. Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.
8. Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licences from the FEHD. Any such food permit / licence obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to HKTDC at least 30 days before the commencement of the Fair.

On-site Food-processing Activities and Storage

1. No open fire is allowed at the fairground and all exhibitors should note that no elaborate food preparation processes are allowed at the exhibitors' booth(s).
2. The means of food processing (such as cooking, warming or reheating) shall be restricted to steaming, pan-frying, non-charcoal grilling and baking only. Deep-fry or Yakitori-style cooking is not permitted.
3. Any warming or re-heating of the food products must take place within the stands in the exhibition venue to which each exhibitor is assigned by HKTDC and shall only be done by microwave ovens and small frying pans heated by electric appliances of good working condition only. HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that HKTDC regards as defective, dangerous or improper. Each exhibitor is only allowed to install one microwave oven and one other electrical appliance in his/her respective stand. Exhibitors are also responsible for ordering sufficient power supply to support their electric cooking appliances. Booths with grilling must be installed with charcoal-filtered range hood in order to minimise problems of indoor air pollution. HKTDC Exhibition Services can

offer officially recognised charcoal-filtered range hoods for rent. Any exhibitor wishing to install any additional ovens or appliances must obtain the prior written approval of HKTDC who have an absolute discretion upon whether to give such approval. Notwithstanding that HKTDC may have given such approval they are at liberty to subsequently withdraw approval at any time.

4. Booths with sales or distribution of soft ice-cream must be equipped with piping and drainage.
5. Acceptance of exhibitors which conduct food-processing on-site is subject to the sole decision of HKTDC.
6. Upon signing the Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from food provided by the exhibitor or any offence committed by the exhibitor.
7. Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. As a safety measure, cooking appliances facing aisles are required to be shielded off by 30cm high panels above the stove top on three sides to avoid spillage of cooking oil or hot water.
8. All exhibitors should ensure that storage of food items should be under temperature-controlled conditions in refrigerators, freezers or other appropriate appliances of good and proper working condition. Prior arrangements should be made with HKTDC for the supply of 24-hour electricity throughout the duration of the exhibition. (Please refer to Form 6 in "Additional Facilities and Services Order Form")
9. 70% of the total booth area shall be used to sell and/or display pre-packed foods and/or beverages. Any cooking, reheating and/or selling of unpacked food shall be conducted within the booth and the aggregate area for conducting such activities shall not exceed 30% of the total booth area.

3.26.6 Conditions on Tasting and Sales of Alcoholic Beverages

Below are the rules and conditions governing the tasting and sales of alcoholic beverages during the Fair.

- All exhibitors are required to declare if their participation would involve alcoholic beverages.
- The supply and sales of alcoholic beverages by the glass in any catering form without a valid Temporary Liquor Licence within the exhibition venue is strictly

prohibited and any breach thereof shall result in the exhibitor concerned being disallowed from continuing to participate in the exhibition. Exhibitor conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance, Laws of Hong Kong Cap. 109. According to the Dutiable Commodities Ordinance, “alcoholic liquor” means any liquid which contains more than 1.2% of ethyl alcohol by volume, such as sheung ching, mow toi, ko leung, brandy, whisky, gin, rum, vodka, champagne, still wine, beer, cider, sake and etc.

- Since the legislative amendments to the Dutiable Commodities Ordinance took effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licences or permits for the import or export, manufacture, storage or movement of wine and liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C. No valuation of the alcoholic beverages concerned for duty purpose will be required. However, the existing licensing/permit controls on liquors with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C remain unchanged. Exhibitors of such liquors should forward a copy of the removal permit for duty-paid goods issued by the Customs & Excise Department to HKTDC at least 30 days before the commencement of the Fair for records.
- Exhibitors conducting sales or tasting of alcoholic beverages during the Fair should observe the following rules and conditions:
- Consumption or tasting of alcoholic beverages must be done in the following ways:
 - 1) for those exhibitors who wish to conduct alcoholic beverages free tasting within the exhibition booth, they must apply for the relevant Temporary Liquor Licence directly from the Hong Kong Police at least 30 days before the commencement of the Fair. Only a person who is already in possession of a full Liquor Licence will be considered to be issued with a Temporary Liquor Licence. Any such Temporary Liquor Licence an exhibitor obtained must be displayed at an eye-catching location in the booth AND have to be copied to HKTDC at least 30 days before the commencement of the Fair.
 - 2) Unless a Temporary Liquor Licence is obtained, all sales of alcoholic products must be bottled or canned, and no sales and/or free-tasting of alcoholic beverages by the glass or open-bottle would be allowed. Exhibitors conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance (Cap. 109) wherever appropriate.
- Alcoholic beverages MUST NOT be tasted by or sold to visitors aged below 18. In case of any doubt, please request visitors to show a proof of age, e.g. Hong Kong ID Card.

- It is necessary to post a sign stating a message to the above effect. (The Organiser will provide the sign to the concerned exhibitors)

For details on the application for a Temporary Liquor Licence, please contact General Licensing Section of the Hong Kong Police at (852) 2860 6524 or email to general-licensing@police.gov.hk.

For compliance with the Dutiable Commodities Ordinance, please contact Customs & Excise Department at (852) 2815 7711 or <http://www.customs.gov.hk>.

3.26.7 Product Genuineness

To protect the welfare of the visitors, products sold, dispensed, promoted or displayed at the Fair must be genuine and conform to the labels affixed to them and their package insert.

Please note that the Organiser has the sole discretion to examine or test any ginseng, antler, dried seafood or Chinese soup ingredients regarding the product genuineness. The Organiser will take the examination or test results into account when considering whether or not to accept the application of the exhibitor for the upcoming Fair.

Government Officials from FEHD, Department of Health, Customs & Excise Department, Chinese Medicine Council of Hong Kong as well as the Consumer Council, will also conduct regular inspections onsite during the Fair period.

3.26.8 Guidelines on Processing Food & Beverages

For the sake of public hygiene, exhibitors should follow the Food Hygiene Code issued by the FEHD in processing food and beverages and strictly follow the guidelines below.

- Exhibitors should have their body temperature measured daily before entering the fairground. If you do not feel well, especially when you have a fever (body temperature higher than 38°C/100.4°F) and/or respiratory symptoms such as coughing, sneezing, do not attend the function. Consult a doctor promptly.
- Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing. All food, beverages and tableware must be stored and covered properly.
- Any food or beverages for on-site sale should be sealed packaged.
- Maintain good personal hygiene. Wash your hands with liquid soap, and then dry with a disposable towel or a hand drier before processing food, after going to the

toilet, when your hands are contaminated by respiratory droplets or other bodily secretions or after touching rubbish.

- Do not cough or sneeze toward any food and beverages. Do not spit or litter.
- All exhibitors should ensure that exhibits are displayed only in the stands specifically assigned to them and that they keep their stand dry, clean and tidy. All rubbish or packing materials should be disposed of in the garbage bags and placed in the refuse collection area in the exhibition venue at the end of an exhibition day.
- Exhibitors should keep potentially hazardous food at 4°C or below, or at 60°C or higher. If the food items are frozen, they must be stored frozen (preferably stored at -18°C or below). Potentially hazardous food that is intended for immediate consumption may be displayed or held for service at temperatures between 4°C and 60°C for a period of not more than 4 hours, otherwise it should be discarded.

[The Food Hygiene Code issued by the FEHD can be downloaded at http://www.fehd.gov.hk/english/publications/code/code_index.htm]

3.26.9 Catering Services

According to the regulations of the Hong Kong Convention & Exhibition Centre (HKCEC), no catering items or service provided from outside HKCEC is permitted, and HKCEC security will take action against the delivery of any catering items.

Exhibitors may have food and drinks at the cafeteria inside the exhibition halls or at the restaurants. Should you require in-house delivery service, you may also contact the HKCEC directly at (852) 2582 8888.

3.26.10 Regulations on Sales of Restricted Food

Restricted Foods

According to the provisions of the Food Business Regulation (Subsidiary Legislation X of Chapter 132 of the Laws of Hong Kong), no person shall sell, or offer or expose for sale, or possess for sale the following kinds of food and beverages which are restricted foods in Hong Kong except with the relevant licences or permits issued 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 (饅頭籮)
17. Food sold by means of a vending machine
18. Sashimi
19. Sushi
20. Oyster to be eaten in raw state
21. Meat to be eaten in raw state

Note: According to the “Guide to Import of Game, Meat and Poultry into Hong Kong” published by the Food Safety Centre, the word “chilled” can be referred to the pre-chilling process of food with subsequent storage at a temperature between 0°C and 4°C. Similarly, according to the “Food Hygiene Code” issued by the FEHD, the word “frozen” can be referred to the state in which the temperature of a food is reduced below its freezing point and the majority of the water inside the food undergoes a change in state to form ice crystals. To maintain the quality of frozen food, a temperature of –18°C or less is preferred.

In addition to the provisions of the Food Business Regulation, Exhibitors must observe the provisions in the Import and Export Ordinance (Chapter 60 of the Laws of Hong Kong) concerning the import of food and also the provisions of the Imported Game, Meat and Poultry Regulations (Chapter 132AK of the Laws of Hong Kong) concerning the import of game, meat and poultry into Hong Kong.

Sale of Restricted Foods

Exhibitors who intend to conduct sale of any of the above restricted foods in the fair are required to obtain the necessary Restricted Food Permit and/or a Composite Food Shop Licence from the FEHD and submit copy of the permits to HKTDC at least 30 days before the commencement of the Fair for records.

A Temporary Food Factory Licence is also required for any Exhibitor who intends to conduct sale of any pre-cooked food or beverages reheated for consumption at the Fair. A copy of the licence should be forwarded to HKTDC at least 30 days before the commencement of the Fair for records.

Both the Form of Application for Permit (FEHB95A) and the Form of Application for a Temporary Food Factory Licence (FEHB 201) can be downloaded from the website of FEHD at www.fehd.gov.hk. For enquiries, please call the 24-hour hotline of

FEHD at (852) 2868 0000.

3.26.11 Regulations on Importation of Food Products

Food importers, through close liaison with exporting countries, are responsible for ensuring that food items they procure comply with the local legislation. To help ensure hygienic standards of food, importers are encouraged to obtain health certificates issued by health authorities of countries of origin to accompany their imports certifying that the food products concerned are fit for human consumption.

There are specific legal requirements or administrative arrangements for the import of the following selected food items due to their perishable or high-risk nature:

- (a) game, meat and poultry;
- (b) milk and milk beverages;
- (c) frozen confections; and
- (d) marine products.

FEHD has prepared individual leaflets advising on the proper procedures for importing the above food items respectively:

- Guide to Import of Food into Hong Kong
- Guide to Import of Milk and Milk Beverages into Hong Kong
- Guide to Import of Frozen Confections into Hong Kong
- Guide to Import of Game, Meat and Poultry into Hong Kong
- Guide to Import of Marine Products into Hong Kong
- Guide to Application for Import Licence for Frozen Meat, Chilled Meat, Frozen Poultry and Chilled Poultry.

These leaflets can be collected at the Centre for Food Safety of FEHD at 43/F., Queensway Government Offices, 66 Queensway, Hong Kong or browsed at: the website of Centre for Food Safety at www.cfs.gov.hk.

◆ Health Certificate by Local Health Authority on Food Products

- Regardless of the type of food product, exhibitors are required to present a health certificate issued by their respective local health authority for importation into Hong Kong. A copy of the health certificate should be forwarded to HKTDC at least 30 days before the commencement of the Fair for records.

◆ Close Watch on Latest News Regarding Food Safety

- Exhibitors should keep a close watch on the latest news published by the Centre for Food Safety on its website at www.cfs.gov.hk to ensure their display and/or promoted food products are safe for public consumption.

◆ Prior Approval for Importation of Restricted Food Items

- The importations of restricted food items require prior approval for importation from FEHD. These restricted items include frozen confections (including ice cream), milk and milk beverages, etc. A copy of the approval, if applicable, should be forwarded to HKTDC at least 30 days before the commencement of the Fair for records.
- The application forms are downloadable from the website of FEHD at: <http://www.fehd.gov.hk/english/forms/fehb95.pdf>.

◆ Regulated Items

- There are specific legal and administrative requirements under the Public Health and Municipal Services Ordinance (Cap.132) for the import of any food containing regulated items such as added colouring matter, metal, artificial sweeteners, aflatoxins, erucic acid and/or other prohibited substances, preservatives and/or antioxidants and endangered species ingredients. Exhibitors are required to conform with these requirements to ensure that their products are fit for local sale or consumption.
- Further information on importation of regulated items can be found at the websites of Customs & Excise Department at www.customs.gov.hk and the Centre for Food Safety of FEHD at www.cfs.gov.hk.

◆ Freight Forwarder

- Exhibitors may contact any Freight Forwarder for further details regarding importation of food products. The contacts of some Freight Forwarders are listed on the website of Hong Kong Exhibitions and Convention Industry Association (HKECIA) at http://www.exhibitions.org.hk/english/members_company_a.php.

3.26.12 Food & Drugs (Composite and Labelling) Regulations

The Food and Drugs (Composition and Labelling*) Regulations (Cap. 132W of the Laws of Hong Kong SAR) make it mandatory for all prepackaged food to carry a prescribed label of prepackaged food and a nutrition label marked or labeled with its energy value and nutrient. Both labels shall be in either the English or the Chinese language or in both languages.

Violation of the Food and Drugs (Composition and Labelling) Regulations is an offence. Offenders found guilty are liable to a fine of up to HK\$50,000 and to imprisonment of up to 6 months.

Unless the prepackaged food is to be sold at the exhibition for immediate consumption, or unless otherwise exempt under the Regulations, the label of prepackaged food must provide information of

- 1) food name/designation;
- 2) list of ingredients;
- 3) indication of “best before” or “used by” date;
- 4) statement of special condition for storage or instructions for use;
- 5) full name and address of manufacturer or packer;
- 6) count, weight or volume;
- 7) declaration of the presence of substances which are known to cause allergy on food labels;
- 8) energy value and nutrient content.

And, additive constituting one of the ingredients of a prepackaged food shall be listed by both its functional class and its specific name or its identification number under the International Numbering System for Food Additives.

The nutrition label must contain the following 8 aspects and should also cover the amount of any claimed nutrients:

- energy
- protein
- carbohydrates
- total fat
- saturated fatty acids
- trans fatty acids
- sodium
- sugars

All **Hong Kong and overseas exhibitors** that intend to conduct selling of prepackaged foods at the fair should make sure their products carry the required nutrition label.

For exhibitors selling prepackaged foods that have a total sales volume of less than 30,000 units a year in Hong Kong, and the prepackaged foods do not provide any nutrition claims, they are eligible to apply for a Small Volume Exemption (SVE) at the Centre for Food Safety under the FEHD. Upon approval, the Centre will issue to the exhibitor an exemption number per food application for use in the course of its selling at the Fair. SVE should only be applied by Hong Kong manufacturers or Hong Kong importers. Overseas exhibitors are advised to apply for their SVE via their Hong Kong importers/distributors/agents.

Prepackaged food samples that have no required nutrition labels and are not exempted should only be offered for free food tasting or promoted as display items. They are not allowed to be sold at the Fair.

Officials from the FEHD may conduct random inspections onsite during the Fair period. The Organiser may, given all circumstantial supportive factors, call for

immediate removals of the alleged food items from sale. In the incidences that repeated warnings are in vain, the Organiser has the discretion to terminate the exhibitors' right to continue participating in the Fair with immediate effect.

To comply with the requirements of the Regulations, Exhibitors should refer to the Guidelines/Guidance Notes issued by the Centre for Food Safety, available at its website at www.cfs.gov.hk and including, without limitation to, the following:

- Trade Guidelines on Preparation of Legible Food Label
- Trade Guidelines on Serving Size of Prepackaged Food For Nutrition Labelling
- Labelling Guidelines on Food Allergens, Food Additive and Date Format
- Technical Guidance Notes on Nutrition Labelling and Nutrition Claims
- Method Guidance Notes on Nutrition Labelling and Nutrition Claims
- Guide to Application for Small Volume Exemption

For further details regarding the Food and Drugs (Composition and Labelling) Regulations, please contact the Food Safety at: (852) 2868 0000 or visit its website at www.cfs.gov.hk.

IMPORTANT NOTICE

During the Fair period, exhibitors must observe and pay special attention to the following relevant ordinances & rules for Chinese medicine & health products (3.25.13 to 3.25.15):

3.26.13 Chinese Medicine Ordinance and Other Relevant Legislations

Chinese Medicine Ordinance (Cap. 549 of the Laws of Hong Kong)

The Ordinance which was passed by the Legislative Council on 14 July 1999 established a regulatory system for the protection of public health, the accomplishment of a professional status for Chinese medicine practitioners and the enhancement of safety, quality and efficacy of Chinese medicines in Hong Kong. The contents of the Chinese Medicine Ordinance include the composition and functions of the Chinese Medicine Council, Chinese Medicine Practitioners Board, Chinese Medicines Board and the seven committees established under the Chinese Medicine Council; the regulatory system for Chinese medicine practitioners, which includes registration, examination and discipline of Chinese medicine practitioners; and the regulatory system for Chinese medicines, which includes licensing and regulation of Chinese medicines traders and registration of proprietary Chinese medicines.

All exhibitors are reminded that they must hold a valid Retailer Licence (Exhibition) in Chinese Herbal Medicines for selling or offering Chinese medicines at the Fair. For details on the application of the Licence, please contact the Chinese Medicine Council of Hong Kong at (852) 2121 1888 or email to info@cmchk.org.hk.

Registration System and Statutory Requirements for Proprietary Chinese Medicines Implemented

In accordance with s.119 of the Chinese Medicine Ordinance (Cap. 549), all proprietary Chinese medicines must be registered under the Ordinance with the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, possessed or sold in Hong Kong. Any person who sells, or imports, or possesses any unregistered proprietary Chinese medicine shall commit an offence and upon conviction shall be sentenced at maximum for a fine at HK\$100,000 and imprisonment for 2 years.

Sections 143 and 144 of the Ordinance also impose an offence on any person who sells, or has in his possession for the purpose of selling, any proprietary Chinese medicine without a label and a package insert which does not comply with the prescribed requirements and the maximum penalty is a fine of \$100,000 and 2-years' imprisonment.

All Hong Kong and overseas exhibitors are reminded that they must fulfill the obligations imposed by the Chinese Medicine Ordinance before they can possess, sell, market, display, exhibit or deal in any other ways with proprietary Chinese medicines at the Fair(s). Summaries of the operation of the Ordinance in respect of Chinese herbal medicines and proprietary Chinese medicines can be found on the website of the Chinese Medicine Council of Hong Kong at <http://www.cmchk.org.hk/>. For a full text of the Ordinance, please browse the website of the Bilingual Law Information System at <http://www.legislation.gov.hk/eng/home.htm>.

3.26.14 Undesirable Medical Advertisements Ordinance

The Department of Health of the HKSAR Government has set forth very strict rules and regulations relating to drug labelling. The Undesirable Medical Advertisements Ordinance, Cap.231 of the Laws of Hong Kong, prohibits the advertising of any medicine, surgical appliances or treatment for the prevention or treatment of diseases or conditions specified in the Schedules 1 and 2 of the Ordinance. Advertisements include any notice, poster, pamphlet and label on product and any announcement made orally or by means of producing or transmitting light or sound. It is possible that representatives from relevant government departments would conduct an on-site inspection during the Fair for any misbehaviors or irregularities.

Exhibitors are reminded that sections 2 to 8, 10 and 12 of the Undesirable Medical Advertisements Ordinance has taken effect from 1 June 2012 so that the prohibition or restriction on advertisements of six prescribed group of health claims (relating to breast lumps, genitourinary system, endocrine system, body glucose, blood pressure and blood lipids or cholesterol) is extended to all orally consumed products, except those customarily consumed as food or drink.

The maximum penalty for contravention of the Ordinance is also increased to \$50,000 and 6-months' imprisonment for a first offence and \$100,000 and 1-year's imprisonment for a second or subsequent offence.

The full text of the Ordinance can be downloaded from the Bilingual Law Information System at <http://www.legislation.gov.hk/eng/home.htm>.

For compliance with the requirements of the Ordinance, Exhibitors should also consult the Guidelines on Undesirable Medicinal Advertisement Ordinance available at the website of the Drug Office of the Department of Health at www.drugoffice.gov.hk.

The exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

3.26.15 Rules & Regulations for Imports and Exports of Chinese Medicines

The import and export of proprietary Chinese medicines and 36 types Chinese herbal medicines (including 31 Chinese herbal medicines specified in Schedule 1 and the 5 Chinese herbal medicines specified in Schedule 2 (Flos Campsis (凌霄花); processed Radix Aconiti (製川烏); processed Radix Aconiti Kusnezoffii (製草烏); Radix Clematidis (威靈仙) and Radix Gentianae (龍膽) of the Chinese Medicine Ordinance) as listed in the First Schedule to the Import and Export (General) Regulations (Chapter 60, sub Leg.A), Laws of Hong Kong, are subject to licensing control. Importation / Exportation of these articles must be covered by an import/export licence issued by the Department of Health.

Please note that importation/exportation of proprietary Chinese medicines and 36 types Chinese herbal medicines without an import/export license may violate the Import and Export (General) Regulations. Such violation constitutes an offence and offenders found guilty are liable to a fine of up to HK\$500,000 and to imprisonment of 2 years. For details of the relevant provisions of the Regulations, please browse the website www.legislation.gov.hk.

- 1) An Import or Export Licence must be applied to cover the consignment before the arrival or departure of the goods. Application should be submitted after completion of Import Licence Form 3 and Export Licence Form 6, by hand to the Chinese Medicine Section, Chinese Medicine Division of the Department of Health, at 16/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon.

Details of the applications for import/export permit for Chinese herbal medicines and proprietary Chinese medicines can be found in the Guidelines issued by the Chinese

Medicine Division of Department of Health which are available on its website at www.cmd.gov.hk.

- 2) In the case of an import licence application, the applicant will be given the original and duplicate of licence. The original is to enable the licensee to take delivery of the goods from the carrier (shipping company, airline or transportation company). Please note that under Section 8 of the Import and Export Ordinance (I & E Ordinance), the original must be presented to the carrier within 7 days after importation of the goods, irrespective of whether delivery of the goods is taken. The duplicate is for the licensee's retention.
- 3) Under Sections 6C(1) and 6D(1) of the I & E Ordinance, no person shall import or export pharmaceutical products and medicines except under and in accordance with a licence issued by the Director-General of Trade and Industry. Sections 6C(2) and 6D(3) of the I & E Ordinance stipulate that any person who contravenes Sections 6C(1) and 6D(1) shall be guilty of an offence and shall be liable on conviction to a fine of \$500,000 and to imprisonment for two years.
- 4) For further information, please contact Drug Office of the Department of Health at (852) 23198458 or visit its website at www.drugoffice.gov.hk.
- 5) The exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

3.26.16 Protection of Endangered Species of Animals and Plants Ordinance

The Protection of Endangered Species of Animals and Plants Ordinance (the Ordinance), Cap. 586, is the local legislation which gives effect to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) in Hong Kong. The Ordinance requires a licence to be issued in advance by the Agriculture, Fisheries and Conservation Department for the import, introduction from the sea, export, re-export or possession of specimens of a scheduled species, whether alive, dead, its parts or derivatives (including medicines). The Ordinance also specifies the circumstances under which no licence is required for trade in endangered species. The control regime follows closely the requirements under CITES.

The Ordinance applies to all parties, including traders, tourists and individuals, who conduct activities involving endangered species. For details of the Ordinance and guidelines for applying necessary licences, please visit the website of the Agriculture, Fisheries and Conservation Department at <http://www.afcd.gov.hk/eindex.html>.



3.26.17 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 in retail sale of certain goods to a customer. Unless exempted under the Ordinance, a 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 contact the Environmental Protection Department at (852) 31522299 or email psb@epd.gov.hk.

3.26.18 Other Relevant Legislations

Other than the laws and regulations mentioned in the foregoing sub-sections, Exhibitors shall also comply with the provisions of relevant legislations for example:

- (i) Under the Prevention of Bribery Ordinance (Cap.201), any person who, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for that public servant's exercise of his duties commits an offence;
- (ii) Under the Public Health and Municipal Services Ordinance (Cap. 132), which imposes restrictions on and requirements for, amongst others, preparation and adulteration of drugs; possession for the purpose of sale, exposition and advertising of drugs injuriously affected in their quality, constitution or potency by means of adulteration; prohibitions against sale to the prejudice of purchasers of drugs not of the nature or quality demanded by purchasers; prohibitions against sale, exposition or possession for sale of drugs intended but unfit for use by man; and prohibitions against sale and display of drugs for sale with false or misleading labeling or advertising;
- (iii) Under the Animals and Plants (Protection of Endangered Species) Ordinance (Cap. 187), restrictions related to the control of endangered species;
- (iv) Under the 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 and all orally consumed products as prescribed in such Ordinance and abortion;

- (v) Under the 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 of any class or description, the licensing and registration of places and persons connected with any such activity, the protection and safety of the public in relation to any such activity and other related matters;
- (vi) Under the Trade Descriptions Ordinance (Cap. 362), which imposes, amongst others, prohibitions against application of false trade description to goods or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services 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 prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment. Specific requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.
- (vii) Under the Pharmacy and Poisons Ordinance (Cap.138), which imposes restrictions on and requirements for, amongst others, possession and sale (both retail and wholesale) of poisons by registered pharmacists; registration of premises where poisons are kept for the purposes of retail sale; the requirement of prescription by a registered medical practitioner, registered dentist or registered veterinary surgeon for sale of certain designated poisons; labeling of and containers for poisons; storage and transport of poisons; and manufacture, import and export for pharmaceutical products. In particular, attention should be drawn to the restrictions relating to the control of medicines containing any western medicine as ingredients, and references should be made to the latest information and news posted on the website of Drug Office, Department of Health: www.drugoffice.gov.hk.

Please refer to the various ordinances for details. The full text of the ordinances can be downloaded from the website: <http://www.legislation.gov.hk/index.htm>.

Government publications can also be purchased through the following channels:

- visiting the online Government Bookstore at <http://www2.bookstore.gov.hk>;
- calling the Publications Sales Unit of Information Services Department at (852) 2537 1910 or sending an email to puborder@isd.gov.hk; or
- downloading the order form from the ISD website at <http://www.isd.gov.hk> and submit the order online or by fax to (852) 2523 7195.

The exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged

or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

Hong Kong Trade Development Council

通告 10: 食物有關法律和規例

條例提供中英文版本。如中英文版本有任何差異，以英文版本為準。

3.24. 食品有關法律和規例

參展商應仔細閱讀「參展商手冊」內第 3.25.1 至 3.25.18 項，並確保完全符合所述的有關法律、規例和條件的規定。

參展商同意遵守所有 3.24 及 3.25 項內所述的法律、規例和條件之規定，並同意如因違反該等規定而招致任何投訴或訴訟，香港貿易發展局（“香港貿發局”）及香港會議展覽中心（管理）有限公司均不會負上任何責任，亦無須作出任何賠償。

3.25.1. 產品示範及免費樣品

參展商可向參觀人士提供食品或飲品樣品作試味，但必須遵守下列規定：

- (a) 樣品是從參展商的產品示範中準備而成的；
- (b) 樣品是免費提供的；
- (c) 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務；
- (d) 樣品在參展商攤位內(或主辦機構指定地區，如適用)提供；
- (e) 樣品及/或其原材料經妥善包裹或蓋掩，並且只屬小量及試味性質；
- (f) 參展商負責準備及派發食品或飲品的員工必須佩戴口罩、手套和穿着潔淨衣物；
- (g) 樣品及/或其原材料必須仍在有效日期內並屬該食品或飲品一般預期或通常被接受的狀態或狀況。

3.25.2. 會場內巡查

為確保有關法律和規例的執行，主辦機構有權在懷疑有任何違反 3.24 及 3.25 項所述法律和規例的事情時，要求有關參展商於展覽會場上即時採取補救行為。若屢勸無效，主辦機構有權即時終止該參展商的參展資格。政府部門及機構包括食物環境衛生署、衛生署、海關、入境事務處，香港中醫藥管理委員會及消費者委員會等均會派員於展覽期間到場巡查。

3.25.3. 香港的食物法例

香港特別行政區政府的食物環境衛生署（“食環署”）對於在香港銷售的食品訂有嚴格的規例。任何在香港售賣的食品，不論是從外地進口或在本地製造，均須遵守香港有關

食物的法律，包括但不限於下列法規：

- (1) 公眾衛生及市政條例（香港法律第 132 章）
 - (a) 公眾衛生及市政條例（香港法律第 132 章）第 V 部 — 食物及藥物
 - (b) 屠場規例（香港法律第 132A 章）

- (c) 食物內染色料規例 (香港法律第 132H 章)
- (d) 奶粉規例 (香港法律第 132R 章)
- (e) 食物內甜味劑規例 (香港法律第 132U 章)
- (f) 食物攪雜 (金屬雜質含量) 規例 (香港法律第 132V 章)
- (g) 食物及藥物 (成分組合及標籤) 規例 (香港法律第 132W 章)
- (h) 食物業規例 (香港法律第 132X 章)
- (i) 冰凍甜點規例 (香港法律第 132AC 章)
- (j) 食物內有害物質規例 (香港法律第 132AF 章)
- (k) 進口野味、肉類及家禽規例 (香港法律第 132AK 章)
- (l) 奶業規例 (香港法律第 132AQ 章)
- (m) 食物內礦物油規例 (香港法律第 132AR 章)
- (n) 食物內防腐劑規例 (香港法律第 132BD 章)
- (o) 屠房規例 (香港法律第 132BU 章)
- (p) 無煙煙草產品 (禁止) 規例 (香港法律第 132BW 章)
- (q) 食物內除害劑殘餘規例 (香港法律第 132CM 章)

請注意《食物內除害劑殘餘規例》(香港法律第 132CM 章)自 2014 年 8 月 1 日起實施。該規例規定在食物類商品內指定的除害劑殘餘的最高濃度，同時規定只有在食用含有除害劑殘餘(該規例指定豁免的除害劑除外)的食物不會損害健康的情況下，才會容許有關食物的進口或銷售。違反該規例所訂的罪行最高可被判處 5 萬元罰款和 6 個月監禁。就如何符合該規例的要求，參展商可參閱食環署及食物安全中心公佈的指引，有關指引可瀏覽以下網

址：http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/whatsnew_fstr_21_Pesticide.html

香港法律第 132 章《公眾衛生及市政條例》及其附屬規例的全文可於網頁 http://www.cfs.gov.hk/tc_chi/food_leg/food_leg_list.html 下載。

(2) 食物安全條例 (香港法律第 612 章)

《食物安全條例》為加強香港之食物安全實行食物溯源措施，包括設立食物進口商和分銷商登記制度，以及規定食物商必須備存食物進出紀錄。

根據香港法律第 612 章《食物安全條例》，“食物”包括：

- (a) 飲品；
- (b) 冰；
- (c) 香口膠及其他具相類性質及用途的產品；
- (d) 無煙煙草產品；及
- (e) 配製食物時用作配料的物品及物質，

但不包括—

- (f) 活的動物或活的禽鳥(活水產除外)；
- (g) 動物、禽鳥或水產的草料或飼料；或
- (h) 《藥劑業及毒藥條例》(香港法律第 138 章)第 2(1)條所界定的藥物或《中醫藥條

例》(香港法律第 549 章)第 2(1)條所界定的中藥材或中成藥。

“食物進口商”指經營食物進口業務的人，而其業務是以/安排以空運或循陸/水路將食物運入香港。

“食物分銷商”指經營食物分銷業務的人，而其業務的主要活動是在香港批發供應食物；食物生產者(如養魚戶、菜農、漁民)和食物製造商，如以批發方式出售其產品，亦屬食物分銷商。

登記制度

《食物安全條例》規定任何經營食物進口/分銷業務的人須向食環署署長登記為食物進口商/食物分銷商。任何人如未向食環署署長登記為食物進口商/食物分銷商而經營食物進口/分銷業務，即屬犯罪，最高可被判罰款 50,000 元及監禁六個月。

有關此登記制度的詳情，請參閱食環署出版的《食物進口商和食物分銷商登記制度指引》，該指引可見於食物安全中心的網頁 www.cfs.gov.hk。

備存食物進出紀錄的規定

《食物安全條例》規定任何人如在業務運作中在香港從某地方進口食物、獲取食物或以批發方式供應食物，須就獲取食物及供應食物備存有關商號的交易紀錄。此外，捕撈本地水產並在業務運作中在香港供應該等水產的人士，須備存捕撈紀錄。

任何人如未能遵從備存紀錄的規定，在《食物安全條例》下即屬違法，最高可被判罰款 10,000 元及監禁三個月。

須備存的每項交易的紀錄並無訂明的格式，但有關紀錄應涵蓋《食物安全條例》第 3 部規定的以下資料：

(A) 本地獲取食物的紀錄 (本地來貨紀錄)

任何人如在業務運作中在香港獲取食物，須就獲取有關食物記錄以下資料：

- (a) 獲取有關食物的日期；
- (b) 賣方的名稱及聯絡詳情；
- (c) 有關食物的總數量；
- (d) 有關食物的描述。

有關紀錄須在獲取有關食物後的 72 小時內作出。

(B) 獲取進口食物的紀錄 (進口紀錄)

任何人如在業務運作中進口在香港以外地方獲取的食物，須就獲取有關食物記錄以下資料：

- (a) 獲取有關食物的日期；
- (b) 賣方的名稱及聯絡詳情；
- (c) 進口有關食物的地方；
- (d) 有關食物的總數量；

(e) 有關食物的描述。

有關紀錄須在進口有關食物之時或之前作出。

(C) 捕撈本地水產的紀錄 (捕撈紀錄)

任何人如捕撈本地水產，並在業務運作中在香港供應該等水產，須就該項捕撈記錄以下資料：

- (a) 該項捕撈的日期或期間；
- (b) 該等本地水產的常用名稱；
- (c) 該等本地水產的總數量；
- (d) 該項捕撈的地區。

參展商必須遵照食環署根據《食物安全條例》第 43 條發出的「備存食物紀錄的實務守則」之內容就獲取食物及供應食物備存有相關的紀錄。該守則可見於食物安全中心的網頁 www.cfs.gov.hk。

香港法律第 612 章《食物安全條例》的全文可於網頁 <http://www.legislation.gov.hk/index.htm> 下載。食物安全中心有關執行上述條例的指引可於網頁 <http://www.cfs.gov.hk> 下載。

參展商必須遵守上述法例和規例內所有有關食物的規定並查閱於食物安全中心的網頁 www.cfs.gov.hk 上公告的最新之香港食物法例。任何有關香港食物法例的立法和修訂一經在該網頁刊登，即表示參展商已知悉並接納遵守該等法例。

3.25.4. 食物規例概覽

參展商必須遵守的一些規例和條件現摘要如下：

(1) 售賣及派發食品或飲料

現場售賣之食品或飲料必須為密封包裝之產品。所有現場零售交易參展商 **必須向消費者提供有效之收據**。收據上需列明參展商公司名稱，交易日期及金額。

參展商需注意展場內不得進行繁複的食物加工程序。參展商不得於攤位內煮熟或加熱任何食品以作零售用途，除非被處理的食品只供免費試食，或參展商已領有食環署發出的臨時食物製造廠牌照及有關的食物許可證並將其展示於參展商攤位內顯眼的位置。

參展商如想進行例如奶類、雪糕及其他冰凍甜點之零售交易，須向食環署申請有關食物許可證。參展商如欲於展場內烹調食品，必須在展覽會舉行前最少 30 天以書面通知香港貿發局，將要在展場內烹調的食品之類別及其用途（免費試食或銷售）。如參展商欲烹調食品作銷售用途，則需同時額外提供其臨時食物製造廠牌照的副本予香港貿發局。

[查詢：食環署電話 (852) 2868 0000 或網址 http://www.fehd.gov.hk/tc_chi/licensing/]

(2) 防火規例

在任何情況下，會場內皆不得生火。

[查詢：香港貿發局電話 (852) 2240 4231。]

(3) 食物標籤

根據香港法例第 132 章《公眾衛生及市政條例》中《食物及藥物（成分組合及標籤）規例》的規定，所有於香港國際美酒展內展示或提供的預先包裝食品及飲品須附有適當標籤和營養標籤。食物標籤須以中文或英文或中英兩種語文印製。

[查詢：食物安全中心 - 電話 (852) 2868-0000 或網址 www.cfs.gov.hk。]

(4) 不良醫藥廣告條例

任何展品包含藥劑或其他治療性或預防性物質，不論是專有藥物、專利藥物、看來是天然藥品的物質或所有口服產品（惟不包括慣常作為食品或飲品食用或飲用的產品），都必須遵守香港法例第 231 章《不良醫藥廣告條例》內對標籤和廣告的規定。任何製品標籤或廣告均不得違反該法例的規定。

[查詢：衛生署 - 電話 (852) 2961 8989 或 (852) 2961 8991 或網址 <http://www.dh.gov.hk/>。]

(5) 中成藥的註冊

根據香港法例第 549 章《中醫藥條例》，所有中成藥必須經香港中醫藥管理委員會轄下中藥組註冊後才可以進口香港、在香港製造或售賣。所有中成藥亦必須附有法例規定的標籤和說明書。

[查詢：香港中醫藥管理委員會秘書處電話 (852) 2121 1888 或網址 <http://www.cmchk.org.hk>。]

(6) 產品真偽

主辦機構有權審核或測試各種參茸海味或中式保健湯包之真偽。

(7) 海外參展商會場零售活動

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

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

3.25.5. 售賣及派發食品或飲料之條件

為符合香港法律第 612 章《食物安全條例》的要求，所有會進口或在香港國際美酒展中分配食物的參展商都必須取得食環署的註冊或豁免證明。有關的申請書和執行該條例的指引可向位於香港金鐘道 66 號金鐘政府合署 43 樓的食物安全中心索取，或在其網頁：www.cfs.gov.hk 下載。

[查詢：食物安全中心 - 電話 (852) 2868 0000 或網址: www.cfs.gov.hk。]

除《食物安全條例》的規定外，所有參展商在展場售賣或派發食品或飲料時必須遵守下列條件：

食物牌照/許可證

1. 所有供銷售或試味的食品及飲料，必須符合最嚴格的衛生規定和適合人類食用。為保障市民健康，主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出的食物衛生及安全之證明文件。如果基於環境證據的支持使主辦機構對任何展品產生懷疑，主辦機構可以要求有關參展商立即停止售賣或展示該展品。若屢勸不效，主辦機構亦有權即時終止該參展商的參展資格。主辦機構要求所有參展商能確保所有攤位內之展品沒有任何劣質貨品或不衛生食品。
2. 參展商可提供展品予參觀人士試味，但此等試食必須為免費，並於香港貿發局分配予參展商的攤位範圍內進行。主辦機構強烈建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發。所有負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服，以確保衛生。
3. 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。有關的牌照必須展示於參展商攤位內顯眼的位置並已於香港國際美酒展舉行前最少 30 天提交牌照副本予香港貿發局。如參展商於限期前未能提交有關牌照，主辦機構有權停止該參展商的銷售服務。
4. 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裏的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。
5. 所有展品，不論是供參觀人士購買或試食，均須為未超逾食用期限的食物，而有關期限必須清楚標明於展品的容器或包裝上。任何其他供試味的食品或飲料，其儲存期均不得超逾該類產品一般可以接受的期限。
6. 所有飲品必須以密封形式包裝售賣以防濺溢。
7. 最新之香港食物法例在刊登於食物安全中心的網站 www.cfs.gov.hk 時生效。經修訂之香港食物法例一經刊登，即表示參展商已知悉該等法例，並接納經修訂之法例條款。
8. 根據展品的不同性質，參展商須向食環署申請有關的食品牌照/許可證。有關的食品牌照/許可證必須張貼於攤位內的顯眼位置，並於展覽會舉行前最少 30 天提交其副本予香港貿發局存檔。

會場內的食物處理及存放

9. 會場內不得生火，參展商亦須注意：不得在攤位內進行繁複的食品烹調程序。
10. 參展商於展場內的食物處理方式（例如烹調、加熱或保溫）應只限於蒸煮、煎、無碳燒烤、焗。不能進行油炸或以日式燒烤的方式烹調食品。
11. 所有展出的食品或飲料如須烹調、加熱或保溫，必須在香港貿發局分配予各參展商的攤位內進行，並只可採用操作正常的微波爐及電動煮食器。香港貿發局有權著令參展商即時撤換香港貿發局認為危險、有問題或不合適的加熱器具，而無需預先作出通知。同時，每家參展商只許在其攤位裝設微波爐及其他電動煮食器各一具。參展商需安排

足夠電力供應予其煮食用具。以煎、無碳燒烤或焗的方式處理食品的參展商必須安裝含過濾木炭的抽油煙機以室內減少空氣污染。參展商可向香港貿發局展覽服務部租用合資格的抽油煙機。任何參展商如欲安裝額外的微波爐或電動煮食器，必須事先取得香港貿發局的書面許可。香港貿發局有絕對酌情權決定是否批准這類申請，而即使在作出批准後，仍有絕對酌情權隨時收回所發出的許可。

12. 銷售或供應軟雪糕的展台必須配備水管及排水裝置。
13. 香港貿發局對批准參展商在場內烹調食品有絕對酌情權，亦有權隨時取消已發出的許可。
14. 參展商一經簽署香港國際美酒展申請表格及聲明書，即表示參展商同意遵守有關條款，並同意如有任何因參展商供應的食品或參展商違反法規而招致的投訴或訴訟，香港貿發局及香港會展中心均不需要負責，亦無需作出賠償。
15. 為避免熱油或熱水濺溢發生意外，所有面向行人通道的烹飪器具必須以 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。
16. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得 24 小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「額外設施及服務申請表」內之表格六）。
17. 展位的七成面積必需為售賣及/或展示已預先包裝的食品及/或飲品。參展商如於展位現場烹調、加熱非包裝食品及/或售賣有關非包裝食品，有關佔位總面積之比例不可多於整個展位面積的三成。

3.25.6. 售賣或提供含酒精飲品試飲服務之條件

以下是有關在展覽會期間售賣含酒精飲品試飲服務之規條：

- 所有參展商必須聲明會否於展覽期間售賣或提供含酒精飲品試飲服務。
- 在展場推廣含酒精飲品的參展商，必須遵守香港法例第 109 章《應課稅品條例》中《應課稅品（酒類）規例》的有關規定。根據該條例，酒類是指任何以量計含多於 1.2% 乙醇的液體例如雙蒸、茅台、高粱、拔蘭地、威士忌、氈酒、蘭姆酒、伏特加酒、香檳酒、無氣葡萄酒、啤酒、蘋果酒、日本清酒等酒類。
- 根據 2008 年 6 月 6 日生效的《應課稅品條例》的修訂，酒商毋須再就進口或出口、製造、貯存或搬運葡萄酒和在攝氏 20 度的溫度下量度所得酒精濃度以量計不多於 30% 的酒類而申請任何牌照或許可證，亦無須就有關的含酒精飲品作稅務評值。不過，對於在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類，原有牌照/許可證的管制措施則維持不變。參展商如果想在展覽會中銷售對於在攝氏 20 度的溫度下量度所得酒精濃度以量計多於 30% 的酒類飲品，請於展覽會舉行 30 天前，將香港海關發出的已課稅貨品移走許可證之副本交予香港貿發局以作紀錄。
- 未領有臨時酒牌的參展商嚴禁在展覽場地散裝供應及售賣酒精飲品。違反此規例的參展

商將被主辦機構取消其繼續參展的資格。

· 酒精飲品之飲用或試味必須以下列形式進行：

- 1) 參展商若有意於所屬攤位內進行酒精飲品之試飲服務，需於展覽會舉行前最少 30 天自行向香港警方申請臨時酒牌。香港警察牌照課只會考慮向持有正式酒牌的人士發給臨時酒牌。臨時酒牌必須張貼於攤位內的顯眼位置，並於展覽會舉行前最少 30 天提交其副本予香港貿發局存檔。
 - 2) 除非已申領臨時酒牌，否則所有含酒精飲品必須以密封式瓶裝或罐裝售賣，不得以杯裝或已開瓶的形式供應（包括免費試飲或銷售）。任何參展商在展場內推廣含酒精飲品，須遵守香港法例第 109 章《應課稅品條例》內之《應課稅品（酒類）規例》的有關規定。
- 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。若對有興趣購買或試飲含酒精飲品人士之年齡有懷疑，應要求對方出示身份證明。
- 請於攤位內張貼有關上述聲明之告示牌。（主辦機構將會派發告示牌予有關參展商）

[查詢臨時酒牌之申請：香港警察牌照科 - 電話：(852) 2860 6524 或 電郵：general-licensing@police.gov.hk]

[查詢《應課稅品條例》：香港海關電話(852) 2815 7711 或網址<http://www.customs.gov.hk>]

3.25.7. 膺品假貨

為保障消費者之權益，會場內所售賣、派發、推廣及展示之商品必須為真品及附有適當標籤和說明書。

主辦機構及香港國際美酒展之贊助機構“香港參茸藥材寶壽堂商會有限公司”有絕對權審核或測試各種參茸補品、海味或中式湯料之真偽。主辦機構可參考審測結果作為決定是否接納該參展商參與之後的香港國際美酒展。

政府部門包括食環署、衛生署、海關、中醫藥委員會與及消費者委員會等均會派員於展覽期間作巡查。

3.25.8. 處理食品及飲料之衛生指引

為確保公眾衛生，參展商應參照食環署編製的《食物衛生守則》處理食品及飲料，並嚴格遵守下列之指引：

- a 參展商應該於每天進入場館前自行量度體溫，如有不適，尤其體溫超過 攝氏 38 度（華氏 100.4 度），及/或有呼吸道病徵例如咳嗽或打噴嚏，便不應進入場館，並且應該立即求診。
- b 本局建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發，確保衛生。而負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服。所有食物、飲品或餐具，必須適當貯存和蓋掩。
- c 任何作現場銷售的包裝食品或飲料應以密封式包裝。

- d 保持個人衛生。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或皂液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。
- e 切勿面對食物咳嗽或打噴嚏。不可隨地吐痰或丟棄垃圾。
- f 所有參展商必須保證展品只在指定攤位內展出，而攤位必須保持乾淨整潔。所有垃圾或拆開之包裝物料必須放入垃圾袋內，並於每日展覽完畢後放置於展館的垃圾收集區。
- g 有潛在危害的食物必須放在攝氏 4 度或以下，或攝氏 60 度或以上的環境；如食物應該冷藏，食物必須處於冷藏的狀態（最好是在攝氏零下 18 度或以下）。參展商可將有潛在危害的即食食物留存在攝氏 4 度至 60 度環境下陳列或等候以待食用，但陳列或留存的時間不得超過 4 小時。

[食環署編製的《食物衛生守則》可以在網

址http://www.fehd.gov.hk/tc_chi/publications/code/code_index.htm下載]。

3.25.9 餐飲服務

根據香港會展中心之規則，會場範圍內不可享用任何非由香港會展中心提供之餐點服務，該中心的保安人員將會阻截任何由非香港會展中心提供之外賣飲食。

參展商如需進餐，可到會場內的飲食部或餐廳。如欲享用香港會展中心的餐飲送遞服務，請致電(852) 2582 8888。

3.25.10. 限制出售的食物規例

依照香港法律第 132X 章《食物業規例》之規定，除非有食環署發出的相關牌照或許可證，任何人不得售賣、要約出售或為出售而展示，或管有以供出售下列的在香港受限制出售之食物：

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 132 章 AQ）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

註：按食物安全中心發行的《香港入口野味、肉類及家禽指引》的解釋，上述“冷凍”一詞是指食物經預冷工序處理後再保存於攝氏 0 度至 4 度。而根據食環署編製的《食物衛生守則》之理解，“冷藏”一詞是指把食物溫度降低至冰點以下，並最好貯放在氏零下 18 度或以下，以保持其品質不變。

除《食物業規例》之規定外，參展商在進口上述食物時須遵守香港法律第 60 章《進出口條例》中有關進口食物之規定，在進口野味、肉類及家禽時，亦須遵守香港法律第 132AK 章《進口野味、肉類及家禽規例》之規定。

限制出售食物之銷售

參展商如果想在展覽會中售賣任何受限制出售食物，必須取得食環署發出的售賣限制出售食物許可證，並請於展覽會舉行 30 天前，將其許可證副本交予香港貿發局以作紀錄。

參展商如果想在展覽會中銷售任何需加熱才出售的限制出售食物，必須同時取得食環署發出的臨時食物製造廠牌照，並請於展覽會舉行 30 天前，將該牌照副本交予香港貿發局以作紀錄。

申請售賣限制出售食物許可證的表格（表格編號：FEHB95A）和臨時食物製造廠牌照的申請書（表格編號：FEHB201）可以在食環署的網址 http://www.fehd.gov.hk/tc_chi/forms/index_forms.html 下載。如有查詢，請致電食環署的 24 小時熱線：(852) 2868 0000。

如需各種食物牌照/許可證及其申請程序的詳細資料，請參閱食環署印刷的“申請所需牌

照類別指引”和“申請牌照指南”(兩者皆可在網

頁：http://www.fehd.gov.hk/tc_chi/licensing/index.html下載)或致電食環署的24小時熱線：(852) 2868 0000。

3.25.11. 進口食品之規例

食物入口商有責任與出口當地保持緊密聯繫，確保所入口的食物符合香港法例的規定。確保食物衛生標準，食物入口商應先向來源地衛生當局申領衛生證明書，然後將證明書隨貨附上，以證明所入口的食物適宜供人食用。

下列食物由於屬於“容易變壞”和“高危”性質，入口時必須符合某些特定的法例要求或行政安排：

- (a) 野味、肉類和家禽；
- (b) 奶類及奶類飲品；
- (c) 冰凍甜點；及
- (d) 海產。

食環署已分別就入口上述食物的正確程序製備了下列指引單張供入口商參考：

- 《內地冰鮮雞輸入香港指引》
- 《香港入口食物指引》
- 《香港入口奶類及奶類飲品指引》
- 《香港入口冰凍甜點指引》
- 《香港入口野味、肉類、家禽及蛋類指引》
- 《香港入口海產指引》
- 《冷藏肉類、冰鮮肉類、冷藏禽肉和冰鮮禽肉進口許可證申請指引》

這些指引單張可在香港金鐘道 66 號金鐘政府合署 43 樓食物安全中心索取或其網站 www.cfs.gov.hk 瀏覽。

當地衛生局之食物衛生證明書

- 不論任何食品，參展商必須持有出口地區衛生局之食物衛生證明書，方可進口本港。請於展覽會舉行 30 天前，將該證明書副本交予香港貿發局以作紀錄。

密切注意食物安全之最新資訊

- 參展商應密切注意食物安全中心網站 www.cfs.gov.hk 上提供之最新資訊，以確保展出/銷售之食品可供公眾安全享用。

進口「限制出售之食物」須獲預先許可

- 所有限制出售之食品必須獲得食環署之預先批核方可進口本港。其中包括冰凍甜點(包括雪糕)、鮮奶及奶類飲料等。請於展覽會舉行三十天前，將該證明書副本交予香港貿發局以作紀錄。
- 申請表可於食環署的網頁 <http://www.fehd.gov.hk/english/forms/fehb95.pdf> 下載。

受管制的食物

- 根據香港法律第 132 章《公眾衛生及市政條例》，任何食物內含染色料、金屬雜質、人工甜味劑、致癌物質、芥子酸及/或其他禁止物質、防腐劑及/或抗氧化劑及瀕臨絕種的動物成份等受限制之成份，均需遵照有關法例的管制或特別行政安排，方可進口。參展商須確保其展品符合有關規定而適合在香港銷售或使用。
- 詳細資料可見於香港海關的網站 www.customs.gov.hk 或食物安全中心的網站 www.cfs.gov.hk。

轉運代理人

- 欲知食品進口的更詳盡資料，參展商可與任何轉運代理人聯絡。部份轉運代理公司聯絡資料已刊於香港展覽會議業協會之網站：http://www.exhibitions.org.hk/english/members_company_a.php。

3.25.12. 食物及藥物（成份組合及標籤）規例

根據香港法律第 132 章《公眾衛生及市政條例》中《食物及藥物(成份組合及標籤)規例》，所有預先包裝食品及飲品須以中文或英文或中英兩種語言印製。除非預先包裝食物於展覽出售以供即時食用，或規條另有豁免，該食物的營養標籤須提供以下八項資料：

- 1) 食物名稱/稱號；
- 2) 配料/成分；
- 3) 此日期前最佳或此日期前食用日期的標示；
- 4) 特別的貯存方式或使用名稱的陳述；
- 5) 製造商或包裝商的名稱及地址；
- 6) 數量、重量或體積；
- 7) 已知可導致過敏的物質；
- 8) 添加劑如構成預先包裝食物的配料，須列明該添加劑的作用類別及其所用名稱。

此外，添加劑如構成預先包裝食物的配料，須列明該添加劑的作用類別及其所用名稱或它在食物添加劑國際編碼系統中的識別編號。

該規例同時規定所有已包裝食品必須附有標明其能量值或任何營養素含量與及營養聲稱的標籤。

標籤必須包含以下八種資料：

- 能量
- 蛋白質
- 碳水化合物
- 總脂肪
- 飽和脂肪酸
- 反式脂肪酸
- 鈉
- 糖

標籤亦必須列明各種涉及聲稱的營養素的含量。

所有參加香港貿發局展覽會並擬在現場銷售包裝食品及飲品的**香港及海外參展商**，均必須遵守此等規例。

如任何預先包裝的食品屬相同版本而在香港的每年銷售量不超過 30,000 件，可向食物環境衛生署轄下的食物安全中心申請《小量豁免》。申請豁免的產品不能在包裝上載有任何營養聲稱。食物安全中心批准後，會就每份申請發給參展商一個豁免號碼以用在展覽會場上的銷售過程中。《小量豁免》的申請必須由於香港註冊的公司提出。海外參展商應透過本地進口商或經銷商提出申請。

如參展商的貨品未能附合上述營養聲稱標籤的規例及未能成功申請《小量豁免》，其貨品則不能在展覽期間出售，只能以宣傳或免費試食形式推廣。

食環署的職員會派員於展覽期間進行巡查。如發現違規情況，主辦機構可以要求有關參展商即時停止售賣有關貨品。若屢勸不效，主辦機構有權即時終止該參展商的參展資格。

任何干犯營養聲稱標籤規例有關罪行的人士可被罰款港幣五萬元及監禁六個月。參展商應參考食物安全中心的網站 www.cfs.gov.hk 上有關的指引，包括但不限於：

《製備可閱的食物標籤業界指引》，
《預先包裝食品營養標籤的食用分量業界指引》，
《有關食物致敏物、食物添加劑及日期格式的標籤指引》，
《營養標籤及營養聲稱技術指引》，
《營養標籤及營養聲稱檢測方法技術指引》，
《小量豁免申請指引》。

如有任何查詢，參展商可致電食物安全中心，電話：(852)2868 0000 或瀏覽網頁：www.cfs.gov.hk。

重要通知

在展覽會期間，參展商必須注意並嚴格遵守以下各項有關中醫藥及健康產品的法例及規則(3.25.13 至 3.25.15)

3.25.13. 《中醫藥條例》

香港法例第 549 章《中醫藥條例》

香港法例第 549 章《中醫藥條例》於 1999 年 7 月 14 日由立法會通過，設立了全面的中醫藥規管制度以保障公共健康、提高中醫的專業地位和增進中藥業的水平。《中醫藥條例》的內容包括香港中醫藥管理委員會及其轄下中醫組、中藥組和七個小組的組成及職能；中醫規管制度的中醫註冊、考試和紀律；以及中藥規管制度的中藥商領牌、中藥商監管和中成藥註冊。

參展商必須持有中醫藥管理委會轄下中藥組發出的「中藥材零售商（展銷）牌照」才可在展場內零售中藥材展品。有關詳情可查詢中醫藥管理委會（電話：(852) 2121 1888 或電郵：info@cmchk.org.hk）。

中成藥註冊制度和法定要求開始實施

香港法例第 549 章《中醫藥條例》(下稱“該條例”)第 119 條規定所有中成藥必須經香港中醫藥管理委員會轄下的中藥組註冊，方可在本港進口、銷售和管有。任何人銷售、進口或管有任何未經註冊的中成藥即屬違法，定罪後可被判處港幣 100,000 元罰款及入獄 2 年監禁。

根據該條例第 143 和 144 條，任何人銷售或管有用作銷售任何沒有附上指定的標籤和說明書的中成藥亦屬違法，最高刑罰為罰款 100,000 元及監禁 2 年。

所有香港和外地的參展商都必須滿足該條例的規定才可在展場內管有、銷售、推廣、展示或以任何方式處理中成藥物品。有關該條例的簡介可參看香港中醫藥管理委員會的網頁：<http://www.cmchk.org.hk/>。參展商亦可於雙語法例資料系統的網頁：<http://www.legislation.gov.hk/eng/home.htm> 閱讀及列印該條例的全文。

3.25.14. 不良醫藥廣告條例

香港特別行政區政府的衛生署對於藥劑製品標籤訂有嚴格的規例。根據香港法例第 231 章《不良醫藥廣告條例》的規定，任何人不得發布廣告以宣稱任何藥物、外科用具或療法可以治療或預防該條例內列於附表 1 及附表 2 內所指定的疾病或病理情況。廣告包括任何公告、海報、單張、廣告外盒標籤及任何以口頭方式或藉產生或傳送光或聲音的方式所出的宣布。有關政府部門有可能於展覽會期間到場巡查所有不當及違規行為。

參展商須注意該條例第 2 至 8、10 和 12 條自 2012 年 6 月 1 日起生效，禁止或限制發布廣告的範圍擴展至包括乳房腫瘤、生殖泌尿系統、內分泌系統、體內糖分、血壓和血脂或膽固醇等 6 組保健聲稱及將受禁止或限制的聲稱實施於所有口服產品，但不包括慣常作為食品或飲品食用或飲用的產品。

違反該條例的刑罰，亦加重至初犯者罰款 50,000 元及監禁 6 個月和重犯者罰款 100,000 元及監禁 1 年。

有關條例的全文可在於雙語法例資料系統的網

頁：<http://www.legislation.gov.hk/eng/home.htm> 下載。參展商亦應參閱衛生署在藥物辦公室網站 www.drugoffice.gov.hk 發出的《不良廣告(醫藥)條例指引》。

參展商當清楚知道並同意遵守有關條款，任何參展商因違反上述有關或相關條例而招致的投訴或訴訟，香港貿易發展局及香港會議展覽中心概不負責，亦無須作出賠償。

3.25.15. 關於輸入或輸出香港的中藥材和中成藥須知

根據法例規定，進/出口載列於香港法例第 60 章附屬法例 A《進出口(一般)規例》附表一內的中成藥及 36 種中藥材(包括《中醫藥條例》訂明的 31 種附表 1 中藥材及 5 種附表 2 的中藥材(凌霄花(*Flos Campsis*)；製川烏(*processed Radix Aconiti*)；製草烏(*processed Radix Aconiti Kusnezoffii*)；威靈仙(*Radix Clematidis*)和龍膽(*Radix Gentianae*))，須受簽證管制。凡進/出口此等物品，必須事先向衛生署申領相關的進口許可證/出口許可證。

請注意，在未有進口許可證和出口許可證的情況下進口及出口有關 36 種中藥材及中成藥，可能會觸犯《進出口（一般）規例》，一經定罪，最高可處罰款港幣 500,000 元及監禁 2 年。有關法例條文的詳細內容，可於 www.legislation.gov.hk 網頁瀏覽。

- 一) 申請中藥材和中成藥的進出口許可證，申請人於貨品進出口前，應遞交下列資料至「香港九龍觀塘巧明街 100 號 Landmark East 友邦九龍大樓 16 樓衛生署中醫藥事務部中藥事務組」申請簽證。

有關申請中藥材和中成藥的進出口的詳情，請參閱見於衛生署中醫藥事務部網站: www.cmd.gov.hk 的「申請中藥材進出口許可證指南」和「中成藥進出口申請指南」。

- 二) 如申請進口證，申請人將會獲發給正本及第一副本。持證人可憑正本向運載商(船務公司、航空公司或運輸公司)提取證上所述貨物。請注意，根據《進出口條例》第 8 條，不論提取貨物與否，正本必須於貨物進口後七天內交給運載商。第一副本則由持證人保存。
- 三) 根據《進出口條例》第 6C(1)條及第 6D(1)條，任何人士必須已獲有效的進出口證，並遵行證上所述規定，方可輸入或輸出藥劑產品及藥物。上述條例第 6C(2)條及第 6D(3)條訂明，凡違反第 6C(1)條及第 6D(1)條即屬犯罪，一經定罪，可被判罰款五十萬元及監禁兩年。
- 四) 如需進一步查詢關於藥劑產品及藥物的進出口簽證手續，請瀏覽衛生署藥物辦公室網址 www.drugoffice.gov.hk 或致電 藥物辦公室 藥物註冊及出入口管制組：(852) 2319 8460。
- 五) 參展商一經簽署申請表格，即表示參展商同意遵守有關條款，任何參展商因違反上述條例而招致的投訴或訴訟，香港貿發局及香港會議展覽中心概不負責，亦無需作出賠償。

3.25.16. 保護瀕危動植物物種條例

香港法例第 586 章《保護瀕危動植物物種條例》是香港為履行《瀕危野生動植物種國際貿易公約》(該公約)的規定而制定的法律。該條例規定：凡進口、從公海引進、出口、轉口或管有列明物種的標本，不論屬活體的、死體的、其部分或衍生物(包括藥物)，均須事先申領漁農自然護理署發出的許可證。該法例亦指明在某些情況下准予進行列明物種的交易，而無需申領許可證。有關的管制制度大致上參照該公約的規定。

該條例適用於所有進行牽涉瀕危物種的活動的人士，包括貿易商、旅客及個別人士。有關該法例及申領有關許可證的詳情，請瀏覽漁農自然護理署的網站上有關自然護理的網頁 <http://www.afcd.gov.hk/cindex.html>。

3.25.17. 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，並已於 2015 年 4 月 1 日生效。產品環保責任條例規定如有某些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。除非獲該條例豁免，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。

有關詳情可查詢環境保護署（電話：(852) 3152 2299 或電郵：psb@epd.gov.hk）

3.25.18. 其他相關法律

除了上述各項法律和規例之外，參展商亦須遵守其他相關的法例，如：

- (i) 《防止賄賂條例》（香港法例第 201 章）訂明，任何人士無合法權限或合理辯解向公職人員提供任何利益，作為其執行職務的誘因或報酬，均屬犯法；
- (ii) 《公眾衛生及市政條例》（香港法例第 132 章）- 對於藥物的配製及攪雜；將經攪雜程序而導致品質、成分或效力受損的藥物售賣或為將該等藥物出售而將其展出、宣傳及管有；禁止售賣其性質或品質與購買人所要求不符的藥物以致對購買人不利；禁止售賣、展出或管有以供出售擬供人使用但不宜作該用途的藥物；及禁止出售及為出售而展出含虛假或誤導性標籤或宣傳的藥物及其他事項施加管制與規定；
- (iii) 《動植物（瀕危物種保護）條例》（香港法例第 187 章）就有關瀕危物種的管制；
- (iv) 《不良醫藥廣告條例》（香港法例第 231 章）就藥物（包括中藥材、中成藥、外科用具或療法及不包括慣常作為食品或飲品的所有口服產品）的廣告宣傳作出的管制；
- (v) 《廢物處置條例》（香港法例第 354 章）- 對任何類別或種類的廢物的產生、貯存、收集及處置（包括處理、再加工、循環再造）；對任何有關該等活動的地方及人士的發牌及登記；以及對涉及該等活動的公眾的保護及其他有關事宜施加管制與規定；
- (vi) 《商品說明條例》（香港法例第 362 章）- 該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。
- (vii) 《藥劑業及毒藥條例》（香港法例第 138 章）- 對於註冊藥劑師管有及銷售（包括零售及批發）毒藥；用作存放毒藥以供零售的處所的註冊；由註冊醫生、註冊牙醫或註冊獸醫開出某些指定毒藥的處方的規定；毒藥的標籤及盛載容器；毒藥的存放及運送、及藥劑的製造、進口及出口施加管制及規定與其他事項施加管制與規定。參展商須特別注意有關對含有西藥成分的藥物管制，並留意衛生署藥物辦公室在其網頁：<http://www.drugoffice.gov.hk/eps/root/index.html> 上通告的最新資料和更新。

詳情請參閱各有關條例。條例的全文可以從網址
<http://www.legislation.gov.hk/index.htm> 下載。

香港政府的刊物可以下列方法購買：

- 進入網上「政府書店」選購，網址為 <http://www2.bookstore.gov.hk>；
- 致電 (852) 2537 1910 或電郵 puborder@isd.gov.hk 致政府新聞處刊物銷售組；或
- 於政府新聞處的網址 <http://www.isd.gov.hk> 下載並於網上遞交訂購表格，或將表格傳真至刊物銷售組的傳真號碼：(852) 2523 7195。

參展商一經簽署申請表格，即表示參展商同意遵守有關條款，任何參展商因違反上述條例而招致的投訴或訴訟，香港貿發局及香港會議展覽中心概不負責，亦無需作出賠償。

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

通告十一 - 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



Full Implementation of the Plastic Shopping Bag Charging



Background

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

Scope

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



Bags Subject to Charge

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



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

Exemption arrangements

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

1. PSB used for food hygiene reasons

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



Foodstuff without packaging



Foodstuff in non-airtight packaging



Frozen/ Chilled foodstuff

2. PSB used for packaging

PSBs used for prepackaging and have been sealed before they are delivered to the retailer will not be charged. Examples are detergents value pack and toilet paper rolls in packaging bag. PSBs forming part of the goods, for example, packaging bags for books and magazines, cooler bags provided for containing ice-cream, and plastic bags/envelopes for DVDs/CDs are also exempted. **However, additional PSBs provided to contain these packaged products are required to be charged.**



3. PSB provided with the services

PSBs provided with the service tendered, without involving the retail sale of goods, will not be charged. Examples are PSB provided by medical laboratory for carrying x-ray report and PSBs provided with medical consultation for containing medicines.



FAQs for Exhibitors

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

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

Q 2: Are the packaging bags that are used to pack the goods subject to the PSB charge?

A 2: A typical transparent flat-top packaging bag, which originally comes with a product for protection when the product is manufactured (e.g. packaging bags for books and magazines), is considered as a bag forming part of the goods and hence can be exempted from the PSB charge. However, if such a bag is provided at the time of sale, it has to be charged. Nevertheless, based on the "Use less, Waste less" principle, suppliers/ sellers are encouraged to minimize the use of PSBs and packaging materials.

Q 3: If the customer receives a gift with a purchase, is the PSB provided to contain the gift subject to the PSB charge?

A 3: The seller must charge the customer not less than 50 cents for the PSB provided to contain the gift, which is given out in connection with retail sale of goods.

Q 4: Are the PSBs distributed outside the exhibition booths (e.g., at the entrance of the exhibition hall, on the footbridge) subject to the PSB charge?

A 4: If there is a sale by retail of goods to a person, the PSB provided in connection with the sale of goods is subject to charge, regardless where the bags are provided. Example: An exhibitor distributes PSBs outside the exhibition hall. If a person obtained a PSB and then shopped at the exhibitor's booth, the exhibitor will have to charge the person not less than 50 cents for the PSB provided previously. We recommend that exhibitors, in particular those with retail sales, do not distribute PSBs for promotion to avoid potential violation of the legislative requirements.

Q 5: What should an exhibitor do with the PSB charge collected?

A 5: The PSB Charging adopted the "retention" approach whereby sellers may retain the PSB charge without the need of remitting to the Government. We encourage sellers to donate the income generated from the PSB charge to support suitable environmental causes.



Do's

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



Don'ts

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

For details about the PSB Charging, please visit our dedicated website:

http://www.epd.gov.hk/epd/psb_charging/

For enquiry about the PSB Charging, please contact the Environmental Protection Department at:

Hotline: 3152-2299

Email: psb@epd.gov.hk





全面推行塑膠購物袋收費



背景

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

膠袋收費的範圍

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



需要收費的塑膠購物袋

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



（商戶可以向供應商或製造商查詢，從而確定所派發的袋是否含有塑膠物料。）

豁免情況

按照「膠袋收費」的條例，以下用途的膠袋可豁免收費：

1. 因食品衛生而用的袋

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



無包裝的食品



非氣密包裝的食品



冰凍或冷凍食品

2. 用作包裝的袋

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



3. 構成服務一部分的袋

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



供展覽商參考的常見問題

問 1： 在展覽時提供的膠袋需要收費嗎？

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

問 2： 包裝上使用平頭膠袋需要收費嗎？

答 2： 一般新貨品在供應予賣方時已使用的透明平頭包裝膠袋（例如用於包裝書籍雜誌的透明膠袋），可視為構成貨品的一部分而獲豁免收費。但如在顧客購買貨品時才提供此類膠袋便須收費。基於「惜物、減廢」的原則，供應商/賣方應盡量減少使用不必要的包裝或提供膠袋。

問 3： 如顧客購物後會有贈品，盛載贈品的膠袋需要收費嗎？

答 3： 賣方如在與貨品的出售有關連的情況下提供膠袋盛載贈品，必須就提供予顧客的每個膠袋收取不少於 5 角。

問 4： 在展覽攤位以外的地方（例如展覽館門口、天橋）派發膠袋是否受規管？

答 4： 如有貨品以零售方式出售予某人，參展商在與貨品的出售有關連的情況下提供的膠袋便須收費。例子：參展商在場外派發膠袋，如有人索取了膠袋後在展覽攤位購物，參展商便需要就該膠袋收取不少於 5 角的膠袋收費。我們不建議參展商，特別是涉及零售貨品的參展商，派發膠袋作宣傳，以避免違規。

問 5： 參展商應如何處理所得的膠袋收費？

答 5： 「膠袋收費」採用「由商戶保留」的模式，容許商戶自行保留及處理膠袋收費，無須交付政府。我們鼓勵商戶捐出所得的膠袋收費，以支持合適的環保工作。



應做的事項

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



不應做的事項

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

有關「膠袋收費」的詳情，可參考有關網站：

http://www.epd.gov.hk/epd/psb_charging/

有關「膠袋收費」的查詢，可與
環境保護署聯絡：

熱線：3152-2299

電郵：psb@epd.gov.hk



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

通告十二 - 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 '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

通告十三 - 註冊商標事宜

在「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 - Special Safety Reminder

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

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

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact **Ms Karmen Seto at tel: (852) 2240 5459**. You may also visit the website at:

http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

Hong Kong Trade Development Council

通告十四 - 特別安全提示

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

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

請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與**司徒小姐（電話：852-2240 5459）**聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：http://www.labour.gov.hk/tc/public/content2_8b.htm。

香港貿易發展局

Sample of Form 5

僱主或承建商姓名或名稱 Name or Title of Employer or Contractor 建築地盤地址 Address of Site 開始施工日期 Work Commenced Date	表 格 五 FORM 5 建築地盤(安全)規例 棚 架 每十四日一次或在其他場合執行的檢查結果報告 本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可 Construction Sites (Safety) Regulations SCAFFOLDS REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS <i>Form approved by the Commissioner for Labour for the purposes of regulation 38F(1) of the Construction Sites (Safety) Regulations</i>	[規例第 38F(1)條] [reg. 38F(1)]
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有關棚架的說明或所在地點 Description or location	檢查日期 Date of inspection	檢查結果 註明該座棚架是否處於安全操作狀態 Result of inspection State whether the scaffold is in safe working order	檢查者簽署及職銜 Signature and designation of person who made the inspection
(1)	(2)	(3)	(4)

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

CSSR-F5

Circular 15: Reminder for the Proper Use of Standard Booth/ Premium Booth**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

通告十五：正確使用標準/特級攤位設計之提示

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

所有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 16 - Caution on Using Booth Shelves

通告十六 - 使用展台層板注意事項

Attention / 請注意:

Each wooden shelf (per metre) can only bear weight under **3kg**.

每米木層板平均只能負重不超過三公斤之物件，請勿超重。

Package ceiling beam is not permitted for hanging exhibits.

所有天花橫樑不可用於懸掛展品。



For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed.

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“攤位設施服務處”以便安排電力接駁。



No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.

攤位結構不得擅自作任何形式之拆除或改裝，亦不得釘上任何釘子。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。

Due to the safety reasons, please DO NOT stand on the table or cabinet top.

基於安全理由，請勿站立在桌面或地櫃上。



Hong Kong Trade Development Council
香港貿易發展局

Circular 17 - 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 <u>15 Sep 2016</u>	By email	4 original copies with structural calculations*
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on <u>9 Nov 2016</u>	1. Structural safety certificate (refer to section 4.2.6) 2. Fire services certificate (refer to section 4.2.8)	
Submit to Official Electrical Contractor by 1500 hrs on <u>9 Nov 2016</u>	Certificate of installation, inspection & testing (Form WR1) (please refer to section 4.2.7)	
* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least <u>42 days</u> before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license		
<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>		

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®Type=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. **9 Nov 2016**, 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

通告十七 – 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15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9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9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 18 - 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

通告十八 - 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 x 1 米 x 1 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 19 - 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.10-12 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

通告十九 - 日常展品補充

日常展品補給於展覽期間 (即 11 月 10-12 日), 展會開幕 30 分鐘前即上午 10:00 前, 所有『腳車』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 20 - 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

通告二十 - 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。

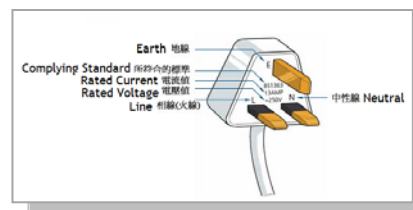
另外，假若參展商有意在展覽期間舉行特別節目，或邀請影星、電視明星或歌星出席任何推廣活動，在進行該宣傳或推廣活動前，必須事先獲得本局書面批准及自行僱用足夠保安人員以便控制人群及維持秩序，並在不防礙其他參展商的情況下，方可進行。凡未經批准的特別節目，本局均有權隨時禁止該活動。

香港貿易發展局

Circular 21 – Guidance to exhibitors for on-site usage of electricity

- If booth contains standard socket (except additional) provided by organizer, please be reminded that the fuse maximum capacity is 800 watt for one electrical appliance only.

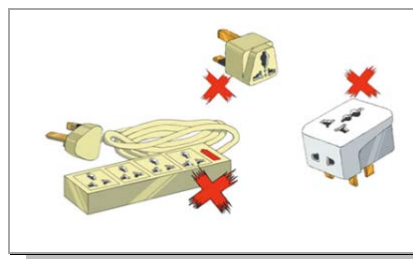
- The electrical appliance used by the exhibitor on-site should be a 3-pin plug which complies with the electrical safety requirements (as shown in the picture).



- Exhibitor should check which type of socket you have ordered and its power limitation. **Each socket can only be plugged in one electrical appliance only.** The fuse will be broken if electricity consumption exceeded the power supply limit. Fuse re-installation charge on-site is **HK\$50**.



- **No multi-plug or extension cord are allowed to be connected to the socket.** HKTDC staffs will inspect it constantly and reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.



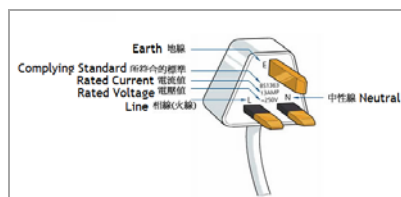
- Exhibitors who have rented the fridge from their own suppliers, please check carefully the power consumption and specification of the equipment to avoid any electricity overload on-site and cause the broken of fuse. (Those exhibitors who ordered 24 hours power supply should pay special attention)

Hong Kong Trade Development Council

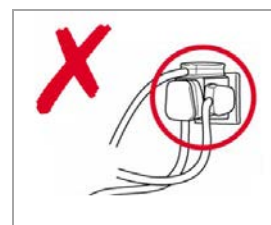
通告二十一 - 現場使用電力安全指引

- 攤位若附設大會提供之電力插座(後加除外)·其最大用電量只限於 800 瓦(watt) 以下之單一電器使用。

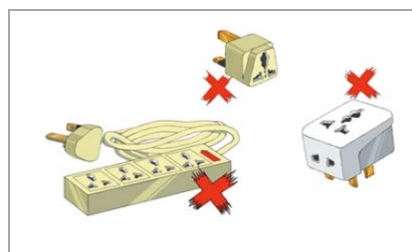
- 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



- 參展商請留意閣下所租用插座之供電量，每一個電力插座均有其負電上限。每一個供電插座上，**只可插上一件符合其供電量之電器用品**，切勿超過負荷，以免保險絲斷路。現場因斷路須要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。本局職員會不時巡查，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。



- 如參展商已向個別供應商租用雪櫃冷藏食品，請查詢清楚有關雪櫃之耗電量及規格，以避免雪櫃於現場因電力超過負荷而引致保險絲斷路（已申請 24 小時供電之參展商須加倍注意）

香港貿易發展局

Circular 22: 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

通告二十二：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 23 - Health and Comfort Come First at Smoke-Free HKCEC**

From 1st January 2006, the Hong Kong Convention and Exhibition Centre becomes a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.

Hong Kong Trade Development Council

通告二十三 - 無煙環境 健康舒適 香港會議展覽中心

由 2006 年 1 月 1 日起於香港會議展覽中心範圍內禁止吸煙。此舉旨在與國際慣例看齊，並順應參觀人士及參展業者的訴求，同時亦顯示會展中心管理公司致力為這個世界一流的展覽設施提供一個健康舒適無煙環境的決心。

香港貿易發展局

Circular 24 - 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

通告二十四 - 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 25 – Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

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

通告二十五 – 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

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小姐聯絡，電話：(852) 2240-4077，電郵：dawn.hf.chan@hktdc.org

香港貿易發展局

Circular 26 – 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. The 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. Savi Au	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
Mr. Brian Poon	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@hktdc.org
Ms. Dawn Chan	(852) 2240 4077	(852) 3521 3178	dawn.hf.chan@hktdc.org

Hong Kong Trade Development Council

通告二十六 – 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
歐達熙先生	(852) 2240 4231	(852) 3521 3145	savi.th.au@hktdc.org
潘政賢先生	(852) 2240 4317	(852) 3915 2482	brian.cy.poon@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 27 – Caution on Emails and Phone Calls of Questionable/Unclear Origins

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

通告二十七 – 請小心處理來歷不明的電子郵件或電話

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 28 - 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 2016 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.

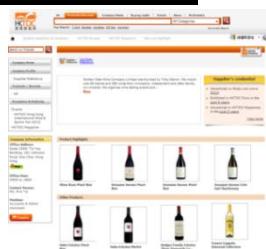
Scan the QR codes

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

5. Place the QR code boards prominently at your booth and attach the QR code hang tags to respective wine products.
6. 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.

通告二十八 - 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

10-12/11/2016

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	☐ 10/11 ☐ 11/11 ☐ 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 10 Nov and 11 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 10 日及 11 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, 12 November, payment must be settled by Cash-On-Delivery.
所有 11 月 12 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

價錢適用至二零一七年六月三十日
Prices are valid until 30 June 2017

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: _____ HKTDC Hong Kong International Wine & Spirits Fair 展覽廳 Hall No: _____

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

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，如有需要請聯絡給食部查詢。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	
莎樂美腸蘑菇小薄餅 Pizzetta - Salami and Mushroom	每打 @dozen	260		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	
煙鴨肉蛋批 Smoked Duck on Fennel Egg Flan	每打 @dozen	290		18公升蒸餾水一支 18 Litres Distilled Water				紅酒杯 Red Wine Glass	每6隻 6 pcs	55	
蜜椒三文魚 Salmon in Home-Pastrami Style	每打 @dozen	340		200隻紙杯 200 Paper Cups				水杯 Hi-ball Glass	每6隻 6 pcs	55	
龍蝦蝦串 Prawn Skewer with Basil	每打 @dozen	380		*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	
英式雞菜蘑菇醬 (素) Piccailali on Mushroom Cone (Vegetarian)	每打 @dozen	290		18公升蒸餾水 18 Litres Distilled Water (不包括蒸餾水機) (water dispenser not included)	每支 Each	140		甜品碟 Dessert Plate	每6隻 6 pcs	75	
精選糕點 Premium Pastry				50隻紙杯 50 Paper Cups	每套 @set	35		甜品叉 Dessert Fork	每6隻 6 pcs	65	
各式迷你鬆餅 Assorted Muffin Miniature	每打 @dozen	260		250隻紙筒杯 250 Paper Cones	每套 @set	35		茶匙 Tea Spoon	每6隻 6 pcs	65	
雞錦意式多士 Assorted Bruschetta	每打 @dozen	220		Fiji 天然礦泉水 Fiji Water	每6樽 @6 bottles	140		吐酒器 Spittoon	每個 1 pc	200	
迷你雞批 Mini Chicken Pie	每打 @dozen	180		San Pellegrino 有氣礦泉水 (500毫升) San Pellegrino Sparkling Water (500ml)	每6樽 @6 bottles	140		冰桶 Ice Bucket	每個 1 pc	200	
朱古力焦糖小蛋泡 Chocolate and Caramel Puff	每打 @dozen	180		伊雲礦泉水 (500毫升) Evian (500ml)	每6樽 @6 bottles	140		租金總值 (以每日作計算單位)			HK\$0.00
迷你鮮果撻 Mini Fruit Tart	每打 @dozen	160		法國有汽礦泉水 (500毫升) Perrier (500ml)	每6樽 @6 bottles	140		TOTAL EQUIPMENT HIRE VALUE (per day)			
彩虹迷你三文治 Rainbow Sandwich Rolls	每打 @dozen	280		蒸餾水 (430毫升) Distilled Water (430ml)	每6樽 @6 bottles	90		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
雞錦開面三文治 Assorted Open Face Sandwiches	每打 @dozen	290		可樂 (330毫升) Coke (330ml)	每6罐 @6 cans	100		總訂購金額 TOTAL ORDER VALUE:			HK\$0.00
美式曲奇餅 Assorted American Cookies	每打 @dozen	180		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
歐陸曲奇餅 Assorted European Cookies	每打 @dozen	110		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
其他精選 Other Specialities				橙汁 (250毫升) Orange Juice (250ml)	每6盒 @6 boxes	140		應付總額 TOTAL PAYABLE:			HK\$0.00
各款進口芝士 Selection of Air-flown Cheese	每碟 @each	750		蘋果汁 (250毫升) Apple Juice (250ml)	每6盒 @6 boxes	140					
雞錦燻肉碟 Assorted Cured Meat Platter	每碟 @each	750		喜力啤酒 (330毫升) Heineken (330ml)	每6罐 @6 cans	180					
凡訂購食物將供應即棄餐具 Disposable ware will be provided for each order				嘉士伯啤酒 (330毫升) Carlsberg (330ml)	每6罐 @6 cans	160					
咖啡機租用 COFFEE MACHINE HIRE				生力啤酒 (330毫升) San Miguel (330ml)	每6罐 @6 cans	160					
咖啡機 (1560 瓦) 附蒸餾水 包括 Mobile Coffee Machine (1560 watts) with distilled water includes: 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 五十隻耐熱即棄杯及攪拌棒 1 litre of coffee milk, 100 portions of sugar, 50 paper cups and stirrers	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				請注意以下事項: Please note the following:			
*需繳付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000			餐酒 WINE				1. 請填妥另頁付款表格 Please complete the Payment Form			
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		特選香檳 Champagne – Sommelier's Selection	每瓶 @bottle	620		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			
咖啡奶 Coffee Milk	每盒1公升 @1 litre box	35		特選紅酒 Red Wine – Sommelier's Selection	每瓶 @bottle	268		3. 已送出之食物或飲品，恕不退款 Delivered and unused items are non-refundable			
其他 OTHERS				特選白酒 White Wine – Sommelier's Selection	每瓶 @bottle	268		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			
薯片 Potato Chips	每包 @pk	15		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				5. 現場付款最早送貨時間為中午12時 The earliest delivery time for payment made upon delivery is 12:00 noon			
冰粒 Ice Cubes	每包2公斤 @2kg bag	15						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			

For details, please contact Ms Arki Hui, HKCEC, Food & Beverage Department

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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