

## Circular 1 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 (7-8 Nov) and 6:00pm on Day 3 (9 Nov) 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 7 to 9 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 9 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 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 1 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7至8日下午7時30分及11月9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7至9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9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

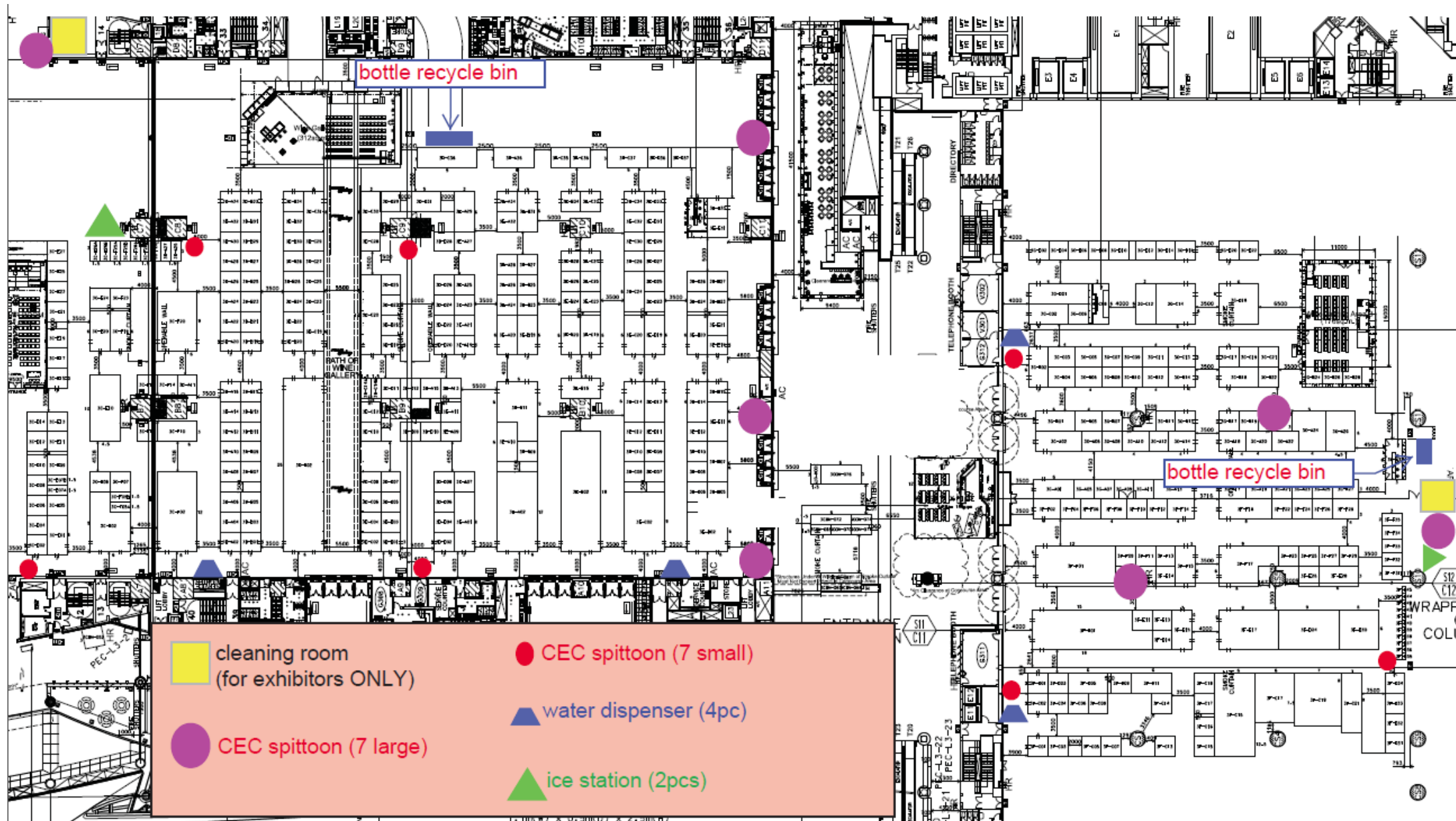
每9平方米展位將獲主辦機構提供1個冰桶。

### (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 2 - 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 solely responsible for any complaint/legal action in relation to their activities and participation in the Exhibition, they must comply with all the relevant laws and regulations during the Exhibition on their own account. In particular, attention should be drawn to any sale or supply of liquor on the fair ground which can only be lawful if

- (i) the person being sold, gifted and/or supplied the liquor (including but not limited to any Exhibitor, visitor, buyer and/or consumer) is aged 18 or above; and
- (ii) no onsite consumption of liquor is allowed after the liquor sales transaction unless a liquor licence has been obtained by the individual Exhibitor. In any event, no onsite consumption of liquor is permitted for any persons under the age of 18.
- (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. In any event, no wine tasting is permitted for any persons under the age of 18.

### 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](http://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/](http://www.fehd.gov.hk/) and their inquiry hotlines (Hong Kong and Islands: Tel: (852) 2879 5728; Kowloon: Tel: (852) 2729 1237 and New Territories: Tel: (852) 3183 9255).

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

In view of the rigid licensing conditions for liquor licence stipulated by the Liquor Licensing Board (listed on the Annex VI of the above-mentioned "A Guide to Application for Liquor Licences and

Club Liquor Licences” as attached), it may not be possible for Exhibitors from overseas to obtain liquor licences.

### 3.24.3 Dutiable Commodities Ordinance

Exhibitors must pay attention to the provisions of the Dutiable Commodities Ordinance (Cap. 109 of the Laws of Hong Kong) and its subordinate legislation including but not limited to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong) which set forth the rules and regulations relating to the taxation, manufacturing/import/export, sale, supply, gift, dealing and control of liquors in Hong Kong.

The Ordinance defines “liquor” as any liquid which contains more than 1.2% of ethyl alcohol by volume except (a) denatured spirits; (b) any such liquid that is an ingredient in any goods, if that liquid cannot be converted to pure ethyl alcohol or to an intoxicating liquor or if such a conversion would not be economical. Under the Ordinance, “intoxicating liquors” includes spirits, liqueurs, wines, beer and all other liquors fit or intended for use as a beverage.

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

#### 2. Manufacturing / Import / Export

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

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

- (1) Customs may require any imported intoxicating liquor (for which a standard of quality is prescribed to be accompanied by a certificate of origin from the place where the liquor was

made) to be certified as to the type, nature and quality of that liquor. Certificates of origin for brandy, whisky and rum shall contain such analytical and other particulars as will enable the liquor to be readily identified.

- (2) The name of the place of origin of port not produced in the Alto Douro district in Portugal, or sherry not produced in Jerez de la Frontera in Spain, shall be clearly marked on every container thereof.
- (3) For zero-rated goods imported in a single shipment for commercial purpose, no licence or permit is required if the value of the goods is less than \$5,000 but for goods with a value at \$5,000 or above, Customs will detain the goods and inform the owner to apply for an import licence and removal permit with the Department's Office of the Dutiable Commodities Administration.
- (4) The existing licence and permit control arrangements continues to apply on (i) zero-rated goods if imported by companies for commercial purpose under a regular annual licence goods and (ii) the removal of zero-rated goods from one warehouse to another, or for export.
- (5) For zero-rated goods for release to the local market, Customs will still issue a Removal Permit for Duty-paid Goods (despite zero duty) but with a special endorsement specifying that the duty on the subject goods is 0% of the value of the goods, and the goods will be regarded as duty-paid goods for the purpose of the Dutiable Commodities Ordinance. Zero-rated goods without such endorsement on the permits will be regarded as dutiable goods and subject to control under the Ordinance.

### **3. Sale or Supply**

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

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

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

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), the sale of intoxicating liquor from a vending machine is prohibited.

Any person who contravenes the above regulation shall be guilty of an offence and shall be liable on conviction to a fine of \$50,000.

### **4. Control**

#### **4.1. Legal age of consumption of intoxicating liquor**

Pursuant to the Dutiable Commodities (Liquor) Regulations (Cap. 109B of the Laws of Hong Kong), it is an offence:-

- (i) 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 this 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; and

- (ii) for any person to, in the course of business, sell or supply (including but not limited to giving as a gift) intoxicating liquor to any person under the age of 18. Any person who contravenes this regulation shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000). 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), it is an offence:--

- (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.

No Exhibitor (or employee of any Exhibitor) under the age of 18 will be admitted.

#### 4.3. Labelling of liquor for local consumption

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

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

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

### **3.24.4 Other Applicable Laws**

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

#### **1. Counterfeit Alcoholic Liquor**

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

## 2. The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 effective 19 July 2013

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

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

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

Hong Kong Trade and Development Council

**通告 2 - 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 / 訴訟承擔所有責任，參展商必須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，如在展覽場地中任何售賣或供應酒類，則僅在下列情況下被視為合法：

- (i) 被售賣、贈送或供應酒類的人（包括但不限於任何參展商、訪客、買家及/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。在任何情況下，任何十八歲以下的人都不允許現場飲酒；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。在任何情況下，任何十八歲以下的人都不允許現場品嚐酒。

**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](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](http://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/](http://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) 及其附屬法例，包括但不限於應課稅品(酒類)規例(香港法例第 109B 章)對於酒類在香港的課稅，製造 / 進口 / 出口，銷售，供應，贈送處理及管制之規定。

應課稅品條例中，將酒類釋義為任何以量計含有多於 1.2%乙醇的液體但不包括(a)變性酒精；(b)作為任何貨品中的一種成分的任何液體(如該液體不可改變為純乙醇或令人醺醉的酒類，或將該液體如此改變是不符合經濟效益的)。本條例適用於酒類時“令人醺醉的酒類”包括酒精、力嬌酒、葡萄酒、啤酒，以及所有其他適合或擬作為飲品飲用的酒類。

**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](http://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、威士忌酒和林酒的產地來源證，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. 售賣或供應

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。

根據應課稅品(酒類)規例(香港法例第 109B 章)，任何人不得以銷售機售賣令人醺醉的酒類。任何人違反以上條例，即屬犯罪，一經定罪，可處\$50,000 罰款。

## 4. 限制

### 4.1 飲用令人醺醉的酒類的法定年齡

根據應課稅品(酒類)規例(香港法例第 109B 章)，

- (i) 任何持牌人不得准許任何未成年人或任何 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。
- (ii) 任何人不得在業務過程中，向任何 18 歲以下的人售賣或供應（包括但不限於贈送）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)。

#### 4.2 僱用

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

- (i) 在任何時間僱用或准許僱用任何 15 歲以下的人；或
  - (ii) 在晚上 10 時至上午 6 時一段期間僱用或准許僱用任何 18 歲以下的人；或
  - (ii) 在上午 6 時至晚上 10 時一段期間僱用或准許僱用任何 18 歲以下的人，除非獲酒牌局書面准許。
- 任何人違反以上條例，即屬犯罪，一經定罪，可處第 5 級罰款(\$50,000)及監禁 6 個月。

#### 4.3 為本地飲用的酒類加上標籤

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

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

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

### **3.24.4 其他適用法例**

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

#### **假酒類**

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

(此中文版本僅供參考，一切以英文版本為準。)

香港貿易發展局

## Circular 3 Food Related Laws and Regulations <IMPORTANT>

### Food Safety Laws and Regulations

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

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

Exhibitors should continue to update the knowledge (through, including without limitation, the websites of the Bilingual Laws Information System at <https://www.elegislation.gov.hk/>, the Food and Environmental Hygiene Department (FEHD) at [www.fehd.gov.hk](http://www.fehd.gov.hk) and the Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk))

- 1) all the food and/or beverage products exhibitors offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market at the HKTDC Hong Kong International Wine & Spirits Fair (HKIWSF) 2018 are safe for public consumption;
- 2) where any license, permit, authorization or the like including without limitation import licenses, production licenses, prior inspections by the Centre for Food Safety and/or health certificates issued by public health authorities are required under the applicable laws and regulations, exhibitors shall make available at the HKIWSF2018 all the official licenses/inspection records/certificates issued by the relevant authorities for immediate inspection by the HKTDC and/or other public health authorities;
- 3) where the food and/or beverage products exhibitors offer and/or expose for sale or supply, supply, sell, distribute, dispense, display, market at the HKIWSF2018 are imported, exhibitors will abide by the latest Food Alerts/advice/instructions of the Centre for Food Safety

(published on its website: [www.cfs.gov.hk](http://www.cfs.gov.hk)) and present the imported food and/or beverage products for prior inspection by the Customs & Excise Department and/or the Centre for Food Safety and/or other prescribed public health authorities;

- 4) where specific imported food and/or beverage products are subjected to health concern as reported or advised by the Centre for Food Safety or other public health authorities, exhibitors will present such food and/or beverage products for inspection on consumption safety by the Centre for Food and/or other prescribed public health authorities. Exhibitors will display the certificates issued by the respective public health authorities in relation to such food and beverage products at the HKIWSF2018;
- 5) all the imported food and/or beverage products exhibitors offer and/or expose for sale or supply, supply, sell, distribute, dispense, display, market at the HKIWSF2018 are safe for human consumption and free from harmful substances;
- 6) in accordance with the food tracing mechanism under the Food Safety Ordinance: -
  - i. Exhibitors have registered with the FEHD as a food importer/ food distributor or obtained exemption from the FEHD if exhibitors import or distribute food in Hong Kong; and
  - ii. Exhibitors shall conform with the Code of Practice on Keeping Records Relating to Food issued by the FEHD in keeping transaction records of the business from which exhibitors acquire the food products and the business to which exhibitors supply the food products if exhibitors, in the course of business, import, acquire or supply by wholesale food products in Hong Kong. Besides, exhibitors shall keep the capture record if exhibitors capture local aquatic products and in the course of business, supply them in Hong Kong.
- 7) in accordance with the requirements under the Food Business Regulation (Cap. 132X):
  - i. **Restricted Food Permit and/or Composite Food Shop Licence**

should exhibitors sell, offer or expose for sale, or possess for sale or use in the preparation of any article of food for sale, any or all of the following kinds of restricted foods and/or beverages, exhibitors shall obtain the necessary permit and/or licence (such as the Restricted Food Permit and/or Composite Food Shop Licence, whichever is applicable) from the FEHD. exhibitors shall submit a copy of such permit and/or license obtained to HKTDC at least 30 days before the commencement of the HKIWSF 2018 for records; or if such permit and/or license is not available 30 days before the commencement of the HKIWSF 2018, exhibitors shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least 30 days before the commencement of the HKIWSF 2018 for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later than 30 days) the permit and/or license has been granted by the FEHD:-

    1. (a) Fresh meat;
    - (b) Chilled meat other than pre-packaged chilled beef, mutton or pork;
    - (c) Pre-packaged chilled beef, mutton or pork;
    - (d) Frozen meat;

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

Exhibitors understand that HKTDC reserves the right to discontinue any sale if exhibitors fail to present the said permit and/or license and/or documents by the deadline.

**ii. Temporary Food Factory Licence**

Exhibitors shall obtain a Temporary Food Factory Licence from the FEHD if exhibitors intend to sell any pre-cooked food or beverages or other restricted food or beverages reheated for consumption at the HKIWSF 2018. A copy of the licence shall be submitted to HKTDC at least 30 days before the commencement of the HKIWSF 2018 for records; or if such licence is not available 30 days before the commencement of the HKIWSF 2018, exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least 30 days before the commencement of the HKIWSF 2018 for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than 30 days) the license has been granted by the FEHD.

**Onsite Cooking and Air Quality Control**

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

**Trade Descriptions, Product Genuineness and Labelling**

- Import and Export Ordinance (Cap. 60)
  - Public Health and Municipal Services Ordinance (Cap. 132)
  - Food and Drugs (Composition and Labelling) Regulations (Cap. 132W)
  - Trade Descriptions Ordinance (Cap. 362)
  - Consumer Goods Safety Ordinance (Cap. 456).
- 1) all the goods and produce exhibitors offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market at the HKIWSF2018 are genuine products of merchantable quality and fit for human consumption and do not infringe the proprietary and/or intellectual property rights of any third party/person;

- 2) exhibitors acknowledge that it is an offence under the Trade Descriptions Ordinance for any trader or businessman to
  - (i) apply a false trade description to any goods (or service to be supplied to a consumer);
  - (ii) supply/offer any goods (or service to be supplied to a consumer) bearing a false trade description;
  - (iii) to possess for sale or for any purpose of trade or manufacture any goods to which a false trade description is applied;
  - (iv) forges any trade mark on goods, falsely applies to any goods any deceiving trade mark, sells or exposes or has in possession such goods for any purpose of trade or manufacture;or
  - (v) engages in the unfair trade practices of misleading omission, aggressive commercial practices, bait advertising, bait and switch or wrongly accepting payment.
- 3) all the imported goods and produce exhibitors offer and/or expose for sale, sell, supply, distribute, dispense, display, market at the HKIWSF2018 are imported into Hong Kong with proper clearance with the Hong Kong Customs and Excise Department;
- 4) all the pre-packaged food and/or beverage products offer and/or expose for sale or supply, sell, supply, distribute, dispense, display, market by exhibitors at the HKIWSF2018 comply with Regulation 4A of the Food and Drug (Composition and Labelling) Regulations (Cap 132W) ("the Regulations") and have the prescribed food label written in Chinese, English or both as required under the Regulations;
- 5) all pre-packaged food and/or beverage products to be offered and/or exposed for sale or supply, sold, supplied, distributed, dispensed, displayed and/or marketed by exhibitors at the HKIWSF2018 shall comply with Regulation 4B of the Regulations as follows:-
  - (i) to carry either:
    - a. the prescribed nutrition label setting out the energy value and seven core nutrients and other nutrients, listing the amounts of any claimed nutrients in the food in compliance with Part 1 Schedule 5 of the Regulations; or
    - b. a label indicating the exemption from labelling granted under the Small Volume Exemption Scheme under Part 2, Schedule 6 of the Regulations, unless the food and/or beverage products concerned are exempted from nutrition labelling under Part 1, Schedule 6 of the Regulations; and
  - (ii) any nutrition claim made on the label of or in any advertisement for a pre-packaged food shall conform to Part 2 of Schedule 5 of the Regulations,unless such pre-packaged food and/or beverage products are food for special dietary uses. Exhibitors further undertake and confirm that all information on the nutrition label and the nutrition claim are accurate, adequate, current and reliable;
- 6) all infant formula, follow-up formula and pre-packaged food for infants and young children to be offered and/or exposed for sale or supply, sold, supplied, distributed, dispensed, displayed and/or marketed by exhibitors at the HKIWSF2018 shall comply with Regulation 4C of the Regulations by carrying a prescribed nutrition label setting out the energy value and nutrient content in compliance with Schedule 6A of the Regulations, unless exempted under Schedule 6B of the Regulations; and

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

Thank you for your kind attention.

Hong Kong Trade Development Council

## 通告 3 食品有關法律和規例 <重要通知>

### 食品安全法律及規章

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

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

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

- 1) 參展商在香港貿發局香港國際美酒展 (美酒展) 2018 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示、推廣的食物及/或飲料產品，都是可以供公眾安全食用的;
- 2) 在適用的法規規定展品需要的任何特許牌照、批准或其他類似許可包括但不限於進口許可證、生產牌照、食物安全中心的事前檢驗及/或由公共衛生主管單位發出的衛生證明書的情況下，參展商在美酒展 2018 保存所有正式的許可證、牌照及證明書以供香港貿發局及/或其他公眾衛生主管單位作即場檢查。
- 3) 參展商在美酒展 2018 中提供及/或展出以供售賣或供應、供應、售賣、分派、配發、展示、推廣進口的食物及/或飲料產品，必須遵照食物安全中心最新發佈的食物警報/通告/指引 (可見於網頁：[www.cfs.gov.hk](http://www.cfs.gov.hk))，及如需的話，將有關的進口食物及/或飲料產品送交香港海關及/或食

物安全中心及/或指定的公眾衛生主管單位進行事先檢驗。

- 4) 當食物安全中心或其他公眾衛生主管單位指示或建議對某些進口食物及/或飲料產品之健康食用需要關注時，參展商將提交在美酒展 2018 參展的該等食物及/或飲料產品，給予食物安全中心或其他指定的公眾衛生主管單位進行食用安全驗證。參展商將在美酒展 2018 展示各個公眾衛生主管單位就該等食物及飲料產品所發出的檢驗證明書。
- 5) 參展商在美酒展 2018 中提供及/或展出以供售賣或供應、供應、售賣、分派、配發、展示、推廣的進口食物及/或飲料產品可供人類安全食用且不含有害物質；
- 6) 根據《食物安全條例》所引入的食物追蹤機制：-
  - i. 參展商在香港經營食物進口/分銷業務，參展商已向食環署署長登記為食物進口商/食物分銷商或已獲食環署署長豁免遵從以上登記規定；及
  - ii. 參展商在業務運作中在香港從某地方進口、獲取或以批發方式供應食物產品，參展商會遵照食環署發出的《備存食物紀錄的實務守則》就獲取食物產品及供應食物產品備存有相關商號的交易紀錄。此外，如參展商捕撈本地水產並在業務運作中在香港供應該等水產，參展商會備存捕撈紀錄。
- 7) 根據香港法律第 132X 章《食物業規例》之規定：
  - i. **售賣限制出售食物許可證及/或綜合食物店牌照**  
 參展商在美酒展 2018 中售賣、要約出售或為出售而展示，或管有以供出售或以供配製成供出售用任何受限制出售食物或飲料產品，必須取得食環署發出的所有必需的許可證或牌照(例如售賣限制出售食物許可證及/或綜合食物店牌照(如適用))，並於美酒展 2018 舉行至少 30 天前，將其許可證及/或牌照副本交予香港貿發局以作紀錄；或如此類許可證及/或牌照不能於美酒展 2018 年開始前 30 天發出，參展商必須於美酒展 2018 舉行至少 30 天前，將已向食環署提交的許可證及/或牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於 30 天）於食環署發出許可證及/或牌照後將有關許可證及/或牌照副本交予香港貿發局以作紀錄。當中包括：
    1. a) 新鮮肉類
      - b) 冷凍肉類，但不包括經預先包裝的冷凍牛肉、羊肉或豬肉
      - c) 經預先包裝的冷凍牛肉、羊肉或豬肉
      - d) 冷藏肉類
    2. 新鮮、冷凍或冷藏野味
    3. 鮮魚、冷凍魚、冷藏魚或活魚，但不包括魚塘的活魚
    4. a) 活的水禽，但不包括家禽飼養場內或批發市場內的活的水禽
      - b) 其他活的家禽，但不包括家禽飼養場內或批發市場內的活的家禽
      - c) 新鮮家禽屠體、冷凍家禽屠體或冷藏家禽屠體
    5. 新鮮、冷凍或冷藏介貝類水產動物，但不包括被列為禁售食物的在香港海港和香港仔海港內收集的介貝類水產動物
    6. 進口的熟肉或乾肉，或經其他方法處理或配製的進口肉類，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物



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

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

## ii. 臨時食物製造廠牌照

參展商在美酒展 2018 中銷售任何需加熱才出售的食物或飲料產品或限制出售食物或飲料產品,必須取得食環署發出的臨時食物製造廠牌照,並於美酒展 2018 舉行至少 30 天前,將該牌照副本交予香港貿發局以作紀錄;或如此類牌照不能於美酒展 2018 年開始前 30 天發出,參展商必須於美酒展 2018 舉行至少 30 天前,將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄,並須盡快(在任何情況下不遲於 30 天)於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

## 現場烹調食品及空氣質素管制

1. 展位的七成面積必需為售賣及/或展示已預先包裝的食品或飲品。此外,於展位展示的物品必需至少七成為預先包裝的食品或飲品。參展商只可於展位現場烹調、加熱非包裝食品、展示及/或售賣有關非包裝食品,而有關佔位總面積之比例不可多於整個展位面積的三成;
2. 每家參展商在其攤位安裝用作烹調、加熱或保溫食品的器具類型將限於微波爐及電動煮食器。參展商明白只可於每一展位(不論展位面積)安裝一具微波爐及一具電動煮食器。如參展商欲安

裝額外的微波爐或電動煮食器，必須事先獲得香港貿發局的書面許可。參展商明白香港貿發局有絕對酌情權決定是否予以有關書面許可，及即使在作出許可後，香港貿發局仍可全權隨時撤回有關許可；

3. 食品烹調或加熱方式應只限於蒸煮、燒烤、焗。不能進行油炸或日式燒烤的方式烹調食品；
4. 如加熱食品屬煎、炒、燒烤、焗方式處理，展商必須於攤位內安裝含過濾木炭的抽油煙機(參展商知悉可透過香港貿發局展覽服務部租用抽油煙機)，以盡量減少室內空氣污染；
5. 嚴格禁止開放式明火煮食；及
6. 面向通道的所有灶具必須以 30 厘米高的三面板遮蔽烹調櫃檯上方，以避免濺出加熱時製造的油或熱水。

## 商品說明、產品真偽和標籤

- 進出口條例 (法例第 60 章)
  - 公眾衛生及市政條例 (法例第 132 章)
  - 食物及藥物(成分組合及標籤)規例 (法例第 132W 章)
  - 商品說明條例 (法例第 362 章)
  - 消費品安全條例 (法例第 456 章)。
- 1) 參展商在美酒展 2018 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示和推廣的所有貨品和產物都具可商售品質且適合人類食用，並且不會侵犯任何第三方/人士的所有權及/或知識產權。
  - 2) 參展商認知任何商販或貿易者如進行以下任何活動即屬觸犯《商品說明條例》的罪行:-
    - (i) 將虛假商品說明應用於任何貨品(或向消費者提供的服務)；
    - (ii) 供應或要約供應已應用虛假商品說明的貨品(或向消費者提供的服務)；
    - (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途；
    - (iv) 偽造任何商標應用於貨品上；或將任何與某一商標極為相似而相當可能會使人受欺騙的標記以虛假方式應用於任何貨品，出售或展示，或為售賣或任何商業或製造用途而管有該等貨品；或
    - (v) 行使不良營商手法，則作出屬誤導性遺漏的營業行為，作出具威嚇性的營業行為，作出構成餌誘式廣告宣傳的營業行為，作出構成先誘後轉銷售行為的營業行為，作出先誘後轉銷售行為，或作出構成不當地就產品接受付款的營業行為。
  - 3) 所有參展商在美酒展 2018 中提供及/或展出以供售賣、售賣、供應、分派、配發、展示和推廣的進口貨品和產物，都是經香港海關正式清關進口香港的；
  - 4) 所有參展商在美酒展 2018 中提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示和推廣的預先包裝食物及/或飲料產品均符合《食物及藥物(成分組合及標籤)規例》(法例第 132W 章)(“規例”)第 4A 條規定並有按規例下以中文、英文或中英雙語寫的法定食物標籤；
  - 5) 所有參展商在美酒展 2018 中要約及/或展出以供售賣或供應、售賣、供應、分派、配發、展示及/或推廣的預先包裝食物及/或飲料產品均須遵守規例第 4B 條的規定如下：
    - (i) 附有：
      - (a) 指定的標示其能量值及 7 種主要營養素及其他營養素含量的營養標籤，以符合規例附表



5 第 1 部的規定；或

(b) 顯示按該規例附表 6 第 2 部分的小量豁免系統獲得豁免加上營養標籤的標記。  
除非相關的食物及/或飲料產品按規例附表 6 第 1 部分獲得豁免；

(ii) 在預先包裝食物的標籤上或宣傳品中作出的任何營養聲稱，均須符合規例附表 5 第 2 部分的規定，

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

- 6) 所有參展商在美酒展 2018 中要約及/或展出以供售賣或供應、售賣、供應、分派、配發、展示及/或推廣的嬰兒配方產品、較大嬰兒及幼兒配方產品及預先包裝嬰幼兒食物均須遵守規例第 4C 條的規定，加上列出符合規例附表 6A 的能量值及營養素含量之營養標籤(除非根據規例附表 6B 獲得豁免)；及
- 7) 如果參展商、高級人員、員工、僱工、代理人、附屬公司或參展商所掌控的實體提供及/或展出以供售賣或供應、售賣、供應、分派、配發、展示、推廣或供出售而製造任何預先包裝食物及/或飲料產品及/或嬰兒配方產品、較大嬰兒及幼兒配方產品或預先包裝嬰幼兒食物，而該等預先包裝食物並無符合法規的標記或標籤；或在其標籤上有任何不合法規的營養聲稱，即屬犯法，可被判處港幣 50,000 元罰款及監禁 6 個月。

香港貿易發展局

## Circular 4 The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012

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

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

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

Hong Kong Trade Development Council

## 通告 4 《2012 年商品說明 (不良營商手法) (修訂) 條例》

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

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

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

[http://www.customs.gov.hk/pda/en/traders/trade\\_controls/trade\\_desc/unfair.html](http://www.customs.gov.hk/pda/en/traders/trade_controls/trade_desc/unfair.html)。

香港貿易發展局



# Full Implementation of the Plastic Shopping Bag Charging



## Background

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

## Scope

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



## Bags Subject to Charge

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



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

## Exemption arrangements

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

### 1. PSB used for food hygiene reasons

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



Foodstuff without packaging



Foodstuff in non-airtight packaging



Frozen/ Chilled foodstuff

### 2. PSB used for packaging

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



### 3. PSB provided with the services

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



## Common Sales Promotions in Exhibitions

### 1. Gift with purchase

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



### 2. Lucky bags

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



### 3. Sets

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



## FAQs for Exhibitors

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

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

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

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



### Do's

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



### Don'ts

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



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

[http://www.epd.gov.hk/epd/psb\\_charging/](http://www.epd.gov.hk/epd/psb_charging/)

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

Hotline: 2835-1124

Email: [psb@epd.gov.hk](mailto: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，例如用於包裝雜誌和恤衫的透明膠袋、以及用作保溫的雪糕袋。但如額外再提供膠袋盛載這些已經包裝的貨品就要收費。



### 3. 構成服務一部分的袋

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



## 展覽常見的銷售推廣活動

### 1. 購物贈送禮品

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



### 2. 福袋

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



### 3. 套裝

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



## 供參展商參考的常見問題

問 1：在展覽時提供的膠袋需要收費嗎？

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

問 2：在展覽攤位以外的地方（例如展覽館門口、天橋）派發膠袋是否受規管？

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



### 應做的事項

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



### 不應做的事項

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

有關「膠袋收費」的詳情，可參考有關網站：  
[http://www.epd.gov.hk/epd/psb\\_charging/](http://www.epd.gov.hk/epd/psb_charging/)

有關「膠袋收費」的查詢，可與  
環境保護署聯絡：

熱線：2835-1124

電郵：psb@epd.gov.hk



**Circular 6 Guidelines on Processing Food & Beverages**

For the sake of public hygiene, exhibitors should strictly follow the guidelines below.

1. 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.
2. 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.
3. Any food or beverages for on-site sale should be sealed packaged.
4. 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 toilet, when your hands are contaminated by respiratory droplets or other bodily secretions or after touching rubbish.
5. Do not cough or sneeze toward any food and beverages. Do not spit or litter.
6. 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.

Hong Kong Trade Development Council

**通告 6 處理食品及飲料之衛生指引**

為確保公眾衛生，參展商應嚴格遵守下列之建議。

1. 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)，或/及有呼吸道病徵(例如咳嗽或打噴嚏)，參展商不應進入場館，並且應該立即求診。
2. 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。
3. 任何作現場銷售的包裝食品或飲料應以密封式包裝。
4. 保持雙手清潔。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或梘液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。
5. 切勿面對食物咳嗽或打噴嚏。不可隨便吐痰或丟棄垃圾。
6. 所有參展商必須保證參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。

香港貿易發展局

## Circular 7 Receiving Buyers at HKTDC Fairs

It has come to our attention that there were incidents in which some exhibitors refused to receive certain visiting buyers at their booths, which created some disputes. The Council would like to remind all exhibitors that, according to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths.

The Hong Kong Trade Development Council (HKTDC), as the fair organiser, fully understands that a business has the right and discretion to formulate its own business promotion strategy for certain market segments. However, in the context of an international exhibition, and of maintaining the professional image of the exhibition and of the Hong Kong as a trade fair capital, exhibitors are requested to cooperate on the followings:

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

The HKTDC sincerely hopes that all exhibitors will co-operate. If any complaint against an exhibitor regarding the above with sufficient ground is received, the Council will carefully review the application for participation in future HKTDC events by the exhibitor and may have to take necessary actions.

Hong Kong Trade Development Council

## 通告 7 參展商接待買家須知

鑒於以往本局舉辦的展覽會上，因有個別參展商拒絕接待某些國家而產生誤會及爭拗，本局特此提醒所有參展商，根據香港的歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他原因素而對參觀者有所歧視，包括拒絕有關人士到其攤位參觀。

作為展覽會主辦機構，香港貿易發展局完全明白任何公司均有權訂定其市場取向。然而，為要保持展覽會的國際專業形象，以及香港作為亞洲商展之都的地位，本局呼籲請各參展商務須遵守以下規則：

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

懇請所有參展商衷誠合作。假若本局接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

香港貿易發展局



**Circular 8 Retail Sales Activities & Working Visa Requirement for Non-HK Residents**

All exhibitor representatives who are not ordinarily resided in Hong Kong will be required to obtain a **“Temporary Working Visa”** when they participate in the Hong Kong International Wine & Spirits Fair, being a public fair in Hong Kong, if the representatives would conduct retail sales on their own. Alternatively, a local worker/ local representative may be employed to conduct retail sales activities and the handling of proceeds.

Any person who contravenes a condition of stay in force in respect of him shall be guilty of an offence. Should any exhibitor representative fail to comply with the above regulation, the Organiser has the sole discretion to terminate the exhibitor’s participation in the HK Int’l Wine & Spirits Fair with immediate effect and/or to ban the company from any or all future HKTDC exhibitions.

Please refer to **Section 3.23.1 of the Exhibitors’ Manual** for the application details.

Hong Kong Trade Development Council

**通告 8 會場零售活動規例及非香港居民工作簽證規定**

所有非香港居民之參展商代表，如欲在展覽會公眾開放期間從事零售活動，必須依法申請「**香港臨時工作簽證**」。參展商亦可選擇聘用香港本地人員從事零售活動。

任何人士違反對他有效的逗留條件，即屬違法。假若違反有關規定，主辦機構有權即時終止該參展商繼續參展香港國際美酒展之權利及/或禁止該公司參加香港貿易發展局以後舉辦的任何或所有展覽會。

詳情請參考**參展商手冊內第 3.23.1 項**之規則。

香港貿易發展局



## **Circular 9 - Issue Receipt to Consumers**

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

Hong Kong Trade Development Council

## **通告 9 - 參展商向消費者提供收據**

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

香港貿易發展局

**Circular 10 Issues related to Trade Mark**

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

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

Hong Kong Trade Development Council

**通告 10 註冊商標事宜**

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

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

香港貿易發展局

**Circular 11 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 11 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 12 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. 7-9 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 12 日常展品補充**

**日常展品補給** 於展覽期間 (即 11 月 7 至 9 日), 展會開幕 30 分鐘前即上午 10:00 前, 所有『唧車』不得進入展館範圍內, 此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 10:15 前妥善存放於展位範圍或預先申請的額外儲倉內。

展覽當日早上 10:15 至展覽完結前, 參展商於非指定倉庫或公眾地方放置貨物, 本局將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款(每板港幣 500 元)以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物, 會展中心的工作人員將**棄置有關物品**, 並**收取垃圾處理費用**。

若參展商未能遵守以上規則, 將會影響 貴司參與香港貿易發展局舉辦之活動。

香港貿易發展局

**Circular 13 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 13 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的膠貼、繪圖或任何附着物必須於展覽會完結時清理妥當。假若膠貼等物品未有妥善清理，主辦機構有權向有關參展商收取清理費及損毀之賠償。
- 4) 展覽會完結時，所有結構、展品、展台物料必須在主辦機構規定的指定時間內妥善清理。任何展品、展台物料擱置於展覽會場將視為棄置物品，主辦機構會向有關參展商收取所需的清理費用。
- 5) 任何物品的高度不得超過 2.5 米，或伸展超逾劃定的展台界限。有關物品包括但不限於參展商帶來的裝置、展品、公司名牌、宣傳材料、標記及充氣物。
- 6) 不得拆除公司名牌及其固定構件。
- 7) 如附有裝置的任何展台有別於認可規格或不符合主辦機構所訂之規則，主辦機構保留權利進行改建或清拆裝置而毋須事先通知。有關費用一概由參展商負責。
- 8) 未經主辦機構事先批准，不得拆除標準展台內任何原有構件，包括照明裝置。
- 9) 參展商裝設的電器設備〔包括照明裝置〕必須嚴格遵循香港《電力條例》之《電力〔線路〕規例》〔第 406E 章〕。嚴禁參展商安裝任何未符標準的裝置或電線。
- 10) 不得改動或干擾任何照明裝置；如有需要，有關工程必須由本地合資格電力技師施工。
- 11) 如承建商需額外供電，應向大會指定的承建商申請並支付額外費用。電力線路或接駁如有任何違法或不足之處，均會被清拆而毋須事先通知，或者在主辦機構的選擇下，主辦機構可收取其所釐定的附加費用。

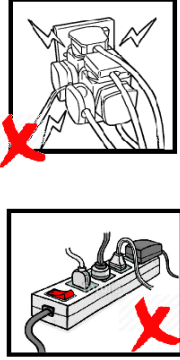


- 12) 標準展台的一切構件、照明裝置及傢俬全屬主辦機構所有。在展覽結束時，可移動或傢俬物品必須放於展台範圍內並放回原位，以示展台完整交還主辦機構。主辦機構保留權利，就任何遺失或損壞物件向參展商作出申索。
- 13) 參展商應就主辦機構基於下列理由可能蒙受或招致的一切損失、法律責任、行動、法律程序、申索、損害賠償、費用〔包括但不限於法律費用〕及開支，應要求向主辦機構、其代理人、代表、承建商及僱員作出全數彌償：
  - a) 參展商未能遵從上文所列出有關標準展台的規定及/或有關建造及使用展台的其他規則及規例；
  - b) 參展商對其展台範圍的內部裝飾〔不論是否遵循有關規定〕所引致的任何損失或損害；
  - 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 14 Guidance to ALL exhibitors for on-site usage of electricity and fair system and furniture <NEW>**

**Electricity Supply**

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

**Fair System & Furniture**

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


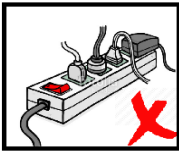


The exhibitor undertakes to indemnify the organizer from any claims caused by their decoration / construction works done to the shell scheme.

The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.


Exhibition Services, Hong Kong Trade Development Council

**通告 14 參展商現場注意事項 - 使用電力及攤位結構及傢俱安全指引**  
**<新增>**

**電力供應**

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

**攤位結構及傢俱**

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

參展商保證，對於任何因其或其聘用之承建商於展台施工或佈置而引致的索償，主辦機構毋須負責。

建議參展商須就可能對其構成的所有潛在責任購買保險。若違反以上任何指引，參展商將對引致之死亡、人身傷害、損失或任何後果擔負所有責任。

香港貿易發展局 展覽服務部

## Circular 15 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 15 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 16 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 16 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 17      Caution on Third Party Promotional Offers from Fair  
Guide/Expo Guide/Event Fair/AVRON/International Fairs  
Directory <UPDATED>**

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

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

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

Should you have any questions, please contact Ms Jojo Lai, Exhibitions Project Manager at tel: (852) 2240 4077; or email: [jojo.y.s.lai@hktdc.org](mailto:jojo.y.s.lai@hktdc.org).

Hong Kong Trade Development Council



**通告 17 請小心處理由第三者 (Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory) 提供之推廣優惠 <更新>**

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

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

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

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

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

如有任何問題, 請與本局展覽項目經理黎懿森小姐聯絡, 電話: (852) 2240-4077, 電郵: [jojo.y.s.lai@hktdc.org](mailto:jojo.y.s.lai@hktdc.org)

香港貿易發展局

## Circular 18 Caution on Arranging Payment and Fraudulent Emails and Phone Calls of Questionable/ Unclear Origins

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

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

- 1) Ensure that the email is genuinely from HKTDC
  - Always identify the sender of the email from its domain.
- 2) Check the HKTDC disclaimer
  - All emails sent from HKTDC will carry the Council's disclaimer at the bottom of the email.
- 3) Reconfirm bank account number and beneficiary name (Hong Kong Trade Development Council) when making payments.
- 4) Always use trusted Wi-Fi network
  - There is always security risk when using untrusted public Wi-Fi network to access emails. It is possible that hackers can capture your emails or send fraudulent emails to you on untrusted Wi-fi network.
- 5) 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

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

Contact	Tel	Fax	E-mail
Mr. Brian Poon	(852) 2240 4071	(852) 3915 2482	<a href="mailto:brian.cy.poon@hktdc.org">brian.cy.poon@hktdc.org</a>
Mr. Ray Lam	(852) 2240 4058	(852) 3915 2499	<a href="mailto:ray.sk.lam@hktdc.org">ray.sk.lam@hktdc.org</a>
Ms. Jojo Lai	(852) 2240 4077	(852) 3521 3095	<a href="mailto:jojo.y.s.lai@hktdc.org">jojo.y.s.lai@hktdc.org</a>

Hong Kong Trade Development Council



**通告 18**      **請小心處理有關繳付參展費用之安排及欺詐、來歷不明的電郵或電話騙案**

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。
- 5) 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，請務必謹慎處理來歷不明的人士或機構發出的可疑電郵或電話，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。

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

姓名	電話	傳真	電郵
潘政賢先生	(852) 2240 4071	(852) 3915 2482	<a href="mailto:brian.cy.poon@hktdc.org">brian.cy.poon@hktdc.org</a>
林紹其先生	(852) 2240 4058	(852) 3915 2499	<a href="mailto:ray.sk.lam@hktdc.org">ray.sk.lam@hktdc.org</a>
黎懿森小姐	(852) 2240 4077	(852) 3521 3095	<a href="mailto:jojo.y.s.lai@hktdc.org">jojo.y.s.lai@hktdc.org</a>

香港貿易發展局

## Circular 19 Charges on Vehicles with Extended Stay During Move-in & Move-out Days

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during 6 – 9 November, 2019 of HKTDC Hong Kong International Wine and Spirits Fair 2019.

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

The key points of this measure are summarised as below:

### 1. Days where charges will be imposed

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas between **6 - 9 November 2019** inclusive.

### 2. The Charges

#### Phase 1

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

### 3. Entry and Exit Control

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

### 4. Payment Collection

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

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

Thank you for your cooperation.

Hong Kong Trade Development Council

**通告 19 車輛於進館及撤館期間延期停留額外費用**

香港會議展覽中心與警務處及運輸署達成協議，同意在香港貿發局香港國際美酒展 2019 的進館，展覽期間(2019 年 11 月 6 至 9 日)及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

**1. 實施日期**

為加快貨物起卸區車輛流通量，香港會議展覽中心於 **2019 年 11 月 6 日至 9 日** 實施進場車輛使用時間收費計劃。

**2. 費用**

**一期**

	<u>以半小時收費</u>
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**

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

**3. 出入口處的控制**

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

**4. 繳費方法**

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

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

敬請各參展商合作，使美食博覽的進館及撤館能順利進行。

香港貿易發展局

**Circular 20 Move-out Arrangement**

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-out day (i.e. 9 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:

**Move-out Arrangement (9 November 2019)**

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 **9 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 20 撤館交通安排**

本局將於香港國際美酒展之撤館日（即 11 月 9 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：

**撤館交通安排（2019 年 11 月 9 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 9 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 21 Wireless LAN Service**

No pre-registration is required for using the Hong Kong Trade Development Council's Wireless LAN service to browse the web and send/read your email. Simply bring your laptop and Wireless LAN adapter to the fairground during the fair period and follow the configuration setup and registration procedures below, and you can enjoy the FREE Wireless LAN service! However, as this service is provided to all exhibitors and it may be utilised by a considerable amount of users, unstable connection may be resulted occasionally. To ensure a better connection throughout the fair period, it is recommended to order a separate broadband line.

**Steps:**

1. Open the wireless connection on your device and select "HKCEC\_Public" network from the available wireless network list.
2. Open a web browser and access any web page.
3. You will be connected to the logon web page. Please select the "Free User" button.
4. Internet access is now enabled. You can access your desired web page while you are within the wireless network in HKCEC.

**Note :** The wireless Internet service will disconnect if the connection is left idle for over 10 minutes.

Should you have further enquiries, please contact our **Wireless LAN Service Hotline on 2582 1846/49**

Hong Kong Trade Development Council

**通告 21 免費無線上網服務**

透過上述服務，閣下可根據以下程序在展覽期間於展位內以手提電腦及無線上網連接器連接上網。但由於所有參展商均可於展覽期間享用上述免費服務及可能在同一時間內有大量使用者同時使用，網路可能偶爾出現不穩定的情況。如貴公司在參展期間需要相對穩定暢通之網絡連線，建議閣下訂購一條獨立的寬頻線路。

**步驟：**

1. 先啟動閣下無線網絡裝置，並於選單中選取「HKCEC\_Public」網絡接通無線上網服務。
2. 開啟瀏覽器並進入任何一個網頁。
3. 瀏覽器將被轉到登入網頁，請選擇「免費用戶」按鈕。
4. 無線網絡正式接通。閣下可於香港會議展覽中心內有無線網絡覆蓋的地方使用無線上網服務，瀏覽不同網頁。

注意：如連線後停止瀏覽網頁超過 10 分鐘，無線上網服務便會自行中斷。

如有任何疑問，請聯絡無線上網諮詢熱線 2582 1846/49。

香港貿易發展局

## Circular 22 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.hktcd.com](http://www.hktcd.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 2019 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.

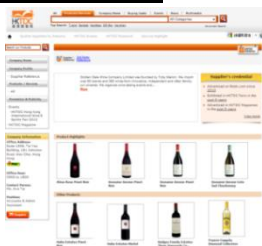
### Scan the QR codes

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

### Place your QR codes at Prominent Location

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

### Receive Report with Visitors' information

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

## 通告 22 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](http://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

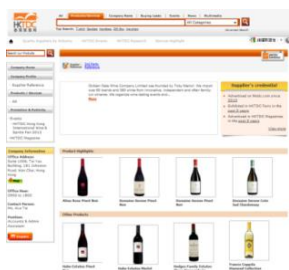
3. 買家可於您的攤位掃描參展商編碼並即時下載您的公司及產品資料。



#### 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

## **Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions**

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organizer**", "**we**", "**our**" or "**us**"), the statutory body promoting Hong Kong's international trade, is committed to fostering original design and safeguarding intellectual property rights.

We have on-the-spot procedures at our trade fairs for handling any complaint that a product on display infringes someone else's intellectual property rights. These complimentary procedures are not the only way in which complainants can file complaints. Complainants can also file complaints with Hong Kong Customs and Excise Department and/or the Courts of Hong Kong.

These procedures, carried out with our on-call legal advisor, are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly. Our legal advisors will be on-call during the opening hours of our trade fairs and will attend our office within a reasonable time upon notification by us to handle any complaint filed in accordance with the Exhibitor's Brief. Our aim is as much to protect the rights of individual exhibitors to be promptly cleared of unfounded complaints as it is to uphold their obligation to respect the intellectual property rights of others.

In this respect, the attention of all exhibitors ("**Exhibitors**") is drawn to Clause 43 of the conditions of participation, setting out rights and obligations of exhibitors at TDC exhibitions, which is set out below for ease of reference:

The Exhibitor warrants that the exhibits and packages thereof and the Publicity Material or any other part of the display on the Stand do not in any way howsoever violate or infringe any third party's rights including all intellectual property rights including but not limited to trade marks, copyright, designs, names, and patents whether registered or otherwise. The Exhibitor agrees to fully indemnify the Organizer and its agents, representatives, contractors and employees against all costs, expenses and damages arising from any third party's claim of infringements by the Exhibitor and/or the Organizer and/or the latter's agents, representatives, contractors or employees of such third party's rights.

The Exhibitor agrees that it shall comply with any "Exhibitors' Brief on the Protection of Intellectual Property Rights at TDC Exhibitions" ("**Exhibitors' Brief**") that the Organizer may issue from time to time, including abiding by any complaint procedures and penalties stated in the Exhibitors' Brief, whether as a Complainant of infringement of intellectual property right or as a party subject to any such complaint. If the Exhibitor fails or refuses to abide by any of the terms and conditions of the Exhibitors' Brief, the Organizer shall have the sole and absolute discretion to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions and/or to further ban any representatives of the Exhibitor in question from entering the venue of the current TDC Exhibition in which the Exhibitor is participating.

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees

(including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

### Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the "**Fair Legal Advisor**"). The Fair Legal Advisor will be on-call during the opening hours of HKTDC's trade fairs and will attend the HKTDC's office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor's Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website ([www.hktdc.com](http://www.hktdc.com)) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

## Penalties

An Exhibitor and/or any of its representatives, parent, associate, affiliated and/or subsidiary companies may, in the sole and absolute discretion of the TDC, be banned from any or all future participation in TDC exhibitions if:

- a. after TDC has received and accepted a complaint against the Exhibitor, the Exhibitor fails or refuses to:
- allow TDC to immediately take 3 photographs of the product or material in dispute;
  - sign an undertaking immediately in favour of TDC in a form provided by TDC, indicating its decision whether to remove or continue to display the product or material in dispute;

OR

- b. if the Exhibitor refuses to remove from display the product or material in dispute and a legal action brought against the Exhibitor in relation to the display of the product or material in dispute is upheld by a Court in Hong Kong, notwithstanding that the Exhibitor has signed an undertaking in favour of TDC and allowed TDC to take photographs of the product or material in dispute during the Fair;

OR

- c. the Exhibitor removes the product or material in dispute immediately from display and signs an undertaking provided by TDC not to display or deal with any such item for the rest of the Fair period, but is subsequently found to be in breach of such an undertaking; in which case the TDC shall, in addition, be entitled to immediately terminate the Exhibitor's right of participation for the rest of the Fair period without refund of any participation fee already paid by the Exhibitor;

OR

- d. there are two or more court rulings from a Court in Hong Kong against the Exhibitor confirming its infringement of intellectual property rights of any Complainant(s) during two consecutive fair periods, notwithstanding that the Exhibitor has cooperated with TDC during the Fairs by removing the disputed product or material from display;

OR

- e. within two consecutive fair periods there are four or more valid complaints filed against the same exhibitor and which have been accepted by the Legal Advisors:
- by more than one complainant in respect of different intellectual property rights; or
  - by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

### **Penalties for intellectual property-related criminal offences**

#### *Copyright Ordinance (Chapter 528 the Laws of Hong Kong)*

It is a criminal offence to make or deal in articles that infringe copyright. The Copyright Ordinance sets out in detail the different activities that constitute criminal offences. A person who commits such a criminal offence is liable to a fine of HK\$50,000 in respect of each infringing copy and to 4 years' imprisonment or a fine of HK\$500,000 and 8 years' imprisonment depending on the type of infringing activity carried out.

#### *Trade Descriptions Ordinance (Chapter 362 the Laws of Hong Kong)*

Under the Trade Descriptions Ordinance, any person who:-

- (i) applies a false trade description to any goods, or any service supplied or offered to be supplied to a consumer;
- (ii) supplies or offers to supply any goods, or any services to consumers, to which a false trade description is applied; or
- (iii) has in his possession for sale, or for any purpose of trade or

manufacture, any goods to which a false trade description is applied commits a criminal offence.

Further, any person who forges any registered trade mark or falsely applies to any goods any trade mark so nearly resembling a registered trade mark as to be calculated to deceive also commits a criminal offence.

Further, any person who engages in relation to a consumer any unfair trade practices (including but not limited to any commercial practice that is a misleading omission, or is aggressive, or constitutes bait advertising, bait and switch, or wrongly accepting payment) also commits a criminal offence.

Any person who commits such an offence under the Trade Descriptions Ordinance may be liable -

- a. on conviction on indictment, to a fine of \$500,000 and to imprisonment for 5 years; and
- b. on summary conviction, to a fine of \$100,000 and to imprisonment for 2 years.

## Documents Required as Evidence of Subsistence and Ownership of Intellectual Property Rights

### A. Copyright

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

**Option 2:** If the Complainant owns and provides its original evidence for all of the below items 4-6 as evidence, and provide information and evidence of all of the following:-

1. date and place that the copyright work was first made or first published;
2. name of the author of the copyright work;
3. name of the owner of the copyright work;
4. **original** copyright work (e.g. design drawings, sketches, etc) - **NOTE:** copies, including photocopies or computer copies will **not** be accepted;
5. **original** evidence on proof of ownership of the copyright work - for example, in the event the author of the copyright work is an employee of the Complainant, that employee's contract of employment; or in the event the author of the copyright work is not the Complainant nor its employee, copyright assignment evidencing the assignment of copyright from the author to the Complainant; and
6. **original** evidence of the date of (i) the first sale of the product/article to which the copyright work relates (e.g. invoices, shipping documents, etc) or (ii) the first publication of the copyright work, and such evidence must clearly identify the product/article in question

For any complaint made under Option 2, complainants will also be required to complete, provide and confirm all the above information and evidence in a standard-form checklist (which is available for download at [\[http://tpwebapp.hktcdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktcdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) or to be provided by TDC at the time of the complainant's filing of the complaint). If any of the required information and/or evidence is missing or otherwise incomplete, or if any of the information and/or evidence provided are, in TDC's opinion, unreliable, conflicting, false or inaccurate in any manner, the relevant complaint will not be processed or will be rejected.

B. Trade Mark

1. Original or certified copy of a valid Certificate of Registration of Trade Mark in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

C. Registered Design

1. Original or certified copy of a valid Certificate of Registration of Design in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted).

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

And any other evidence that the Legal Advisor may require depending on the specific facts of the case.

## 香港貿易發展局展覽會保護知識產權措施：參展商須知

香港貿易發展局（以下簡稱為「**本局**」、「**主辦機構**」）是專責促進香港對外貿易的法定機構，對於推動原創設計以及保護知識產權不遺餘力。

本局訂有一套處理展覽現場侵權投訴的程序，並聘法律顧問，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。本局於展覽會開放期間備有法律顧問候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，本局之法律顧問將於收到本局有關通知後的合理時間內抵達本局之辦事處協助處理有關投訴。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

訂定這套程序的目的，是提醒參展商尊重他人的知識產權，並同時盡快澄清無理投訴以保障參展商的權益。

茲促請所有參展商（「**參展商**」），必須遵守貿易發展局展覽會參展規則第 43 項有關參展商權利與責任的條款，內容如下：

參展商保證展品及產品包裝，以及宣傳品或攤位的任何展示部分，在任何各方面均沒有違反或侵犯任何第三者的權利，包括所有知識產權，其中包括但不限於已註冊或未註冊的商標、版權、外觀設計、名稱及專利；並同意悉數賠償主辦機構以及其代理、代表、承包商和僱員因第三者指控參展商及/或主辦機構及/或後者的代理、代表、承包商和僱員侵權而招致的費用、開支及索償。

參展商，無論是投訴他人侵權或被人指控侵權者，同意遵守主辦機構不時發出的任何《香港貿易發展局展覽會保護知識產權措施：參展商須知》（「**參展商須知**」），包括其中所列的處理投訴程序和侵權罰則。假若參展商違反或拒遵守《參展商須知》的任何條款及條件，主辦機構有唯一及絕對酌情權禁止參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加香港貿易發展局以後舉辦的任何或所有展覽會，及/或進一步禁止其代表進入參展商當時正在參展的展覽會場。

假若有投訴人（「**投訴人**」）按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員（包括但不限於所述各方的法律顧問）的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任何責任、損失、費用（包括但不限於法律費用）、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員（包括但不限於所述各方的法律顧問）採取任何法律行動、或提出任何索償或要求。

### 處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問（「**法律顧問**」）將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商的展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

5. 法律顧問亦會檢查有關涉嫌侵權展品或任何具爭議的物品有否於本局的網站(www.hktdc.com)上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之網上推廣條款及條件停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。

## **侵權處罰**

本局有唯一及絕對酌情權就下列任何其中一種情況，決定是否禁止參展商及/或其代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會：

1. 在本局受理的侵權投訴中，涉嫌侵權的參展商沒有或拒絕：
  - 立即讓本局職員為涉嫌侵權的產品或物品拍三張照片；或
  - 應本局要求立即簽署本局提供的承諾書，註明是否願意收回或是決定繼續展示有關展品或物品。
2. 參展商雖然應本局要求簽署承諾書及讓本局職員為涉嫌侵權的展品或物品拍照，但拒絕收回涉嫌侵權的展品或物品，及有關展品或物品其後被香港法庭裁定侵權。
3. 參展商雖然立即收回涉嫌侵權的展品或物品，並簽字承諾在展覽會舉行期間不再展示或經營所涉產品，但其後被發現違反承諾。在此情況下，本局有權即時取消有關參展商的參展資格，同時毋須退還已收取的參展費。
4. 參展商雖然在展覽會舉行期間與本局合作收回涉嫌侵權的展品或物品，但遭香港法庭最少兩度裁定在連續兩屆展覽期中侵權。
5. 參展商在連續兩屆展覽會中，被超過一名投訴人就不同的知識產權或被同一名投訴人就不同產品或物品的權利作出四宗或以上的侵權投訴，而該等投訴均為駐場法律顧問所接納。
6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

### **有關知識產權刑事罪行之刑罰**

#### **版權條例 (香港法例第 528 章)**

任何人製造或處理侵犯版權之物品即屬犯罪。版權條例已詳細列明可構成該等刑事罪行之各類行為。任何干犯有關罪行之人士可就每份侵犯版權複製品被處罰款港幣五萬元及監禁四年或處罰款港幣五十萬元及監禁八年，視乎有關行為之性質而訂。

#### **商品說明條例 (香港法例第 362 章)**

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務；

- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供已應用虛假商品說明的服務;或
- (iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

再者，任何人如偽造任何註冊商標或將任何商標或任何與某一商標極為相似而相當可能會使人受欺騙的商標以虛假方式應用於任何貨品，亦屬犯罪。

另外，任何商戶如就任何消費者作出任何不良營商手法（包括但不限於任何屬誤導性遺漏的營業行為、具威嚇性的營業行為、構成餌誘式廣告宣傳的營業行為、構成先誘後轉銷售行為的營業行為、或構成不當地就產品接受付款的營業行為），即屬犯罪。

任何干犯商品說明條例中有關罪行之人士可被：

- a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及
- b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：

[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

**途徑 2:** 若投訴人為版權擁有人並能提供下列第 4-6 項證據的正本作舉證，投訴人需提交下列所有的資料及證據：

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的原作正本，例如設計圖樣及草圖等 - **註**：任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及
6. 發票、貨運文件或其他文件的正本，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或 (2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

以途徑 2 作出之投訴，本局將向投訴人提供一份文件證據清單，而投訴人需要在該清單填寫、提供及確認上述所有資料及證據。證據清單可於以下網頁下載 [http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/1.pdf](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf) 或於呈交投拆時向本局索取。若缺少任何資料及/或證據、或任何資料及/或證據不完整、或倘若本局認為任何提交之資料及/或證據為不可信、具任何矛盾、虛假或不準確的情況，有關投訴將不被處理或將被拒絕。

### B. 商標

1. 有效的香港商標註冊證書正本或核證副本，包括續期證書或證明（註：任何非香港的註冊均不接受）。

C. 外觀設計

1. 有效的香港外觀設計註冊證書正本或核證副本，包括續期證書或證明（註：任何非香港的註冊均不接受）。

D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明（註：任何非香港的註冊均不接受）；及
2. 由投訴人之專利代理或法律顧問發出之書面意見書，清楚指明有關涉嫌侵權之展品或物品的詳情，並證明投訴人於香港之專利權有效，而且被有關參展商之展品或物品侵權。

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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

香港國際美酒展

7-9/11/2019

For ordering, return to 即場申請 · 請交回:

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

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

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

Order No. 訂購號碼: \_\_\_\_\_

**Exhibitor Information 參展商資料**

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

No. of rack per washing (i.e. 36 pieces of glasses) 每杯架每次清洗 (36 隻酒杯計)	HK\$/ 港幣\$110 x _____ rack(s) 杯架
Service Charge 清洗費用	HK\$/ 港幣\$ _____
Order Date 訂購日期	<input type="checkbox"/> 7/11 <input type="checkbox"/> 8/11 <input type="checkbox"/> 9/11
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 _____
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**Remarks 備註**

**Payment Method 付款方法**

- For orders made on 7 Nov and 8 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 7 日及 8 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, 9 November, payment must be settled by Cash-On-Delivery.  
所有 11 月 9 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 \_\_\_\_\_



# 付款表格 Payment Form

本港客戶可以公司支票或信用咭付款。

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

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

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

海外客戶可以信用咭授權方式付款。

Overseas customers may pay by credit card.

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

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

HK\$ \_\_\_\_\_

公司名稱:

Company Name: \_\_\_\_\_

展覽名稱:

Name of Exhibition: \_\_\_\_\_

展覽日期:

Exhibition Period: \_\_\_\_\_

展覽廳

Hall No: \_\_\_\_\_

展位編號:

Booth No.: \_\_\_\_\_

請選擇付款之方法:

Please select the payment method:

VISA

萬事達

MASTERCARD

現金(港幣)

Cash(HK\$)

(只適用於即場訂購·現場付款最早送貨時間為下午2時

(For on-site order only. The earliest delivery time for payment upon delivery is 2:00pm)

持咭人

Cardholder's

信用咭號碼:

Credit Card No.: \_\_\_\_\_

簽署:

Signature: \_\_\_\_\_

姓名:

Name: \_\_\_\_\_

有效日期至:

Expiry Date: \_\_\_\_\_

地址:

Address: \_\_\_\_\_

電話:

Tel: \_\_\_\_\_

公司專用/授權號碼:

Internal Use Only / Authorisation Code: \_\_\_\_\_

經手人:

Handled by: \_\_\_\_\_

收據編號:

Receipt No: \_\_\_\_\_

日期:

Date: \_\_\_\_\_

即場訂購 On-Site Order

即場訂購須於送貨前24小時落單。

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

顧客可以現金或信用咭付款。

Customers may pay in cash or with credit card.

每張訂購表格最低消費為港幣300元正。

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

付款後訂單不可取消或退款

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

請填寫以下空格 Please fill in the blanks:

- 所有租用器皿及用具須於

All service equipment will be collected at \_\_\_\_\_

(時間)

(time) on \_\_\_\_\_

(日期) 收回。

(date).

- 所有瓷器、玻璃器皿及餐具須於

All chinaware, glassware and cutlery will be collected at \_\_\_\_\_

(時間)

(time) on \_\_\_\_\_

(日期) 收回。

(date).

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

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

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

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

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

本餐用訂購表格以英文為準。

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