

Dear Exhibitors,

Exhibitor Circular for HKTDC International ICT Expo 2022

Thank you for your participation in the **HKTDC International ICT Expo 2022**. Below Important Circulars & Notice for your information.

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

Thank you for your attention and wish you every success in the Expo.

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Important Circular: Hygiene measures and Exhibitor badge registration & collection

To ensure the safety and health of exhibitors and visitors, exhibitors and their on-site staff are required to comply with the following hygiene measures in accordance with the directions under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F):

1) Maintain on-site hygiene and minimise the risk of COVID-19 transmission

All exhibitors and visitors are required to wear masks at all times. As advised by the Centre for Health Protection (CHP), it is recommended to wear surgical masks, and NOT masks with exhalation valves;

2) Scan LeaveHomeSafe (LHS) QR Code and comply with the Vaccine Pass requirement and Disease Prevention Regulations

- The Organiser supports the "LeaveHomeSafe" COVID-19 exposure notification mobile app initiative. Exhibitors and visitors who have downloaded the mobile app can scan the QR code at fair entrance. **Exhibitors and visitors should have a "Blue code" or an "Amber code" in their LeaveHomeSafe App to enter the exhibition area. Anyone bearing a "Red code" would not be allowed to enter the exhibition area.**
- In general, exhibitors and staff members need to have received 3rd dose of COVID-19 vaccine. For those whose 2nd dose was received within 5 months before the fair commences, i.e. on or after 18 May 2022, their Vaccine Pass is still valid.
- For those who recovered from COVID-19, if they have received the second or the third dose vaccine before infection, or are currently within six months after their recovery, i.e. on or after 18 Apr 2022, there is no additional vaccination requirement to obtain the Vaccine Pass. Valid recovery record QR code could be downloaded via www.evt.gov.hk.
- All exhibitors and staff members (including recovered person or staff members holding COVID-19 Vaccination Medical Exemption Certificates) must conduct rapid antigen test (RAT) with negative test result within 24 hours before entering the exhibition area. The relevant exhibitors and staff members shall mark his/her name as well as the date and time of taking the test on the RAT testing kit. He/she shall take a photo of the testing kit and save it in his/her mobile phone. Anyone who fail to provide negative test result of RAT will not be able to obtain an exhibitor badge.
- *The validity of a negative test result only lasts for 3 days. Thus, if you are deployed for the full fair period (11-16 Oct), you shall undergo the RAT on 11 Oct and 14 Oct, so that the negative test result would cover the full fair period.*
- If the exhibitors and staff members possess a SMS notification (mobile phone text message) containing the negative result of a PCR test, issued within 48 hours preceding his/her entry into the exhibition area, then he/she would be taken to have complied with the requirements pertaining to undergoing the RAT. Exhibitors can conduct the PCR test by one of the following options:

Community Testing Centres	<ul style="list-style-type: none"> Currently there are 18 community testing centres. SMS notification of test results will be issued within 24-48 hours For details and timeslots available for testing, please refer to below link: https://www.communitytest.gov.hk/en/
Self-arrange Test	<ul style="list-style-type: none"> Exhibitors can also choose to take COVID-19 nucleic acid test that are provided by private laboratories as recognised by the Department of Health. The fees of which vary, depending on individual providers. SMS notification of the test result will be issued (within 24-48 hours). Please refer to the link below for the list of private providers: https://www.coronavirus.gov.hk/pdf/List_of_recognised_laboratories_RTPC_R.pdf

Please note that:

- The Organiser and Venue Operator reserve the right to check the exhibitors' Vaccine Pass, recovery record QR code, negative result of RAT or PCR test during the fair period. All staff of exhibitors must comply with the regulations of Cap. 599F and complete the test before entering the premises. Otherwise, exhibitors and/or their staff will not be allowed to enter the premises.
- If exhibitors and staff members would conduct a PCR test before entering the exhibition area, please reserve enough time to complete the test in order to get the result during the period specified. Exhibitors are recommended to register the testing service through the community testing centre booking system three weeks in advance.
- Please refer to https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf for the other COVID-19 Vaccines information.
- If any exhibitor's staff who is working and/or needs to work onsite is feeling unwell and has developed any symptoms, please immediately seek medical attention and refrain from going to the exhibition venue. The Exhibitor should immediately notify HKTDC if such staff is found to have a positive result for COVID-19.

3) Important Notes for Exhibitors

- Exhibitors must keep record of the roster and contact details of on-site staff (full-time and part-time)** for the purpose of strengthening the contact tracing.
- All exhibitors and staff must **check their body temperature** daily before reporting duty. Those with fever or respiratory symptoms should refrain from work and seek medical advice immediately. The Exhibitor should immediately notify HKTDC if such staff is found to have a positive result for COVID-19.
- Exhibitors are encouraged to **arrange face shields or goggles for on-site staff**.
- Exhibitors should **arrange disinfection of booth area and equipment regularly**. Exhibitors should also avoid overcrowding and maintain appropriate social distance within booth area.
- Exhibitors should **provide sufficient hand sanitisers in the booth for visitors**.
- Eating and drinking is prohibited inside exhibition venue including booth areas**. Exhibitors cannot consume their own food and drinks at the venue. Exhibitors can consider enjoying food and drinks at designated HKCEC restaurants or outside the venue.

Exhibitor Badge Registration and Collection Procedures

- All staff of exhibitors must comply with the regulations of Cap. 599F. Please refer to the 1st page of this circular regarding "Scan LeaveHomeSafe (LHS) QR Code and comply with the Vaccine Pass requirement and Disease Prevention Regulations".
- Exhibitors should register for their fair admission badge online on or before 10 Oct 2022. HKID no. (for Hong Kong residents), passport no. (for non-Hong Kong residents), and valid Vaccine Pass, recovery record QR code or COVID-19 Vaccination Medical Exemption Certificates will be required in your registration. You will receive a registration confirmation after the completion of your online badge registration form. The online badge registration link will be provided in due course. Each and every exhibitor and their on-site staff should complete an individual badge registration form.



3. Upon receiving the badge registration confirmation, exhibitors can collect their admission badges at our **temporary badge collection office**:

Date : 6-7 Oct (Thu-Fri) and 10-11 Oct (Mon-Tue)
Time : 09:30 – 12:30 and 14:00 – 17:00
Address : HKTDC SME Training Room C (Unit 8, Expo Galleria, HKCEC (New Wing), Wanchai)

4. When you collect your badge, you **must** bring along:

Collect in person

- Badge registration confirmation
- HKID card (for Hong Kong residents) or passport (for non-Hong Kong residents) for identity verification purpose
- Vaccination or Recovery Record - QR Code in "LeaveHomeSafe" App

Collect by a company representative

- Badge registration confirmation (hard copy)
- HKID card/ passport (photocopy of all onsite staff's HKID/ passport for identity verification purpose; HKID/ passport copy will not be collected)
- Vaccination or Recovery Record - QR Code in "LeaveHomeSafe" App (please provide the vaccination pass record screen capture or paper record in hard copy, 1 copy for 1 staff)
- Company stamp or Company representative business card

* If any companies or its representative is found to provide false information, the representative and the company will be held liable.

* If the exhibitor and its on-site staff have not obtained the fair admission badges via the procedures outlined above, the concerned staff might not be able to obtain the exhibitor badge in time before the fair opens. Though a limited number of temporary badge collection counters will be setup on 12 Oct (move-in date) and 13 Oct onwards at Hall 1E Concourse and Fair Management Office (G204, Mezzanine), it is expected that there will be queues. **Thus, to avoid long waiting time on-site during the fair period, exhibitors are strongly recommended to collect the badges in advance on 6-7 Oct & 10-11 Oct.** Grateful for your understanding.

5. Under current special circumstances brought by the pandemic, the Organiser will provide 2 times the number of exhibitor badges as compared to normal times. Each exhibitor will be entitled 10 exhibitor badges for every 9 sq.m. exhibition space taken at the Fair / for each showcase. In case more exhibitor badges are required, additional badges can be arranged at the cost of HKD50 each. Fees will be collected when the exhibitor pick up the additional badges.

If you have any questions, please feel free to contact our project team:

Contact Name	Tel	Email
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Exhibitor Check-In Form

Welcome to **HKTDC International ICT Expo 2022**. Please fill in your company information below and **bring along this letter and your business card / Company Chop** to the **Exhibitor Check-in Counter** for collecting the *booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed below.

Date : 12 October 2022 (move-in day)
Time : 8:30 a.m. – 5:00 p.m.
Location : Hall 1E Concourse
Hong Kong Convention & Exhibition Centre

We wish you every success at the Fair.

Company Name: _____

Booth No.: _____

Contact Person: _____

Mobile Tel: _____

Signature: _____

Important Circular: Move in/out Arrangement & Use of e-Vehicle Permit

(1) Move in/out Arrangement

(i) e-Vehicle Permit for Lorries / Light Goods Vehicles

e-Vehicle permits will be issued to each exhibitor for entering the loading /unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (12 Oct) and move-out date (16 Oct). The permit is **only valid for use at the specified dates and times** indicated on the permit. Each e-Vehicle permit can only be used one times only, either by showing the QR code in phone/tablet or in printed version.

"Special Arrangement" for Vehicles on Move-In Day (12 Oct) & Move-out Day (16 Oct)

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

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

With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the expo period is limited to **60 minutes**. The HKCEC will impose charges on vehicles with extended stay on 12-16 Oct. The charges are as follows (**only credit card is accepted for payment**):

First 60-mins (after clock in):	Free
First 2 hours after 60 minutes:	HK\$100 / Every 30 mins or part thereof
After 3 hours:	HK\$150 / Every 30 mins or part thereof

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

(ii) Private Car / Taxi

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

(iii) HKCEC Car Park (Urban Parking)

Exhibitors may utilise the HKCEC Car Park (Urban Parking) which locates at the Expo Drive Central from 12 to 16 October (include move-in/move-out day). Private cars and light goods vans which are not going to the loading area may use the car park either in form of hourly or daily parking (need to apply and pay beforehand).

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

(2) Transportation Worker

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter exhibition venues via other entry points during the same day. Workers without a valid hand band will be asked to leave the venue at once.



Points to Note / New Measures on Custom-Built Stand

In order to enhance the overall safety and efficiency of the fair, new measures have been implemented. Please pay attention to the summary as follows. For details, please refer to section 4 of the Exhibitors' Manual.

Section	Items
4.2	<p>Information submission</p> <p>Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor.</p> <p>Submission of "Structural Safety Certificate", Documentary Proof of Fire Services Compliance and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.</p>
4.2.2	<p>Site work deposit</p> <p>Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000 respectively.</p>
4.2.3	<p>Contractors are required to carry out and maintain public liability insurance in respect of the contractor's liability for death or injury to any persons, or loss or damage to property arising out of the performance of the Services in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. In addition, contractors are required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment. A contractor should also carry out and maintain valid and adequate insurance against theft, fire, damage to property, accidents, natural calamities, acts of God and such other risks normally insured against by a reasonable person in the position of the contractor, or as the Organiser may require, in connection with, inter alia, contractor's property (including all equipment, fittings, furniture, materials and other facilities used or provided by the contractor in the performance of the Services) and the performance of the Services.</p> <p>The insurance should be maintained in force at all times during <u>move-in period, exhibition period and move-out period, i.e. 11– 16 Oct 2022</u>.</p>
4.2.4	Hall rental charges for over-time move-in and move-out.
4.2.5	Maximum stand height.

4.2.6

Structural Safety Certificate and/or Structural Calculations Submission

Stands & temporary structures	>2.5m & <4.5mH	≥ 4.5mH or two-storey construction
Stages or platforms	>1.1m & <1.5mH	≥ 1.5mH
Suspended lighting truss & equipment	<100 kg	≥ 100 kg
Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to	Verify stability of design drawings	Verify stability of design drawings & prepare structural calculations
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate	
Submit design drawings to Organiser by 16 Sep 2022	By email	
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 12 Oct 2022	1. Structural safety certificate (refer to section 4.2.6)* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8)	
Submit to Official Electrical Contractor by 1500 hrs on 12 Oct 2022	Certificate of installation, inspection & testing (Form WR1)*	

* Failing to provide the required certificate and form by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.

Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.

An Authorised Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorised Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For **AP/RSE** registry, please visit http://www.bd.gov.hk/english/inform/e_rse_1.html.

Documentary Proof of Fire Services Compliance
In compliance with the Venue's Rules & Regulations, all construction and decoration of stands (including, but not limit to, drapes, curtains, fabrics, banners, backdrops) must be non-combustible, inherently non-flammable or durably flameproof and may be inspected by authorized personnel of Venue Operator or the Hong Kong Government to verify compliance. As such, relevant documentation relating to fire tests, flame tests, fume tests and other similar tests which may be required by the relevant legislation and regulations should be available upon request.

Alternatively, these items shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Exhibitor/Contractor shall be submitted to the Organiser upon request, as documentary proof of compliance. Please refer to https://www.hkfsd.gov.hk/eng/fire_protection/cert/index.html for details. For **Registered Fire Service Installation Contractor** registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.

For all construction with two-storey construction, at least one functional extinguisher **MUST** be placed at a conspicuous spot within the assigned area during the construction and show period for safety reason. One functional extinguisher is recommended for all construction with wooden materials too.

Based on the rules & regulations which announced by Venue Operator, all the ceiling cover by fabric (No matter partly OR fully covered), booth contractors are required to fill-in and submit the Fabrics Testing Application Form with fabrics sample (size must be 1m x 1m). The submission must be addressed to Venue Operator at least one month before show for fire retardant and water-permeable testing. Also Certificate of Fire Services Installations and Equipment (FS251) must be submitted on or before 3pm on exhibitor's move-in day (**12 Oct 2022**).

Venue Operator has the sole right to determine the fabric test result and prohibit any parties from installation of fabric ceiling cover on booths within the venue if this rules & regulations is violated.

	Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.
4.2.7	<u>Electricity</u> 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 as per schedule mentioned above.
4.2.9	<u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.
4.2.12	<u>Waste Reduction and Recovery Measures</u> In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.
4.2.13	<u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire Construction Industry Safety Training Certificates ("Green Card") qualifications and have it properly displayed when working at HKCEC. HKCEC's security reserves the right to refuse entry or remove personnel for those who fail to provide valid credentials. Please feel free to contact the Event Planning & Co-ordination Team of HKCEC at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.
4.2.14	Rules to be complied by the Exhibitors and his/her appointed Contractors.
4.2.15	Deduction of site work deposit.


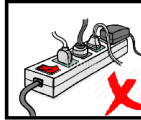
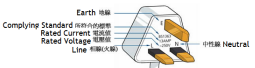

We believe that you and your appointed contractor(s) will support us in this initiative in creating a safer working environment. To ensure a full compliance on the above rules, we will penalize offenders by refusing their participation in our future fairs, and forfeiting totally the site work deposits lodged with us.

For queries, please feel free to contact



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Mr Aston Fong	Tel: 2240 5459	Email: aston.wh.fong@hktdc.org

Booth Decoration/Construction Safety Issues

Electricity Supply

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

Fair System & Furniture

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

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.

ES Onsite Circular – V4.1

Special Measures on Intellectual Property Protection

We wish to draw your special attention to clause No. 43 in the exhibitors' application form about intellectual property infringement. This is a matter taken very seriously by the Fair Organiser, the Hong Kong Trade Development Council (HKTDC). Exhibitors with a history of infringement are barred from our trade fairs.

The following two measures will be implemented to tackle with the "Intellectual Property Infringement" issue:

1. IPR Inspection Team

Same as previous years, an IPR inspection team will be appointed by the Organiser to inspect on-site products displayed by the exhibitors. By the rules and regulations of the exhibition, the inspection team has the absolute right in asking exhibitors to remove any exhibits which are suspected to be infringing items.

2. Fair Legal Advisor

We have procedures for handling complaints promptly at the fairground, with the assistance of a Fair Legal Advisor. They are set out in the attached briefing notes and all exhibitors are invited to make use of them. These procedures are designed to safeguard exhibitors' intellectual property rights as well as to protect individual exhibitors from any business disruption caused by unfounded complaints.

The Fair Organiser reserves the right to deny admission to or reject from the Fair, anyone who does not follow these procedures or who disturbs the normal business of exhibitors or buyers inside the Exhibition Hall.

Please refer to the attached exhibitor brief regarding our on-the-spot handling at the Fair of complaints about intellectual property infringement.

If you have any further enquiries, please feel free to contact our Fair Management Office at Room G204, Level 2 Mezzanine of Hong Kong Convention and Exhibition Centre during the fair period.

Hong Kong Trade Development Council

Encl

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) 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: [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.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 [\[http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/1.pdf\]](http://tpwebapp.hktdc.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.

* The Organiser reserves the right to amend any contents in the Exhibitor's Brief (including without limitation the documents required for filing a complaint) at any time without prior notice.

Important Notice on Patented Technology and Trademarks

Examples of Patented Technology and/or Trademark Owners ("IP Owners"):

Dolby Laboratories Licensing Corporation
Koninklijke Philips Electronics N.V.
MPEG LA, LLC
Apple Inc.
HDMI Licensing, L.L.C.

The above companies are examples only. Should your products on display use any third party's patented technology or trademarks, please also read this important notice as the same arrangement applies.

HKTDC International ICT Expo, 13 - 16 October 2022 ("Expo")

Thank you for your participation in the Fair. If you will be displaying any consumer electronics equipment capable of supporting IP Owners' technology and/or which uses their trademarks (Devices) at your booth during the Expo, please be advised that representatives of the IP Owners may be attending the Expo to verify that all such Devices on display have been properly licensed. Please check with your manufacturer/supplier that the Devices being displayed at your booth during the Expo are the subject of a **CURRENT VALID LICENCE** from relevant IP Owners and ensure that the following documents are available for inspection by HKTDC staff at your booth at all times during the Expo-

1. If you are a licensee of an IP Owner, a copy of the current valid license agreement between you and the IP Owner in respect of the Devices;
2. If you are a sub-licensee of an IP Owner:-
 - (a) a copy of the current valid license agreement between the IP Owner and its licensee; and
 - (b) a copy of the current valid sub-license agreement between you and the licenseein respect of the Devices;
3. If you purchase the Devices from licensees of an IP Owner:-
 - (a) a copy of the current valid license agreement between the IP Owner and the licensee;
 - (b) a copy of your purchase order to the licensee in respect of the Devices on display at your booth during the Expo OR a copy of the letter from the licensee certifying that it has sold the relevant Devices to you.

Your co-operation in that respect would be greatly appreciated so as to avoid any unnecessary disruption to your business during the Expo. Please refer to the Exhibitors' Brief for more information about our IPR procedures.

Internet Access at the Fair

To ensure smooth Internet access during the fair period for business usage that requires **stable connection** (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Expo, exhibitor can **order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC.

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 60 minutes.

Should you have further enquiries, please contact our Wireless LAN Service Hotline on 2582 1846 / 2582 1849 during fair period.

HKCEC Free WiFi Service Login Procedure

1. Enable the wireless connection on your device and select "HKCEC WiFi Complimentary" or "HKCEC Fast WiFi Complimentary".
2. You will be connected to the login web page. If not, please open a browser and access "www.hkcec.com".
3. Check the box to accept the terms and conditions, then click "Connect".
4. Internet access is enabled.

Special Circular - Caution on Arranging Payment and Fraudulent Emails

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

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

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

The above is for reference only. In case of doubt, please contact us.

Hong Kong Trade Development Council

e-Invitation Leaflets to your Buyers

In order to assist you in inviting your buyers to the **HKTDC International ICT Expo 2022**, an e-invitation will be prepared for you to send to your buyers. Your buyers can hence simply click on the e-invitation and complete the registration on our website. The e-invitation will be sent out in late September for you to invite your buyers.

For details, please feel free to contact Miss Annie Ng on (852) 2240 4023 or at annie.py.ng@hktdc.org.

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

Hong Kong Trade Development Council

Fair Important Notices

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1. Security Measures Against Thefts and Losses at the Fair

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and revised procedures:

- 1) **Reinforce Security Patrol** - Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.
- 2) **Signage** - Large visible warning signs indicating the presence of security cameras will be posted around all exhibition areas as an additional deterrent.
- 3) **Booth Curtains** - Curtains for exhibition stands to be provided during move-in periods for retaining privacy of your exhibits during non-opening hours.
- 4) **Overnight Storage Service** - To facilitate storage of precious exhibits at night on **12-15 October 2022**, the Organiser will offer exhibitors overnight storage facility arrangement. Exhibitors can get the overnight storage registration card at our overnight storage. Exhibitors should bring along **their own lockable briefcase for the precious exhibits** to the storage room within below deposit time. To retrieve the precious exhibits, exhibitors should go to the storage room within below retrieval time with the registration card receipt and HK identity card. The operation hours of the overnight storage are as follow:

Overnight Storage: Room G108, near Hall 1D Entrance

Deposit Time:		Retrieval time:	
12 Oct	14:00 – 20:00	13 – 16 Oct	09:00 – 10:00
13 – 15 Oct	18:00 – 19:00		

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

2. Caution on Rental of Credit Card Payment Terminals

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

The HKTDC would also like to remind exhibitors that no retail sales should be conducted at the Fair.

Should you have any questions, please contact the Fair Management Office.

3. Caution on Third Party Promotional Offers from Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory)

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

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

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

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

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

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

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

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

4. Immigration Regulations to be Observed and Followed by Exhibitors

1) Exhibitors from outside Hong Kong

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

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

2) Exhibitors from Mainland China

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

Exhibitors from Mainland China are required to meet Hong Kong Immigration regulations as stipulated in item 1 of the above.

3) Hong Kong Exhibitors

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

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

5. Safety Measure on Site Construction/Dismantling Work

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

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

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. If you need further information, please feel free to contact Mr. Abel Kwan on tel (852) 2240 5466 or visit the website at: http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.

Special Circular: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain the quality of the Expo and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 16 October 2022.** According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 16 October 2022. Those exhibitors who violated such rule will be served a warning letter.

Performance Bond

If an exhibitor violates the rules in HKTDC International ICT Expo 2022 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for HKTDC International ICT Expo 2023. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2023	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions and Digital Business Department. Further details shall be found in the invitation letter for HKTDC International ICT Expo 2023.

The application of HKTDC International ICT Expo 2023 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during HKTDC International ICT Expo 2023, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

Rules and Measures for Move-out on 16 Oct 2022

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out on 16 Oct 2022:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 5:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the examples.
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicle** (after 5:00pm) for move-out.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.

(Note to Exhibitors: *Please inform your buyers of the above Rules & Measures if they are to carry samples/exhibits away from the Fair)*

Allowed ✓	Not Allowed ✗
	



**Important Notice on Producer Responsibility Scheme (PRS)
on Waste Electrical and Electronic Equipment (WEEE) (WPRS)**

We wish to draw your special attention to the Producer Responsibility Scheme (PRS), a key policy tool introduced by the Environmental Protection Department (EPD), the Government of the HKSAR.

To raise the public awareness of proper treatment of Waste Electrical and Electronic Equipment (WEEE), WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE) in Hong Kong, suppliers or sellers should act accordingly to fulfil statutory obligations.

Please refer to the attached information for the details of the Scheme, exhibitors who fall under the suppliers / sellers categories are advised to submit their applications to the EPD as early as possible, and conduct all necessary due diligence to avoid any form of penalty.

For more details of the WPRS, you may wish to visit:

Website : <http://weee.gov.hk>
Enquiry : enquiry@epd.gov.hk
Hotline : (852) 2310 0223



環境保護署
Environmental Protection Department



注意!
Attention!



由 From **2018.8.1**
購買四電一腦
When Buying Regulated Electrical Equipment



**法定免費
除舊服務**
Statutory Free
Removal Service



**收據列明循環
再造徵費水平**
Receipt showing the
Recycling Levy Level



**循環再造
標籤識別**
Recycling Label



雪櫃、電視機
Refrigerator, Television



\$165



電腦、打印機及掃描器
Computer, Printer and Scanner



\$15



空調機、洗衣機
Air-conditioner,
Washing Machine



\$125



顯示器
Monitor

\$45

法例就上述設備徵收循環再造徵費
The law imposes a recycling levy on the above equipment



weee.gov.hk

廢電器電子產品生產者責任計劃

Producer Responsibility Scheme on
Waste Electrical and Electronic Equipment

誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者
Not include transportation / logistics service providers
- 供應商可以同時是銷售商
A supplier may also be a seller

主要責任 Main responsibilities:

供應商必須 Supplier must

- 經環保署登記成為登記供應商
Be registered as registered supplier with EPD
- 呈交季度申報
Submit quarterly returns
- 呈交審計報告
Submit audit reports
- 繳付循環再造徵費
Pay recycling levy
- 提供循環再造標籤予受分發者
Provide recycling labels to the distributee
- 妥善保存五年記錄
Keep records properly for five years

八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

空調機 (不超過 3 匹)	Air conditioners Not exceeding 3 hp)
雪櫃 (不超過 500 公升)	Refrigerators Not exceeding 500 L)
洗衣機 (不超過 10 公斤)	Washing Machines Not exceeding 10 kg)
電視機 (不超過 100 吋)	Televisions Not exceeding 100 inches)
電腦 (包括桌上、平板、手提及筆記簿電腦)	Computers Including desktop, tablet, laptop and notebook computer)
打印機 (不超過 30 公斤)	Printers Not exceeding 30 kg)
掃描器 (不超過 30 公斤)	Scanners Not exceeding 30 kg)
顯示器 (不超過 100 吋)	Monitors Not exceeding 100 inches)

2018 年 8 月 1 日起

受管制電器供應商必須經環保署登記為「登記供應商」
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered
as registered supplier with EPD before distributing REE

請盡早遞交登記申請

**Please submit the application for registration
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after
EPD's receipt of the completed application form and all necessary support documents

查詢 Enquiries : 2310 0223 / WEEE@thewgo.org

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment
(WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term[§] / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.


Enquiry: enquiry@epd.gov.hk


Hotline: 2310 0223



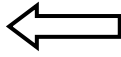
產品環保責任（受管制電器）規例
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

申請成為登記供應商或更改地址
Application for Registration as Registered Suppliers or Change of Address

☐ 申請成為登記供應商
Apply to be a Registered Supplier  請填寫整份表格（包括藍色部份）
Please fill in the whole form (including parts shaded in blue)

☐ 更改地址  只需填寫以下 A 段的藍色部份
Change of Address Only fill in the parts shaded in blue in Part A below

☐ 請在適當方格內填上[✓]號 Please tick as appropriate
請以正楷填寫以下各項資料 Please complete all items below in BLOCK LETTERS

A 段 供應商資料 Part A Supplier's Particulars			
登記編號 Registration No.		 此欄由本署填寫 For official use only	
公司／法團名稱（中文及英文） Name of Company/Corporation (in Chinese & English)		<input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas	
香港商業登記號碼 及 香港身份證號碼（獨資經營人士） HK Business Registration No. & HKID Card No. (Sole proprietor)			
香港業務地址 Business Address in Hong Kong			
香港通訊地址（如與業務地址不同） Correspondence Address in Hong Kong (if different from the business address)			
海外公司業務地址及商業登記號碼 Overseas Company Business Address and Business Registration No. (適用於海外公司 For overseas company)			
代表人姓名及香港身份證號碼（香港居民）或 旅行證件號碼 (非香港居民，請註明簽發機關) Representative's Name and HKID Card No. (Hong Kong resident) or Travel Document No. [for non-Hong Kong resident, please specify the issuing authority] (適用於海外公司代表 For overseas company representative)			
聯絡人名稱及職位 Name & Position of Contact Person			
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	
電郵地址 Email Address			

B 段	合夥人資料 (如適用)		
Part B	Company Partners (if applicable)		
首合夥人(1) 資料 Particulars of precedent partner (1)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

合夥人(2) 資料 Particulars of partner (2)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

合夥人(3) 資料 Particulars of partner (3)			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

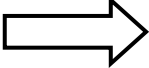
Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

C 段 申請一般登記 或 短期登記**Part C Apply for an ordinary registration OR a short-term registration**

申請人不能同時登記為一般登記及短期登記的供應商

The applicant cannot be registered as a supplier under both ordinary registration and short-term registration at the same time.

<input type="checkbox"/> 一般登記 Ordinary Registration	<ul style="list-style-type: none">● 擬議的登記生效日期： Proposed commencement date of registration: _____● 擬議的周年審計日： Proposed annual audit date:<ul style="list-style-type: none"><input type="checkbox"/> 三月三十一日 31st March<input type="checkbox"/> 六月三十日 30th June<input type="checkbox"/> 九月三十日 30th September<input type="checkbox"/> 十二月三十一日 31st December
<input type="checkbox"/> 短期登記 Short-term Registration	<ul style="list-style-type: none">● 短期登記只適用於在本港從事分發受管制電器業務不多於 30 天的供應商(例如展覽會的海外參展商)及該業務涉及須繳付的循環再造徵費預計不超過港幣二萬元 Short-term registration is only applicable to suppliers engaged in the business of regulated electrical equipment distribution in Hong Kong for not more than 30 days (For example: overseas expo exhibitors) and when the liability to pay recycling levy arising from such business is not expected to exceed HK\$20,000● 擬議登記生效期： Proposed validity period of the registration: from _____ 至 _____ to _____● 在本次登記申請日期前的 12 個月內，你曾否獲批短期登記 Have you been approved a short-term registration in the 12 months before the date of the present application<ul style="list-style-type: none"><input type="checkbox"/> 沒有 No<input type="checkbox"/> 有（請在下面註明登記編號） Yes (please state the registration number below)<ul style="list-style-type: none">(1) _____(2) _____(3) _____

D 段 供應商分發受管制電器的資料 Part D Supplier's Information on Distribution of Regulated Electrical Equipment ("REE")		
<p>➤ 品牌(Brand Names)  請用表格【TREE-1】填寫 Please use form "TREE-1" to provide the information</p> <p>➤ 受管制電器種類及數量 (Types & Quantity of REE)</p>		
<div style="text-align: center;"> 數量 Quantity 種類 Type </div>	估算輸入香港以供分發或初次使用的總數，不包括轉口 * (每年 / 時期內) Estimated total amount of REE imported for distribution or first-time use, excluding transshipment * (annually / within the period)	估算在香港製造以供分發或初次使用的總數 * (每年 / 時期內) Estimated total amount of REE manufactured in Hong Kong for distribution or first-time use * (annually / within the period)
<input type="checkbox"/> 電冰箱 Refrigerator		
<input type="checkbox"/> 電視機 Television		
<input type="checkbox"/> 空調機 Air conditioner		
<input type="checkbox"/> 洗衣機 Washing machine		
<input type="checkbox"/> 電腦 Computer		
<input type="checkbox"/> 列印機 Printer		
<input type="checkbox"/> 掃描器 Scanner		
<input type="checkbox"/> 顯示器 Monitor		

注意 Note

- * 請將不適用者刪去 ("時期內" 適用於短期登記)
Please delete where inapplicable ("within the period" applies to short-term registration)

E 段 申請人聲明
Part E Declaration of Applicant

*本人/ 我們謹此聲明，盡本人/ 我們所知所信，根據本表格所提供的資料皆為真確及完整。

*本人/ 我們已細閱申請人須知及關於*本人/ 我們個人資料的「個人資料收集聲明」。
*本人/ 我們謹此聲明，*本人/ 我們在此申請表上所填報的個人資料，就*本人/ 我們所知，均屬真確及最新的資料。
*本人/ 我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

*I/We have read the Notes to Applicant and Personal Information Collection Statement about *my/our personal data. *I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of *my/our knowledge. *I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

* 請將不適用者刪去 *Please delete where inapplicable.*

(簽署 Signature)

(姓名 Name)
(請用正楷填寫 in Block Letters)

(職位 Capacity)

代表 on behalf of :

(公司名稱及印鑑) (如適用者)
(Company Name and Chop as appropriate)

(日期)
(Date)

警告：

根據香港法例第 603 章《產品環保責任條例》第 9(1)條規定：

- * 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

Warning :

Under Section 9(1) of the Product Eco-responsibility Ordinance (Cap 603):

- * A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

1 Notes for Attention

- (a) Upon receipt of the application form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note by post or by email.
- (b) EPD will issue a certificate of registration and assign a registration number to each successful applicant. This number is a unique reference for each Supplier and should be quoted in all future correspondences with the EPD and also on all periodical returns and annual audit reports.
- (c) No renewal is necessary for ordinary registration.
- (d) Note for overseas expo exhibitor: exhibitors not engaged in distribution of REE in Hong Kong are not required to be registered.

2 General Notes

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

3 Documents to be submitted

- (a) A copy of the valid Business Registration Certificate of the applicant.
- (b) A copy of the owner’s valid Hong Kong Identity Card (“HKID Card”) (if the applicant is an individual company).
- (c) A copy of valid HKID Card or travel document for individual partners (if the applicant is a partnership company).
- (d) A copy of the representative’s identity document or travel document (if the applicant is an overseas company).
- (e) A copy of the documents to show that the applicant is a supplier or will become a supplier. For example, a copy of authorizing agency for all individual REE brands (“REE” refers to regulated electrical equipment), or record of importing REE in the last 12 months, or documents showing import of REE or participation in exhibition of REE in the next 12 months, or other documents as appropriate.
- (f) Completed form “TREE-1” (if applicable).

4 Important points for attention for approved registered Suppliers

- (a) The registered Supplier may apply to the EPD by prescribed form REE-4 for recycling labels.
- (b) The registered Supplier should furnish quarterly returns:
 - (i) within 28 days after the last day of each quarter, i.e. March 31, June 30, September 30 and December 31, for ordinary registration.
 - (ii) within 28 days after the end day of the whole validity period for short-term registration.

Any person who commits this offence is liable, on first conviction, to a fine at level 6 (HK\$100,000); and on a subsequent conviction, to a fine of \$200,000.
- (c) The amount of recycling levy payable will be determined with reference to the returns furnished by the registered Supplier;
- (d) In respect of returns submitted in each audit year, the registered Supplier (excluding those with exemption) must submit an annual audit report by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of each audit year.
- (e) In respect of returns submitted in the year, the registered Supplier must keep the prescribed records and documents relating to the returns within 5 years after that year and submit them to EPD for inspection whenever necessary.
- (f) If there is a change of address after registration, the registered Supplier must notify the EPD of the change in the specified form REE-1 within 30 days after its occurrence. A registered Supplier who fails to follow this requirement commits an offence and is liable on conviction to a fine at level 2 (HK\$5,000).

5 Enquiries

For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope “WPRS”.

遞交申請

郵寄： 將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署
香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓
並於信封面註明：「廢電器計劃」

親身提交： 將填妥的申請表連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處（東）	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處（南）	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處（西）	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處（北）	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

Application Submission

By Post: The completed application form together with copies of relevant documents can be sent by post to:

Address: Environmental Protection Department,
6/F., Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, Hong Kong

Please specify on the envelope: “WPRS”

In Person: The completed application form together with copies of relevant documents can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

個人資料收集聲明

收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環保署提交的申請。
2. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - i. 與處理本表格申請事項有關的工作；
 - ii. 有關環境法例的執行、執法和檢舉；
 - iii. 投訴調查；
 - iv. 統計及其他法定用途；及
 - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項申請。

可能移轉資料

4. 你在這份表格上就有關申請所提供的個人資料，環保署可向下列人士披露：
 - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
 - ii. 按有關法例獲准的其他人士。

查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

查詢

6. 如有任何疑問，可透過致電(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

Personal Information Collection Statement

Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your application to the EPD under the Product Eco-responsibility (Regulated Electrical Equipment) Regulation.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
 - i. activities relating to processing this application;
 - ii. administration, enforcement and prosecution of relevant environmental legislation;
 - iii. complaint investigations;
 - iv. statistical and any other legitimate purposes; and
 - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this application.

Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application to:
 - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
 - ii. other persons as permitted by the relevant legislation.

Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

Enquiries

6. For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope "WPRS".



產品環保責任（受管制電器）規例
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

受管制電器的品牌

Information on the Brand Names of Regulated Electrical Equipment

☐ 請在適當方格內填上[✓]號 Please tick as appropriate

請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS

此表格附同表格 REE-1 使用 This form is to be used with Form REE-1

受管制電器項目 Type of REE	品牌名稱 Brand Name
<input type="checkbox"/> 電冰箱 (雪櫃) Refrigerator	
<input type="checkbox"/> 電視機 Television	
<input type="checkbox"/> 空調機 (冷氣機) Air Conditioner	
<input type="checkbox"/> 洗衣機 Washing Machine	
<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 顯示器 Monitor	

如有需要，請影印此頁填寫 Please copy and fill in this form if necessary

Proper Handling of Waste after Expo

It has come to our attention that inappropriate disposal of exhibits / stand materials / wooden structures were found on the move-out day after the fair closed at previous editions of the Expo.

This is to remind you that according to the Clause 56 of the Rules and Regulations of the Fair:

- 56.** *All exhibits, Stand materials/Publicity Material and the like of the Exhibitor shall be removed by the relevant Exhibitor immediately after the closing of the Exhibition according to the arrangements and within the time limits specified by the Organiser. Any exhibits or Stand material/Publicity Materials and the like of the Exhibitor left behind at the Exhibition Venue shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organiser and the Organiser shall not be obliged to account the proceeds to the relevant Exhibitor.*

To facilitate exhibitors' disposal of different materials, disposal and recycling points will be set up along the back of halls starting at 3pm of the last fair day. Exhibitors should separate different materials and place in corresponding disposal and recycling areas respectively. Exhibitors failing to clear their booth may have to bear disposal fee charged by the Organiser, or may be given lower priority in the future participation of TDC events.



Also, this is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Hong Kong Trade Development Council's trade fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred. If you wish to report the dumping of any materials in such areas, please contact Fair Management Office. Thank you for your co-operation.

Green Tips to Exhibitors

To make HKTDC International ICT Expo a greener trade fair, the following green tips are suggested for your participation at International ICT Expo.

Booth construction and set up

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

Booth Operation

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

Post-event Management

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

SME Export Marketing Fund (EMF)

Eligibility



Non-listed enterprises* registered in Hong Kong under the Business Registration Ordinance (Cap. 310) with substantive business operations in Hong Kong.

Funding Ceilings



- Each enterprise: **Cumulative** amount of **\$800,000**
- Each application: 50% of the total approved expenditure incurred or **\$100,000**, whichever is the less

Funding Scope



Trade exhibition held in/outside HK (physical/online)*



Business mission (physical/online)



Advertisement on trade publication



E-platform/media for export promotion

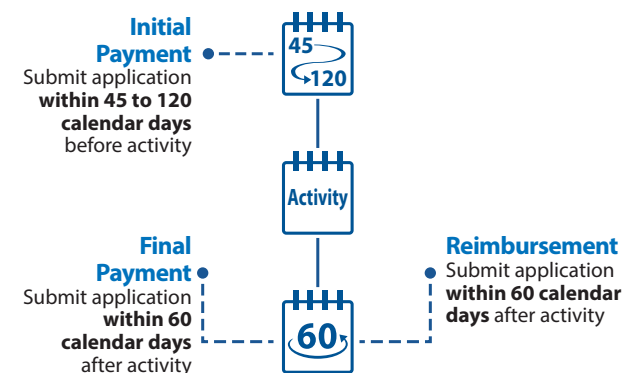


Corporate website/mobile apps

* Effective from 30 April 2021, the funding scope of EMF has been expanded to cover large-scale exhibitions targeting the local market as well as online exhibitions, and the eligibility criteria has been relaxed to cover non-SMEs, for a period of two years.

Application Methods

Applicant enterprises may opt to apply for Initial Payment cum Final Payment **or** Reimbursement.



Submission of Application

- Online e-Form
- By post/drop-in box/in person



For more details of the application methods and procedures, please refer to the Guide to Application. Application form and Guide to Application can be downloaded from EMF's website (<https://emf.tid.gov.hk/en>).

For enquiries, please contact:

SME Export Marketing Fund Branch
Trade and Industry Department

Room 1301, 13/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City,
Hong Kong

Tel. : 2398 5127
Fax. : 2391 2646 / 3525 0329
Email : emf_enquiry@tid.gov.hk
Website : <https://emf.tid.gov.hk/en>



Seize the Chances Expand Markets

SME Export Marketing Fund

Appendix: Exhibitors Enjoy Special Offer for hktdc.com Sourcing Online Promotion

參展商尊享「貿發網採購」平台推廣優惠

To facilitate exhibitors in reaching more online international buyers, the **HKTDC is offering a special 10-month online promotion on hktdc.com Sourcing to exhibitors** of the Hong Kong International Lighting Fair (Autumn Edition), Hong Kong Electronics Fair (Autumn Edition), Hong Kong International Outdoor and Tech Light Expo, electronicAsia and International ICT Expo 2022 to be held in October 2022. Coupled with the entitled 2-month online exposure (1-month before the fair + 1-month after the fair¹), exhibitors can extend and **enjoy a 12-month year-round featuring on hktdc.com Sourcing at a special price** to expedite seamless online transactions anytime, anywhere.

為讓參展商接觸更多網上國際買家，香港貿發局將為參與本局於 2022 年 10 月舉行之香港國際秋季燈飾展、香港秋季電子產品展、香港國際戶外及科技照明博覽、國際電子組件及生產技術展及國際資訊科技博覽 2022 參展商提供「貿發網採購」平台推廣優惠，為期十個月。在參展商本身已享有平台推廣兩個月（展前一個月+展後一個月¹）網上曝光外，更可以優惠價延長於「貿發網採購」平台之推廣期至全年十二個月，讓買賣雙方可以隨時隨地於網上進行交易。

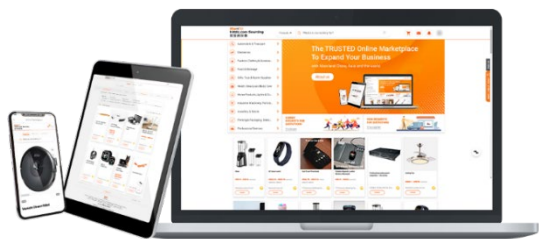
hktdc.com Sourcing Online Promotion:

「貿發網採購」平台推廣優惠內容：

- Extra 10-month online exposure on hktdc.com Sourcing
「貿發網採購」平台額外十個月推廣
- 3GB media storage space
3GB 雲端儲存空間
- Company information page
詳盡企業資訊版面

Special Price 優惠價：HK\$15,000 / US\$2,310^{2, 3}

Deadline 截止日期：31 October 2022⁴



hktdc.com Sourcing is approved by the Trade and Industry Department for 'SME Export Marketing Fund (EMF)'*. Eligible HK companies could obtain 50% subsidy if the application is approved successfully.

「貿發網採購」平台為工業貿易署「中小企業市場推廣基金」*批核項目，合資格之香港公司，成功申請可獲參加費 50% 的資助。

*Applicable to Hong Kong advertisers only. 只適用於香港公司。

Please contact us
for more
information.
詳情請聯絡

Hong Kong exhibitors 香港參展商：Miss Chole Ng 吳嘉琪小姐

Tel 電話：(852) 2240 5746

Email 電郵：advertising.edb@hktdc.org

Overseas exhibitors 海外參展商：Mr. Peter Lee 李卓謙先生

Tel 電話：(852) 2240 5841

Email 電郵：gc.supplier@hktdc.org

Remarks 備註：

1. The promotion period is subject to change by HKTDC without prior notice.

推廣期如有任何更改，恕不另行通知。

2. hktdc.com Sourcing Package is approved by the Trade and Industry Department for 'SME Export Marketing Fund (EMF)'. The maximum cumulative grant per enterprise has been increased to HK\$800,000. For more information, please visit www.smefund.tid.gov.hk.

「貿發網採購」推廣計劃為工業貿易署「中小企業市場推廣基金」批核項目，每家企業的累計資助為 HK\$800,000。詳情請瀏覽：www.smefund.tid.gov.hk。

3. The Hong Kong dollar price applies to Hong Kong applicants only. Non-Hong Kong applicants must pay in US dollars.

港元價格僅適用於香港公司之申請，非香港公司必須以美元價格繳付。

4. Contracts and payment should be submitted by 31 October 2022 and exhibitor's profile page on hktdc.com Sourcing should be launched on 13 November 2022 in order to enjoy the offer.

必須於 2022 年 10 月 31 日或之前簽約及付款，並於 2022 年 11 月 13 日開通「貿發網採購」平台，方可享有此項優惠。

5. The above advertising items and rates are for reference only. In the event of a dispute, the HKTDC reserves the right of final decision.

上述廣告內容及價格僅供參考，本局保留更改或取消之權利而不作另行通知。如有任何爭議，本局保留最終決定權。

