



Hong Kong International Diamond, Gem & Pearl Show
香港國際鑽石、寶石及珍珠展



Hong Kong International Jewellery Show
香港國際珠寶展



26 / 2 – 2 / 3 / 2019

AsiaWorld-Expo

亞洲國際博覽館

28 / 2 - 4 / 3 / 2019

Hong Kong Convention & Exhibition Centre

香港會議及展覽中心

HKDGPS/Circular 2

Important Notice

Please **Act Now** to Apply Exhibitor Badges
Save Time Queuing for Entry to Fairground

Deadline: 13th February 2019 (Wednesday)

Dear Exhibitor,

So far **we have not yet received your confirmed application for exhibitor badges or storage badges**, therefore this parcel does not include any of these badges. Please be reminded again in order to strengthen security measures, photos of holders of exhibitor badges will be printed on exhibitor badges starting from 2016 for identity verification. Because of this new measure, prolonged process of making badges onsite is expected. You may have to **queue for a few hours** to apply for badges at the fairground.

To save time queuing up, you are advised to **apply online now**. The reminder emails have been sent to your registered email account earlier, please complete the process by latest **13 February 2019 (Wednesday)** so that you can collect the badges at the Badge Re-issue Counters on move-in day ([HKTDC Hong Kong International Diamond, Gem & Pearl Show – AWE: 25 February](#); [HKTDC Hong Kong International Jewellery Show – HKCEC: 27 February](#)). The Badge Re-issue Counters in AWE is at East Lobby, outside Hall 1 side entrance; those in CEC are at Expo Drive Entrance.

If you have already submitted the application online by the deadline of 16 January 2019 but do not receive the badges in this parcel or have any queries, please feel free to contact us:

Name	Email	Telephone
Ms. Winnie Fok	winnie.cy.fok@hktdc.org	(852) 2240 4020
Ms. Hazel Wong	hazel.hy.wong@hktdc.org	(852) 2240 4810
Ms. Veronica Chan	veronica.pm.chan@hktdc.org	(852) 2240 4116
Ms. Bowie Chan	bwchan@hktdc.org	(852) 2140 4354

Yours sincerely,
Hong Kong Trade Development Council



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HKDGPS/Circular 2

重要通告

請**立即行動**申請參展商入場証
以免耽誤入場

最後截止日期：2019年2月13日（星期三）

致：各參展商

由於本局至今仍未收到 貴公司確認的參展商入場證及通宵貯存服務使用證申請，此包裹並沒有附上 貴公司的入場證。請留意，為加強大會保安，自 2016 年起，參展商入場證將附有持證人的照片，以作核實身份之用，現場申請所需時間或會延長。**排隊時間有可能長達數小時。**

為節省時間，請 貴公司**立即於網上申請**。有關電郵早前已再次發送至 貴公司的登記電郵地址。請於 **2019年2月13日（星期三）**前完成申請程序，以便於進館日在「工作證登記處」提取，而無需在會場申請。香港國際鑽石、寶石及珍珠展進館日為 2 月 25 日，「工作證登記處」位於亞洲國際博覽館地下東面入口大堂（1 號展館側門旁）。香港國際珠寶展進館日為 2 月 27 日，「參展商登記櫃位」位於香港會議展覽中心地下博覽道大堂。

如您已經在 1 月 16 日前完成網上申請，但並無收到入場證，或有任何疑問，歡迎與本局職員聯絡。

聯絡人	電子郵件	電話
霍翠盈小姐	winnie.cy.fok@hktcd.org	(852) 2240 4020
陳柏旻小姐	veronica.pm.chan@hktcd.org	(852) 2240 4116
何天欣小姐	janice.ty.ho@hktcd.org	(852) 2240 4810
陳寶怡小姐	bwchan@hktcd.org	(852) 2140 4354

香港貿易發展局謹啓

February 2019

Exhibitor Package for HKTDC Hong Kong International Jewellery Show 2019
香港貿發局香港國際珠寶展2019 (參展商須知)

Thank you for your participation in the **HKTDC Hong Kong International Jewellery Show 2019**. We are pleased to send you the second Exhibitor Package for your preparation

A. Second Exhibitor Package

We are pleased to attach the second Exhibitor Package for preparing your participation in the upcoming fair. It includes the following important materials:

Item			
1.	Exhibitor Badges* (Enclosed)		
2.	Vehicle Permits for Move-in & Move-out (Enclosed)		
3.	Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals	Special Circular (1)	
4.	Important Notice on Insurance	Special Circular (2)	
5.	Caution on Fraudulent Emails	Special Circular (3)	
6.	e-Badge for buyers	Special Circular (4)	
7.	Invoices Issued to Buyers (Trade Description Ordinance)	Special Circular (5)	
8.	Placing of Personal Belongings	Special Circular (6)	
9.	Move in/out Arrangement & Use of Vehicle Permit	Circular 1	
10.	Special Arrangement of Exhibitor Check-In	Circular 2	
11.	Usage of Badges at the HKTDC Hong Kong International Jewellery Show	Circular 3	
12.	Enforcement of Consumer Protection under Trade Descriptions Ordinance (Cap. 362)	Circular 4	
13.	Join HKTDC social media channels and get up-to-date fair information	Circular 5	
14.	Fast Action Scheme	Circular 6	
15.	Exhibitor Alerts during on-site	Circular 7	
16.	Restriction on Custom-built Stand Height	Circular 8	
17.	Guidance to Custom Built exhibitors for on-site usage of electricity	Circular 9	
18.	Green Tips to Exhibitors	Circular 10	
19.	Fair Notices	Circular 11	
	Item	No.	
	Security	Security Notice	1
		Security Measures Against Thefts and Losses at the Fair	2
		Free Overnight Storage Service	3
	Exhibition	Important Exhibition Regulations	4
		Booth Decoration and Exhibits should be Ready before the Opening	5
		Move-out Regulations	6
		Import and Export Regulations of Rough Diamonds	7

	Item	No.
Exhibition	Immigration Regulations to be Observed and Followed by Exhibitors	8
	Caution on Third Party Promotion Offers	9
	Caution on Rental of Credit Card Payment Terminals	10
	Internet Access at the Fair	11
	Trolley Rental Service NOT Available	12
	Receiving Buyers at HKTDC Fair	13
	Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals	14
	Booth Construction	Points to Note / New Measures on Custom-Built Participation
Construction	Safety Measures on On-site Construction/Dismantling Work	16
	Construction Waste and Exhibit Sample Disposal	17
20.	Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 1
21.	Guide to Zone and Group Pavilions	Appendix 2
22.	Free Shuttle Bus	Appendix 3

*** Note:**

- 1) You/Your representatives are required to present the Exhibitor Badges during the fair period for admission. All on-site requests on additional badges will be charged at HK\$25 or US\$3 each.
- 2) Your forwarder is required to wear valid wristband to enter the fairground. This wristband will be distributed by HKCEC at the loading area to your appointed transportation workers.
- 3) The badge holder could be picked up at the fairground.

**** Note:** Information may vary from time to time according to the most up to date arrangement of the Organiser. Exhibitors are recommended to refer to the latest circulars received.

B. Exhibitor Check-in Procedure

Exhibitors are required to bring along the enclosed **Letter on Exhibitor Check-In Procedure** and proceed to the **Exhibitor Check-In Counter** upon their arrival at the **Expo Drive Entrance** of the Hong Kong Convention & Exhibition Centre on the move-in day (27 February 2019) to collect the **Official Fair Magazine, booth curtain (Standard and Premium Booth only), name card drop-box and important on-site circulars.**

Date : 27 February 2019 (Move-in Day)
Time : 10:00 am – 8:00 pm
Location : G/F, Expo Drive Entrance,
Hong Kong Convention & Exhibition Centre, Wanchai, Hong Kong

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

Name 聯絡人	Tel 電話	Email 電子郵件
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Hong Kong Trade Development Council

致：各參展商

多謝 貴司參與香港貿發局香港國際珠寶展 2019，隨函附上提供予 貴公司準備參展的第二份重要文件，請查收；

A. 重要文件

資料項目		
1.	參展商工作證** (已隨件附上)	
2.	進館、撤館車輛許可證 (已隨件附上)	
3.	關於印度國民預辦入境登記的更新	特別通告 (1)
4.	有關<商品說明條例>中產品銷售之發票內容	特別通告 (2)
5.	提醒參展商小心提防欺詐電郵的通知	特別通告 (3)
6.	買家電子入場證	特別通告 (4)
7.	有關<商品說明條例>中產品銷售之發票內容	特別通告 (5)
8.	關於參展商違規擺放個人物品	特別通告 (6)
9.	進館、撤館之交通安排及車輛許可證之使用須知	通告 1
10.	有關參展商進館登記之特別安排	通告 2
11.	香港貿發局香港國際鑽石、寶石及珍珠展之工作證件使用守則	通告 3
12.	《商品說明條例》(第 362 章)法例執行	通告 4
13.	通過香港貿發局的社交平台獲取最新展覽會資訊	通告 5
14.	快速行動	通告 6
15.	參展商現場注意事項	通告 7
16.	特裝展位高度限制	通告 8
17.	特裝參展商注意事項 -現場使用電力指引	通告 9
18.	參展商綠色小貼士	通告 10
19.	展會通告	通告 11
	Item	No.
Security	保安措施通告	1
	有關防止展品遺失或盜竊的保安措施	2
	免費通宵儲存服務	3
Exhibition	展覽會重要規則	4
	準時開放攤位予買家參觀	5
	撤館規則	6
	未經加工鑽石之進/出口注意事項	7
	參展商須遵守的入境規例	8
	請小心處理由第三者提供之推廣優惠	9
	提防有關信用卡終端機租賃服務	10
	展覽會連接上網安排	11
	展覽會不設租用手推車服務	12

Item		No.
	參展商接待買家須知	13
	熱帶氣旋及黑色暴雨警告信號下之特別安排	14
攤位搭建	特裝參展新措施及注意事項	15
	展覽活動施工場地安全守則	16
	棄置建築廢料及展品	17
22.	有關保護知識產權措施及參展商須知	附件 1
23.	展區及展館指南	附件 2
24.	免費穿梭巴士服務	附件 3

*備註：

- 參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證需繳付每張 **25 元港元或 3 美元**之費用。
- 於進館及撤館日，各搬運展品進出展館的工作人員必須佩帶**手帶**。此**手帶**將由會展中心於卸貨區派發予貴司所委託之運輸代理。
- 參展商證件套**可在會場免費索取。

**備註：主辦機構會就實際情況而變更進館及撤館安排及其他資料，而一切資料以最新的通告為準。

B. 參展商進場登記手續

請 貴公司於進場日 (即 2019 年 2 月 27 日) 攜同隨函附上之參展商進場登記表、公司印章或公司名片前往於香港會議展覽中心博覽道入口大堂設置之「參展商登記進場櫃位」辦理進場登記手續，並領取大會指定產品雜誌、展台掛簾、名片盒及有關是次展覽之重要通告。

日期：2019 年 2 月 27 日

時間：上午十時至下午八時

地點：香港會議展覽中心博覽道入口地下大堂

若閣下對以上安排有任何疑問，請與我們聯絡。

Name 聯絡人	Tel 電話	Email 電子郵件
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Ms. Irene Chung 鍾旻熹小姐	(852) 2240 4633	irene.hm.chung@hktcdc.org
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香港貿易發展局

2019 年 2 月

Special Circular (1) – Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals

We would like to update you regarding a new arrangement on Indian nationals arriving Hong Kong, which applies to ALL our Indian exhibitors and buyers.

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals has been implemented from 23 January 2017 onwards. The online service for “Pre-arrival Registration for Indian Nationals” has been opened on 19 December 2016.

Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

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

Hong Kong Trade Development Council

特別通告 (1) – 關於印度國民預辦入境登記的更新

請留意一項關於印度國民的入境安排，此安排適用於所有印度參展商和買家。

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」已於 2017 年 1 月 23 日實施，相關的網上登記平台已在 2016 年 12 月 19 日開放。

請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

香港貿易發展局



Special Circular (2) – Important Notice on Insurance

Besides adopting necessary security measures to avoid loss, exhibitors shall take out insurance policies which include (but not limited to) its exhibits, displays, stand fittings and fixtures, the venue and other third parties.

Exhibitors are reminded to arrange insurance coverage for all the exhibits including but not limited to inside the booth area but within the entire exhibition venue and the storage area.

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

Exhibitors are reminded to observe the relevant terms stated in Clauses 69 to 70 of Section 3.1, and Section 3.14 of Part III “Rules and Regulations” in the Exhibitors’ Manual. Exhibitors shall ensure the insurance policies are effective throughout the whole Fair period, including move-in and move-out dates.

At the same time, exhibitors are reminded to take good care of all their belongings and exhibits. Exhibitors shall not leave any belongings or exhibits without any personnel in the booths throughout the whole Fair period, including move-in and move-out period. Any exhibitors who are found with unattended goods in the booths have to bear all financial and legal responsibility on their own and may receive warning letters.

Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal is hosted.

Hong Kong Trade Development Council



特別通告 (2) – 參展商須自行投保

為避免損失，參展商除採取一切必要之保安措施，亦須自行負責購買保險，包括（但不限於）為其展品、陳列品、攤位裝置、展台、會場及其他第三者投保。

參展商應緊記自行安排有關展品的保險，不只限於展位內，並需包括在整個會場內及存倉地方。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

有關條款於參展商手冊第三部分「展覽會規則」分項 3.1 第 69 至 70 條，以及分項 3.14 中列明，敬請各參展商務必細閱，並確保相關保單於整個展期，包括進館日及撤館日一直生效。

同時，參展商須妥善保管其一切財物及展品。不得於展覽期間，包括進館日及撤館日，在無人看管的情況下把任何財物或展品留在攤位內。一經發現，主辦機構或會向有關參展商發出警告信，該參展商亦須負上一切財務及法律責任。

參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號及熱帶氣旋警告信號下購買保險。

香港貿易發展局

Special Circular (3) – Caution on Fraudulent Emails

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

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

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

特別通告 (3) – 提醒參展商小心提防欺詐電郵的通知

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

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

以上各項提示僅作參考，如有任何疑問，請隨時致電本局熱線: (852) 1830 668 並提供參展展會的名稱。



Special Circular (4) – e-Badge for buyers

Thank you for your participation in the HKTDC Hong Kong International Jewellery Show. Please note the circular on e-Badge below for your attention.

e-Badge would be introduced to upgrade buyer's experience at the fair as well as support environmental protection.

Buyers are required to download the "HKTDC Marketplace" mobile App and complete visitor registration, then login to retrieve e-Badge. When entering fairground, bluetooth service of the mobile device has to be enabled to obtain a "green tick" on the e-Badge and show to staffs for seamless fairground access. Paper badge for buyers would still be available, and e-Badge is not applicable to exhibitors.

More functions would be introduced in later stage. Based on the buyers' needs and preferences, customised information in the "HKTDC Marketplace" App will be provided for buyers to find and connect with exhibitors, and receive latest fair information and special offers at fingertips, providing convenience and all-rounded fair experience.

More details: http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing.html

特別通告 (4) – 買家電子入場證

感謝 貴司參與香港國際珠寶展。請留意以下有關買家電子入場證的特別通告。

現今流動技術日益普及，大會亦與時並進，於展會推出**電子買家入場證 (e-Badge)**，期望提升買家的展會體驗，同時響應環保。

買家只需下載香港貿發局商貿平台 (HKTDC Marketplace) 流動應用程式，完成登記後，便可索取電子入場證。進入會場時，先啟動藍牙，並向工作人員展示「綠剔」，即可進入會場。買家仍可選擇以實體買家證進場，而大會暫未推行參展商電子入場證。

大會將在日後逐步加入更多功能，稍後 App 能針對買家需求及喜好設定，提供個人化資訊；方便買家搜尋及連繫目標展商，更容易獲取最新展會資訊及優惠，帶來更便捷及全面的展會體驗。

更多資訊：http://tpwebapp.hktdc.com/fair/Multi_fairs/e-Badge/landing_tc.html

Special Circular (5) – Invoices Issued to Buyers (Trade Description Ordinance)

HKTDC Hong Kong International Jewellery Show is important that Exhibitors reflect the ethical and professional image of the trade event. Exhibitors are reminded that each invoice issued must clearly indicate the exhibitor's full name and address as well as a detailed description of goods sold, including but not limited to the date of purchase, quantity, price and/or any other written particulars as required under the laws of Hong Kong, in order to comply with the law and avoid misunderstandings or complaints.

Further, exhibitors must ensure that all trade descriptions to be applied to the goods supplied or offered to supply are accurate, and that it must not omit, hide or provide material information in a manner that is unclear, unintelligible, ambiguous or untimely. Exhibitors who provide, supply or offer to supply goods with a false trade description commit a criminal offence in contravention of the Trade Descriptions Ordinance, Chapter 362, Laws of Hong Kong. If an exhibitor is found to be in breach of the said Ordinance or any of its eight pieces of subsidiary legislation, the Organiser shall have the right to permanently terminate the exhibitor's right to exhibit in the exhibition and ban the exhibitor from all future events held by the Organiser.

For more information on Trade Description Ordinance, please visit the link:
http://www.customs.gov.hk/en/faqs/consumer_protection/trade_desc/index.html

Thank you for your attention and wishing you every success at the Fair.

特別通告 (5) –有關<商品說明條例>中產品銷售之發票內容

香港貿發局香港國際珠寶展作為全球重要的商貿平台，參展商在任何時刻對商業道德及專業形象的持守尤其重要。因此，主辦機構特別向各參展商作出提示，所有發出的商品發票必需清楚列明參展商的全名、地址，以及所銷售之產品詳情，包括但不限於購買日期、數量、價錢，及/或其他香港法例所要求的書面詳情，以遵守法律要求及避免引起混淆及投訴。

此外，參展商必須確保所有供應或要約供應的貨品所應用的商品說明均為準確，並且其不得遺漏、隱藏，或以不明確、難以理解、含糊或不適時的方式提供重要資料。參展商如提供、供應或要約供應附有虛假商品說明之貨品，即屬刑事罪行，並觸犯香港法例第 362 章<商品說明條例>。如參展商被發現觸犯該條例或其八條附屬法例的任何一條，主辦機構有權永久終止其參展資格及禁止其參與主辦機構未來舉辦的所有活動。

有關 < 商品說明條例 > 之詳細資料，可參考：
http://www.customs.gov.hk/tc/consumer_protection/trade_desc/index.html

請各參展商特此注意及預祝展出成功！

**Special Circular (1) – Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals**

We would like to update you regarding a new arrangement on Indian nationals arriving Hong Kong, which applies to ALL our Indian exhibitors and buyers.

Under the new policy announced by the Immigration Department of the Government of the Hong Kong Special Administrative Region, Indian nationals will now be required to complete a free online pre-arrival registration and get an instant result regarding their eligibility for 14-day visa-free entry into Hong Kong.

The Pre-arrival Registration (PAR) for Indian nationals has been implemented from 23 January 2017 onwards. The online service for “Pre-arrival Registration for Indian Nationals” has been opened on 19 December 2016.

Failure to present the notification slip from the online registration together with a valid Indian passport will lead to refusal of their boarding a conveyance bound for the HKSAR and refusal of entry into Hong Kong upon arrival.

For more information and online registration, please visit:

http://www.immd.gov.hk/eng/services/visas/pre-arrival_registration_for_indian_nationals.html

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

Hong Kong Trade Development Council

特別通告 (1) – 關於印度國民預辦入境登記的更新

請留意一項關於印度國民的入境安排，此安排適用於所有印度參展商和買家。

跟據香港特別行政區（香港特區）入境事務處的指引，印度國民必須預先於網上申請及成功辦妥預辦入境登記，才可免簽證前來香港特區旅遊或過境。申請人可即時得知免簽證資格的結果。

「印度國民預辦入境登記」已於 2017 年 1 月 23 日實施，相關的網上登記平台已在 2016 年 12 月 19 日開放。

請注意，如登記人未能出示通知書和該本用以辦妥預辦入境登記的有效印度護照，會被拒登上前來香港特區的運輸工具，以及在抵港時被拒絕進入香港特區。

欲查詢更多資訊或作網上登記，請瀏覽：

http://www.immd.gov.hk/hkt/services/visas/pre-arrival_registration_for_indian_nationals.html

香港貿易發展局

Circular 1 – Move in/out Arrangement & Use of Vehicle Permit for HKTDC Hong Kong International Jewellery Show 2019
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Dear Exhibitors,

Thank you for your participation at the coming HKTDC Hong Kong International Jewellery Show. Same as previous year, there will be special traffic arrangements to minimize the traffic pressure on the **move-in day (27 February 2019)** and **move-out day (4 March 2019)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

Please be advised that there will be special traffic arrangements applied at the roads of the Hong Kong Convention and Exhibition Centre (HKCEC) on the move-in day (27 February) and move-out day (4 March). All Lorries/ Light Goods Vehicles must first report to the vehicle **marshalling area at Tsing Yi**. Please kindly pay attention to the details of the arrangement as below:-

All roads of the Hong Kong Convention and Exhibition Centre (HKCEC) will be blocked off for lorries / light goods vehicles for move-in from 9:00 a.m. on 27 February 2019. Control point will be set-up at the entrance and only the following vehicles will be allowed to enter HKCEC:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

One vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (27 February) and throughout the exhibition period (28 February - 4 March). The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit.

According to HKCEC's latest requirement, due to space constraints inside the loading area, and in a bid to facilitate efficiency of the loading area, starting from 1 January 2015, long vehicles including 45 foot container would not be accommodated.

Move-In Day Arrangement for Vehicles on 27 February 2019

Goods vehicles will **only be allowed** to enter into the HKCEC loading areas with:-

(a) **Vehicle Permit** issued by HKTDC **AND** (b) **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area

Move-in procedure

1. HKTDC issues Move-in Vehicle Permits to all exhibitors in February 2019.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area** according to the time specified on the vehicle pass issued by HKTDC. The vehicle marshalling area will be opened at 9:00 a.m. until all the move-in activities finished. The location of the vehicle marshalling area will be at Tsing Ko Road across Tsing Sheung Road. (Please refer to the attached map for the exact location.)
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with:-
 - a. **Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.

Move-Out Day "Special Arrangement" for Vehicles on 4 March 2019

Entries of the HKCEC will only be allowed to the goods vehicles with:-

(a) **Vehicle Permit** issued by HKTDC **AND** (b) **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area

Move-out procedure

1. Control point will be set-up at the entrance of HKCEC, only the vehicles with the
 - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
 are allowed to enter the HKCEC **after 5:00 p.m.** on 4 March.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area** (i.e. Tsing Ko Road across Tsing Sheung Road, please refer to the attached map for the exact location). The vehicle marshalling area will be opened at 2:00 p.m. until all the move-out activities finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, queue up and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. After 5:00 p.m. on 4 March, a **Trip Ticket** will be issued to the drivers at appropriate time. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
 - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
5. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.

**The vehicle marshalling area will open from 2:00 p.m. on 4 March 2019 and operate until all move-out activities have finished.*

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. 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 fair period is limited to 45 minutes.

The HKCEC will impose charges on vehicles with extended stay on 27 February and 4 March 2019. The charges are as follows:

	Every 30 mins (or part thereof)
First 45-mins (after clock in)	Free
First 2 hours after 45 mins	HK\$100
After 2 hours & 45 mins	HK\$150
Each lost ticket	HK\$500

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars. The Expo Drive Hall loading area admits vehicles of 2.2m or below only.

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the HKCEC is allowed. Private cars and taxis entering HKCEC will NOT be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers can only unload their goods at the Expo Drive / Harbour Road Entrance of the HKCEC.

(C) Armored Vehicles

Armored Vehicles associated with valuables are **not required** to queue up at Tsing Yi marshalling area on the move-in day on 28 February and move-out day on 4 March 2019.

(D) Other Transportation

Free shuttle bus service from HKCEC to Tsim Sha Tsui, Central and Causeway Bay will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

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

Hong Kong Trade Development Council

通告 1 – 香港貿發局香港國際珠寶展 2019 進館、撤館之交通安排及車輛許可證之使用須知

致各參展商：

多謝參加香港貿發局香港國際珠寶展2019，本局將於上述展覽會之進館日（即2019年2月27日）及撤館日（即2019年3月4日）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。敬請留意以下詳情。

香港會議展覽中心的所有道路將於進館日（即2019年2月27日）及撤館日（即2019年3月4日）起實施車輛進入管制。所有貨車及輕型客貨車必須先到位於青衣之車輛等候處報到。請各參展商注意以下之特別安排。

進館日由上午9時起實施車輛進入管制。相同安排將於撤館日視乎交通情況實施。以下車輛則可安排進入會展範圍：

（一）貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發一張車輛許可證，方便於展品進場日（即2月27日）及展覽期間（2月28日至3月4日）進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

根據香港會議展覽中心最新規定，由於裝卸區內的空間有限，為提升裝卸區的效率，由2015年1月1日開始，大會將禁止45英尺長的貨車進入裝卸區，請各參展商注意。

進館日(2月27日)之車輛「特別安排」

必須同時持有 (a.)由貿發局發出之車輛許可證 及 (b.) 由青衣車輛等候處發出之往來證明書，方可進場。

進場程序

1. 香港貿發局於二月中向各參展商發出2月27日之進場車輛許可證。
2. 在進入會展中心貨物起卸區前，所有貨車及輕型客貨車必須在車證上之指定時間到青衣車輛等候處報到。（青衣車輛等候處位於青高路與青尚路交匯處，詳情請參考附圖）。車輛等候處將於2月27日上午9時開放，直至所有進場程序完成。當貨車及輕型客貨車到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
3. 車輛等候處之職員將根據交通情況向輪候之司機發出一張往來證明書。司機攜同：-
a) 車輛許可證 及 b) 往來證明書
於2小時內經博覽道入口前往會展中心貨物起卸區進場。
4. 未能提供上述兩種證件者將均不能進入會展中心卸貨區。

撤館日(3月4日)之車輛「特別安排」

必須同時持有 (a.) 由貿發局發出之車輛許可證 及 (b.) 由青衣車輛等候處發出之往來證明書

撤場程序

1. 於撤館當日於臨近香港會議展覽中心路段設置控制點，只准同時持有 a) 由香港貿發局所發出之撤館車輛許可證 及 b) 由青衣車輛等候處所發出之往來證明書之貨車於下午五時後駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到車輛等候處報到。車輛等候處將於2019年3月4日，由下午2時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須出示由貿發局發出適用於該時段之車輛許可證，並於車輛等候處排隊等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 車輛等候處將於下午5時開始，根據交通情況向輪候之司機發出一張往來證明書。司機應攜同
a) 車輛許可證 及 b) 往來證明書
於2小時內經博覽道入口前往會展中心貨物起卸區。（根據車輛許可證之類別而定）
5. 如車輛等候超出可停泊車輛數目時，青衣車輛等候處將酌情採取進一步措施。

*車輛等候處將於2019年3月4日下午2時開放至所有撤館程序完成。

當車輛進入會展貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為一小時。香港會議展覽中心將於 **2月27及3月4日** 實施進場車輛使用時間收費計劃。有關收費如下：

	每半小時收費(或不足半小時)
車輛進場後首四十五分鐘	免費
其後兩小時內	港幣 100 元
超過兩小時及四十五(分鐘	港幣 150 元
遺失進場計時卡(每張/每日):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。許可證並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(二) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，唯所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，不得停留或候客。

(三) 押運車進場程序

載有展品之押運車於進館日(2月27日)及撤館日(3月4日)並不需要到青衣車輛等候處輪候。

(四) 其它交通安排

大會亦於撤館期間安排免費穿梭巴士來往尖沙咀、中環及銅鑼灣。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶入場證以資識別。巴士座位有限，額滿即止。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

如有查詢，請與香港貿易發展局聯絡。

香港貿易發展局

註： 於進場及撤場當日，大會將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

Tsing Yi - Offsite Marshalling Area 青衣車輛等候處



Circular 2 – Special Arrangement of Exhibitor Check-In

Please be informed that the **Exhibitor Check-in Counter** for the HKTDC Hong Kong International Jewellery Show 2019 will be located at **Expo Drive Entrance** on Ground Level of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting for picking up exhibitor badges on the Move-in Day, the following measures will be implemented:

- 1) All the exhibitor badges have been sent to you in this exhibitor kit. Please make sure to bring along these badges for admission to the fairground. If you have lost or have forgotten to bring your exhibitor badges to the fairground, or need to make onsite replacement requests, a cost of HK\$ 25 / US\$ 3 per badge will be charged. **Please also note that the exhibitor badge is only valid during 27 February – 4 March 2019. No early admission to the fairground is permitted.**
- 2) Exhibitors are required to bring along the enclosed **Exhibitor Check-In Form with business card** and proceed to the Exhibitor Check-In Counter any time during **10:00am - 8:00pm on the Move-in Day (27 February 2019)** at the **Expo Drive Entrance on Ground Level of the Hong Kong Convention & Exhibition Centre** to collect the fair catalogue, booth curtain, name card box, important on-site circulars and exhibitor badge holders.

通告 (3) – 有關參展商進館登記之特別安排

香港貿發局香港國際珠寶展 2019 之參展商進館登記櫃位將設於香港會議展覽中心地下博覽道入口大堂。為免參展商於進館日在同一時間排隊輪候領取參展商工作證，主辦機構將實施以下特別安排：

- 1) 參展商工作證已在此文件包中附上。如參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個額外參展商工作證須付港幣 25 元 / 美金 3 元。**參展商工作證只限於 2019 年 2 月 27 日至 3 月 4 日期間使用，不可在 2 月 27 日前提早進館。**
- 2) 參展商可以在 **2 月 27 日上午 10 時至下午 8 時**之任何時間內，憑附上之參展商進館登記表及公司名片前往於**香港會議展覽中心地下博覽道入口大堂**設置之「參展商登記櫃位」辦理進館登記手續，並領取大會場刊、展台掛簾、卡片盒、重要通告及工作證掛套等。

Exhibitor Check-In Form

參展商進館登記表

Welcome to Hong Kong International Jewellery Show 2019. Please fill in your company information below and **bring along this form and your business card** to the **Exhibitor Check-in Counter** for collecting fair materials such as fair catalogue and booth curtain. The Exhibitor Check-in Counter location and opening hours are listed as follow:

Date : 27 February 2019 (Move-in Day)
Time : 10:00 am – 8:00 pm
Location : Expo Drive Entrance, Ground Level, Hong Kong Convention & Exhibition Centre

In case you find any error in your information in the fair magazine, please kindly report to the Fair Management Office at Mezzanine 2 (Room G202) before 5:00pm on 27 February 2019.

We wish you every success at the fair.

歡迎參加香港國際珠寶展 2019。請 貴司填妥以下資料，並攜同**此登記表及閣下名片**於進館日到「參展商登記櫃位」辦理進館登記手續，領取大會物資，如場刊及展台掛簾等。「參展商登記櫃位」的開放時間及地點如下：

日期： 2019年2月27日 (進館日)
時間： 上午10時至下午8時
地點： 香港會議展覽中心地下博覽道大堂

貴司如發現大會雜誌中 貴司的資料有誤，請於2月27日下午5時前通知於主辦機構辦事處(大堂中樓2的G202室)的職員。

敬祝 貴司參展成功！

Company name 公司名稱: _____

Booth no. 攤位號碼: _____

Contact person 聯絡人: _____

Contact no. 聯絡電話: _____

Signature 簽署: _____

Circular (3) – Usage of Badges at the HKTDC Hong Kong International Jewellery Show
IMPORTANT – MUST BE READ CAREFULLY

1) Exhibitor Badges

All exhibitors must wear proper exhibitors' badges at all times throughout the exhibition including the move-in and move-out periods. No person will be admitted to the fairground without wearing badges. Retain the exhibitor badges with care and NEVER transfer the badges to any third parties.

There are two types of exhibitors' badges. One bears photo and the other does not. For the convenience of all exhibitors, both types of exhibitors' badges may be used for admission into the fairground. However, exhibitors without the photo-bearing badges issued by the Organiser will NOT be allowed for the usage of overnight storage facilities. Their functions are summarised as follows:

	Photo-bearing Storage Badges	Photo-bearing Exhibitors' Badges	Non Photo-bearing Exhibitors' Badges
Badge Colour	Pink		Blue
Admission to the Exhibition Halls	✓ YES (Random Identity Check Only)		✓ YES (One-by-one Identity Check)
Usage of overnight storage facilities	✓ YES		× NO
Maximum number of badges to be issued per exhibitor	3		Varied in proportion to the booth size
Price for pre-orders		Free of charge within quota	
Price for onsite issues		HK\$25 or US\$3 per badge	
Estimated onsite waiting and processing time		3 HOURS (Requires proof of personal identity, company identity)	

All badges are non-transferable and must be worn at all times. Exhibitors are FULLY RESPONSIBLE for any misuses or losses of their badges. In case of losses or thefts, please report the incidence immediately to the Organiser.

As onsite issues of badges often take LONG WAITING AND PROCESSING TIME of around 3 hours, all exhibitors are requested to make pre-orders as soon as possible. In case of genuine needs, onsite re-issue of badges are to be conducted at the Exhibitor Badge / Overnight Storage Badge Registration Counter located at **Hall 1A concourse** (on 27 February - 4 March). The following documents are required:

- Proof of company identity; and
- Proof of personal identity

2) Transportation Worker (Use of Wristband)

All transportation workers must wear the valid wristband to enter the fairground. Non-wristband holders are **NOT** allowed to enter the exhibition area on 27 February 2019 (the move-in day) and 4 March 2019 (the move-out day). This wristband will be distributed by HKCEC at the **loading area** to your appointed transportation workers.

3) Additional information on fairground security

Exhibitors shall pay special attentions to their exhibits and belonging. Additional information on fairground security and the exhibitors' responsibilities are listed on Section 5 of the exhibitors' manual.

Should you have any question regarding the above arrangement, please contact the HKIJS team anytime.

Name 聯絡人		Tel 電話	Email 電子郵件
Ms. Winnie Fok	霍翠盈小姐	(852) 2240 4020	winnie.cy.fok@hktdc.org
Ms. Bowie Chan	陳寶怡小姐	(852) 2240 4354	bowie.py.chan@hktdc.org
Ms. Winco Leung	梁詠然小姐	(852) 2240 4234	winco.wy.leung@hktdc.org
Ms. Veronica Chan	陳柏旻小姐	(852) 2240 4116	veronica.pm.chan@hktdc.org
Ms. Vian Cheung	張家茵小姐	(852) 2240 4800	vian.ky.cheung@hktdc.org

通告 (3) – 香港貿發局香港國際珠寶展之工作證件使用守則

重要通告 – 請務必仔細閱讀

1) 參展商工作證

所有參展商及其職員在進場、撤館和展覽會舉行期間，必須佩帶有效之工作證。為保安理由，只有持工作證之人士方可進入會場。請小心保管參展商工作證及請勿將證件轉借給第三者使用。

參展商工作證共分兩種：印有參展商照片以及未附照片之參展商工作證。為方便參展商，兩種工作證均可用作進入展覽會場；但唯持有印有照片之參展商工作證者方可使用通宵儲存服務，兩種工作證之使用範圍概括如下：

	印有照片之 參展商存倉工作證	印有照片之 參展商工作證	未附照片之 參展商工作證
工作證顏色	粉紅色	藍色	
進入展覽會場	✓可以 (抽樣查證)		✓可以 (逐一查證)
使用通宵儲存服務	✓可以	✗不可以	
每參展商最多簽發之數量	3	按攤位面積比例簽發	
工作證價格(預先訂購)	限額以內免費		
工作證價格(即場簽發)	每張港元 25 元/ 美元 3 元		
即場簽發預計所需時間	三小時 (需出示申請人之身份證明、公司證明)		

所有參展商工作證不得轉借及必須於展覽場地佩戴。參展商必需就任何不當使用或遺失參展商工作證負上全部責任。參展商工作證，如遭遺失或盜竊，請立即通知主辦機構。

由於即場簽發參展商工作證之輪候及處理需時(約三小時)，故參展商應盡早於展期前提出工作證申請。如有確實需要，參展商可前往設於展覽館 1A 大堂(於 2 月 27 日 3 月 4 日)之參展商工作證 / 通宵貯存服務工作證登記處辦理申請。申請者必須出示以下文件：

- 公司證明文件；以及
- 身份證明文件

2) 運輸工人(手帶之使用)

所有運輸工人於佈展日(2019 年 2 月 27 日)及撤館日(2019 年 3 月 4 日)必須佩帶由會展中心發出之手帶，方可進出展館。否則均不得擅自進入展館。此手帶將會由會展中心於卸貨區派發予貴司所委託之運輸代理，請提醒他們務必於佈展日及撤展日佩帶，以便進出展館。

3) 展覽會場保安之額外資料

參展商請小心看守貴公司之展品及財物。有關會場保安之附加資料及參展商責任條款，請參考參展商手冊第五項。

如有任何關於本通告之查詢，請與香港國際珠寶展負責人聯絡。

Name 聯絡人		Tel 電話	Email 電子郵件
Ms. Winnie Fok	霍翠盈小姐	(852) 2240 4020	winnie.cy.fok@hktcdc.org
Ms. Bowie Chan	陳寶怡小姐	(852) 2240 4354	bowie.py.chan@hktcdc.org
Ms. Winco Leung	梁詠然小姐	(852) 2240 4234	winco.wy.leung@hktcdc.org
Ms. Veronica Chan	陳柏旻小姐	(852) 2240 4116	veronica.pm.chan@hktcdc.org
Ms. Vian Cheung	張家茵小姐	(852) 2240 4800	vian.ky.cheung@hktcdc.org

Circular 4 – Enforcement of Consumer Protection under Trade Descriptions Ordinance (Cap. 362)
通告 4 – 《商品說明條例》(第 362 章)法例執行

To strengthen the existing regulatory regime for the protection of consumers shopping in the retail business, amendments have been made to the Trade Descriptions Ordinance, Chapter 362, and subsidiary legislation has been made thereunder. They come into effect on 2 March 2009.

為鞏固現行保障消費者在零售商鋪購物的制度，政府已就《商品說明條例》作出多項修訂及制定相關附屬法例。法例於 2009 年 3 月 2 日生效。

The legislation enhances consumer protection by way of

新法例在下列各方面加強對消費者的保障

- (1) expanding the scope of trade descriptions subject to regulatory control under the Ordinance;
擴闊受該條例規管的商品說明的範圍
- (2) defining certain terms or expressions, and regulating the use of such terms or expressions in relation to certain precious metals and stones; and
為若干用語或表達方式給予定義，並規管其應用於一些貴重金屬和寶石上；以及
- (3) requiring mandatory disclosure of certain prescribed information for certain specified consumer goods.
就若干指明的消費品，規定須披露的訂明資料

The following are the Ordinances related to Jewellery retailing:

下列為與珠寶零售業有關之附屬法例：

1. Trade Descriptions Ordinance
商品說明(修訂)條例；
2. Trade Descriptions (Definition of Fei Cui And Natural Fei Cui) Regulation
商品說明(翡翠及天然翡翠的定義)規例；
3. Trade Descriptions (Definition of Diamond) Regulation
商品說明(鑽石的定義)規例；
4. Trade Descriptions (Provision of Information on Natural Fei Cui) Order
商品說明(提供關於天然翡翠的資料)令；
5. Trade Descriptions (Provision of Information on Diamond) Order
商品說明(提供關於鑽石的資料)令；
6. Trade Descriptions (Marking) (Gold And Gold Alloy) Order
商品說明(標記)(黃金及黃金合金) (修訂)令；
7. Trade Descriptions (Marking) (Platinum) Order
商品說明(標記)(白金) (修訂)令；
8. Trade Descriptions (Marking) (Platinum) Order
商品說明(白金的定義)修訂規例；

In business transaction, use of the "Fei Cui", "Natural Fei Cui" and "Diamond", "Gold and Gold Alloy" and "Platinum" will be subject to regulation. Retailers who sell "Fei Cui", "Natural Fei Cui" and "Diamond", "Gold and Gold Alloy" and "Platinum" must issue to buyer at the time of supply, an invoice or receipt, and retain it for not less than three years. Also, the retailer need to display a notice (of not less than 210mm x 297 mm) at the point of supply, informing consumers of the definitions of "Fei Cui", "Natural Fei Cui" and "Diamond". The Chinese equivalent of "white gold" is changed to "白色黃金" to avoid confusion with platinum ("白金" or "鉑金"). The standard of fineness for 足金 is raise from 990 to 999 parts by weight of gold in 1000 parts by weight of alloy.

在營商過程或業務運作中使用「翡翠」、「天然翡翠」和「鑽石」等詞會受到規管。零售商在出售天然翡翠、鑽石、黃金和白金時，必須發出發票或收據，載列指明資料，並保留該發票或收據的文本至少三年。此外「天然翡翠」及「鑽石」的零售商必須在供應之處顯眼地展示一份符合訂明格式的告示，告知準顧客天然翡翠及鑽石的涵義，以及供應商在供應此等製品時，有責任發出詳細的發票或收據。另外，以「白色黃金」作為「white gold」的中文表述，以免與「白金」或「鉑金」混淆；而「足金」一詞的純度標準，由 990 提升至 999。

Notices specifying the legal requirements should be displayed prominently at the point of supply. Officers of the Customs and Excise Department will carry out surprise checks to ensure that the law is complied with and will investigate suspected violations of the law.

有關附屬法例的四份告示，需張貼於營業地點當眼處。香港海關人員將會進行突擊檢查，以確保商戶遵從有關法例，並會就懷疑違例的情況進行調查。

Circular 5 – Join HKTDC social media channels and get up-to-date fair information

To help connecting exhibitors with buyers, HKTDC has developed various social media channels:

	https://www.facebook.com/HKTDC.Exhibition
	http://www.weibo.com/hktdclifestyle
	https://plus.google.com/+hktdc/posts
	https://www.linkedin.com/company/hong-kong-trade-development-council/?originalSubdomain=hk
	<div style="text-align: center;"> </div> <p>1 Click the "+" icon at the top right-hand corner</p> <p>2 scan the QR code</p> <p>Click to follow the official account</p>

We sincerely invite you to follow us on the above channels to get up-to-date information:

- To pre-register for FREE admission badge for buyers
- To network with industry players (especially buyers) direct
- To receive the latest information on HKTDC fairs
- To learn the latest industry news
- To encourage interaction among traders

Hong Kong Trade Development Council

通告 5 – 通過香港貿發局的社交平台獲取最新展覽會資訊

香港貿發局致力推廣社交平台，為使參展商和買家有更緊密的聯繫：

	https://www.facebook.com/HKTDC.Exhibition
	http://www.weibo.com/hktdclifestyle
	https://plus.google.com/+hktdc/posts
	https://www.linkedin.com/company/hong-kong-trade-development-council/?originalSubdomain=hk
	<div style="text-align: center;"> <p>1 Click the "+" icon at the top right-hand corner</p> <p>2 scan the QR code</p> <p>Click to follow the official account</p> </div>

本局現誠邀各參展商加入以上平台並密切關注香港貿發局展覽訊息：

- 優先登記免費買家入場證
- 直接與業內人士(特別是買家)交流聯繫
- 獲知香港貿發局展覽最新資訊
- 得知最新的行業訊息
- 參展商與業內人士可在不同平台上互動

香港貿易發展局

Circular (6) – Fast Action Scheme

Starting from October 2006, the Customs and Excise Department (the “Customs”) will collaborate with the "Hong Kong Brands Protection Alliance" ("HKBPA") to conduct a trial run of the “Fast Action Scheme” (“the Scheme”) during local fairs. HKBPA represents 51 trade associations and is now inviting applications from Hong Kong companies who are members of one of the 51 participating trade associations to join the Scheme.

Exhibitors can join the Scheme by registering the details of their trade marks and copyrights with HKBPA and paying the applicable handling fees to HKBPA prior to the Fair. Upon receipt of a complaint from the relevant trade mark or copyright owner, the Customs will take enforcement action against products exhibited at the Fair that infringe the rights of those companies that have joined the Scheme.

The Scheme will be operated independently of the Hong Kong Trade Development Council (“HKTDC”) by the Customs and HKBPA and is not a substitute for the existing on-site intellectual property rights (“IPR”) complaints procedure implemented by the HKTDC. Exhibitors who do not wish to participate in the Scheme are welcome to visit the HKTDC’s on-site IPR office for assistance in the same manner as at previous fairs.

For more details concerning the Scheme, please contact the Secretariat of HKBPA directly as follows:

Address: 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Tel: (852) 2788 5447

Fax: (852) 2788 5403

Contact Person: Ms Peggy Ng

Exhibitors are also strongly advised to carefully scrutinize your exhibits and conduct all necessary due diligence on the IPRs attached to your exhibits prior to the Fair to avoid possible IPR infringement at the Fair.

If you have further questions regarding HKTDC’s on-site IPR complaints procedure, please feel free to contact Miss Wenky Yip, Exhibitions Project Manager [Tel: (852) 2240 4043 / Email: wenky.wk.yip@hktdc.org].

Hong Kong Trade Development Council

通告 (6) – 快速行動計劃

由 2006 年 10 月開始，香港海關（海關）將與「香港工商品牌保護陣綫」（「陣綫」）合作於展覽會試行「快速行動計劃」（「計劃」）。代表 51 個商會的「陣綫」現誠意邀請各商會所屬之會員公司參與是項計劃。

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

參展商可預先向「陣綫」登記其產品的品牌及版權資料，並於展覽會前向「陣綫」繳付有關費用。當已登記之品牌或版權持有人舉報侵權行為時，海關將核實跟進，並採取現場執法行動。

「計劃」將由海關及「陣綫」獨立運作，並不取代香港貿易發展局（香港貿發局）現有於展場內處理侵權投訴的程序。參展商如未有參加「計劃」，仍可一如以往親臨香港貿發局於場內之知識產權辦事處尋求協助。

如欲查詢「計劃」詳情，請與「香港工商品牌保護陣綫秘書處」聯絡：

地址：香港九龍達之路 78 號生產力大樓 3 樓

電話：(852) 2788 5447

傳真：(852) 2788 5403

聯絡人：伍小姐

本局特提醒各參展商於展覽會前詳細檢查其展品及盡力去處理其展品的知識產權，避免於展會中被控侵權。

如 貴公司有任何進一步關於香港貿發局於場內處理侵權投訴的程序的疑問，歡迎隨時與本局展覽項目經理葉詠琪小姐[電話：(852) 2240 4043 / 電郵：wenky.wk.yip@hktdc.org]。


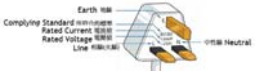

香港貿易發展局



Circular 7 - Exhibitor Alerts during on-site

通告 7 - 參展商現場注意事項

Electricity Supply 電力供應

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

Fair System & Furniture 攤位結構及傢俱

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

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

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

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.

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

site Circular – V4.1

Circular 8 – Restriction on Custom-built Stand Height

For rising environmental and safety concerns, Hong Kong Trade Development Council will lower the maximum height of single-deck custom-built stands to 4.5 metres, whereas height of double-decks remains unchanged at a maximum of 5 metres, in all its fairs with details below:

1. Starting **1 May 2019**, all **NEW** single-deck custom-built designs shall not exceed the height of 4.5 metres (note: all stand construction underneath $\pm 0.5m$ of the smoke curtain shall not exceed 2.5 metres in height in Hall 3FG & 5FG and 3 metres in height in Hall 1, 3BCDE & 5BCDE).
2. Re-used single-deck stands can continue to be used until **the end of April 2021** only if the stand design remains unchanged as it was submitted to HKTDC in 2018 with no modifications made. Otherwise, the revised stands will be regarded as new and be subject to the height restriction of 4.5 metres.
3. Starting **1 May 2021**, no single-deck custom-built stands (including re-used stands) shall exceed the maximum stand height restriction of 4.5 metres.

We believe that you will support this new initiative in creating a better working environment. If you have any queries, please contact:

Name	Tel. No.	Email
Mr Abel Kwan	(852) 2240 5466	abel.kwan@hktdc.org
Mr Aston Fong	(852) 2240 5459	aston.wh.fong@hktdc.org
Ms Candy Cheung	(852) 2240 5410	candy.hm.cheung@hktdc.org

Thank you for your kind understanding and cooperation in advance.

Operation Team
Exhibition Services Department

通告 8 – 特裝展位高度限制

香港貿易發展局為促進環保及提供較安全的工作環境，將在其展覽會限制單層特裝展位高度至最高 4.5 米，而雙層特裝展位的高度上限則維持 5 米不變，詳情安排如下：

1. 由 **2019 年 5 月 1 日** 起，所有新設計的單層展位高度不得超越 4.5 米（注：在防煙閘以下的± 0.5 米範圍，展館 3FG 及 5FG 的展位高度不可超越 2.5 米；展館 1, 3BCDE, 5BCDE 及大堂的展位高度不可超越 3 米）。
2. 重用的單層展位如設計不變，可以繼續保留至 **2021 年 4 月底**。重用展位設計必須跟 2018 年提交給貿發局的圖則相同，並不可作出任何結構性改動；否則，本局將以新設計論，並需把展位高度降至 4.5 米。
3. 由 **2021 年 5 月 1 日** 起，所有單層特裝展位(包括重用展位)最高限制為 4.5 米。

本局希望調整限高能締造更好的工作環境，如有任何疑問，請聯絡：

姓名	電話	電郵
關志文先生	(852) 2240 5466	abel.kwan@hktdc.org
方詠鴻先生	(852) 2240 5459	aston.wh.fong@hktdc.org
張曉敏小姐	(852) 2240 5410	candy.hm.cheung@hktdc.org

感謝您理解與合作，謝謝。

展覽服務部 行動組



Circular 9 - Guidance to Custom Built exhibitors for on-site usage of electricity

通告 9 - 特裝參展商注意事項 - 現場使用電力指引

- For electricity supply you have ordered from HKTDC, exhibitors must have their own electrician. **The official contractor will not provide installation and connection services for these items.**

特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。

- Total power consumption shall not exceed the current specified. In case of overload, the Organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。

- In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 1500 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period. The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements.

按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於最後進場日下午 3 時前交予大會電力承建商，以茲證明。如未能於該下午 3 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。

- It is important that custom built exhibitor should take full responsibility of **turning off main switch of the booth after fair closes every day**. For safety and energy-saving purposes, the respective contractor will be asked to come back to the fair ground for turning off main switch if it is found still on in the empty booth. The organiser will not be responsible for any loss subsequently caused by turning off the booth main switch if the responsible contractor is not accessible.

特裝參展商每日展會後須負責關掉攤位配電總制，為安全與環保起見，展會後配電總制尚未關掉，攤位承建商將被要求返會場處理。倘承建商未能及時返會場，大會將會代勞，對造成之任何損失概不負責。

香港貿易發展局 展覽服務部上

Exhibition Services, HKTDC



Circular 10 – Green Tips to Exhibitors

To make HKTDC Hong Kong International Jewellery Show a greener trade fair, the following green tips are suggested for your participation at HKTDC Hong Kong International Jewellery Show.

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 Organiser
- 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, if used, make a charity donation
- 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

通告 10 – 參展商綠色小貼士

為支持香港貿發局香港國際珠寶展成為綠色展覽，在參與展會同時，請參考下列綠色小貼士。

展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

展覽運作

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋，環保袋及減少產品包裝，如需使用，建議可向非牟利環保機構捐款，從另一層面支持各種環保工作的推行
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

Circular 11 – Fair Notices
通告 11 – 展會通告

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Security 保安

1 : Security Notice 保安措施通告

First of all, may we wish you a successful exhibition in the **HKTDC Hong Kong International Jewellery Show 2019**. In order to protect your interests, we request your company to pay utmost attention to the followings:

『香港貿發局香港國際珠寶展 2019』主辦機構及香港會議展覽中心將採取各項措施，確保展覽會順利進行。請各參展商於展覽期間緊遵下列指示：

1. Insurance 保險

Exhibitors are responsible for taking out all necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties for the entire exhibition period including move-in/out and overnight storage hours.

參展商應替其展品投保 (包括展覽期間、進館及離館、通宵存貨期間) 及為攤位裝置、會場設備及第三者投保。

2. Badges 證章

All exhibitors must wear exhibitor badges throughout the fair period. Never transfer the badge to any other person. All visitors are identified with computerised badges.

參展商職員在展覽會期間必須佩戴印有姓名及公司名稱之證章。此證不得轉讓他人使用。大會保安職員有權查問持證者之身份。所有參觀人士亦必須佩戴入場證。

3. Booth Attendance 駐守攤位

Your booth must be fully manned at all times (recommended minimum of two staff per 9 sqm booth). Secure the showcase doors, never leave your properties unguarded. Closely monitor each visitor in your booth. Not to present too many items to the buyers at one time. Special attention is required during move-in, lunch, opening and closing hours.

參展商應安排足夠有經驗的職員駐守攤位，並全日提高警覺（建議每9平方米攤位應最少有兩名職員當值）。請勿隨便放置展品，留意進入攤位內之買家，每次只展示少量產品，另請謹記把珠寶陳列櫃鎖好，以防被竊。

4. Emergency Crime Reporting Procedure 緊急罪案報告

Only cases reported to the Organiser will be handled officially. In the event of any emergency and suspicion happens, please keep calm. You should immediately report to the Organiser or the HK Convention & Exhibition Centre (Security house extension: 33).

遇有緊急事件或可疑人物，參展商應立刻通知駐守在主辦機構辦事處之當值職員、巡邏之保安人員、或按展覽中心之保安部內線電話33求助。只有即時直接向主辦機構會報之事件才可獲正式處理。

5. Sample Sales 貨辦交易

Please issue official document (invoice/receipt) for any jewellery items passed to buyers in order to properly facilitate these items being brought out by buyers.

出售或轉讓展品時，參展商務必簽發有效的單據予買家，以便買家把展品帶離會場時供保安查核。

6. Overnight Storage Service 通宵儲存服務

Free storage service is available yet subject to availability of space. Exhibitors should choose precious exhibits for the storage. Do not leave any valuable exhibits in your booth overnight after the exhibition closes. The Organiser undertakes no legal or financial responsibility on any risk/damage/loss occurred during storage.

為方便參展商於展覽期間晚上儲存貴重展品起見，主辦機構將免費提供通宵儲存服務。但分配儲物空間則視乎保險庫或儲物室是否有足夠空位而作出安排。參展商應選擇貴重之珠寶存入保險庫。請勿將貴重展品留於攤位內。展品於儲存期間如遇遺失或損壞，大會不負法律或財務上責任。

7. Transit of Valuables 運送貴重展品

Exhibitor must pay special attention for transit of valuables by their own. Loss or stolen cases usually occur during their transit of valuables, especially at the move-in/out day. Exhibitors are therefore advised to appoint door-to-door transport agent for transit of valuables in order to avoid possible risks. For more information, please contact the Organiser.

參展商如欲自行運送貴重展品必須特別提高警覺。展品遺失或盜竊案件經常發生於運送貴重展品期間，尤其在進館及撤館日。參展商應盡可能聘用護衛公司押運貴重物品，以確保展品及其職員之安全。如需協助請聯絡主辦機構。

8. Security Advice 查詢保安事宜

For professional and impartial advice, exhibitors can call the Crime Reporting Hotline on (852) 2582 8977.

參展商如需查詢保安事宜或需協助，請致電罪案舉報熱線 (852) 2582 8977。

9. Security Measures 保安措施

Security measures will be imposed throughout the exhibition period including close circuit television installation, 24-hour armed and security guards patrolling the venue. Exhibitors are obligated to the safety of their exhibits at all times.

主辦機構於展覽期間將安裝閉路電視保安系統，及二十四小時保安巡邏會場以確保場館及展品安全。而參展商須自行負責其展品之保安措施。

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

The Organiser endeavours to strengthen the security measures against potential thefts and losses at the fairground. While exhibitors are reminded to remain vigilant at all times, the Organiser will also enforce the following security measures to achieve the same goal.

大會一向不遺餘力改善保安措施，以防止各參展商的展品遺失或遭盜竊。各參展商在展覽期間應提高警覺，以保障閣下的財物安全，而大會亦會作出下列的保安預防措施：

1. Private CCTV inside the Exhibition Booths 攤位內的獨立閉路電視

As an added security measure and required by some insurance companies, exhibitors may order private CCTV inside their own exhibition booths by completing Order Form 14. Large visible warning signs indicating the presence of security cameras will be provided to all subscribers. Extra copies are obtainable without charge at the Fair Management Office at Room G202, Mezzanine 2.

參展商如有意在其攤位內裝設獨立閉路電視，請填妥申請表格十四。大會將為有關參展商提供警告標示，以示該攤位已安裝保安系統。有需要使用額外標示的參展商，可到大堂中樓 2 G202 室之主辦機構辦事處向大會免費索取。

2. Security Briefing Session (conducted in English) 保安簡介會 (英語)

The 2nd security briefing session will be conducted on 27 Feb, 3:30 pm at Room G202, CEC to introduce to the exhibitors the necessary cautions during the exhibition period. You are welcome to register and made appointment (Email to exsexhsalesb@hktcdc.org by 15 Feb 2019) with the Organiser for the session.

大會將於 2 月 27 日下午 3 時 30 分假香港會議展覽中心 G202 室舉行保安簡介會(二)。大會屆時將為各參展商講述展覽期間應注意的保安事項，歡迎各參展商屆時出席。有興趣出席保安簡介會(二)的參展商，請與主辦機構預先預約(請於 2019 年 2 月 15 日前電郵予 exsexhsalesb@hktcdc.org 預約)。

3. Perform Regular Stock Checks 定時檢查存貨

Exhibitors are recommended to perform regular stock checks so that any losses may be realized in a timely manner. Security Service Stations at the entrance / exit of the exhibition halls will be manned by security guards throughout the exhibition period. In the incidence of thefts and losses, please report to the Security Service Stations at once.

建議參展商定時檢查存貨，以確保能迅速得知任何珠寶遺失。大會將於展覽期間在展館出入口處設置保安服務台，於展覽期間由保安護衛駐守。如參展商的展品在展覽期間遺失或遭盜竊，請立即通知當值護衛員。

4. Overnight Storage Facilities 通宵儲存倉庫

Photo badges issued by the Organiser are required for the overnight storage facilities. For those who have not completed the Online Application for Overnight Storage Badge by 15 February 2019, on-site application is accepted starting 27 February 2019 but waiting time is often long.

有需要使用通宵儲存倉庫服務的參展商，必須申請附有照片之參展商工作證。如參展商未能於 2019 年 2 月 15 日或之前於大會網站內提出申請，大會亦接納參展商於 2019 年 2 月 27 日或之後在會場內提出之申請。惟做證需時，請各參展商耐心等待。

NB: In case of loss of the photo badges, please report immediately to the Fair Management Office at Room G202, Mezzanine 2.

註：如參展商遺失附有照片之參展商工作證，請立即通知位於大堂中樓 2 - G202 室的主辦機構辦事處。

5. Booth Curtains (for Standard and Premium Booth only) 攤位布簾 (只供標準攤位及特級攤位)

Curtains for exhibition stands will be provided for retaining privacy of your exhibits during non-opening hours. 本局將提供攤位布簾給各參展商，以保障各攤位內於非開放時間的私隱。

The above measures are designed to enhance security against thefts and losses, but are by no means guarantees. On top of being vigilant at all times, exhibitors are also responsible for covering their valuable exhibits with sufficient insurance.

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

3. Free Overnight Storage Service 免費通宵儲存服務

Free overnight storage service for valuable exhibits is provided for all exhibitors on a first-come-first-served basis at each exhibition hall according to the timetable below:

各層展覽廳均設有通宵儲存服務(按先到先得之方式處理)予參展商存放貴重展品，時間表如下：

Date 日期	Withdrawal 提取	Deposit 貯存
27 / 2 / 2019	-----	13:00 – 19:00
28 / 2 – 3 / 3 / 2019	08:00 – 10:00	18:30 – 20:30
4 / 3 / 2019	08:00 – 10:00	*17:30 – 18:30
5 / 3 / 2019	*08:00 – 10:00	-----

* Overnight Storage Facility on 4 March evening for Non-Hong Kong exhibitors ONLY.
Location: Hall 3C

* 3月4日晚上展覽期後儲存服務只供非香港參展商使用。地點：展覽廳3C

All exhibitors using this overnight storage facility are reminded that they **must present their photo-bearing Exhibitor Badge** in order to be eligible for using such facility. The overnight storage rooms **will be closed** during day time and exhibitors **must withdraw all their container boxes before 10:00 am**.
參展商必須出示附有照片之參展商工作證方可使用此服務。通宵儲存倉庫於日間不予開放。參展商必須於上午10時前取出所有儲物箱。

Procedure 提存手續

- Assign the same personnel to deposit and withdraw exhibits.
委派指定職員存取貨品。
- All valuable exhibits should be locked and sealed in your own case not larger than 70 cm x 60 cm x 40 cm.
將貴重展品封存於由參展商自備，大小不超過 70 cm x 60 cm x 40 cm 的箱內。
- Fill in the Overnight Storage Tags, which will be distributed to you during exhibitors' check-in on 28 February and by the security guards at the storage vaults on the following days.
填妥通宵儲存卡。通宵儲存卡將於 2 月 27 日參展商登記進場時派發，另於 2 月 28 日 3 月 4 日將由倉庫保安派發。
- Bring along with the Photo-bearing Storage Badge together with Passport / ID Card for our security check whenever you deposit and withdraw exhibits.
存取貨品時必須帶備附有照片的參展商存倉證及護照/身份證以供保安核對。
- Follow the storage hours / on-site announcements and deposit exhibits at designated storage vaults.
請遵守倉庫開放時間/會場廣播及於指定倉庫存放展品。
- Exhibitors will be assigned to the nearest overnight storage location. The assigned storage location cannot be altered.
參展商將被安排於最近攤位之倉庫存取貨品。倉庫地點不得更改。

Must Know 要注意事項

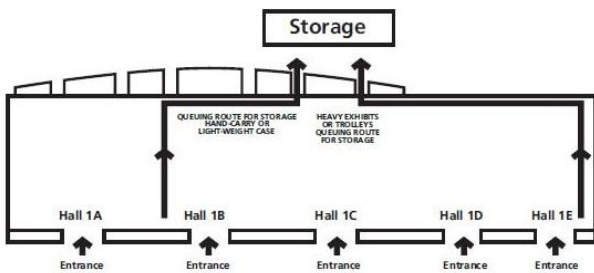
- Non-Hong Kong exhibitors who need to use the overnight storage after the conclusion of the Show must use the facility in Hall 3C Only. All deposits must be made on 4 March from 5:30 pm to 6:30 pm and retrieval on 5 March from 8:00 am to 10:00 am.

非香港參展商如須於整個展覽會完結後繼續使用通宵儲存倉庫服務，必須於 3 月 4 日下午 5 時 30 分至 6 時 30 分前往設於展覽廳 3C 之通宵儲存倉庫，並於 3 月 5 日上午 8 時至 10 時往該儲存倉庫提取展品。

Location of Overnight Storage Vaults
通宵儲存倉庫之位置圖

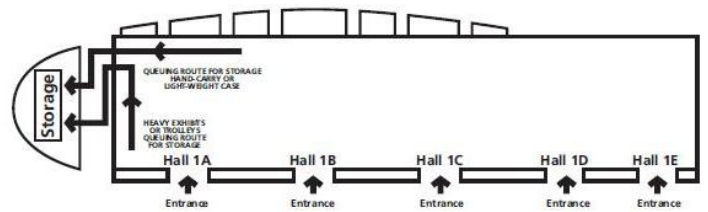
Hall 展覽廳 1

- For hand-carry or light-weight case, please proceed to queue up near Booth 1C-A38 for overnight storage.
存放輕型手提展品之參展商請前往攤位 1C-A38 側排隊
- For heavy exhibits, please proceed to queue up near Booth 1C-C40 for overnight storage.
存放重型展品之參展商請前往攤位 1C-C40 側排隊



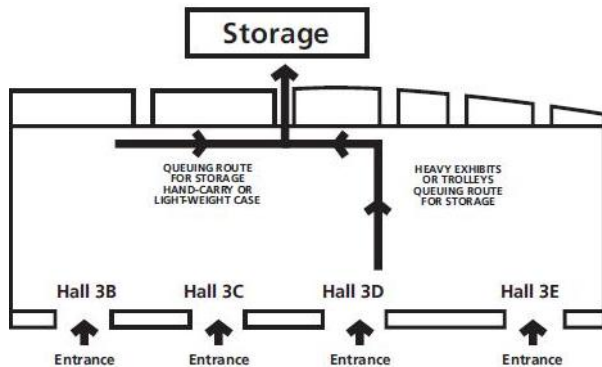
Hall 展覽廳 1

- Please proceed to queue up near Booth 1A-A39 for overnight storage.
參展商請前往攤位 1A-A39 側排隊



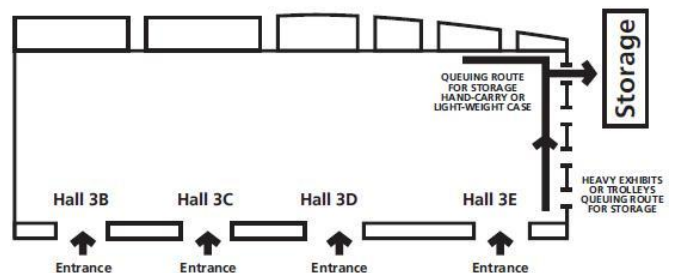
Hall 展覽廳 3B-E

- For hand-carry or light-weight case, please proceed to queue up near Booth 3C-A23 for overnight storage.
存放輕型手提展品之參展商請前往攤位 3C-A23 側排隊
- For heavy exhibits, please proceed to queue up near Booth 3C-B44 for overnight storage.
存放重型展品之參展商請前往攤位 3C-B44 側排隊



Hall 展覽廳 3B-E

- For hand-carry or light-weight case, please proceed to queue up near Booth 3E-F44 for overnight storage.
存放輕型手提展品之參展商請前往攤位 3E-F44 側排隊
- For heavy exhibits, please proceed to queue up near Booth 3E-F36 for overnight storage.
存放重型展品之參展商請前往攤位 3E-F36 側排隊

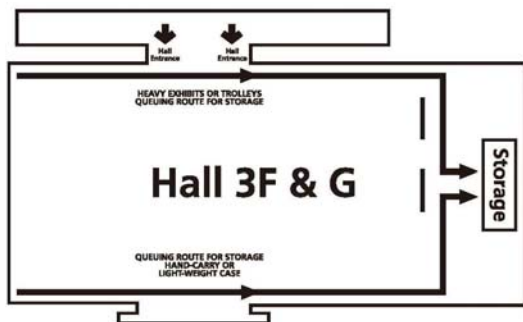




Hall 3FG / 展覽廳 3FG

Please proceed to queue up near Booth 3G-H01 for overnight storage.

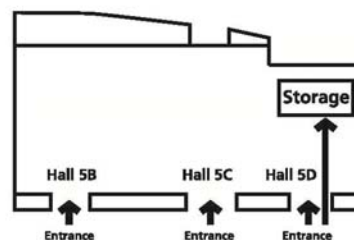
參展商請前往攤位 3G-H01 側排隊



Hall 展覽廳 5B-D

Please proceed to queue up near Booth 5C-H01 for overnight storage.

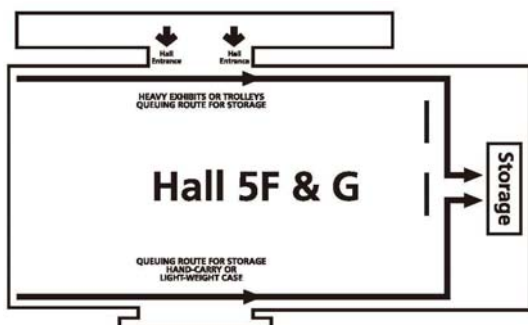
參展商請前往攤位 5C-H01 側排隊



Hall 5FG / 展覽廳 5FG

Please proceed to queue up near Booth 5G-H01 for overnight storage.

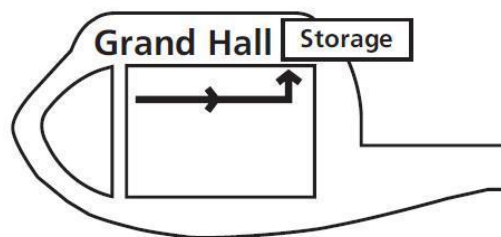
參展商請前往攤位 5G-H01 側排隊



Grand Hall / 大會堂

Please proceed to queue up near Booth GH-E34 for overnight storage.

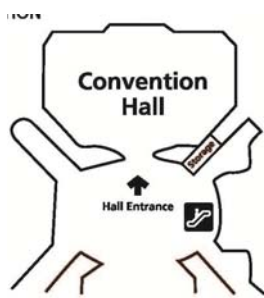
參展商請前往攤位 GH-E34 側排隊



Convention Hall / 會議廳

Please proceed to queue up near Booth CH-A09 for overnight storage.

參展商請前往攤位 CH-A09 側排隊



- ❖ **All boxes/cases must be safely locked before entering the storage. The Organiser reserves the right to refuse over-sized pieces as specified in the following allowance scheme.**

所有展品進入儲存倉庫前應安全鎖上。主辦機有權拒絕過大展品進入倉庫。

Storage Space Allowance to Exhibitors

可接納參展商儲存體積:

- **2 cases for each 9 m² booth**
每 9 平方米攤位可接受兩箱
- **Cases shall be no larger than 70 cm x 60 cm x 40 cm**
每箱不超過 70 厘米 x 60 厘米 x 40 厘米

Exhibition 展覽會

4 : Important Exhibition Regulations 展覽會重要規則

We would like to draw your attention to these important Exhibition regulations, as set out in the Terms and Conditions governing your participation. A Task Force comprising members of the Organiser and Co-organisers will visit all exhibition booths to ensure strict compliance with them.

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中重要規則詳列如下，敬希垂注。而由大會主辦機構及合辦機構組成的行動隊伍，將於展覽期間巡視所有參展商之攤位，以確保各項規則有效執行。

1. Displaying relevant exhibits 展示合適展品

Exclusivity 不可展示的產品:

All exhibitors are reminded that the following products are not allowed to be displayed at the show: shell-made pearls, roughs, mother of pearl, crystal and imitation jewellery. In case of doubt, please contact the HKIJS team anytime.

在展覽會期間，以下類別的產品一概不可展示：貝殼製珠、未經打磨之寶石、貝母、水晶、仿真手飾。如有任何疑問，請隨時與珠寶展負責同事聯絡。

Exhibitors are reminded that they may only display exhibits which fall into the product category zone as stated in the booth confirmation letter of the Exhibition. If we find Exhibitors using less than 60% of their display area exhibiting the appropriate product under a designated product category zone, we have the right and will have no hesitation to ask the Exhibitor to immediately relocate and/or terminate its participation in the Exhibition, without any recourse on our part.

參展商展示的產品，必須與展覽會攤位確認信所述的產品類別展區相符。假若主辦機構發現有參展商用於展示指定產品的展覽面積少於六成，有權採取行動，要求參展商即時重新安排展品，或終止其參展權，參展商並無追索權。

Exhibitors participating in the HKTDC Hong Kong International Jewellery Show are required to exhibit ALL 100% finished Jewellery products, no loose stones (jewellery raw materials) would be allowed. If the Exhibitors do not fulfil this requirement, the Organiser shall have the right to terminate without notice the Exhibitors' rights to exhibit in the show and to close the stand immediately at the Exhibitor's expense.

自香港貿發局香港國際珠寶展 2014 起，參展商必須在攤位展出全部百分百首飾成品，不可展示任何珠寶原材料。假若參展商未達到上述要求，主辦機構有權即時終止其參展資格及封閉其攤位，毋須給予通知，有關費用一概由參展商承擔。

2. Retail sales are forbidden 禁止展示零售價格

Retail sales are forbidden in this professional trade fair. Exhibitors are not allowed to display retail prices or any promotional materials for inviting retail sales. Only wholesale prices and product codes in small print (not bigger than 12 point) are permitted for easy reference.

香港國際珠寶展乃專業珠寶貿易展覽，是故參展商於展覽場內，不得展示零售價格或任何用以招徠零售活動的宣傳物品。如有需要安排批發價格及產品標號以方便現場資料參考，必須以小於字型大小 12 之字體展示。

3. Sub-letting is forbidden 禁止分租

You are strictly forbidden to sublet or otherwise share your Space or Stand to or with any third party. Any Exhibitor found to be in breach of this sub-letting prohibition will be asked to immediately remove all illegitimate third party business cards, materials and exhibits (promotional or otherwise) from its Space or Stand at its own expenses and will also be banned from taking part in all the HKTDC trade fairs.

參展商一律嚴禁將展覽攤位或攤位分租予第三者或與以任何其他方式第三者共用。如有違者，主辦機構會著令有關參展商即時將所有有關第三者之名片、展品及物品（宣傳性質或其他）遷離展覽攤位或攤位，費用由該參展商自付，該參展商亦會被禁止參加本局舉辦的所有展覽活動。

By way of clarification, an Exhibitor is ONLY permitted to:-

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
推廣、派發或展出附有參展商名稱之展品、印刷品或圖像宣傳資料，或派發其僱員的名片。
- (ii) allow its own employee to solicit business for itself,
容許其僱員招攬生意。

at its Space or Stand.

An Exhibitor may also (i) promote, distribute or display exhibits, printed matters or graphic materials bearing the name of its wholly-owned subsidiary or any third party company having a formal agreement with itself appointing the Exhibitor as agent or distributor of that third party company or (ii) allow the employee of such subsidiary or third party company to solicit business for such subsidiary or third party company at its Space or Stand. Please however be reminded that you MUST first obtain the prior written permission from us by applying in writing to us at least 3 months before the commencement of the Exhibition if you wish to conduct the said activities for your subsidiary or any such third party company. We will expect to receive some form of documentation confirming the relationship between you and the relevant subsidiary or third party company before considering your application.

參展商亦可在其展覽攤位或攤位內 (i) 推廣、派發或展出印有其全資附屬公司，或與之訂有代理或分銷協議的公司名稱的名片、展品、印刷品或圖像宣傳資料；或 (ii) 容許其全資附屬公司，或與之訂有代理或分銷協議的公司的僱員招攬生意。惟參展商必須緊記，假若參展商有意為其附屬公司或上述第三者公司進行上述活動，參展商必須於展覽會舉行前最少三個月，以書面形式向主辦機構提出申請事先書面許可，並須提交有關文件，證明參展商與有關附屬公司或第三者公司的關係。

Our permission is given entirely at our sole and absolute discretion and our decision is final. Please note that any Exhibitor found to be conducting the above activities for your subsidiary or any third party company without having obtained our prior written permission will be treated as "sub-letting" in contravention of the sub-letting prohibition. Please nonetheless be reminded that any of the above activities can only take place in relation to products which fall into the same product category zone as stated in the booth confirmation letter of the Exhibition.

主辦機構有唯一及絕對酌情權決定是否批准有關申請，其他人不得異議。如未經主辦機構事先書面許可，參展商不得擅自為其附屬公司或任何第三者公司進行上述活動，否則將被當作違規處理。參展商亦須緊記，上述活動涉及之產品，必須與展覽會攤位確認信所述的產品類別展區相符。

4. Receiving buyers with courtesy 有禮接待買家

According to the laws on discrimination in Hong Kong, exhibitors must not discriminate against any visitors solely based on their sex, disabilities, or other criteria prescribed by law by refusing their visit to their booths. Exhibitors are thus requested to welcome visitors that are qualified and admitted by the Organiser. In case of non-compliance with the regulation, the exhibitor's future participation right may be affected.

根據香港歧視條例，參展商不得純粹基於參觀者的性別、殘疾或該條例所列出的其他因素而對參觀者有所歧視，當中包括拒絕有關人士到其攤位參觀。因此，大會籲請各參展商對所有獲本局接納進場參觀的人士表示歡迎。假若大會接獲參觀者對有關參展商作出歧視行為之投訴，而且理據確鑿，這將對所涉參展商日後的參展申請有所影響。

5 : Booth decoration and exhibits should be ready before the opening 準時開放攤位予買家參觀

To ensure all exhibitors and buyers have sufficient time for trade activities during the fair period as well as upholding the quality of Hong Kong International Jewellery Fair, exhibitors are reminded to have their exhibits ready and their booths well-manned at least 30 minutes before the opening of the fair every day. The fair will be opened to visitors on time.

為確保參展商與買家在展期內有足夠時間洽商及進一步提升展覽會形象，參展商請於每日展覽會開放前30分鐘準備好攤位佈置及所有展品，並同時看守其攤位，展覽會將每日準時開放予買家進場參觀。

6 : Move-out Regulation 撤館守則

Please note that all exhibitors are strictly abided by the move-out regulation. **No exhibitors can move out exhibits or dismantle its booth before the closing of the Fair on 4 March 2019 at 5:30pm.** Kindly understand that this will seriously disturb other exhibitors' business negotiations and adversely affect the image of the Fair.

特此通告各參展商需嚴格遵守大會的撤館時間，不得於展覽會指定結束前(即 2019 年 3 月 4 日 5 時 30 分前)將展品運走及開始收拾其攤位。敬希貴司明白此舉將嚴重影響其他與會人士進行商務洽談活動及展覽會形象。

To uphold the quality of our Fair and to avoid violation of this regulation, our staff will give verbal warning to exhibitors who move out before the official closing time. If exhibitors insist on moving out before 5:00pm, the Organisers reserve the rights to reject future application from the exhibitor.

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

7 : Import and Export Regulations of Rough Diamonds 未經加工鑽石之進/出口注意事項

Exhibitors dealing with rough diamonds are reminded to observe the relevant import and export regulations in Hong Kong.

香港國際珠寶展的參展商從事未經加工鑽石貿易時，需遵守香港有關未經加工鑽石之進出口的規例。

Under the **Import and Export (General) Regulations (Cap. 60 sub. leg. Laws of Hong Kong)**, importers and exporters of rough diamonds must be registered with the Trade and Industry Department (TID). An importer / exporter must obtain the relevant Kimberley Certificate issued by the TID before importing / exporting any rough diamonds.

根據《進出口(一般)規例》(香港法例第60章附屬法例)，所有經營未經加工鑽石進/出口業務的人士，必須向香港工業貿易署登記，而未經加工鑽石進/出口商必須於貨物實際到達前向工業貿易署申請有關之金伯利證書。

Rough diamonds in transit or as air transshipment cargo or transshipment by other modes covered by a through bill of lading or a through airway bill are exempted from Kimberley Certificate licensing requirement, on condition that the rough diamonds are sealed in a container, the container has not been tampered with, and the seals on the container remain intact.

以下未經加工鑽石可獲豁免金伯利證書：過境或透過航空轉運的未經加工鑽石；以其他模式並憑全程提單或全程空運提單轉運的未經加工鑽石。但有關過境或轉運的未經加工鑽石必須存放於密封容器內，而該容器未經干擾及容器封口完整無損。

Inquiries regarding Kimberley Certificate and Rough Diamond Traders Registration can be made to the Hong Kong Trade and Industry Department (Tel: (852) 2398 5557, Fax: (852) 2380 8504).

有關未經加工鑽石金伯利證書的查詢及登記方案，可聯絡香港工業貿易署(電話：(852) 2398 5557。傳真：(852) 2380 8504)。

* *Rough diamonds means diamonds that are unworked or simply sawn, cleaved or bruted.*

未經加工鑽石指未經任何工序或只經簡單鋸開、切割或粗磨的鑽石。

8 : Immigration Regulations to be Observed and Followed by Exhibitors / 參展商須遵守的入境規例

1. Exhibitors from outside Hong Kong 來自香港以外的參展商

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.

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

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.

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

2. Exhibitors from Chinese mainland 中國內地參展商

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

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

3. Hong Kong Exhibitors 香港參展商

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.

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

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.

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

9 : Caution on Third Party Promotional Offers from Fair Expo / Fair Guide / Expo Guide / Event Fair

請小心處理由第三者(Fair Expo / Fair Guide/Expo Guide/Event Fair)提供之推廣優惠

The Hong Kong Trade Development Council (HKTDC) has learnt that exhibitors have been receiving invitations from Fair Expo, Fair Guide (owned by Construct Data) for listings in its guide, digital media promotions, etc., at the exhibitors' expense. They even put fair logos on its invitation letters to create confusion to the exhibitors. It has also come to HKTDC's attention that another two companies under the name Expo Guide (owned by Commercial Online Manuals S de RL de CV ("Commercial Online Manuals")), Event Fair and AVRON have sent similar invitations to exhibitors inviting them to update or correct their data with its fair directory for free listing / digital media promotion. The HKTDC would like to stress that the Fair Expo, Fair Guide, the Expo Guide, the Event Fair and the AVRON has NO CONNECTION with the HKTDC or any of our fairs.

香港貿易發展局獲悉參展商曾接獲 Fair Expo / Fair Guide (由 Construct Data 所擁有) 的邀請，在其指南中刊登名錄或參加其任何形式的電子宣傳，這些公司甚至把展會的標誌放在其邀請信中發給參展商以作混淆，費用由參展商負責。香港貿易發展局最近發現另外多家公司，包括 Fair Expo, Expo Guide (由 Commercial Online Manuals S de RL de CV ("Commercial Online Manuals") 所擁有)，Event Fair 及 AVRON 亦向參展商發出類似信件，邀請參展商更新或更正他們于其指南中之資料作為免費刊登名錄及參加其任何形式的電子宣傳。香港貿易發展局特此澄清及重申：Fair Expo, Fair Guide 或 Expo Guide 或 Event Fair 或 AVRON 概與香港貿易發展局或本局的任何展覽完全無關。

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

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

It should be noted that the contents and wording of Fair Expo, Fair Guide's and Expo Guide's letter and order form are virtually identical. It is possible that Construct Data, Commercial Online Manuals, Event Fair and AVRON 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.

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

The HKTDC does not recommend that you sign any materials that you receive from any of the above mentioned parties including Fair Guide, Construct Data, and/or Commercial Online Manuals and/or Event Fair, and/or AVRON. If you have mistakenly entered into contract with Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON, you should notify Fair Guide, Construct Data and/or Commercial Online Manuals and/or Event Fair and/or AVRON 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.

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

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

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

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

The Hong Kong Trade Development Council (HKTDC) is recently informed that a credit card payment solution provider 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 payment solution 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.

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

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

香港貿發局並提醒所有參展商不得在香港貿發局香港國際珠寶展期間進行零售活動。如有任何疑問,請聯絡主辦機構辦事處。

11 : Internet Access at the Fair 展覽會連線上網安排

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 Fair, **exhibitors are advised to order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 6** in the "Order Forms").

如 貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器)·本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用,避免依賴香港會議展覽中心提供之無線上網服務(申請程序請見「申請表格」內的表格6)。

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 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated public areas of the Fair for free broadband connection by both exhibitors and buyers.

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗,不穩定或緩慢等情況,且若連線後停止瀏覽網業超過10分鐘,無線上網服務亦會自行中止。另外貿發局亦會在展覽會的一些指定公眾地點設立免費上網服務,為參展商及買家提供多個免費寬頻服務的渠道。

If you encounter any problem with the Wireless LAN service onsite, please contact HKCEC at (852) 2582 8888 for technical support and assistance.

如閣下在展覽會期間遇有無線網路覆蓋及使用方法的問題或需要協助,請致電熱線 (852) 2582 8888。

12: Trolley Rental Service NOT Available 展覽會不設租用手推車服務

Trolley rental service will NOT be available for exhibitors at the Fair. Exhibitors are advised to make your own arrangement in advance should you need to use any trolley in the Fair.

參展商請特別留意，展覽會將不設租用手推車服務。參展商如需要使用手推車，請自行安排。

13 : Receiving Buyers at HKTDC Fair 參展商接待買家須知

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

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

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

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

1. All exhibitors should welcome visitors that are qualified and admitted by the Organiser.
對所有獲本局接納進場參觀的人士表示歡迎。
2. Exhibitors should treat all visitors courteously.
有禮接待所有參觀人士。
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
不可因為參觀者的種族或所屬地區而作出歧視行為。
4. Exhibitors should not display any discriminatory messages at their booths.
不應在攤位內展示任何帶有歧視性的標語。

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

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

14 : Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals

熱帶氣旋及黑色暴雨警告信號下之特別安排

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as "typhoon") or Black Rainstorm Warning Signal during HKTDC Hong Kong International Jewellery Show 2019.

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號下，主辦機構於香港貿發局香港國際珠寶展 2019 所作出之特別安排。



A. Special Arrangements for Tropical Cyclone Warning Signal

熱帶氣旋警告信號下之特別安排

I. During Move-in (27 Feb), Move-out (4 Mar)

進館日(2月27日) · 撤館日(3月4日)

1. If a Pre-No. 8 Special Announcement, or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如八號預警或八號(或以上)熱帶氣旋警告信號於進館日及/或撤館日發出,進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

展覽會開放前

1. If a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
如八號預警於上午8時30分前發出,展覽會將暫時關閉。在罕有情況下,如八號(或以上)熱帶氣旋警告信號在未有發出預警下於上午8時30分前懸掛,展覽會同樣暫時關閉。
2. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如八號熱帶氣旋警告信號於下午2時或之前取消,展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下,參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.
若八號熱帶氣旋警告信號於下午2時後取消,展覽會將繼續關閉。

III. During Opening Hours (28 Feb - 4 Mar)

展覽會進行期間(2月28日至3月4日)

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
當香港天文台發出八號預警提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛,主辦機構將立刻作出廣播,宣布展覽會將於兩小時後關閉,並請現場參展商及參觀人士盡快離開會場。
2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.
在罕有情況下,如八號(或以上)熱帶氣旋警告信號在未有發出預警下懸掛,主辦機構將立刻作出廣播,宣布展覽會即時關閉,並請現場參展商及參觀人士立即離開會場。

B. Special Arrangements for Black Rainstorm Warning Signal

黑色暴雨警告信號下之特別安排

I. During Move-in (27 Feb), Move-out (4 Mar)

進館日 (2月27日) · 撤館日 (3月4日)

1. If a Black Rainstorm Warning Signal is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.
如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

II. Prior to Opening Hours

展覽會開放前

1. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
如黑色暴雨警告信號於**上午8時30分前發出**，展覽會將暫時關閉。
2. If a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
如黑色暴雨警告信號於**下午2時或之前取消**，展覽會將會在黑色暴雨警告信號取消**兩小時後**重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消**一小時後**進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2pm**.
若黑色暴雨警告信號於**下午2時後取消**，展覽會將繼續關閉。

III. During Opening Hours (28 Feb - 4 Mar)

展覽會進行期間 (2月28日至3月4日)

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will **remain open**. Exhibitors and visitors onsite will be encouraged to stay in the exhibition venue for their own safety.
如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

C. Other Issues

其他注意事項

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.
主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。
3. Exhibitors are reminded to arrange insurances for their booth and or exhibits at any time including but not limited to Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal is hosted.
參展商謹記為展品及其攤位在任何情況下，包括黑色暴雨警告信號及熱帶氣旋警告信號下購買保險。

Booth Construction 攤位搭建

15 : Points to Note/New Measures on Custom-Built Participation 特裝參展新措施及注意事項

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.
為提升展覽的整體安全及效率，相關的新措施亦已實施。其簡要如下，詳情請參閱參展商手冊第四部份。

Section 部份	Items 內容
4.2	<p><u>Information submission / 提交資料</u> 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. 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3 港元,000 (美元 400)的逾期行政費。</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. 亦須提交「結構安全證明書」、「電力裝置完工證明書」(表格 WR1) 及符合相關消防規定證明書。</p>
4.2.2	<p><u>Site work deposit / 施工按金</u> 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 and HK\$75,000 respectively. 按金以每平方米港元 300 (美元 40) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高按的金額分別為港元 5,000 及港元 75,000。</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. The insurance should be maintained in force at all times during move-in period, exhibition period and move-out period, i.e. 26 Feb – 4 Mar 2019. 承建商必須購買有效之公眾責任保險。每次事故賠償限額不少於港幣 1,000 萬，而保險期內累積賠償額則須無限。此外，承建商必須遵從香港條例第 282 章僱員補償條例("該條例")第 40 條的規定，以承擔該承建商在該條例及普通法就他們全部的僱員在工作時受傷而引起的法律責任，不論僱員的合約期或工作時數長短、是全職或兼職、是長工或臨時工。私人承建商必須一直於展覽期間(包括進場及離場)就私人承建商的財物及其活動及其他項目存有生效及充足的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保的及主辦機構要求投保的風險。 保險有效期須包括進場、展覽期間及離場 (即 2019 年 2 月 26 至 3 月 4 日)。</p>
4.2.4	<p>Hall rental charges for over-time move-in and move-out. 進場及離場超時租場收費。</p>
4.2.5	<p>Maximum stand height. 攤位高度限制。</p>

4.2.6 <u>Structural Safety Certificate and/or Structural Calculations Submission</u> 提交「結構安全證明書」及/或「數據證明」		
Stands & temporary structures 攤位及臨時搭建物	>2.5m & <4.5mH >2.5 米而<4.5 米高	≥ 4.5mH or two-storey construction ≥ 4.5 米高或雙層結構
Stages or platforms 平台或舞台	>1.1m & <1.5mH >1.1 米而<1.5 米高	≥ 1.5mH ≥ 1.5 米高
Suspended lighting truss & equipment 懸空照明支架及設備	<100 kg <100 公斤	≥ 100 kg ≥ 100 公斤
Authorised Person/ Registered Structural Engineer (AP/RSE) should be deployed to 可人士/註冊結構工程師應	Verify stability of design drawings 證明其設計圖則穩定性	Verify stability of design drawings & prepare structural calculations 證明其設計圖則穩定性及數據證明
	Supervise construction works at site; verify stability after completion by issuing structural safety certificate 在完成搭建後驗證並簽發結構安全證明書	
Submit design drawings to Organiser by 16 Jan 2019 於 2019 年 1 月 16 日 或之前提交圖則予主辦機構	By email 以電郵方式	4 original copies with structural calculations* 一式四份設計圖則及數據證明
Submit by dropping into the collection box at Technical Services Counter by 1500 hrs on 27 Feb 2019 於 2019 年 2 月 27 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱	1. Structural safety certificate (refer to section 4.2.6) 結構安全證明書* 2. Fire Services certificate (submit upon request) (refer to section 4.2.8) 消防證明書 [按要求下提交] [詳情請參閱第 4.2.8 章]	
Submit to Official Electrical Contractor by 1500 hrs on 27 Feb 2019 於 2019 年 2 月 27 日 下午 3 時或之前交予 大會電力承建商	Certificate of installation, inspection & testing (Form WR1)* 電力裝置完工證明書 [表格 WR1] *	
* Failing to provide the required certificate and form by 1500 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period. *如未能於最後進場日下午 3 時前交妥相關證明書/表格，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。		
Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable. 參展商須完全負責攤位結構的安全，詳情可參照《建築地盤 (安全) 條例》第 59 章。		
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 https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=RSE 認可人士包括註冊建築師 (認可人士名單 1)、註冊結構工程師 (認可人士名單 2) 或註冊屋宇測量師 (認可人士名單 3)。認可人士的定義詳述於香港建築物條例第 123 章。有關認可人士/註冊結構工程師的名冊，請瀏覽屋宇署網頁： https://mwerdr.bd.gov.hk/REGISTER/RegistrationSearch.do?method=PageRegistration&regType=AP%28E%29&langCode=2		

Documentary Proof of Fire Services Compliance / 符合相關消防規定證明書

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.

按展館營運者的規定，所有搭建及裝飾材料〔包括但不限於窗簾、門簾、織物、橫幅、木材結構〕必須屬非可燃材料，非易燃品質地或防火耐用性材料。展館營運者或香港政府授權代表可要求檢查這些材料的合規性，而參展商/承建商必須提供有關防火試驗、燃燒試驗、烟薰試驗及相關法例及規例要求的其他類似試驗的相關文件。

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 <http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3> for details.

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

或由註冊二級消防裝置承辦商，以防火溶液將搭建及裝飾材料加以處理的工作，並在完工後簽發消防證明書〔消防表格 251〕以證明符合規定。參展商/承建商必須保存該表格，並需應展館營運者或香港政府要求而提交。詳情請瀏覽消防處網頁 <http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3>。有關註冊消防裝置承辦商的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。

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.

為安全起見，凡搭建雙層結構攤位，承建商必須於施工及展覽期間在攤位內的顯眼地方放置一個有效滅火筒。所有木材搭建的攤位亦建議設置一個有效滅火筒。

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. (that is **27 Feb 2019**).

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.

按展館營運者的規定，如攤位天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前一個月或之前填回布料測試申請表格，並連同布料樣本(尺寸必須為一米乘一米)一併提交予展館營運者以作阻燃(注意將會以真火測試)及可透水的測試，而該攤位承建商亦需於 **2019年2月27日下午3時前**直接提交消防裝置及設備證書(FS251)予展館營運者。展館營運者擁有布料測試的最終結果決定權並有權禁止違反上述條款及細則的相關攤位承建商在展館範圍內進行搭建工作。如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 (852) 2582 8888 與展館營運者之項目策劃及統籌部聯絡。



4.2.7	<p><u>Electricity / 電力裝置</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. 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予大會電力承建商，以茲證明。</p>
4.2.9	<p><u>Reflective Vest/Belt / 反光背心/帶</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/Belt. 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心/帶。</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures / 減少廢物及回收措施</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. 根據《廢物處置(化學廢物)(一般)規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate / 建築業安全訓練證明書</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. 凡進入展館工作的承建商，必須持有建築業安全訓練證明書措施(即「平安咭」)，並須清楚地展示出來。否則，展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。 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. 如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 (852) 2582 8888 與香港會議展覽中心之項目策劃及統籌部聯絡。</p>
4.2.14	<p>Rules to be complied by the Exhibitors and his/her appointed Contractors. 參展商及其承建商須注意及遵守事項。</p>
4.2.15	<p>Deduction of site work deposit. 施工按金罰則。</p>



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(HKJS/Pre-Fair 2)

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.

本局深信 貴公司及 貴公司委託的承建商必定全力支持上述措施，共同營造更安全的工作環境。為確保參展商及承建商遵守上述規定，本局將拒絕違規者參加本局日後舉辦的展覽會，並全數沒收其繳交的施工按金，以作處分。

“A Guide on Safety and Health in the Hong Kong Exhibition and Convention Industry” has been published by the Hong Kong Exhibition and Convention Industry Association (HKECIA), which extensively covers various aspects of the industry that requires proper attention. You and your appointed contractor(s) are advised to go through the guide via http://www.exhibitions.org.hk/english/media_detail.php?id=275

由香港展覽會議協會出版的「香港展覽會議業之安全及健康指南」已涵蓋業界需注意的事項。請 貴公司及 貴公司委託的承建商仔細參閱以下網站：http://www.exhibitions.org.hk/tc_chi/media_detail.php?id=275

For queries, please feel free to contact 如有查詢，請聯絡：

Location 位置	Contact 聯絡人	Tel 電話	Email 電郵
Hall 1C-E 展覽廳 1C-E	Mr. Abel Kwan 關志文先生	(852) 2240 5466	abel.kwan@hktdc.org
Hall 1AB,3B-D & GH 展覽廳 1AB、3B-D 及大會堂	Mr. Aston Fong 方詠鴻先生	(852) 2240 5459	aston.wh.fong@hktdc.org
Hall 3EFG, 5 & other halls 展覽廳 3EFG、5 及其他展覽廳	Ms. Candy Cheung 張曉敏小姐	(852) 2240 5410	candy.hm.cheung@hktdc.org

16 : Safety Measures on On-Site Construction / Dismantling Work 展覽活動施工場地安全守則

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

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

- 1) Strictly for safety purposes, **the use of ladders in excess of 2 metres in height is prohibited** within the HKCEC by persons working in association with a Scheduled Exhibition. If the construction/dismantling work is carried out at a level over 2 meter or more above the ground, contractors should use high reach equipment, such as, metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold (sample of the form is attached for reference), specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.

為確保安全，展覽期間香港會議展覽中心內**禁止任何人士使用高度超過2米梯子**。對於所有在離地2米或以上高度進行的攤位蓋建或拆卸工程，承建商必須使用金屬棚架等高空工作設備。於建築工地使用棚架者，必須由合資格人士提交《表格五》報告（隨附表格樣本以供參考）。該表格須於棚架當眼處展示，列明棚架的位置及範圍，並登載聲明表示棚架的堅穩程度合乎施工安全標準。

- 2) All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest**.
任何獲授權或獲准進入租用攤位範圍，進行展覽攤位蓋建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
- 3) Workers are required to **wear safety belt** while construction activities are carried out at 2 meters or more above the ground.
於距離地面2米或以上高度施工的工人必須配戴安全帶。
- 4) If this rule is not observed, HKCEC and the Organiser will have the right to stop the relevant construction activity immediately.
如有違規者，香港會議展覽中心及主辦機構有權立即制止有關搭建工程進行至符合安全標準。

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. Aston Fong at Tel (852) 2240 5459 or Mr. Abel Kwan at Tel (852) 2240 5466. You may also visit the website at:

http://www.labour.gov.hk/eng/public/content2_8b.htm for the Code of Practice for Metal Scaffolding Safety.
請參展商注意及遵守有關規定並通知承建商。如需獲取更多資料，請與方詠鴻先生[電話：(852) 2240 5459]或關志文先生[電話：(852) 2240 5466]聯絡。參展商亦可上網瀏覽《金屬棚架安全守則》，網址：
http://www.labour.gov.hk/eng/public/content2_8b.htm。

17 : Construction Waste and Exhibit Sample Disposal 棄置建築廢料及展品

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.

承建商及參展商的展品、包裝材料、施工物料及廢物，一律不得棄置在香港貿易發展局所有展覽會會場之展覽地點、卸貨區及走火通道範圍內，特此通告。所有棄置在上述範圍的物料均會被清理及銷毀，不作另行通知，所需費用概由有關承建商或參展商負責。

註：通告內容若有差異，應以英文版本為準。

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

本局訂有一套處理展覽現場侵權投訴的程序，並聘有駐場法律顧問 (「**法律顧問**」)，以確定侵權投訴是否理據充足，協助有關方面決定採取進一步行動抑或從速解決糾紛。這些免費的投訴程序不是投訴人唯一的投訴方法，投訴人也可以向香港海關和/或香港法院提出投訴。

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

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

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

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

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

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及法律顧問將會處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，本局負責人員會前往涉嫌侵權參展商攤位處理該投訴。

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

侵權處罰

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

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

6. 參展商被控或被判觸犯任何有關侵犯知識產權或違反知識產權有關法律或法規之罪行。

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

證明知識產權的存在及擁有權的所需文件

A. 版權

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

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

或

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

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

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

The Hong Kong Trade Development Council (referred to below as "**TDC**", "**Organiser**", "**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 legal advisors ("**Legal Advisors**"), are designed to help establish whether there is a case to answer so that complaints may either be pursued or resolved promptly.

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 Organiser 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 Organiser 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 Organiser 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 Organiser 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 Organiser in accordance with the Exhibitors' Brief and requests the Organiser to take action against an Exhibitor, the Complainant agrees to hold the Organiser, 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 Organiser, 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 Organiser, 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 TDC Fair Officials and the Legal Advisors engaged by TDC.
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 Advisors are 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 Organiser's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organiser, 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 -

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

Appendix 1

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) 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.

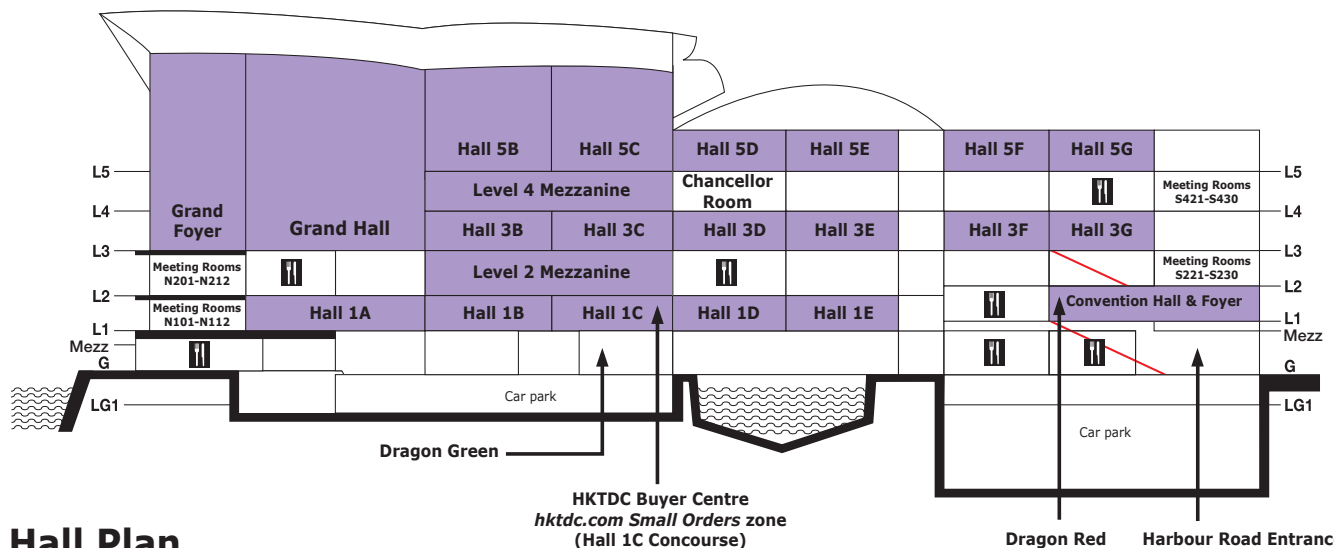
Guide to Zones and Group Pavilions

Zone	Hall Location/Site
Amber Jewellery 	Halls 5F-G
Antique & Vintage Jewellery Galleria	Convention Hall & Foyer
Designer Galleria	Hall 1C Concourse
Fine Jewellery	Halls 3D, F & Concourse, 5C, E, G
Hall of Extraordinary • Fine Jewellery	Grand Hall & Foyer, Hall 3B
Hall of Fame • Brand Name Fine Jewellery	Halls 3B-C
Hall of Jade Jewellery	Hall 1B
Hall of Time	Hall 3C
IT Solutions for Jewellery	Hall 5B
Jewellery Accessories	Halls 3F-G
Jewellery Display & Packaging Material	Hall 5B

Group Pavilion	Hall Location/Site
Avenue of Jewellery Creators 	Level 2 Mezzanine
France	Hall 3C
Germany	Hall 3D
India	Hall 5E
Israel	Hall 3D
Italy	Hall 3C & Hall 3 Concourse
Japan	Halls 3C-D, F, 5F-G
Korea	Hall 5C
Mainland China	Halls 5B, F-G
Mexico	Hall 3D
Peru	Hall 3D

Zone	Hall Location/Site
Semi-Precious & Pearl Jewellery	Level 4 Mezzanine
Silver, Titanium & Stainless Steel Jewellery	Halls 3F-G, 5F-G
Small-Order Zone	Hall 1C Concourse
Testing, Inspection and Certification	Hall 3D Concourse, Hall 5 Concourse
Tools & Equipment	Hall 5B
Trade Associations & Publications	Halls 1B, 5D
Treasures of Craftsmanship • Carvings and decorative arts made of gold, silver or gems	Hall 3F
Wedding Bijoux	Hall 3C
World of Glamour - Fine Jewellery	Halls 1A-E, 3D-E

Group Pavilion	Hall Location/Site
Portugal	Hall 3D
Singapore	Hall 5C
Spain	Halls 3D-E
T-GOLD + METS Pavilion	Hall 5B
TRENDVISION Jewellery + Forecasting	Hall 3E Concourse
Taiwan	Halls 5B-C, E
Thailand	Halls 3C, F, 5F-G & Concourse
Turkey	Halls 3C, 5C
United Kingdom	Hall 5G
USA	Hall 3D



Hall Plan

*Subject to change as of 24 January 2019

— To access Convention Hall, please use the escalator or lift at Harbour Road Entrance or Hall 3G.

Booth Legend

CEC 1A-A01

↑ Venue ↑ Hall Location/Site ↑ Aisle ↑ Booth Number

Hall Location/Site	Level
CEC 1A-1E	Halls 1A-1E L1
CEC 1CON	Hall 1 Concourse L1
CEC CH	Convention Hall & Foyer L1
CEC M2	Level 2 Mezzanine L2
CEC 3B-3G	Halls 3B-3G L3
CEC 3CON	Hall 3 Concourse L3
CEC GH	Grand Hall & Foyer L3
CEC M4	Level 4 Mezzanine L4
CEC 5B-5G	Halls 5B-5G L5
CEC 5CON	Hall 5 Concourse L5

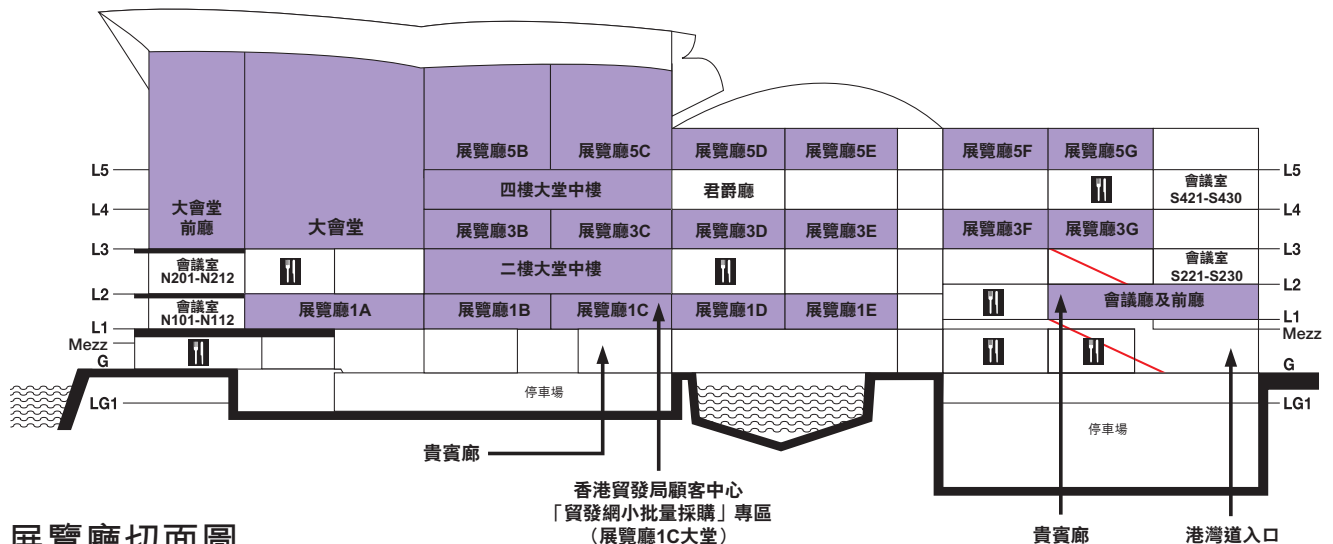
展區及展館指南

展區	展覽廳位置/場地
琥珀首飾 <small>嶄新展區</small>	展覽廳5F-G
古典精粹廊	會議廳及前廳
珠寶設計精選	展覽廳1大堂
珠寶首飾	展覽廳3D、F及大堂、5C、E、G
珠寶精粹廊 • 珠寶首飾	大會堂及前廳、展覽廳3B
品牌精粹廊 • 品牌珠寶首飾	展覽廳3B-C
翡翠首飾廊	展覽廳1B
鐘表廊	展覽廳3C
珠寶科技廊	展覽廳5B
珠寶配件	展覽廳3F-G

展館	展覽廳位置/場地
珠寶創藝廊 <small>嶄新展區</small>	二樓大堂中樓
法國	展覽廳3C
德國	展覽廳3D
印度	展覽廳5E
以色列	展覽廳3D
意大利	展覽廳3C、展覽廳3大堂
日本	展覽廳3C-D、F、5F-G
韓國	展覽廳5C
中國內地	展覽廳5B、F-G
墨西哥	展覽廳3D
秘魯	展覽廳3D

展區	展覽廳位置/場地
珠寶陳列及包裝用品	展覽廳5B
半寶及珍珠首飾	四樓大堂中樓
銀、鈦、不銹鋼首飾	展覽廳3F-G、5F-G
小批量採購專區	展覽廳1C大堂
鑑定及認證服務	展覽廳3D大堂、展覽廳5大堂
工具及儀器	展覽廳5B
貿易商會及刊物	展覽廳1B、5D
天工瑰寶 • 金、銀、寶石雕刻及擺件	展覽廳3F
婚慶珠寶	展覽廳3C
瑰麗珠寶館 • 珠寶首飾	展覽廳1A-E、3D-E

展館	展覽廳位置/場地
葡萄牙	展覽廳3D
新加坡	展覽廳5C
西班牙	展覽廳3D-E
T-GOLD + METS Pavilion	展覽廳5B
TRENDVISION Jewellery + Forecasting	展覽廳3E大堂
台灣	展覽廳5B-C、E
泰國	展覽廳3C、F、5F-G及大堂
土耳其	展覽廳3C、5C
英國	展覽廳5G
美國	展覽廳3D



展覽廳切面圖

*資料截至2019年1月24日，如有更改恕不另行通知

如欲前往會議廳，請利用港灣道入口或展覽廳3G大堂之升降機或扶手電梯

展位位置圖例

CEC 1A-A01

↑
展覽地點

↑
展覽廳位置/
場地

↑
通道

↑
展位號碼

展覽廳位置/場地	樓層
CEC 1A-1E 展覽廳 1A-1E	一樓
CEC 1CON 展覽廳1大堂	一樓
CEC CH 會議廳及前廳	一樓
CEC M2 二樓大堂中樓	二樓
CEC 3B-3G 展覽廳 3B-3G	三樓
CEC 3CON 展覽廳3大堂	三樓
CEC GH 大會堂及前廳	三樓
CEC M4 四樓大堂中樓	四樓
CEC 5B-5G 展覽廳 5B-5G	五樓
CEC 5CON 展覽廳5大堂	五樓

Appendix 3: Free shuttle bus service

(Information as of 17 January 2019)

To AsiaWorld-Expo		
Date	Pick-up Locations	Time
25 February (Move-in Day)	Tsim Sha Tsui – Middle Road (Near Peninsula Hotel)	10am – 4pm (every 30 mins)
	Hung Hom – 2G Hok Yuen Street (near Circle K)	
26 February – 2 March (Fair Period)	Tsim Sha Tsui – 11 Chatham Road South (Near Eu Yan Sang)	7am – 1pm (every 15 mins)
	Tsim Sha Tsui – Middle Road (Near Peninsula Hotel)	7am – 4pm (every 15 mins)
	Hung Hom – 2G Hok Yuen Street (near Circle K)	7am – 4pm (every 30 mins)
	Wan Chai – Hong Kong Convention and Exhibition Centre (Expo Drive Central)	8am – 4pm (every 15 mins)
	Tung Chung – Tat Tung Road	9am – 4pm (every 30 mins)
From AsiaWorld-Expo		
Date	Drop-off Locations	Time
25 February (Move-in Day)	Tsim Sha Tsui – Middle Road	3pm – 9pm (every 30 mins)
	Hung Hom – 2G Hok Yuen Street (near Circle K)	4pm – 9pm (every 30 mins)
	Wan Chai – Hong Kong Convention and Exhibition Centre (Expo Drive Central)	4pm – 7pm (every 30 mins)
26 February – 1 March (Fair Period)	Tsim Sha Tsui – Middle Road	12noon – 8pm (every 15 mins)
	Wan Chai – Hong Kong Convention and Exhibition Centre (Expo Drive Central)	
	Hung Hom – 2G Hok Yuen Street (near Circle K)	4pm - 8pm (every 15 mins)
	Tung Chung – Tat Tung Road	4pm - 8pm (every 30 mins)
2 March (Fair Period)	Tsim Sha Tsui – Middle Road	12noon – 7pm (every 15 mins)
	Wan Chai – Hong Kong Convention and Exhibition Centre (Expo Drive Central)	
	Hung Hom – 2G Hok Yuen Street (near Circle K)	3pm - 7pm (every 15 mins)
	Tung Chung – Tat Tung Road	3pm - 7pm (every 30 mins)

Note: The above timetable will be subject to change according to the traffic condition. The Organiser reserves the final right to change the schedule without prior notice. Shuttle Bus service is for the use of registered exhibitors and visitors to the Fairs only. This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds (56cm X 36cm X 23cm) will not be allowed to carry onboard. The Organiser has sole discretion to deny access to the bus service. Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.

附件 4: 免費穿梭巴士服務

(資料更新日期: 2019 年 1 月 17 日)

香港國際鑽石、寶石及珍珠展之參觀人士可尊享免費穿梭巴士服務，往來展場。

前往: 亞洲國際博覽館		
日期	乘車地點	時間
2 月 25 日 (參展商 進場日)	尖沙咀 – 中間道 (近半島酒店)	上午十時 至 下午四時 (每三十分鐘一班)
	紅磡 – 鶴園街 2G (近 Circle K)	
2 月 26 日 至 3 月 2 日 (展會期間)	尖沙咀 – 漆咸道南 11 號 (近余仁生)	上午七時 至 下午一時 (每十五分鐘一班)
	尖沙咀 – 中間道 (近半島酒店)	上午七時 至 下午四時 (每十五分鐘一班)
	紅磡 – 鶴園街 2G (近 Circle K)	上午七時 至 下午四時 (每三十分鐘一班)
	灣仔 – 香港會議展覽中心 (博覽道中)	上午八時 至 下午四時 (每十五分鐘一班)
	東涌 – 達東路	上午九時 至 下午四時 (每三十分鐘一班)
由: 亞洲國際博覽館		
日期	下車地點	時間
2 月 25 日 (參展商 進場日)	尖沙咀 – 中間道	下午三時 至 晚上九時 (每三十分鐘一班)
	紅磡 – 鶴園街 2G (近 Circle K)	下午四時 至 晚上九時 (每三十分鐘一班)
	灣仔 – 香港會議展覽中心 (博覽道中)	下午四時 至 晚上七時 (每三十分鐘一班)
2 月 26 日 至 3 月 1 日 (展會期間)	尖沙咀 – 中間道	中午十二時 至 晚上八時 (每十五分鐘一班)
	灣仔 – 香港會議展覽中心 (博覽道中)	
	紅磡 – 紅磡鶴園街 2G (近 Circle K)	下午四時 至 晚上八時 (每十五分鐘一班)
	東涌 – 達東路	下午四時 至 晚上八時 (每三十分鐘一班)
3 月 2 日 (展會期間)	尖沙咀 – 中間道	中午十二時 至 晚上七時 (每十五分鐘一班)
	灣仔 – 香港會議展覽中心 (博覽道中)	
	紅磡 – 紅磡鶴園街 2G (近 Circle K)	下午三時 至 晚上七時 (每十五分鐘一班)
	東涌 – 達東路	下午三時 至 晚上七時 (每三十分鐘一班)

註: 以上之時間表會因應路面交通情況而有所調整，主辦單位將保留最終決定權更改有關服務，恕不另行通知。免費巴士僅供展覽會的登記參展商及訪客使用，恕不接受乘客攜帶大件行李(即體積超過 56 厘米 X 36 厘米 X 23 厘米)及運送貨物，坐位有限，先到先得。如有查詢，請致電香港貿發局客戶服務熱線 (852) 1830668。



28 / 2 - 4 / 3 / 2019 • Hong Kong Convention & Exhibition Centre

Two Shows • Two Venues

Enlarging Brilliant Jewellery Business Opportunities

Thank you for exhibiting at the **HKTDC Hong Kong International Jewellery Show 2019**. The show this year will feature **more than 2,500 high quality exhibitors**. You are encouraged to **invite your clients / buyers** to visit this brilliant jewellery trade show and enjoy below incentive:-

Buyers Referral Programme *

- Nominate your clients / buyers to visit **HKTDC Hong Kong International Jewellery Show 2019** as **Buyers** by filling in the attached reply slip.
- HKTDC will invite him/her to apply for buyer incentive programmes & issue free admission badges.
- Both you and your business partners may redeem a HK\$200 HKCEC Dining Voucher at the **HKTDC Hong Kong International Jewellery Show 2019**.
- There is no limit for the number of buyers referred.

* Terms & Conditions apply. Overseas buyers may also apply for **Travel Incentive Programmes**, subject to eligibility. Please contact HKTDC for further details.

Concurrent Event: HKTDC Hong Kong International Diamond, Gem & Pearl Show

- Date: 26 February – 2 March 2019 (Tuesday - Saturday)
- Venue: AsiaWorld-Expo, Hong Kong (near Hong Kong International Airport)
- Product focus: Diamond, Gem, Pearl, Precious Stones, Semi-Precious Stones
- Around 1,900 exhibitors from Brazil, Colombia, Germany, India, Italy, Japan, Sri Lanka, Taiwan, Thailand, USA & more.
- More information: www.hktdc.com/hkdgp
- Free shuttle between AsiaWorld-Expo, HKCEC and various downtown locations available during the fair period.



Welcome Gifts – Dining Voucher & Free Business Matching Services *

- You may redeem a **HK\$200 AsiaWorld Expo Dining Voucher** when visiting **Hong Kong International Diamond, Gem & Pearl Show** on 26 February – 2 March 2019. Alternatively, you may redeem a HK\$200 HKCEC Dining Voucher instead.
- **Free Business Matching Services**, meet with HK Int'l Diamond, Gem & Pearl Show exhibitors.

* Terms & Conditions apply

Apply NOW

Return the reply slip on the next page to HKTDC on or before 8 February 2019 (Friday). An Acknowledgement Letter detailing instructions to avail the incentive will be sent to your email upon approval by the HKTDC.

Enquiries

Ms. Veronique Yeung - Tel: (852) 2240 4235 - Email: hkgemshow.visitor@hktdc.org

If you do not wish to receive any promotional and other materials from the HKTDC via fax, please contact our Customer Service Hotline at (852) 1830 668 or complete the following information and fax back at (852) 2803 4198.

若閣下不欲繼續收取香港貿易發展局以傳真發送的任何宣傳及其他資料，請聯絡本局客戶服務部(852)1830 668 或填寫下列資料，並傳真至(852)2803 4198。

傳真號碼

Fax No. () _____

公司

Co. Name _____

聯絡人

Contact Person _____

HKIJS Exhibitor Incentive Programme - REPLY SLIP

Please reply on or before 8 February 2019 (Friday) by Email: hkgemshow.visitor@hktdc.org

**Acknowledgement letter will be issued once your application is approved. All the below data are mandatory for processing the application.*

Please put a ✓ in the appropriate

Incentive Interested

- Business Partner Referral Programme (fill in Part A & B)
 Welcome Gift (fill in Part A only and choose a welcome gift below)
 HKD\$200 AsiaWorld Expo Voucher / HKD\$200 HKCEC Dining Voucher

Part A: Exhibitor's Information

Full Name (as shown on passport): Mr / Mrs / Ms: _____
Company Name: _____

Office Telephone: _____ **Office Email:** _____

Part B: Referred Buyers' Information (Please attached the buyers' business card)
(Please copy this nomination form for nominating more than 1 buyer)

Full Name: Mr / Mrs / Ms: _____

Company Name: _____

Office Address: _____

Country: _____ **Office Telephone:** _____ **Office Email:** _____

Nature of Business

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Buying Office | <input type="checkbox"/> Jewellery Manufacturer | <input type="checkbox"/> Jewellery Designer | <input type="checkbox"/> Fine Watch & Clock Manufacturer |
| <input type="checkbox"/> Luxury Life Style Accessory Manufacturer | <input type="checkbox"/> e-Tailer | <input type="checkbox"/> Retailer with _____ stores | |
| <input type="checkbox"/> Importer | <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Distributor | <input type="checkbox"/> Chain / Department Stores |
| <input type="checkbox"/> Exporter | <input type="checkbox"/> Others, please specify: _____ | | |

Terms & Conditions

- Your company and you MUST be an exhibitor of the Hong Kong International Jewellery Show 2019 (HKIJS) in order to be entitled for the above incentive programmes.
- Hong Kong International Diamond, Gem & Pearl Show (HKIDGPS) & Hong Kong International Jewellery Show (HKIJS) are open for business visitors only where visitors under the age of 18 will not be admitted.
- Buyers of HKIDGPS & HKIJS are not eligible for the above incentive programmes.
- Applications shall be made by email to hkgemshow.visitor@hktdc.org or fax to (852) 2169 9651 with completed application form and business card copies on or before 8 February 2019.
- Each company is entitled to each incentive once only. Availability of incentive is on first-come-first-served basis.
- You must show up at the HKIDGPS to the welcome gift.
- You and your referred buyer must show up at the HKIJS to collect the Buyer Referral Programme incentive.
- Application does not automatically entail the provision of the incentive programme, which will be awarded at the total discretion of HKTDC.
- HKTDC reserves the rights to vary the terms and conditions, change or terminate the sponsorship programme without any prior notice.

I agree that the above information may be used by the Hong Kong Trade Development Council (HKTDC) for incorporation in all or any of its database for direct marketing and business matching (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement (available at <http://www.hktdc.com/mis/pps/en>). I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein.

For enquiries, please contact HKTDC Head Office at (852) 1830668 or hktdc@hktdc.org

Please tick here if you object to our use of your data for direct marketing.

Name _____ Signature/Co. Chop _____ Date _____

If in the future, you no longer wish to receive any promotional and other materials from the HKTDC, please contact our Customer Service Hotline at (852) 1830668 or hktdc@hktdc.org. We will not send you any promotional and other materials upon receiving your request with no charge.

兩展兩地·倍添商機 絢麗耀目的珠寶貿易平台，盡在香港

通告 7

多謝 貴公司參展**香港國際珠寶展 2019**。今屆展會將有超過 2,500 個高質素參展商參加。香港貿發局誠意鼓勵您邀請相熟客戶或買家參觀是次珠寶業的貿易盛會，並享受以下推廣優惠：

買家介紹計劃 *

- 填妥附頁表格，介紹您的相熟客戶及買家參觀**香港國際珠寶展 2019**。
- 香港貿發局將邀請您介紹的客戶申請**買家優惠**及安排**免費買家入場證**。
- 您與您介紹的客戶均可於**香港國際珠寶展 2019** 會場換領港幣\$200 會展中心餐飲券。
- 介紹客戶數量並無上限

* 優惠受條款及細則約束。來自海外的買家更可申請**買家優惠計劃**。歡迎向貿發局查詢詳情。

同期展覽會：香港國際鑽石、寶石及珍珠展

- 日期：2019 年 2 月 26 日至 3 月 2 日(星期二至六)
- 地點：香港亞洲國際博覽館 (毗鄰香港國際機場)
- 主要產品：鑽石、珍珠、貴重寶石、半寶石
- 約 1,900 個來自巴西、哥倫比亞、德國、印度、意大利、日本、斯里蘭卡、台灣、泰國及美國等地的參展商
- 網址：www.hktdc.com/hkdgp/tc
- 免費巴士將於展覽期間穿梭亞洲國際博覽館、香港會議展覽中心及香港市區多個地點



迎新饋贈 – 餐飲券及免費商貿配對 *

- 只要預先登記並於 2019 年 2 月 26 日至 3 月 2 日期間參觀**香港國際鑽石、寶石及珍珠展**，您便可於會場換領港幣\$200 亞洲國際博覽館餐飲券 或 港幣\$200 會展中心餐飲券。
- **免費商貿配對**，與香港國際鑽石、寶石及珍珠展參展商會面洽商。

* 優惠受條款及細則約束

立即申請

請於 2019 年 2 月 8 日前填妥附頁申請回條，交回香港貿發局。成功申請者可獲香港貿發局發出之確認函。

聯絡人

楊洛忻小姐 – 電話：(852) 2240 4235 – 電郵：hkgemshow.visitor@hktdc.org

If you do not wish to receive any promotional and other materials from the HKTDC via fax, please contact our Customer Service Hotline at (852) 1830 668 or complete the following information and fax back at (852) 2803 4198.

若閣下不欲繼續收取香港貿易發展局以傳真發送的任何宣傳及其他資料，請聯絡本局客戶服務部(852)1830 668 或填寫下列資料，並傳真至(852)2803 4198。

傳真號碼

Fax No. () _____

公司

Co. Name _____

聯絡人

Contact Person _____

參展商優惠計劃 - 回條

請於 2019 年 2 月 8 日前將此回條以電郵 hkgemshow.visitor@hktdc.org 交回香港貿發局。成功申請者將獲香港貿發局發出之確認函。

請於 內剔選閣下的選擇

擬申請的優惠

- 買家介紹計劃 (請填甲部份及乙部份)
 迎新饋贈 (請填甲部份，並剔選下列其中一項優惠)
 港幣\$200 亞洲國際博覽館餐飲券 / 港幣\$200 香港會議及展覽中心餐飲券

甲部份：參展商資料

名字 (與護照相符)：先生/女士/小姐/太太： _____
 公司名稱： _____
 辦公電話： _____ 辦公電郵： _____

乙部份：介紹買家資料 (請附上買家的名片)

請復印此表格作更多買家提名。

名字 (與護照相符)：先生/女士/小姐/太太： _____
 公司名稱： _____
 辦公地址： _____ 國家： _____
 辦公電話： _____ 辦公電郵： _____
 業務性質：
 採購合作社 珠寶首飾生產商 珠寶首飾設計 高級鐘錶生產商
 高級生活用品生產商 網上銷售商 銷售商，擁有 _____ 店舖 入口商 連鎖店 / 百貨公司
 分銷商 批發商 出口商 其他，請注明： _____

條款及細則

1. 貴公司必須為參觀「香港國際珠寶展 2019」的參展商，方享有以上優惠。
2. 「香港國際鑽石、寶石及珍珠展 2019」及「香港國際珠寶展 2019」為貿易展覽，只供十八歲或以上業內人士參觀。
3. 以上優惠並不適用於「香港國際鑽石、寶石及珍珠展 2019」或「香港國際珠寶展 2019」的買家。
4. 閣下必需於 2019 年 2 月 8 日前，連同已填妥的申請回條及公司名片以傳真(852) 2169 9651 或電郵 hkgemshow.visitor@hktdc.org 交回香港貿發局。
5. 每家公司只可領取以上兩項優惠各一次。以上優惠以先到先得方式批核。
6. 參展商必須參觀「香港國際鑽石、寶石及珍珠展 2019」以領取迎新饋贈優惠。
7. 被介紹買家必須參觀「香港國際珠寶展 2019」以領取買家介紹計劃優惠。
8. 香港貿發局並不保證申請成功。香港貿發局保留修改此條款，取消及終止優惠之權利，而毋須預先另行通知。
9. 如有任何爭議或更改，香港貿易發展局擁有最終決定權。

本人同意香港貿易發展局(貿發局)可將上述資料編入其全部或任何資料庫內作為直接促銷及商貿配對(因而可能成為可供本地及/或海外公眾人士使用)，以及用於貿發局在私隱政策聲明 (網頁 <http://www.hktdc.com/mis/pps/tc>) 中所述之其他用途。本人確認已獲得此表格上所述人士同意，將其個人資料提供予貿發局。

若有任何疑問或欲索取私隱政策聲明，請致電客戶服務部(852)1830 668 或瀏覽網頁<<http://www.hktdc.com/mis/pps/tc>>。

若閣下反對我們將閣下的資料用於進行直接促銷，請於方格內加上✓號。

姓名 _____ 簽署/公司印鑑 _____ 日期 _____

若閣下不欲收取貿發局的任何宣傳及其他資料，請聯絡本局客戶服務部 (852) 1830668 或 hktdc@hktdc.org。我們在收到閣下要求後，在不收費用的情況下停止寄給閣下任何宣傳及其他資料。

hktdc.com

助你提升展覽效益

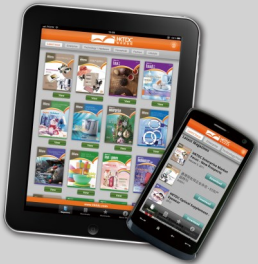


是次 **香港國際珠寶展 2019** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台 (www.hktdc.com) 享有一年的基本推廣服務(2019年1月至2019年12月)，登載公司資料及產品照片 10 張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier> 。

1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKTDCC MarketPlace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啓動程序。

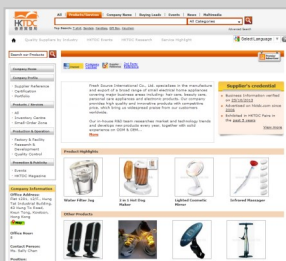


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發專屬的二維碼(QR Code)。



請將二維碼放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。

2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前提交有關資料!



3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大!



參展商必須在 2019 年 2 月 4 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktdc.com/diy>)。

查詢可致電: 客戶服務專線 (852) 1830 668 或電郵 hkijs2019@hktdc.org

Maximise Your Exhibition Effectiveness with *hktdc.com*



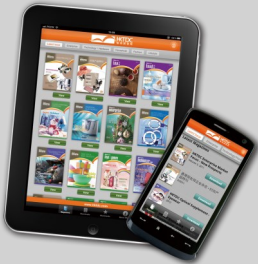
All eligible exhibitors of the **HKTDC Hong Kong International Jewellery Show 2019** are entitled to a one-year online promotion at www.hktdc.com from (January 2019 to December 2019), introducing your company together with photos and information of 10 products/ services.

With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

1 Capture Buyer Contacts via Exhibitor QR Code

How does it work?

BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

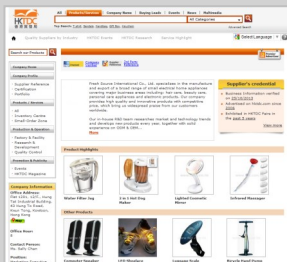


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

EXHIBITORS



Update your profile on hktdc.com with the latest company and product/service photos and information before the fair



Receive a board in A4 size with your Exhibitor QR code during move-in



Place the board prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

2 Instant Referrals Draws Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on hktdc.com, the higher the chance you will be referred to buyers.



3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on hktdc.com, the higher the chance you will be referred to VIP buyers.



*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **4 February 2019** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

Enquiries: Tel: (852) 1830 668 or email: hkijs2019@hktdc.org

