



### Welcome Kit

Dear Exhibitor,

Welcome to the HKTDC Hong Kong International Tea Fair 2024. Please find the welcome kit, which contains a copy of Guide Map and various essential information for your perusal. Grateful if you could spend a few minutes to read through all the important circulars which can be accessed via the above QR code. Thank you and wish you every success in the event.

#### Important Circulars

##### **<IMPORTANT>**

Special Circular: Arrangements for Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions

1. Special Move-out Arrangement
2. Onsite Inspection of Food Products at the Fairground
3. Guidelines on Processing Food & Beverages
4. Regulations on Promotion & Sales of Alcoholic Beverages
5. Regulations on Cooking Demonstrations
6. Retail Sales Activities & Working Visa Requirement for Non-Hong Kong Residents
7. **<IMPORTANT>** S.119 of Chinese Medicine Ordinance
8. **<IMPORTANT>** Food Safety Ordinance (Cap. 612)
9. **<IMPORTANT>** Food Related Laws and Regulations
10. **<IMPORTANT>** The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012
11. Environmental Levy Scheme on Plastic Shopping Bags, Producer Responsibility Scheme for Glass Beverage Containers & Green Tips for Exhibitors
12. Reminder for the Proper Use of Standard Booth/ Premium Booth
13. Security Issue and Related Issue
14. Limited Storage & Exhibits Replenishment Arrangement
15. Important Exhibition Regulations
16. Charges on Vehicles with Extended Stay
17. Guidance to Custom Built exhibitors for on-site usage of electricity
18. Guidance to exhibitors for on-site usage of electricity
19. Caution on Arranging Payment and Fraudulent Emails
20. **<IMPORTANT>** Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory

We wish you every success in the exhibition.  
Hong Kong Trade Development Council



致：各參展商

歡迎 貴公司參加香港貿發局香港國際茶展 2024，現附上展覽會索引及以下幾項重要資料，煩請檢查已領取的資料是否齊全。另外，希望閣下可花數分鐘寶貴時間，掃描以上二維碼以詳細閱讀有關的各項注意事宜。在此多謝大家對我們的一貫支持，並祝展出成功！

### 重要通告

#### <重要通知>

特別通告：熱帶氣旋、黑色暴雨警告訊號 及 極端情況下之安排

1. 特別撤館安排
2. 展覽會期間食品巡查
3. 處理食品及飲料之衛生指引
4. 有關推廣及售賣酒精類飲品之規則
5. 有關烹調示範規則
6. 會場零售活動規例及非香港居民工作簽證規定
7. <重要通知> 香港法例第 549 章《中醫藥條例》第 119 條
8. <重要通知> 《食物安全條例》(第 612 章)
9. <重要通知> 食品有關法律和規例
10. <重要通知> 《2012 年商品說明 (不良營商手法) (修訂) 條例》
11. 塑膠購物袋環保徵費計劃、玻璃飲料容器生產者責任計劃及參展商綠色小貼士
12. 正確使用標準/ 特級攤位設計之提示
13. 保安及相關事宜
14. 限量展品儲存及展品補充安排
15. 展覽會重要規則
16. 車輛於進館及撤館期間延期停留額外費用
17. 特裝參展商注意事項 - 現場使用電力指引
18. 現場使用電力安全指引
19. 請小心處理有關繳付參展費用之安排及欺詐電郵騙案
20. <重要通知> 請小心處理由第三者(Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory)提供之推廣優惠

謹祝展覽成功！

香港貿易發展局

## Cluster of Servicing Facilities 綜合服務設施

<b>FAIR MANAGEMENT OFFICE 主辦機構辦事處</b>		
1. Room G202-203, Mezzanine 2# 2樓大堂之 G202-203 室# Tel 電話: 2582 8958	2. Room G311, Hall 3F 展覽廳3F門外G311室 Tel 電話: 2132 4734	<ul style="list-style-type: none"> <li>• Enquiries / assistance pertaining to your participation</li> <li>• Booth reservation and general sales enquiries#</li> <li>• 處理參展商查詢及提供協助</li> <li>• 預訂來屆攤位及查詢參展事宜#</li> </ul>
3. Room G107, Hall 1C 展覽廳 1C 門外 G107 室 Tel 電話: 2582 8955	4. Room G503, Hall 5C 展覽廳5C門外G503室 Tel 電話: 2582 8366	
5. Room G306, Hall 3C 展覽廳 3C 門外 G306 室 Tel 電話: 2582 1342	6. Room G507, Hall 5G 展覽廳5G門外G507室 Tel 電話: 2132 4361	
<b>TECHNICAL SERVICE COUNTER 攤位設施服務台</b>		
1. Hall 1A Concourse 展覽廳 1A 大堂 Tel 電話: 2582 1789	4. Hall 5CD Concourse 展覽廳 5CD 大堂 Tel 電話: 3720 6173	<ul style="list-style-type: none"> <li>• Enquiries concerning booth facilities / electricity</li> <li>• 攤位設施及電力查詢</li> </ul>
2. Hall 3D Concourse 展覽廳 3D 大堂 Tel 電話: 3720 6486	5. Booth no. 5G-B36, Hall 5G (Behind 5G-C34, C35) 展覽廳 5G, 展位 5G-B36 (5G-C34, C35 的後方) Tel 電話: 2132 4198	
3. Room G312, Hall 3F 展覽廳 3F 門外 G312 室 Tel 電話: 2132 4739		
<b>FIRST AID / HEALTH DESK 救傷站 / 醫療站</b>		
1. Harbour Road Entrance 港灣道入口 Tel 電話: 2132 4981		<ul style="list-style-type: none"> <li>• Provide general first aid assistance</li> <li>• 提供一般救護服務</li> </ul>
2. Room G103, Hall 1A 展覽廳 1A 門外 G103 室 Tel 電話: 2582 8948		
3. Room G310, Hall 3E 展覽廳 3E 門外 G310 室 Tel 電話: 3720 6481		
<b>MEDIA CENTRE 新聞中心</b>		
Expo Drive Entrance 博覽道入口 Tel 電話: 2240 5671 / 2240 5672 Fax 傳真: 3521 1705		<ul style="list-style-type: none"> <li>• Press registration</li> <li>• 傳媒登記</li> </ul>



<b>EMERGENCY HOTLINE 緊急求助電話</b>	
Tel 電話: 2582 7162	Seeking for Emergency support from the HKCEC Security 尋求會展中心保安人員的協助
<b>BUSINESS CENTRE 商務中心</b> <b>(Only service during 15-17/8 只限 15-17/8 期間服務)</b>	
Room G504, Hall 5D 展覽廳 5D 門外 G504 室	<b>Outgoing fax 外發傳真</b>
Tel 電話: 3720 6196 Fax 傳真: 3720 6855	<ul style="list-style-type: none"> <li>local 本地 free (self-service) 免費(自行發送)</li> <li>overseas 海外 SE Asia / N America HK\$10/page 張 東南亞/北美: Europe/others HK\$20/page 張 歐洲/其他:</li> </ul>
<b>Photocopy 影印</b>	
B/W 黑白: HK\$1 / A4      HK\$2 / A3 Colour 彩色: HK\$5 / A4      HK\$10 / A3	
<b>BUYER MISSION SERVICE COUNTER 買家團服務櫃檯</b> <b>(Only service during 15-17/8 只限 15-17/8 期間服務)</b>	
Food Expo PRO: Booth no. 5E-D34, Hall 5E 美食商貿博覽: 展覽廳 5E 展位 5E-D34	<ul style="list-style-type: none"> <li>Buyers voucher/ sponsorship redemption</li> </ul>
Tea Fair: Booth no. 5G-D12, Hall 5G 茶展: 展覽廳 5G 展位 5G-D12	
<b>BUSINESS MATCHING COUNTER 商貿配對櫃檯</b> <b>(Only service during 15-17/8 只限 15-17/8 期間服務)</b>	
Food Expo PRO: Booth no. 5B-A31, Hall 5B 美食商貿博覽: 展覽廳 5B 展位 5B-A31	Tea Fair: Booth no. 5G-D12, Hall 5G 茶展: 展覽廳 5G 展位 5G-D12
<b>VISITOR PRIVILEGE COUNTER 買家禮遇櫃檯</b>	
Food Expo PRO: Booth no. 5C-F34, Hall 5C 美食商貿博覽: 展覽廳 5C 展位 5C-F34	<ul style="list-style-type: none"> <li>15-16 Aug (10am-6pm)</li> <li>17 Aug (10am-5pm)</li> <li>Souvenir redemption for local buyers</li> </ul>
Home Delights Expo: Booth no. 3G-B26, Hall 3G 家電·家居·博覽: 展覽廳 3G 展位 3G-B26	<ul style="list-style-type: none"> <li>15-18 Aug (10am-10pm)</li> <li>19 Aug (10am-6pm)</li> <li>Souvenir redemption for Midland Club members</li> </ul>

重要資料 - 主辦機構為參展商安排的服務  
**Important Information – Services to Exhibitors**

各位參展商：  
Dear Exhibitor,

歡迎參加香港貿發局美食博覽、美食商貿博覽及香港國際茶展 2024，為了給各參展公司提供更多方便，大會將會有下列安排：

Thank you for your participation in the HKTDC Food Expo, Food Expo PRO and Hong Kong International Tea Fair 2024. In order to provide more convenience to all participating companies, we would like to introduce to you the following arrangements:

**1. 主辦機構辦事處 Fair Management Office**

參展商可前往就近之主辦機構辦事處尋求協助。

Please proceed to the nearest Fair Management Office if you require any assistance from the Organiser.

Room G202-203, Mezzanine 2	2樓大堂之 G202-203室
Room G107, Hall 1C	展覽廳1C門外G107室
Room G306, Hall 3C	展覽廳3C門外G306室
Room G503, Hall 5B	展覽廳5B門外G503室
Room G507, Hall 5F	展覽廳5F門外G507室

**2. 攤位設施服務台 Technical Service Counter**

在展品進場日（即 8 月 14 日由上午 11 時至晚上 8 時）及展覽期間（8 月 15-19 日）於各個展覽廳內，設有攤位設施服務台，有關一切攤位設施事宜，參展商請直接與該攤位設施服務台工作人員聯絡。

During the move-in day (i.e. 14 August, 11am – 8pm) and fair period (15-19 August), the Technical Service Counters will be set up at each Exhibition Hall. If you have any inquiry concerning the booth facilities, please proceed to the nearest Technical Service Counter for assistance.

**3. 同期舉行之展覽 Concurrent Events**

- 香港貿發局家電·家居·博覽 2024 HKTDC Home Delights Expo 2024
- 香港貿發局美與健生活博覽 2024 HKTDC Beauty & Wellness Expo 2024
- 香港貿發局國際現代化中醫藥及健康產品會議 2024 HKTDC International Conference of the Modernization of Chinese Medicine & Health Products (ICMCM) 2024

#### 4. 免按金地櫃鎖匙 Deposit-free Cabinet Keys

各標準展台內之地櫃均配備有鎖匙，\*\*請各參展商於 8 月 17 或 19 日離開會場時把鎖匙放回原處。

For all standard booths, the lockable cabinets are provided with the keys. \*\* Please ensure you leave the keys at your booth when you move-out exhibits on 17 or 19 August.

#### 5. 參展商休息室及洗手間 Exhibitors' Rest Room & Washrooms

美食博覽期內，主辦機構於新翼 2 樓大堂 2 之 **G204-205 室**設有一間休息室給各參展商稍作休息之用。另外，由於展覽會場內人數眾多，除可使用各會場內之洗手間外，各參展商亦可使用近參展商休息室之洗手間。

Exhibitor's Rest Room is located at **Room G204-205** on Mezzanine 2 (New Wing) for all exhibitors to take a rest if necessary. In addition, to avoid the crowdedness of washrooms inside the exhibition halls, exhibitors may make use of the washrooms next to the Exhibitors' Rest Room.

#### 6. 食品及飲料 Food & Beverages

根據香港會議展覽中心規例，參展商不得攜帶食物及飲料進入會場。如需進食，可到會場內的飲食部或餐廳或設於大會堂之美食廣場。為確保展覽會場的衛生及整潔，參展商應盡量避免在其攤位內飲食，參展商及其職員可到大會指定的房間或地方進行飲食。

According to the regulations of the Hong Kong Convention & Exhibition Centre, outside food and beverages are not allowed to be taken into the exhibition venue. Exhibitors may have food and drinks at the Cafeteria inside the exhibition Halls at the restaurants. In order to maintain a clear and tidy exhibition area, consumption of food is not recommended the booth. Exhibitors and their staff may make use of certain specified rooms within the Exhibition Halls for consumption of their food.

#### 7. 火警發生應變措施 Fire Emergency Procedures

##### 當發現火警或煙霧

- 在安全情況下，按動最就近之火警鐘
- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 緊閉身後防煙門
- 由最就近出口(綠色緊急出口)離開大樓；切勿使用升降機

##### 當火警鐘響起

###### 1) 當聽到火警鐘聲

- 當聽到火警鐘聲，保持鎮定及提高警覺，隨時準備遵照廣播或會展中心工作人員的指示離開大樓
- 火警鐘聲停止後一切活動回復正常

## 2) 當聽到火警疏散廣播指示

- 立即由最就近出口(綠色緊急出口)離開火警現場；切勿使用升降機
- 如在梯間遇到濃煙，改用其他出口
- 切勿試圖把車輛駛離停車場或貨物起卸區
- 遵照廣播或由會展中心工作人員及/或消防人員/警方發出的指示
- 離開大樓後，與大樓保持適當距離，切勿折返，直至消防人員/警方正式宣佈可以安全重返為止

### If you detect fire or smoke

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

### In case of fire alarm

#### 1) If you hear a fire alarm

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal should fire alarm be discontinued.

#### 2) If you hear a fire alarm evacuation announcement or instruction

- Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

## 8. 保護環境，減少廢物 **Protect the Environment, Reduce Wastage**

為響應環境保護，鼓勵回收再造，大會希望各參展商盡量減少印製宣傳單張，並多用再造紙。同時，大會也會在場內設置分類回收箱，加強回收物料，循環再造。此外，參展商亦需遵守《產品環保責任條例》(香港法例第 603 章)就派發膠袋之安排。

To protect the environment and encourage collection of recyclable materials, you are recommended to minimize publicity materials printed and use recycled papers. In addition, the Organiser will set up waste separation bins to collect recyclable materials. Exhibitors must also observe the Product Eco-responsibility Ordinance (Cap. 603) ("PERO"), the Environmental Levy Scheme on Plastic Shopping Bags.

## 9. 場內請勿吸煙 No Smoking inside the Exhibition Halls

為保持場內空氣清新，場內嚴禁吸煙。

To keep the air fresh inside the exhibitions halls, smoking is not allowed inside the halls.

## 10. 離場規則 Move-out Regulation

請各參展商遵守展會規定（展會規定第 46 項），於展覽時間完畢後才收拾展品。

According to rule No. 46 in the exhibition regulation – “no stand or exhibits shall be dismantled or removed before the official closing time”.

美食商貿博覽 及 茶展 Food Expo PRO & Tea Fair	請勿於 8 月 17 日下午 5 時前把展品搬離會場 Move-out of exhibits is not allowed before 5pm on 17 August
美食博覽 (包括尊貴美食區) Food Expo (incl. Gourmet Zone)	請勿於 8 月 19 日下午 6 時前把展品搬離會場 Move-out of exhibits is not allowed before 6pm on 19 August

## 11. 歡迎提供寶貴意見 Your Valuable Suggestions are Welcomed

閣下提供之寶貴意見，將對我們日後改善工作有莫大幫助。請抽少許時間，填妥於 8 月 16 及 18 日早上送往攤位之問卷。於展期最後一天的上午將有工作人員到攤位收回。

Your suggestions are valuable for improving our services. Please complete the Questionnaire which will be distributed to all exhibitors in the morning of 16 and 18 August. Our staff will collect the completed Questionnaire in the afternoon of the fair last day.

多謝合作；並祝貴公司展出成功。

Thank you for your kind cooperation; and we wish you every success in the fair.

香港貿易發展局

Hong Kong Trade Development Council



**Special Circular: Tropical Cyclones, Black Rainstorm Warning & Extreme Conditions Arrangement (Tea Fair)**

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”), Black Rainstorm Warning Signal or Extreme Conditions is hoisted during the HKTDC Hong Kong International Tea Fair.

**A. Special Arrangements for Tropical Cyclone Warning Signal****I. During Move-in, Move-out**

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.

**II. Prior to Opening Hours****1. 15-17 August 2024**

If a Pre-No. 8 Special Announcement is **issued before 8:15 a.m.**, the fair will **remain closed**.

\*In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:15 a.m. without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.

If a Pre-No. 8 Special Announcement is **issued between 8:15 a.m. and 10:00 a.m.**, the fair will **remain closed**.

\*In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued between 8:15 a.m. and 10:00 a.m. without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply. Exhibitors who have arrived at the exhibition venue for booth decoration should leave as soon as possible.

**2. 15-16 August 2024**

If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2:30 p.m.**, the fair will **re-open to the public 2 hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground **for preparation 30 minutes 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.

The fair, however, will **remain closed** if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2:30 p.m.**

**3. 17 August 2024**

If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 1:30 p.m.**, the fair will **re-open to the public 2 hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground **for preparation 30 minutes 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.

The fair, however, will **remain closed** if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 1:30 p.m.**

### III. During Opening Hours

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 2 hours**. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close 30 minutes after and no further admissions will be allowed after the pre-announcement is made. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
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 make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

### B. Special Arrangements for Black Rainstorm Warning Signal and “Extreme Conditions”

#### I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal and/or “Extreme Conditions” is issued during the move-in and/or move-out period, the move-in and move-out procedure will continue if situation allows.

#### II. Prior to Opening Hours

##### 1. 15-17 August 2024

If a Black Rainstorm Warning Signal and/or “Extreme Conditions” is **issued before 8:15 a.m.**, the fair will **remain closed**.

If a Black Rainstorm Warning Signal and/or “Extreme Conditions” is **issued between 8:15 a.m. and 10:00 a.m.**, the fair will **remain closed**. Exhibitors will be encouraged to stay in the exhibition venue for their own safety.

##### 2. 15-16 August 2024

If a Black Rainstorm Warning Signal and/or “Extreme Conditions” is **cancelled at or before 2:30 p.m.**, the fair will **re-open to the public 2 hours after** the Black Rainstorm Warning Signal and/or “Extreme Conditions” is cancelled. Exhibitors will be allowed to enter the fairground **for preparation 30 minutes after** is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.

The fair, however, will **remain closed** if the Black Rainstorm Warning Signal and/or “Extreme Conditions” is **cancelled after 2:30 p.m.**

##### 3. 17 August 2024

If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 1:30 p.m.**, the fair will **re-open to the public 2 hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground **for preparation 30 minutes 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.

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The fair, however, will **remain closed** if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 1:30 p.m.**

### III. During Opening Hours

If a Black Rainstorm Warning Signal and/or “Extreme Conditions” is issued during the fair’s opening hours, the fair will **remain open**. Exhibitors and visitors will be encouraged to stay in the exhibition venue for their own safety.

### C. Insurance

1. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. For details, please refer to the “Rules & Regulations”

### D. Other Issues

1. Admission tickets (including VIP tickets and complimentary tickets) that cannot be used because of the temporary closure of the fair may be used during the remaining fair days. Alternatively, ticket holders can request a refund upon presentation of unused valid tickets. Refund arrangements will be announced and handled after the fair. VIP tickets and complimentary tickets are not eligible for refunds.
2. 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 questions concerning the above arrangements.
3. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organiser will announce the changes, if any, as soon as possible.

Hong Kong Trade Development Council

### 特別通告: 熱帶氣旋、黑色暴雨警告訊號 及 極端情況下之安排 (茶展)

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）、黑色暴雨警告訊號或極端情況發出下，主辦機構於香港貿發局香港國際茶展所作出之特別安排。

#### 甲、熱帶氣旋警告訊號下之特別安排

##### (一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告訊號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

##### (二) 展覽會開放前

###### 1. 8月15-17日

如八號預警於上午8時15分前發出，展覽會將暫時關閉。

\*在罕有情況下，如八號（或以上）熱帶氣旋警告訊號在未有發出預警下於上午8時15分前懸掛，展覽會同樣暫時關閉。

如八號預警於上午8時15分至上午10時期間發出，展覽會將暫時關閉。

\*在罕有情況下，如八號（或以上）熱帶氣旋警告訊號在未有發出預警下於上午8時15分至上午10時期間懸掛，展覽會同樣暫時關閉。已到達會場佈置展位的參展商應盡快離開。

###### 2. 8月15-16日

如八號熱帶氣旋警告訊號於下午2時30分或之前取消，展覽會將會在訊號取消2小時後重開予參觀人士。在情況許可下，參展商可以在訊號取消30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

若八號熱帶氣旋警告訊號於下午2時30分後取消，展覽會將繼續關閉。

###### 3. 8月17日

如八號熱帶氣旋警告訊號於下午1時30分或之前取消，展覽會將會在訊號取消2小時後重開予參觀人士。在情況許可下，參展商可以在訊號取消30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

若八號熱帶氣旋警告訊號於下午1時30分後取消，展覽會將繼續關閉。

##### (三) 展覽會進行期間

1. 當香港天文台發出八號熱帶氣旋預警提醒公眾八號熱帶氣旋警告訊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2小時後關閉，呼籲市

Ref: 2024\_Welcome Kit

民不要前往會場。現場售票處將於八號預警發出 30 分鐘後關閉及停止進場。主辦機構將逐步疏散現場參展商及參觀人士，要求他們盡快離開會場。

2. 在罕有情況下，如八號熱帶氣旋警告訊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，呼籲市民不要前往會場。現場售票處亦將即時關閉及停止進場。主辦機構將疏散現場參展商及參觀人士，要求他們立即離開會場。

## 乙、黑色暴雨警告訊號 及 「極端情況」下之特別安排

### (一) 進館日、撤館日

1. 如黑色暴雨警告訊號 及/或「極端情況」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。

### (二) 展覽會開放前

#### 1. 8月15-17日

如黑色暴雨警告訊號 及/或「極端情況」於上午 8 時 15 分前發出，展覽會將暫時關閉。

如黑色暴雨警告訊號 及/或「極端情況」於上午 8 時 15 分至上午 10 時期間發出，展覽會將暫時關閉。已到達會場佈置展位的參展商應留在會場，以策安全。

#### 2. 8月15-16日

如黑色暴雨警告訊號 及/或「極端情況」於下午 2 時 30 分或之前取消，展覽會將會在訊號取消 2 小時後重開予參觀人士。在情況許可下，參展商可以在訊號取消 30 分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

若黑色暴雨警告訊號 及/或「極端情況」於下午 2 時 30 分後取消，展覽會將繼續關閉。

#### 3. 8月17日

如黑色暴雨警告訊號 及/或「極端情況」於下午 1 時 30 分或之前取消，展覽會將會在訊號取消 2 小時後重開予參觀人士。在情況許可下，參展商可以在訊號取消 30 分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。

若黑色暴雨警告訊號 及/或「極端情況」於下午 1 時 30 分後取消，展覽會將繼續關閉。

### (三) 展覽會進行期間

如黑色暴雨警告訊號 及/或「極端情況」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，直至到訊號取消為止，以策安全。

### 丙、保險

1. 就可能因疏忽而招致潛在的法律責任，敬請各參展商購買保險。有關詳情，請細閱展覽會規則。

### 丁、其他注意事項

1. 入場券（包括貴賓票及贈券）如因展覽會暫停開放而無法使用，可在餘下開放日如常使用。或者，持票人士可憑未經使用及完整無缺的入場票申請退票。有關退票安排將於展覽會結束後公布及處理。退票不適用於貴賓票及贈券。
2. 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。
3. 主辦機構可能因應現場實際情況，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

香港貿易發展局

## 香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

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

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

假若有投訴人（「**投訴人**」）按照《參展商須知》向主辦機構提出投訴，並要求主辦機構對其他參展商採取行動，投訴人必須同意免除主辦機構以及其代理、代表、承包商和僱員（包括但不限於所述各方的法律顧問）的所有責任，同時悉數賠償上述各方由於依據有關投訴或有關投訴人所作出的其他要求、指示或指令而採取的行動所招致的任

何責任、損失、費用 (包括但不限於法律費用)、開支和賠償；投訴人並同意不會就有關投訴及被指控侵權事件對主辦機構以及其代理、代表、承包商或僱員 (包括但不限於所述各方的法律顧問)採取任何法律行動、或提出任何索償或要求。

### 處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問(「法律顧問」)將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。
4. 假若法律顧問根據投訴人提供之文件，認為投訴人之知識產權有效，而且被有關參展商之展品或物品侵權，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](http://www.hktdc.com)) 上顯示。若有該等發現，本局有全權絕對酌情決定權根據本局之*網上推廣條款及條件* 停止顯示涉嫌侵權的產品之連結或以其他方式從本局的網站取下/刪除涉嫌侵權的展品以及其有關物品，恕不作另行通知。
6. 本局作為主辦機構，有權即時為涉嫌侵權展品或任何具爭議的物品拍照最少三張。
7. 除非有關參展商能提出使法律顧問認為滿意的證據顯示其有權經營該等涉嫌侵權的展品或物品，否則會被要求立即收回有關產品或物品以及不得在展覽會舉行期間經營所涉產品，同時須立即簽字作出承諾，而承諾書副本及一張相片則會交予被投訴人及有關參展商。本局會保留一份承諾書副本及一張相片作為紀錄。
8. 假若本局獲悉有參展商因涉嫌侵犯版權及/或商標而被香港海關調查，本局將要求該參展商立即收回所涉產品或物品。
9. 假若有關參展商拒絕合作或違反上述第 6 及/或第 7 及/或第 8 項條款，本局有權利及權力，按其唯一及絕對之酌情權，禁止該等參展商及其任何代表、母公司、有聯繫人士、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會的權利。
10. 本局職員會定期到法律顧問認為涉嫌侵權的攤位視察，以確保有關參展商不再展示或經營所涉產品或物品。假若發現參展商違反承諾，本局有權利及權力，按其唯一及絕對酌情權，即時取消該等參展商及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司的參展資格，毋須退還已收取的參展費，並禁止其及其任何代表、母公司、有聯繫公司、相關聯公司及/或附屬公司參加本局以後舉辦的任何或所有展覽會。



## 侵權處罰

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

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

### 有關知識產權刑事罪行之刑罰

#### 版權條例 (香港法例第 528 章)

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

#### 商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

- (i) 將虛假商品說明應用於任何貨品或應用於向消費者提供或要約提供的服務；
- (ii) 供應或要約供應已應用虛假商品說明的貨品、或向消費者提供或要約提供

已應用虛假商品說明的服務;或

(iii) 管有任何已應用虛假商品說明的貨品作售賣或任何商業或製造用途，即屬犯罪。

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

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

任何干犯商品說明條例中有關罪行之人士可被：

a. 一經循公訴程序定罪，可被處罰款港幣五十萬元及監禁五年；及

b. 一經循簡易程序定罪，可被處罰款港幣十萬元及監禁兩年。

## 證明知識產權的存在及擁有權的所需文件

### A. 版權

**途徑 1:** 版權作品的版權擁有人根據香港法例第 528 章《版權條例》第 121 條所作出證明其版權的存在及擁有權之誓章 - 誓章之樣本可於以下網頁下載，以供參考：  
[\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

或

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

1. 作品的首次創作或首次出版的日期和地點；
2. 作品的作者名稱；
3. 作品的擁有者名稱；
4. 版權作品的原作正本，例如設計圖樣及草圖等 - **註**：任何副本，包括影印本或電腦印列本，均不接受；
5. 作品擁有權證明的正本。倘若有關作品的作者是投訴人的僱員，則須提供僱聘合約；或倘若有關作品的作者並非投訴人或投訴人的僱員，則須提供證明作者向投訴人轉讓版權的版權轉讓書；及

6. 發票、貨運文件或其他文件的正本，而該等文件可證明(1)首次出售有關該版權作品保護之產品或物品之日期，或 (2)首次發布有關版權作品之日期，而該證據必須清楚指明該產品/物品。

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

#### B. 商標

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

#### C. 外觀設計

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

#### D. 專利

1. 有效的香港專利權證書正本或核證副本，包括續期證書或證明 (註：任何非香港的註冊均不接受)；
2. 如投訴人所依賴的專利的是短期專利，則需提供下列任何一項與該專利有關的文件：
  - 甲) 香港實質審查證明書的正本或核證副本；
  - 乙) 向香港專利註冊處處長提出進行實質審查的請求證明的正本或核證副本，連同一份證明該請求並沒有被終結、拒絕或終止的書面確認函；或
  - 丙) 由香港法院批給的證明書正本或核證副本，以核證投訴人所依賴的專利的權利要求屬有效。
3. 由下列人士發出之書面意見書，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：
  - 甲) 一名在香港以外的司法管轄區獲得認可或註冊，及在香港提供專利代理服務的認可或註冊專利代理人或專利師；及/或
  - 乙) 在專利領域擁有經驗的合資格香港律師。

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**", "**Organizer**", "**we**", "**our**" or "**us**"), the statutory body promoting Hong Kong's international trade, is committed to fostering original design and safeguarding intellectual property rights.

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

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

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

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

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

If a complainant ("**Complainant**") files a complaint with the Organizer in accordance with the Exhibitors' Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all

liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents, representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

### Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the "**Fair Legal Advisor**"). The Fair Legal Advisor will be on-call during the opening hours of HKTDC's trade fairs and will attend the HKTDC's office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor's Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website ([www.hktdc.com](http://www.hktdc.com)) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.

10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies without any refund of the participation fee already paid, and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

### Penalties

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

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

OR

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

OR

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

OR

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

OR

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

or

- by the same complainant in respect of different products or material items

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to

infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

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

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

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

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

Under the Trade Descriptions Ordinance, any person who:-

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

commits a criminal offence.

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

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

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

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

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

#### **A. Copyright**

**Option 1:** An affidavit of copyright ownership and subsistence made by the owner

of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: [\[http://tpwebapp.hktdc.com/fair/Multi\\_fairs/pdf/Copyright/2.pdf\]](http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf)

OR

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

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

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

#### B. Trade Mark

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

#### C. Registered Design

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

#### D. Patent



1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted);
2. If the patent relied on is a short-term patent, either one of the following in respect of the patent:
  - A. Original or certified copy of a Certificate of Substantive Examination in Hong Kong;
  - B. Original or certified copy of a request for substantive examination filed with the Hong Kong Registrar of Patents, together with a written confirmation that the request has not yet been determined, rejected or terminated; or
  - C. Original or certified copy of a certificate granted by the Hong Kong court certifying that the claims of the patent sought to be relied on by the Complainant is valid.
3. A written opinion from following individual(s) 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:
  - A. A certified or registered patent agent or attorney so certified or registered in a jurisdiction outside Hong Kong and providing patent agency services in Hong Kong; and/or
  - B. Hong Kong qualified lawyer experienced in the patents field.

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

### Circular 1 Special Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move out day.

Move-out day	Tea Fair – 17 August 2024
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These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Exhibitors may use their own vehicles or other forwarder's service. A move-out permit with entrance time of:-

#### ➤ For Tea Fair "After 5p.m., 17 August 2024"

##### i) Large Vehicle / Lorry / Light Goods Vehicle

###### Move-out procedure

1. Hong Kong Trade Development Council (HKTDC) will issue a Move-out Vehicle Permit for **17 August 2024** to all exhibitors.
2. Under the new arrangement of HKCEC, **drivers will need to DOWNLOAD and REGISTER their e-Vehicle permit via the newly launched HKCEC Marshalling App named "Go HKCEC"** before entering HKCEC loading area.
3. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and **obtain a Queue Ticket**.
4. On the **17 August 2024 (Move-out day), when the Queue Ticket is called, driver is required to stay out of restricted area to check-in and will receive a pop-up message**. Drive to HKCEC before the time as shown in the Guide. CEC Staff will scan the entry QR code and allow access if the scanning is successful.

- **Only by showing QR code on the e-vehicle permit by phone/ tablet or in printed version will NOT be allowed for entry, the e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP.**
- **Each e-Vehicle permit is for one-time access on the date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry.**

##### ii) Other Transportation

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

### HKCEC Marshalling App "Go HKCEC" <New>



To safeguard smooth traffic around HKCEC to minimize the waiting of truck, HKCEC has launched a new App called "Go HKCEC". Though this App, lorries/ light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

**ALL lorries/ light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.**

- Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)

“Go HKCEC”			
			

### Move-out Arrangement <IMPORTANT>

e-Vehicle Permit Sample (For Ref only)

**Move-out Day**                    **17-August 2024: Offsite Mode : GF#**  
**#When the Queue Ticket is called, driver is required to stay out of restricted area to check-in and will receive a pop-up message.**

#### Types of Entry Mode

Please look for remarks under “Time of Entry” on vehicle pass

#### **GF Mode (GF)**

- Allow Notification access.
- Vehicle is required to get **Queue Ticket** from the App by scanning the e-Vehicle permit.
- When the Queue Ticket is called, User will receive in-app pop up notification. The status of the vehicle will change to Check-in. Click “Check-in”.
- Click” View Map” to see the restricted area. Driver is required to stay out of restricted area to “check-in”.
- Pop up message will show the Check-in is successful. Click “OK”.
- Drive to HKCEC before the time as shown in the Guide. CEC Staff will scan the entry QR code and allow access if the scanning is successful.



Download “Go HKCEC” mobile app for entry QR code  
 下載「香港快展」手機應用程式以獲取入場二維碼

- “Go HKCEC” User Guide Video

- <https://www.youtube.com/watch?v=4p00gv9hQgs>



- Browse App tutorial and other useful information on the App

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”

“Go HKCEC” Hotline: 2582 8888



The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Private vehicles are not permitted to enter the loading area. Drivers are required to use either Octopus Card / Visa Card or Mastercard to clock-in time at the automated entry machine 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 1<sup>st</sup> 60-minutes. Payment (if any) will be debited directly from the same Octopus Card / Visa Card / Mastercard. Official receipt can be printed from the automated exit machine.

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

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

Please note that vehicle passes are not parking permit. All vehicles / trucks must leave the loading bay after the loading of their exhibits.  
For enquiries, please call HKTDC customer service hotline: **(852) 1830-668**.

Hong Kong Trade Development Council

### 通告 1 撤館特別交通安排

主辦機構將於展覽會之撤館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。請留意以下詳情：

撤館日	茶展 – 2024 年 8 月 17 日
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各參展商可選用閣下之貨車或貨運代理，本局將派發**撤館車輛通行證**。敬請留意以下詳情：

➤ **香港國際茶展「2024 年 8 月 17 日下午 5 時後」**

i) **大型車輛/貨車/輕型客貨車**

**撤場程序**

1. 香港貿易發展局(貿發局)將向各參展商發出**撤館日 (2024 年 8 月 17 日)**之進場車輛通行證。
2. 根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記。
3. 司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼並**取得籌號**。
4. **撤館日 (2024 年 8 月 17 日) 司機於籌號被叫後需根據提示的時間前往禁區外打卡報到，並獲得進場二維碼後，方可進入香港會議展覽中心之裝卸區。**

- 參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。
- 各張電子版車輛通行證只限於指定日期使用一次\*，逾期無效。(\*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

ii) **其它交通安排**

於撤館其間，將酌情准許私家車及的士駛入會展新翼範圍，但不得停留或候客。

### **會展快運易」手機應用程式 <新>**



展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。

所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，**必須**透過「會展快運易」手機應用程式領取排隊籌號。

- 請於 [App Store](#)、[Google Play](#) 商店 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

<b>Apple Store</b> 	<b>Google Play</b> 	<b>APK 檔案</b> <b>(Huawei / Xiaomi / VIVO)</b> 

### 撤館程序 <重要>

撤館日 **8月17日**: **禁區外打卡模式 (GF Mode)**  
 籌號被叫後根據提示時間前往禁區外打卡，獲得進場二維碼後入場

**撤館模式** 請留意許可證上「進場時段」的標示  
**禁區外打卡模式 (GF Mode)**

- 請允許程式使用送達訊息及定位系統權限。
- 司機需要在手機應用程式上掃描電子版車輛通行證並取籌。
- 當籌號已到，用戶將收到訊息，根據提示的時間到禁區外按「請打卡」報到。
- 按「檢視地圖」以查看禁區範圍。
- 成功打卡後頁面會出現「打卡成功」。按「OK」。
- 根據提示的時間前往灣仔會展中心。
- 會展中心職員將於灣仔會展中心卸貨區再次掃描以下頁面中的二維碼。如顯示卸貨樓層。

電子車證樣本 (僅供參考)



- 「會展快運易」教學影片

➢ [https://www.youtube.com/watch?v=pgphCJWVv\\_sQ](https://www.youtube.com/watch?v=pgphCJWVv_sQ)



- 於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



「會展快運易」熱線: 2582 8888

電子車輛許可證只供上落貨之用。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機須使用八達通卡 / Visa / 萬事達卡拍卡進場。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 **60分鐘**。如需繳交費用，將直接從同一張八達通卡 / Visa / 萬事達卡扣除。正式收據可以從自動出閘機列印。

於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，  
酌情採取交通管制及改道措施

參展商如需使用可容納40呎貨櫃的升降機來搬運大型攤位用品，必須預先向貿易發展局申請特別車輛通行證。

車輛通行證並非泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

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

**Circular 2 Onsite Inspection of Food Products at the Fairground**

For the sake of public health, the Organiser will request the exhibitors to present valid certificates of the food product quality issued by the relevant health and food safety authorities. If the Organiser finds suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. Exhibitors are required to fully cooperate with the Organiser. In the incidence that repeated verbal warnings are in vain, the Organiser may terminate the exhibitors' right to continue participating in the show with immediate effect. Please ensure that there are no fake and unhygienic food products at the fairground.

Exhibitors are requested to read through [Sections 3.25](#) of the Exhibitors' Manual and ensure complete compliance with all the stated regulations. Wishing you good business at the show!

Hong Kong Trade Development Council

**通告 2 展覽會期間食品巡查**

為保障市民健康，主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出食物衛生及安全之證明文件。對於一些懷疑有問題的食品，主辦機構在獲得充份證據下，可以要求有關參展商立即停止售賣或展示該產品。若屢勸不效，主辦機構亦有權勒令即時終止該參展商的參展資格。主辦機構要求所有參展商能充分合作，以確保所有攤位內之展品沒有任何劣質貨品。

參展商須留意參展商手冊內 [第 3.25 項](#) 之食品規例，並確保符合所有有關規定。本局期望所有參展商能與本局充分合作，共同締造商機。

香港貿易發展局



**Circular 3 Guidelines on Processing Food & Beverages**

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

1. Exhibitors should have their body temperature measured daily before entering the fairground. If you do not feel well, especially when you have a fever (body temperature higher than 38°C / 100.4°F) and/or respiratory symptoms such as coughing, sneezing, do not attend the function. Consult a doctor promptly.
2. Any food or beverages for on-site sale should be sealed packaged.
3. Maintain good personal hygiene. Wash your hands with liquid soap, and then dry with a disposable towel or a hand drier before processing food, after going to toilet, when your hands are contaminated by respiratory droplets or other bodily secretions or after touching rubbish.
4. Do not cough or sneeze toward any food and beverages. Do not spit or litter.
5. All exhibitors should ensure that exhibits are displayed only in the stands specifically assigned to them and that they keep their stand dry, clean and tidy. All rubbish or packing materials should be disposed of in the garbage bags and placed in the refuse collection area in the exhibition venue at the end of an exhibition day.

Hong Kong Trade Development Council

**通告 3 處理食品及飲料之衛生指引**

為確保公眾衛生，參展商應嚴格遵守下列之建議。

1. 參展商應該於每天進入場館前自行量度體溫，如有不適，尤其體溫超過攝氏 38 度(華氏 100.4 度)，或/及有呼吸道病徵(例如咳嗽或打噴嚏)，參展商不應進入場館，並且應該立即求診。
2. 任何作現場銷售的包裝食品或飲料應以密封式包裝。
3. 保持雙手清潔。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或梘液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。
4. 切勿面對食物咳嗽或打噴嚏。不可隨便吐痰或丟棄垃圾。
5. 所有參展商必須保證參展品只在指定攤位內展出，而攤位必須保持乾淨整潔。所有垃圾或拆開之包裝物料必須放入垃圾袋內，並於每日展覽完畢後放置於展館的垃圾收集區。

香港貿易發展局

## **Circular 4      Regulations on Promotion & Sales of Alcoholic Beverages**

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

- All exhibitors are required to declare if their participation would involve alcoholic beverages.
- The supply and sales of alcoholic beverages by the glass in any catering form without a valid Temporary Liquor Licence within the exhibition venue is strictly prohibited and any breach thereof shall result in the exhibitor concerned being disallowed from continuing to participate in the exhibition. Exhibitor conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance, Laws of Hong Kong Cap. 109. According to the Dutiable Commodities Ordinance, “alcoholic liquor” means any liquid which contains more than 1.2% of ethyl alcohol by volume, such as sheung ching, mow toi, ko leung, brandy, whisky, gin, rum, vodka, champagne, still wine, beer, cider, sake and etc.
- Since the legislative amendments to the Dutiable Commodities Ordinance took effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licences or permits for the import or export, manufacture, storage or movement of wine and liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C. No valuation of the alcoholic beverages concerned for duty purpose will be required. However, the existing licensing/permit controls on liquors with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C remain unchanged. Exhibitors of such liquors should forward a copy of the removal permit for duty-paid goods issued by the Customs & Excise Department to the HKTDC at least 30 days before the commencement of the Food Expo for records.
- Exhibitors conducting sales or tasting of alcoholic beverages during the Food Expo should observe the following rules and conditions:
  - All sales of alcoholic products must be bottled or canned, and no sales and/or free-tasting of alcoholic beverages by the glass or open-bottle would be allowed. Exhibitors conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations of the Dutiable Commodities Ordinance (Cap. 109) wherever appropriate.
  - Alcoholic beverages **MUST NOT** be tasted by or sold to visitors aged below 18. In case of any doubt, please request visitors to show a proof of age, e.g. Hong Kong ID Card.

- Exhibitors must ensure that a sign containing both the Chinese and English versions of the notice below is displayed in a prominent position at the booth:  
*“Under the law of Hong Kong, Intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。”*

The sign must be rectangular in shape with sides of at least 38cm in length and 20cm in width. The notice contained in the sign must be in plain and readily legible characters and letters, and be set out in characters and letters of a colour that contrasts with the background on which they appear. The Organiser may provide such sign to the concerned exhibitors upon request.

- It is necessary to post a sign stating a message to the above effect.

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

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

Hong Kong Trade Development Council

**通告 4 有關推廣及出售酒精飲品之規例**

以下是有關在展覽期間售賣含酒精飲品試飲服務之規條：

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

所有含酒精飲品必須以密封式瓶裝或罐裝售賣，不得以杯裝或已開瓶的形式供應（包括免費試飲或銷售）。任何參展商在展場內推廣含酒精飲品，須遵守香港法例第 109 章《應課稅品條例》內之《應課稅品（酒類）規例》的有關規定。

- 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。若對有興趣購買或試飲含酒精飲品人士之年齡有懷疑，應要求對方出示身份證明。
- 參展商須確保於攤位內的一個當眼處展示載有以下通知的中文版本及英文版本的一項告示：  
***“Under the law of Hong Kong, Intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。”***  
上述告示須呈長方形，長度最少 38 厘米，闊度最少 20 厘米。上述告示載有的通知須採用字體簡明而清晰可閱的文字及字母，及所採用的文字及字母的顏色，須與其背景顏色形成對比。主辦機構可在有關參展商的要求下派發該告示予有關參展商。
- 請於攤位內張貼有關上述聲明之告示牌。  
[查詢臨時酒牌之申請：香港警察牌照科 — 電話：(852) 2860 6524 或電郵：[general-licensing@police.gov.hk](mailto:general-licensing@police.gov.hk)]

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

香港貿易發展局

**Circular 5 Regulations on Reheating Food**

In consideration of the safety and hygiene concern of the general public, all exhibitors cooking, reheating and/or processing food and/or beverage items for tasting purpose at the fairground should pay attention to Regulations on Providing Free Tasting.

1. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground.
2. NO open fire is allowed at the fairground. Only electricity shall be used as fuel and no cooking other than warming of pre-cooked food shall be allowed on the premises.
3. Avoid causing possible nuisance of oil fumes generated from frying and warming of food. Inspection would be conducted during the fair period and the Fair Organiser reserves the right to discontinue any cooking demonstrations if excessive emission of oily fumes, steam or hot air is found at exhibitors' booth.

If you have further enquiry, please proceed to the Fair Management Office.

Hong Kong Trade Development Council

**通告 5 有關現場加熱食品規例**

為確保香港貿發局香港國際茶展期間的公眾衛生及安全，請所有現場烹調、加熱及/或處理食品及/或飲品以作烹調示範的參展商留意有關免費試食服務規例。

1. 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。
2. 在任何情況下，會場內皆不得生火。所有展出的食品或飲料如須加熱（作示範用途），必須在貿易發展局分配予各參展商的攤位內進行，並只可採用操作正常的微波爐及小型電爐。
3. 避免加熱食品或飲料（作示範用途）時產生大量油煙。主辦機構會於會場內監察空氣質素，倘若發現參展商在攤位提供試食時產生大量油煙或蒸氣，大會有權停止該參展商之現場烹調示範。

如有任何疑問，請與主辦機構辦事處聯絡。

香港貿易發展局

**Circular 6      Retail Sales Activities & Working Visa Requirement for Non-Hong Kong Residents**

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

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

Please refer to [Section 3.26.1](#) of the Exhibitors’ Manual for the application details.

Hong Kong Trade Development Council

**通告 6      會場零售活動規例及非香港居民工作簽證規定**

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

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

詳情請參考參展商手冊內 [第 3.26.1 項](#) 之規定。

香港貿易發展局

**Circular 7 S.119 of Chinese Medicine Ordinance <IMPORTANT>**

With effect from 3 December 2010, under s.119 of the Chinese Medicine Ordinance (Cap. 549), all proprietary Chinese medicines must be registered under the Ordinance with the Chinese Medicines Board of the Chinese Medicine Council of Hong Kong before they can be imported, possessed or sold in Hong Kong. Any person who sells, or imports, or possesses any unregistered proprietary Chinese medicine shall commit an offence and upon conviction shall be sentenced at maximum for a fine at HK\$100,000 and imprisonment for 2 years.

For the purposes of the Ordinance, the following terms are interpreted as follows:

- "proprietary Chinese medicine" (中成藥) means any proprietary product-

(a) composed solely of the following as active ingredients-

(i) any Chinese herbal medicines; or

(ii) any materials of herbal, animal or mineral origin customarily used by the Chinese;  
or

(iii) any medicines and materials referred to in subparagraphs (i) and (ii) respectively;

(b) formulated in a finished dose form; and

(c) known or claimed to be used for the diagnosis, treatment, prevention or alleviation of any disease or any symptom of a disease in human beings, or for the regulation of the functional states of the human body"

- "Chinese herbal medicine" (中藥材) means any of the substances specified in Schedule 1 or 2 of the Ordinance (copy attached). The sale, possession, location and distribution of the Chinese herbal medicine listed in the Schedules are subject to the licensing requirements of a respective retailer or wholesaler licence in Chinese herbal medicines granted by the Chinese Medicines Board under the Ordinance. All Hong Kong and overseas exhibitors are reminded that they must fulfil the obligations imposed by the

Chinese Medicine Ordinance before they can possess, sell, market, display, exhibit or deal in any other ways with proprietary Chinese medicines in the Fair(s). Brief summaries of the operation of the Ordinance in respect of proprietary Chinese medicines can be found on the website of the Chinese Medicine Council of Hong Kong at <http://www.cmchk.org.hk/>. An extract from the December 2010 issue of Chinese Medicines Traders Newsletter (Chinese version only) is attached for easy reference. For a full text of the Ordinance, please browse the website of the Bilingual Law Information System at

<http://www.legislation.gov.hk/eng/home.htm>.

If you have any questions concerning the regulation of Chinese medicines in Hong Kong, please contact the Chinese Medicine Council of Hong Kong at (852) 2574-9999 or browse its website at <http://www.cmchk.org.hk/>

Hong Kong Trade Development Council

**通告 7 香港法例第 549 章《中醫藥條例》第 119 條 <重要通告>**

香港法例第549章《中醫藥條例》（下稱“該條例”）第119條有關中成藥註冊的法規已2010年12月3日起生效，所有中成藥必須經香港中醫藥管理委員會轄下的中藥組註冊，方可在本港進口、銷售和管有。任何人銷售、進口或管有任何未經註冊的中成藥即屬違法，定罪後可被判處港幣100,000元罰款及入獄2年監禁。

根據該條例第2條的釋義：

—“中成藥” (proprietary Chinese medicine) 是指任何符合下述說明的專賣產品 —

(a) 純粹由下述項目作為有效成分組成 —

(i) 任何中藥材；或

(ii) 慣常獲華人使用的任何源於植物、動物或礦物的物料；或

(iii) 第(i)及(ii)節分別提述的任何藥材及物料；

(b) 配製成劑型形式；及

(c) 已知或聲稱用於診斷、治療、預防或舒緩人的疾病或症狀，或用於調節人體機能狀態。

—“中藥材” (proprietary Chinese medicine) 是指該條例附表1或2內指明的任何物質（見附件）。附表內之中藥材的銷售、管有、存置和分配都必須遵照中藥組根據該條例授予有關中藥業者之零售商或批發商牌照的規範執行。所有香港和外地的參展商都必須滿足該條例的規定才可在展場內管有、銷售、推廣、展示或以任何方式處理中成藥物品。有關該條例的簡介可參看香港中醫藥管理委員會的網頁：

<http://www.cmchk.org.hk/>，現附上2010年12月出版的《中藥商通訊》中相關資料以供參考。

參展商亦可於雙語法例資料系統的網頁：<http://www.legislation.gov.hk/eng/home.htm> 閱讀及列印該條例的全文。參展商如對香港監管中成藥的法規有任何疑問，請向香港中醫藥管理委員會查詢。電話：(852) 2574-9999 或瀏覽其網頁：<http://www.cmchk.org.hk/>。

香港貿易發展局



**Circular 8      Important: Food Safety Ordinance (Cap. 612)**  
**<IMPORTANT>**

Food Safety Ordinance (Cap. 612) is in force with effect from 1 February 2012. Brief introduction as follows:

**1. Registration Scheme for food importers and food distributors**

Food importers and distributors who have not registered with the Food and Environmental Hygiene Department (FEHD) but carry on a food importation or distribution business, without reasonable excuse, commit an offence and are liable to a maximum fine of \$50,000 and imprisonment for 6 months.

Food importers and distributors exempted from registration are also required to submit supplementary information to FEHD, such as information of contact and food category of imported/distributed food.

**2. Record-keeping requirement to the movement of food**

All food importers and distributors are required to maintain records of the movements of food. Food retailers have to keep records of acquisition of food. Any person who fails to comply with the record-keeping requirement, without reasonable excuse, commits an offence and is liable to a maximum fine of \$10,000 and imprisonment for 3 months.

For detailed information, please browse the website [www.foodsafetyord.gov.hk](http://www.foodsafetyord.gov.hk) or call their office hour hotline: (852)2156 3017 or (852)2156 3034.

Hong Kong Trade Development Council

**通告 8      重要通告：《食物安全條例》(第 612 章) <重要通知>**

《食物安全條例》(第612章)已於2012年2月1日生效。簡介如下：

**1. 食物進口商和食物分銷商登記制度**

由2012年2月1日起，還未登記的食物進口商和分銷商，如無合理辯解，在未有登記的情況下經營食物進口或分銷業務，即屬違法，最高可被判罰款50,000元及監禁6個月。獲豁免登記的食物進口商和分銷商須向食環署提交補充資料，例如聯絡資料和進口或分銷食物的資料。

**2. 備存食物進出紀錄**

由2012年2月1日起，所有食物進口商及分銷商須備存食物進出紀錄。零售商亦須保存食物來貨紀錄。任何人如無合理辯解而沒有遵從備存紀錄的規定，即屬違法，最高可被判罰款10,000元及監禁3個月。

查詢詳情，請瀏覽網址 [www.foodsafetyord.gov.hk](http://www.foodsafetyord.gov.hk) 或於辦公時間致電：(852)2156 3017 或 (852)2156 3034。

香港貿易發展局

**Circular 9 Food Related Laws and Regulations <IMPORTANT>****1.24 Compliance with Applicable Laws and Regulations**

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

- Trade Descriptions Ordinance (Cap. 362) and its subsidiary legislations - which imposes, amongst others, prohibitions against application of false trade description to goods or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark; and prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment. Specific requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.
- Consumer Goods Safety Ordinance (Cap. 456) - which imposes a duty on manufacturers, importers and suppliers of consumer goods to ensure that the consumer goods supplied are safe. Consumer goods refers to any goods which are ordinarily supplied for private use or consumption (except those specified in the Ordinance) and includes the packaging of the consumer goods.
- Sales of Goods Ordinance (Cap. 26) - which codifies the law relating to the sale of goods, including formation, effects and performance of the sales contract, implied terms of the contract, rights of the parties and consequences of breach of the contract.
- Supply of Services (Implied Terms) Ordinance (Cap. 457) - which consolidates the law with respect to the terms to be implied in contracts for the supply of services, including implied terms as to care, skill, timing of performance and consideration.
- Import and Export Ordinance (Cap.60) - which imposes, amongst other, restrictions on and requirements for import and export of articles to and from Hong Kong and handling and carriage of articles which have been imported into Hong Kong. In particular, the Ordinance provides for articles which are prohibited to be imported into and exported from Hong Kong.
- Prevention of Bribery Ordinance (Cap. 201) - which makes provisions for the prevention of bribery and other related matters.

- Personal Data (Privacy) Ordinance (Cap.486) - which protects the privacy of individuals in relation to personal data by, amongst others, imposing a duty on data users to comply with the data protection principles as listed under the Ordinance and the requirements for use and provision of personal data in direct marketing.
- Copyright Ordinance (Cap.528) - which makes provisions in respect of protection and enforcement of copyright and other related rights.
- Registered Design Ordinance (Cap.522) - which makes provisions in respect of registered design right.
- Trade Marks Ordinance (Cap.559) - which makes provisions in respect of the registration of trade marks and related matters including protection and enforcement of registered trade marks.
- Patents Ordinance (Cap. 514) - which makes provisions in respect of the registration of patents and related matters including protection and enforcement of registered patents.
- Pyramid Schemes Prohibition Ordinance (Cap.617) - which makes provisions to prohibit the promotion of and the knowing participation and inducement of another to participate in pyramid schemes.
- Undesirable Medical Advertisements Ordinance (Cap. 231) - which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases as prescribed in the Ordinance. (See 3.25.14 below)
- Electricity Ordinance (Cap.406) - which provides for, amongst others, safety requirements for electrical products, meaning any current-using equipment, lighting fitting or accessory that uses low voltage or high voltage electricity.
- Air Pollution Control Ordinance (Cap. 311) - which makes provision abating, prohibiting and controlling pollution of the atmosphere, including prohibiting the manufacture in or import into Hong Kong certain regulated consumer products (such as hairspray) that contain volatile organic compound content in excess of the prescribed limit.
- Public Health and Municipal Services Ordinance (Cap.132) - which regulates, amongst others, the preparation and adulteration of food and drugs and provides for protection to purchasers of food and drugs by prohibiting sale of food or drugs unfit for human use and false or misleading labeling or advertising of the same. (See 3.25.18 below)
- Control of Obscene & Indecent Articles Ordinance (Cap.390) - which controls articles which contain material that is obscene or indecent (including material that is violent, depraved or repulsive).

- Toys and Children's Products Safety Ordinance (Cap. 424) - which provides for, amongst others, safety standards for children's toys, specified chattels used in association with children.
- Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586) - which regulates the import, export, and possession or control of certain endangered species of animals and plants. (See 3.25.16 below)
- Waste Disposal Ordinance (Cap. 354) - which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste.
- Firearms and Ammunitions Ordinance (Cap. 238) - which makes provisions for the control and licensing on the possession and dealing in arms and ammunition.
- Weapons Ordinance (Cap. 217) - which prohibits the possession of certain weapons.
- Product Eco-responsibility Ordinance (Cap 603) - which introduces measures to minimize the environmental impact of certain types of products (such as plastic shopping bags, electrical and electronic equipment, packaging materials and beverage containers); and provides for related matters.
- National Security Law – which criminalises acts of secession, subversion of state power, terrorist activities, and collusion with foreign or external forces to endanger national security to safeguard national security. The law also criminalises secondary acts of assisting the commission of the aforementioned offences, such as assisting in or abetting the commission by other persons of a secession or subversion offence, providing support, assistance or facility such as technologies or venues to a terrorist organization or a terrorist, or for the commission of terrorist activities, and aiding and abetting the commission of a collusion offence under common law.

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

### **Warranties**

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

- (a) shall comply with all laws and regulations applicable to the Exhibitor or the Organiser, including but not limited to the laws of Hong Kong, and any applicable international conventions;
- (b) shall comply with all codes of practice, guidelines or statement issued by the relevant government authorities or professional bodies applicable to the Exhibitor or the Organiser, including but not limited to the government authorities or

professional bodies of Hong Kong;

- (c) do not infringe any intellectual property rights or other rights of any third party;
- (d) are not, in the reasonable opinion of the Organiser, unfavorable to the images or reputation of the Organiser or otherwise undesirable.

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

Each Exhibitor hereby represents, warrants and undertakes to the Organiser that it shall explain to customers and potential customers the scope, particulars and specification of its products and/or services (as the case may be) and the relevant fees and charges, and that the Organiser are not liable for any liability, losses, damages, costs and expenses arising from or in connection with any dispute between an Exhibitor and any of its customers or potential customers, which shall be the sole responsibility of the Exhibitor concerned.

### **Indemnity**

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

## **1.25 Food Related Laws and Regulations**

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

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

### **1.25.1 Free Tasting for Product Demonstration**

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

- (a) the samples are prepared in connection with the demonstration of the Exhibitor's

products;

(b) the samples are provided free of charge;

(c) alcoholic beverages must not be tasted by or supplied or sold to visitors aged below 18;

(d) the samples are offered in the area of the Exhibitor's Stand (or areas designated by the Organiser, if any);

(e) the samples and/or the ingredients are well packaged or well covered and are served in small quantity and tasting portion only;

(f) Exhibitor's staff preparing or dispensing food or beverages must wear face masks, gloves and clean clothing;

(g) the samples and/or the ingredients must be within the expiry date of consumption and must be in a condition normally expected of or commonly acceptable in relation to that particular kind of food or beverages.

### **1.24.2 Onsite Inspection**

To ensure full compliance with the laws and regulations, the Organisers maintain the right to demand for immediate remedial action by Exhibitors upon request during the Fair period if the Organisers have any suspicion on any non-compliance of the laws and regulations mentioned in sections 3.24 and 3.25. In the incidence that repeated verbal warnings are in vain, the Organisers may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Officials from various government departments and authorities such as Food and Environmental Hygiene Department, Department of Health, Customs & Excise Department, Immigration Department, Chinese Medicine Council of Hong Kong, as well as the Consumer Council, may also conduct inspections onsite during the Fair period.

### **1.24.3 Food Laws of Hong Kong**

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

(1) Public Health and Municipal Services Ordinance (Cap. 132)

(a) Part V — (Food and Drugs) of the Public Health and Municipal Services Ordinance (Cap. 132 of Laws of Hong Kong);

(b) Abattoirs Regulation (Cap. 132A)

(c) Colouring Matter in Food Regulations (Cap.132H);

(d) Dried Milk Regulations (Cap.132R);

- (e) Sweeteners in Food Regulations (Cap.132U);
- (f) Food Adulteration (Metallic Contamination) Regulations (Cap.132V);
- (g) Food and Drugs (Composition and Labeling) Regulations (Cap.132W);
- (h) Food Business Regulation (Cap.132X);
- (i) Frozen Confections Regulation (Cap.132AC);
- (j) Harmful Substances in Food Regulations (Cap.132AF);
- (k) Imported Game, Meat and Poultry Regulations (Cap.132AK);
- (l) Milk Regulation (Cap.132AQ);
- (m) Mineral Oil in Food Regulations (Cap.132AR);
- (n) Preservatives in Food Regulation (Cap.132BD);
- (o) Slaughterhouses Regulation (Cap.132BU); and
- (p) Smokeless Tobacco Products (Prohibition) Regulations (Cap.132BW)
- (q) Pesticide Residues in Food Regulation (Cap.132CM).

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

## (2) Food Safety Ordinance (Cap. 612)

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

According to the Ordinance, “Food” includes –

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

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

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

## Registration scheme

The Ordinance requires any person who carries on a food importation/ distribution business to register with Director of Food and Environmental Hygiene as a food importer/ food distributor. Any person who does not register with FEHD as a food importer/distributor but carries on a food importation or distribution business commits an offence and is liable to a maximum fine of \$50,000 and imprisonment for 6 months.

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

## Record-keeping requirements

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

The full text of the Ordinance can be downloaded at <https://www.elegislation.gov.hk/> and Guidelines on the operation of the Ordinance issued by the Centre for Food Safety can be downloaded from the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk)

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

#### **1.24.4 Summary on Food Related Regulations**

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

##### **(1) Selling and Dispensing Food or Beverages**

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

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

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

Exhibitors who will carry out on-site food processing activities must provide Hong Kong

Trade Development Council (HKTDC) at least 30 days before the Food Expo notification in writing with the type of food items to be processed and whether the items are for free tasting or for sale. Where sale of on-site processed food will be conducted, the exhibitor is also required to provide HKTDC a copy of its Temporary Food Factory Licence at the same time; or if such licence is not available 30 days before the commencement of the Food Expo, Exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Food Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD.

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

## (2) Fire Regulation

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

[For inquiries, please contact HKTDC (852) 2240 4470].

## (3) Food Labelling

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

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

## (4) Undesirable Medical Advertisements Ordinance

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

## (5) Registration of Proprietary Chinese Medicines

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

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

**(6) Product Genuineness & Product Labelling**

Please note that the Organisers and Po Sau Tong Ginseng & Antler Association Hong Kong Limited, supporting organisation of the Food Expo, have the sole discretion to examine or test any ginseng, antler, dried seafood or Chinese soup ingredients which are suspected to be not genuine.

**(7) Retail Sales Activities for Overseas Exhibitors**

According to the provisions of the Immigration Ordinance (Cap. 115), all exhibitors who are not ordinary residents of Hong Kong will be required to obtain a "Temporary Work Visa" when they participate in a public fair in Hong Kong involving retail sales activities; unless a local representative is employed to conduct retail sales activities and the handling of proceeds.

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

**1.24.5 Conditions on Selling and Dispensing Food or Beverages**

To comply with the provisions of the Food Safety Ordinance Cap 612, all exhibitors intending to import or distribute food in the Food Expo are required to register with or obtain exemption from the FEHD. Application forms and Guidelines on the operation of the Ordinance can be obtained from the Center for Food Safety at 43/F Queensway Government Offices, 66 Queensway, Hong Kong or downloaded at its website at: [www.cfs.gov.hk](http://www.cfs.gov.hk).

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

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

**Food Permits and Licences**

1. All food and beverages exhibited at the Food Expo must be in hygienic condition of the highest standard and must be fit for human consumption. For the sake of public health, the Organisers maintain the right to demand for valid certificates on the food product quality issued by the relevant health and food safety authorities upon request during the Fair period. If the Organisers have any suspicion on any of the exhibits, given all the circumstantial supportive factors, it may call for immediate removal of the concerned items from display and from sale. In the incidence that repeated verbal warnings are in vain, the Organisers may terminate the exhibitors' right to continue participating in the Fair with immediate effect. Please ensure that there are no fake or unhygienic food products at the fairground.
2. Exhibitors can offer exhibits for tasting by visitors provided that they are free of charge to the visitors and that such tasting takes place within the designated area to which each

exhibitor is assigned by the (HKTDC). Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing.

3. ANY FOOD or BEVERAGES that exhibitors WARM UP or REHEAT at their booth(s) must be for visitors' FREE TASTING ONLY and MUST NOT BE FOR SALE at the fairground unless the Exhibitor concerned has obtained a Temporary Food Factory Licence from the FEHD for sale of food at the fairground. The said Temporary Food Factory Licence must be displayed at an eye-catching location within the Exhibitor's booth with copy provided to HKTDC at least 30 days before the commencement of the Food Expo; or if such licence is not available 30 days before the commencement of the Food Expo, Exhibitor shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Food Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD. The Organisers reserve the right to discontinue any sale if the exhibitor fails to present the said licence and/or documents by the deadline.
4. Only pre-packaged food samples i.e. samples of any food packaged, whether completely or partially, in such a way that the contents cannot be altered without opening or changing the packaging, the food in which is ready for presentation to the visitors as a single food item, can be sold to the visitors at the exhibition venue.
5. All exhibits, whether sold to or tasted by the visitors, must be within the expiry date of consumption, which must be clearly marked on the containers or packers or otherwise for pre-packaged exhibits. Any other food or beverages supplied to visitors for tasting must be not older than would normally be expected of or commonly acceptable in relation to that particular kind of food or beverages.
6. All sales of beverages must be closed and sealed to prevent spilling.
7. The latest Food Laws in Hong Kong shall become effective immediately upon posting of the same on the website of Centre for Food Safety at [www.cfs.gov.hk](http://www.cfs.gov.hk). Once the amended laws have been posted, exhibitors will be deemed to have notice of the same and have complied with the amended laws.
8. Depending on the nature of the exhibits, exhibitors will be required to apply for food permits/licences from the FEHD. Any such food permit / licence obtained by the exhibitors must be displayed at an eye-catching location in the booth and have to be copied to HKTDC at least 30 days before the commencement of the Food Expo; or if such permit / license is not available 30 days before the commencement of the Food Expo, we shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Food Expo 2021 for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later

than [7] days) the permit and/or license has been granted by the FEHD The Organisers reserve the right to discontinue any sale if the exhibitor fails to present the said permit / licence and/or documents by the deadline.

### **On-site Food-processing Activities and Storage**

9. No open fire is allowed at the fairground and all exhibitors should note that no elaborate food preparation processes are allowed at the exhibitors' booth(s).
10. The means of food processing (such as cooking, warming or reheating) shall be restricted to steaming, pan-frying, non-charcoal grilling and baking only. Deep-fry or Yakitori-style cooking is not permitted.
11. Any cooking, warming or re-heating of the food products must take place within the stands in the exhibition venue to which each exhibitor is assigned by HKTDC and shall only be done by microwave ovens and electric cooking appliances of good working condition only. HKTDC reserves the right to request exhibitors to remove immediately without notice any appliance that HKTDC regards as defective, dangerous or improper. Each exhibitor is only allowed to install one microwave oven and one other electrical cooking appliance in his/her respective stand regardless of the size of the stand. Exhibitors are also responsible for ordering sufficient power supply to support their electric cooking appliances. Booths with pan-frying, non-charcoal grilling or baking activities must be installed with charcoal-filtered range hood in order to minimise problems of indoor air pollution. HKTDC Exhibition Services can offer officially recognised charcoal-filtered range hoods for rent. Any exhibitor wishing to install any additional microwave ovens or electric cooking appliances must obtain the prior written approval of HKTDC who have an absolute discretion upon whether to give such approval. Notwithstanding that the HKTDC may have given such approval, they have the sole and absolute discretion to subsequently withdraw such approval at any time.
12. Booths with sales or distribution of soft ice-cream must be equipped with piping and drainage.
13. Acceptance of exhibitors which conduct food-processing on-site is subject to the sole decision of HKTDC.
14. Upon signing the Food Expo Application Form and Declaration the exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from food provided by the exhibitor or any offence committed by the exhibitor.
15. Exhibitors should avoid causing possible nuisance of oil fumes generated from frying and warming of food. As a safety measure, cooking appliances facing the aisles are required to be shielded off by 30cm high panels above the cooking counter on three sides to avoid spillage of cooking oil or hot water.



16. All exhibitors should ensure that storage of food items should be under temperature-controlled conditions in refrigerators, freezers or other appropriate appliances of good and proper working condition. Prior arrangements should be made with HKTDC for the supply of 24-hour electricity throughout the duration of the exhibition. (Please refer to Form 7 in "Additional Facilities and Services Order Form").
17. 70% of the total booth area shall be used to sell and/or display pre-packaged foods and/or beverages. In addition, at least 70% of the items displayed at the booth shall consist of pre-packaged foods or beverages. Any cooking, reheating, displaying and/or selling of unpacked food shall be conducted within the booth and the aggregate area for conducting such activities shall not exceed 30% of the total booth area.

#### **1.24.6 Conditions on Tasting, Supply and/or Sale of Alcoholic Beverages**

Below are the rules and conditions governing the tasting and/or sales of alcoholic beverages during the Food Expo.

- All exhibitors are required to declare if their participation would involve alcoholic beverages.
- The supply and sales of alcoholic beverages by the glass or by open bottle in any catering form without a valid Temporary Liquor Licence within the exhibition venue is strictly prohibited and any breach thereof shall result in the exhibitor concerned being disallowed from continuing to participate in the exhibition. Exhibitor conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations (Cap. 109B) of the Dutiable Commodities Ordinance, Laws of Hong Kong Cap. 109. According to the Dutiable Commodities Ordinance, "alcoholic liquor" means any liquid which contains more than 1.2% of ethyl alcohol by volume, such as sheung ching, mow toi, ko leung, brandy, whisky, gin, rum, vodka, champagne, still wine, beer, cider, sake and etc.
- Since the legislative amendments to the Dutiable Commodities Ordinance took effect from 6 June 2008, wine/liquor traders are no longer required to apply for any licences or permits for the import or export, manufacture, storage or movement of wine and liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C. No valuation of the alcoholic beverages concerned for duty purpose will be required. However, the existing licensing/permit controls on liquors with an alcoholic strength of more than 30% by volume measured at a temperature of 20°C remain unchanged. Exhibitors of such liquors should forward a copy of the removal permit for duty-paid goods issued by the Customs & Excise Department to the HKTDC at least 30 days before the commencement of the Food Expo for records.
- Exhibitors conducting sales and/or tasting of alcoholic beverages during the Food Expo should observe the following rules and conditions:
  - Consumption or tasting of alcoholic beverages must be done in the following ways:
    - 1) for those exhibitors who wish to conduct alcoholic beverages free tasting within the

exhibition booth, they must apply for the relevant Temporary Liquor Licence directly from the Hong Kong Police at least 30 days before the commencement of the Food Expo. Only a person who is already in possession of a full Liquor Licence will be considered to be issued with a Temporary Liquor Licence. Any such Temporary Liquor Licence an exhibitor obtained must be displayed at an eye-catching location in the booth AND have to be copied to HKTDC at least 30 days before the commencement of the Food Expo.

- 2) Unless a Temporary Liquor Licence is obtained, all sales of alcoholic products must be bottled or canned, and no sales and/or free-tasting of alcoholic beverages by the glass or open-bottle would be allowed. Exhibitors conducting alcoholic beverage promotion within the exhibition venue should comply with the Dutiable Commodities (Liquor) Regulations (Cap. 109B) of the Dutiable Commodities Ordinance (Cap. 109) wherever appropriate.
- Alcoholic beverages **MUST NOT** be tasted by or sold to visitors aged below 18. In case of any doubt, please request visitors to show a proof of age, e.g. Hong Kong ID Card.
  - Exhibitors must ensure that a sign containing both the Chinese and English versions of the notice below is displayed in a prominent position at the booth:

*“Under the law of Hong Kong, Intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。”*

The sign must be rectangular in shape with sides of at least 38cm in length and 20cm in width. The notice contained in the sign must be in plain and readily legible characters and letters, and be set out in characters and letters of a colour that contrasts with the background on which they appear. The Organiser may provide such sign to the concerned exhibitors upon request.

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

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

### **1.24.7 Product Genuineness**

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

Please note that the Organisers and Po Sau Tong Ginseng & Antler Association Hong Kong Limited, sponsor of the Food Expo, have the sole discretion to examine or test any

ginseng, antler, dried seafood or Chinese soup ingredients regarding the product genuineness. The Organisers will take the examination or test results into account when considering whether or not to accept the application of the exhibitor for the upcoming Food Expo.

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

### **1.24.8 Guidelines on Processing Food & Beverages**

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

- Exhibitors should have their body temperature measured daily before entering the fairground. If you do not feel well, especially when you have a fever (body temperature higher than 38°C/100.4°F) and/or respiratory symptoms such as coughing, sneezing, do not attend the function. Consult a doctor promptly.
- Exhibitors are strongly recommended that any food or beverages for free tasting should be well packaged or well covered and to be served on one-to-one basis in small quantity. Staff dispensing food or beverages is strongly recommended to wear face masks, gloves and clean clothing. All food, beverages and tableware must be stored and covered properly.
- Any food or beverages for on-site sale should be sealed packaged.
- Maintain good personal hygiene. Wash your hands with liquid soap, and then dry with a disposable towel or a hand drier before processing food, after going to the toilet, when your hands are contaminated by respiratory droplets or other bodily secretions or after touching rubbish.
- Do not cough or sneeze toward any food and beverages. Do not spit or litter.
- All exhibitors should ensure that exhibits are displayed only in the stands specifically assigned to them and that they keep their stand dry, clean and tidy. All rubbish or packing materials should be disposed of in the garbage bags and placed in the refuse collection area in the exhibition venue at the end of an exhibition day.
- Exhibitors should keep potentially hazardous food at 4°C or below, or at 60°C or higher. If the food items are frozen, they must be stored frozen (preferably stored at -18°C or below). Potentially hazardous food that is intended for immediate consumption may be displayed or held for service at temperatures between 4°C and 60°C for a period of not more than 4 hours, otherwise it should be discarded.

[The Food Hygiene Code issued by the FEHD can be downloaded at [https://www.fehd.gov.hk/english/publications/code/code\\_all.pdf](https://www.fehd.gov.hk/english/publications/code/code_all.pdf)]



**1.24.9 Catering Services**

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

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

**1.24.10 Regulations on Sales of Restricted Food****Restricted Foods**

According to the provisions of the Food Business Regulation (Subsidiary Legislation X of Chapter 132 of the Laws of Hong Kong), no person shall sell, or offer or expose for sale, or possess for sale the following kinds of food and beverages which are restricted foods in Hong Kong except with the relevant licences or permits issued by the FEHD:

1. (a) Fresh meat;  
(b) Chilled meat other than pre-packaged chilled beef, mutton or pork;  
(c) Pre-packaged chilled beef, mutton or pork;  
(d) Frozen meat;
2. Fresh, chilled or frozen game;
3. Fresh, chilled, frozen or live fish, excluding live fish on a fish farm;
4. (a) Live water birds, excluding live water birds on a poultry farm or in a wholesale market;  
(b) Other live poultry, excluding live poultry on a poultry farm or in a wholesale market;  
(c) Fresh, chilled or frozen poultry carcass;
5. Fresh, chilled or frozen shell fish, excluding shell fish collected in the Hong Kong Harbour and Harbour in Aberdeen which is prohibited food;
6. Imported cooked or dried meat or imported meat which has been otherwise treated or prepared, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
7. Imported intestines or other parts of any animal which are prepared in the form of sausage casings, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;

8. Imported pies, sausages or other prepared or manufactured articles of food which contain any meat or cooked or dried meat other than fat, unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
9. Milk or any milk beverages, being milk or a milk beverage to which the Milk Regulation (Cap 132AQ) applies;
- 10.(a) Soft ice cream;  
(b) Other frozen confections;
- 11.Chinese herb tea;
- 12.Non-bottled drinks (which generally mean drinks prepared for immediate consumption but required no storage in sealed bottles, cans or other containers, e.g. fresh fruit juice, diluted drinks prepared from concentrates, soya bean juice and drinks sold from a manual dispensing machine);
13. Siu Mei (燒味) or Lo Mei (滷味);
14. Cut fruit;
15. Leung Fan (涼粉), unless such food is to be sold in an unopened hermetically sealed container or, until the time it is about to be used in the preparation of any article of food, such food is contained in an unopened hermetically sealed container;
16. Man Tau Lo (饅頭籮);
17. Food sold by means of a vending machine;
18. Sashimi;
19. Sushi;
20. Oyster to be eaten in raw state; or
21. Meat to be eaten in raw state.

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

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

### **Sale of Restricted Foods**

Exhibitors who intend to conduct sale of any of the above restricted foods in the Food Expo are required to obtain the necessary Restricted Food Permit and/or a Composite Food Shop Licence from the FEHD. Exhibitors should submit copy of the permits / licences to HKTDC at least 30 days before the commencement of the Food Expo for records; or if such permit and/or license is not available 30 days before the commencement of the Food Expo, Exhibitors shall submit copies of the application for the permit and/or license filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Food Expo for records and shall provide a copy of the permit and/or license to HKTDC for records as soon as (and in any event not later than [7] days) the permit and/or license has been granted by the FEHD.

A Temporary Food Factory Licence is also required for any Exhibitor who intends to conduct sale of any pre-cooked food or beverages reheated for consumption at the Food Expo. A copy of the licence should be forwarded to HKTDC at least 30 days before the commencement of the Food Expo for records; or if such licence is not available 30 days before the commencement of the Food Expo, the Exhibitors shall submit copies of the application for the licence filed with the FEHD and the FEHD's written acknowledgment of the same to HKTDC at least [30] days before the commencement of the Food Expo for records and shall provide a copy of the licence to HKTDC for records as soon as (and in any event not later than [7] days) the license has been granted by the FEHD.

The Form of Application for Restricted Food Permit (FEHB95), Application Form for Composite Food Shop Licence (FEHB244) and the Form of Application for a Temporary Food Factory Licence (FEHB201) can be downloaded from the website of FEHD at [https://www.fehd.gov.hk/english/forms/index\\_forms.html](https://www.fehd.gov.hk/english/forms/index_forms.html). For enquiries, please call the 24-hour hotline of FEHD at (852) 2868 0000.

#### **1.24.11 Regulations on Importation of Food Products**

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

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

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

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

- Guide to Import of Mainland Chilled Chickens into Hong Kong
- Guide to Import of Food into Hong Kong
- Guide to Import of Milk and Milk Beverages into Hong Kong
  
- Guide to Import of Frozen Confections into Hong Kong
- Guide to Import of Game, Meat and Poultry and Eggs into Hong Kong
- Guide to Import of Marine Products into Hong Kong
- Guide to Application for Import Licence for Frozen Meat, Chilled Meat, Frozen Poultry and Chilled Poultry
- Guide to Application for Permission in Writing for Import of Eggs
- Guide to Frozen meat destined for Hong Kong from overseas temporarily stored in Qianhaiwan Bonded Port Area of Shenzhen before its importation into Hong Kong in batches
- Guide to Import of Beef, Pork and Mutton from European Union Member States into Hong Kong
- Guide to import of beef, pork and mutton derived from animals born and raised in the Republic of Ireland (RoI) or the United Kingdom (UK), slaughtered in the RoI or the UK, packed in the UK and exported from the UK to Hong Kong

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

#### ◆ Health Certificate by Local Health Authority on Food Products

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

#### ◆ Close Watch on Latest News Regarding Food Safety

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

#### ◆ Prior Approval for Importation of Restricted Food Items

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

#### ◆ Regulated Items

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

#### ◆ Freight Forwarder

- Exhibitors may contact any Freight Forwarder for further details regarding importation of food products. The contacts of some Freight Forwarders are listed on the website of Hong Kong Exhibitions and Convention Industry Association (HKECIA) at <https://exhibitions.org.hk/en/membership/member-directory>.

### 1.24.12 Food & Drugs (Composite and Labelling) Regulations

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

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

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

- 1) food name/designation;
- 2) list of ingredients;

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

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

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

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

The nutrition label for infant formula must, unless otherwise exempt under the Regulations, contain the following aspects:

- energy
- protein
- total fat
- total carbohydrates
- vitamin A, D3, E, K, B6, B12, C
- thiamine, riboflavin, niacin, biotin
- pantothenic acid, folic acid
- iron, calcium, phosphorus, magnesium, sodium, chloride, potassium, manganese, iodine, selenium, copper, zinc and choline

If the fluoride content of any infant formula exceeds 100µg per 100kcal or 24µg per 100kJ, the formula must also be labelled with a statement indicating that consumption of the formula may cause dental fluorosis and recommending that such risk be discussed with a medical practitioner or health professional.

The nutritional label for follow-up formula must, unless otherwise exempt under the Regulations, contain the following aspects:

- energy

- protein
- total fat
- available carbohydrates
- vitamin A, D, E, K, B6, B12, C
- thiamine, riboflavin, niacin, biotin
- pantothenic acid, folic acid
- iron, calcium, phosphorus, magnesium, sodium, chloride, potassium, iodine and zinc

The nutritional label for prepackaged food for infants and young children must, unless otherwise exempt under the Regulations, contain the following aspects:

- energy
- protein
- total fat
- available carbohydrates
- sodium
- vitamin A and D (if added)

All **Hong Kong and overseas exhibitors** that intend to conduct selling of prepackaged foods, infant formula and/or follow-up formula at HKTDC Food Expo should make sure their products carry the required prepackaged food and/or nutrition label.

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

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

Officials from the FEHD may conduct random inspections onsite during the Fair period. The Organisers may, given all circumstantial supportive factors, call for immediate removals of the alleged food items from sale. In the incidences that repeated warnings are in vain, the Organisers have the discretion to terminate the exhibitors' right to continue participating in the Fair with immediate effect.

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

- Trade Guidelines on Preparation of Legible Food Label
- Trade Guidelines on Serving Size of Prepackaged Food For Nutrition Labelling

- Labelling Guidelines on Food Allergens, Food Additive and Date Format
- Technical Guidance Notes on Nutrition Labelling and Nutrition Claims
- Method Guidance Notes on Nutrition Labelling and Nutrition Claims
- Guide to Application for Small Volume Exemption
- Technical Issues on Nutrition Labelling - Rounding Rules
- Acceptable Nutrient Function Claims under the Nutrition Labelling Scheme in Hong Kong
- Technical Guidance Notes on Nutritional Composition and Nutrition Labelling of Infant Formula, Follow-up Formula and Prepackaged Food for Infants and Young Children
- Method Guidance Notes on Nutritional Composition and Nutrition Labelling of Infant Formula, Follow-up Formula and Prepackaged Food for Infants and Young Children
- Guidelines on Voluntary Labelling of Genetically Modified (GM) Food

For further details regarding the Food and Drugs (Composition and Labelling) Regulations, please contact the Centre for Food Safety at: (852) 2868 0000 or visit its website at <https://www.elegislation.gov.hk/>

## IMPORTANT NOTICE

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

### **1.24.13 Chinese Medicine Ordinance and Other Relevant Legislations**

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

The Ordinance which was passed by the Legislative Council on 14 July 1999 established a regulatory system for the protection of public health, the accomplishment of a professional status for Chinese medicine practitioners and the enhancement of safety, quality and efficacy of Chinese medicines in Hong Kong. The contents of the Chinese Medicine Ordinance include, without limitation, the composition and functions of the Chinese Medicine Council, Chinese Medicine Practitioners Board, Chinese Medicines Board and the ten committees established under the Chinese Medicine Council; the regulatory system for Chinese medicine practitioners, which includes registration, examination and discipline of Chinese medicine practitioners; the regulatory system for Chinese medicines, which includes licensing and regulation of Chinese medicines traders and registration of proprietary Chinese medicines; and the issuance of Chinese Medicine Safety Orders.

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

#### **Registration System and Statutory Requirements for Proprietary Chinese Medicines Implemented**



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

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

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

#### **1.24.14 Undesirable Medical Advertisements Ordinance**

The Department of Health of the HKSAR Government has set forth very strict rules and regulations relating to drug labelling and advertising. The Undesirable Medical Advertisements Ordinance, Cap.231 of the Laws of Hong Kong, prohibits the advertising of any medicine, surgical appliances or treatment for the prevention or treatment of diseases or conditions specified in the Schedules 1 and 2 of the Ordinance. Advertisements include but are not limited to any notice, poster, pamphlet and label on product and any announcement made orally or by means of producing or transmitting light or sound. It is possible that representatives from relevant government departments would conduct an on-site inspection during the Fair for any misbehaviors or irregularities.

Exhibitors are reminded that sections 2 to 8 and Schedules 1, 2 and 4 of the Undesirable Medical Advertisements Ordinance has taken effect from 1 June 2012 so that the prohibition or restriction on advertisements of six prescribed group of health claims (relating to breast lumps, genitourinary system, endocrine system, body glucose, blood pressure and blood lipids or cholesterol) is extended to all orally consumed products, except those customarily consumed as food or drink.

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

The full text of the Ordinance can be downloaded from the Hong Kong e-Legislation website at <https://www.elegislation.gov.hk/>.

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

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

### **1.24.15 Rules & Regulations for Imports and Exports of Chinese Medicines**

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

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

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

Details of the applications for import/export permit for Chinese herbal medicines and proprietary Chinese medicines can be found in the Guidelines issued by the Chinese Medicine Regulatory Office of Department of Health which are available on its website at [www.cmro.gov.hk](http://www.cmro.gov.hk).

- 2) In the case of an import licence application, the applicant will be given the original and duplicate of licence. The original is to enable the licensee to take delivery of the goods from the carrier (shipping company, airline or transportation company). Please note that under Section 8 of the Import and Export Ordinance (I & E Ordinance), the original must be presented to the carrier within 7 days after importation of the goods, irrespective of whether delivery of the goods is taken. The duplicate is for the licensee's retention.



- 3) Under Sections 6C(1) and 6D(1) of the I & E Ordinance, no person shall import or export pharmaceutical products and medicines except under and in accordance with a licence issued by the Director-General of Trade and Industry. Sections 6C(2) and 6D(3) of the I & E Ordinance stipulate that any person who contravenes Sections 6C(1) and 6D(1) shall be guilty of an offence and shall be liable on conviction to a fine of \$500,000 and to imprisonment for two years.
- 4) For further information, please contact Chinese Medicine Regulatory Office of the Department of Health at (852) 23195119 or visit its website at [www.cmro.gov.hk](http://www.cmro.gov.hk).
- 5) The exhibitor agrees to comply with the said conditions, and to exempt HKTDC and Hong Kong Convention and Exhibition Centre (Management) Limited from, and indemnify them against all liabilities whatsoever incurred from any complaint lodged or proceedings instituted by any person arising from any offence committed under the regulations by the exhibitor.

### **1.24.16 Protection of Endangered Species of Animals and Plants Ordinance**

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

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

### **3.25.17 Environmental Levy Scheme on Plastic Shopping Bags**

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

For further information, please contact the Environmental Protection Department at (852)



### **3.25.18 Other Relevant Legislations**

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

- (i) Under the Prevention of Bribery Ordinance (Cap.201), any person who, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for that public servant's exercise of his duties commits an offence;
- (ii) Under the Public Health and Municipal Services Ordinance (Cap. 132), which imposes restrictions on and requirements for, amongst others, preparation and adulteration of drugs; possession for the purpose of sale, exposition and advertising of drugs injuriously affected in their quality, constitution or potency by means of adulteration; prohibitions against sale to the prejudice of purchasers of drugs not of the nature or quality demanded by purchasers; prohibitions against sale, exposition or possession for sale of drugs intended but unfit for use by man; and prohibitions against sale and display of drugs for sale with false or misleading labeling or advertising;
- (iii) Under the Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586), restrictions related to the import, introduction and possession or control of endangered species;
- (iv) Under the Undesirable Medical Advertisements Ordinance (Cap.231), which imposes, amongst others, prohibitions against advertisements likely to lead to the use of any medicine, surgical appliance or treatment for certain diseases and all orally consumed products as prescribed in such Ordinance and abortion;
- (v) Under the Waste Disposal Ordinance (Cap. 354), which makes provisions for the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of waste of any class or description, the licensing and registration of places and persons connected with any such activity, the protection and safety of the public in relation to any such activity and other related matters;
- (vi) Under the Trade Descriptions Ordinance (Cap. 362), which imposes, amongst others, prohibitions against application of false trade description to goods or services; possession for sale or for any purpose of trade or manufacture goods with false trade description; prohibitions against supply of goods or services with false trade description; prohibitions against forging trade mark or application of false trade mark to goods; prohibitions against import and export of goods with false trade description or forged trade mark; and prohibitions against unfair trade practices including without limitation misleading omissions, aggressive commercial practices, bait advertising, bait and switch and wrongly accepting payment. Specific

requirements relating to trade descriptions for jewelry, precious stones, watches, garments and electronic goods may apply.

- (vii) Under the Pharmacy and Poisons Ordinance (Cap.138), which imposes restrictions on and requirements for, amongst others, possession and sale (both retail and wholesale) of poisons by registered pharmacists; registration of premises where poisons are kept for the purposes of retail sale; the requirement of prescription by a registered medical practitioner, registered dentist or registered veterinary surgeon for sale of certain designated poisons; labeling of and containers for poisons; storage and transport of poisons; and manufacture, import and export for pharmaceutical products. In particular, attention should be drawn to the restrictions relating to the control of medicines containing any western medicine as ingredients, and references should be made to the latest information and news posted on the website of Drug Office, Department of Health: <http://www.drugoffice.gov.hk>.

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

Government publications can also be purchased through the following channels:

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

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

Thank you for your kind attention.

Hong Kong Trade Development Council

**通告 9 食品有關法律和規例 <重要通知>****3.24 遵守適用法律及規章**

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

- 商品說明條例 (第362章) 及其附屬法例 - 該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。
- 消費品安全條例 (第456章) - 該條例向製造商、進口商及供應商施加確保所供應的消費品屬安全的責任。消費品是指一般供應予私人使用或耗用 (該條例中所指明的貨品除外) 的任何貨品，並包括供應該等貨品時所用的包裝。
- 貨品售賣條例 (第26章) - 該條例編纂有關貨品售賣的法律，包括售賣合約的訂立、效力及履行、合約的隱含條款、合約雙方的權利及違約的後果。
- 服務提供 (隱含條款) 條例 (第457章) - 該條例綜合有關服務供應合約中隱含的條款的法律，包括有關謹慎、技術、履行時間及代價的隱含條款。
- 進出口條例 (第60章) - 該條例其中施加有關在香港輸入及輸出物品以及對已經輸入香港的物品在香港境內的處理及運載的限制及就此作出有關規定。尤其是，該條例規定了在香港禁止進口及出口的物品。
- 防止賄賂條例(第201章) - 就防止賄賂及其他相關事項訂立條文。
- 個人資料 (私隱) 條例 (第486章) - 該條例藉向資料使用者施加須遵守該條例下所列的保障資料原則的責任、在直接促銷中使用和提供個人資料的要求及其他條文規定以保障有關個人資料的私隱。
- 版權條例 (第528章) - 該條例就版權及其他相關權利的保護及執行訂立條文。
- 註冊外觀設計條例 (第522章) - 該條例就註冊外觀設計權利訂立條文。
- 商標條例 (第559章) - 該條例就商標註冊及包括註冊商標的保護及執行的相關事

項訂立條文。

- 專利條例 (第514章) - 該條例就專利註冊及包括註冊專利的保護及執行的相關事項訂立條文。
- 禁止層壓式計劃條例 (第617章) - 該條例禁止推廣、知情參與及誘使他人參與層壓式計劃。
- 不良廣告(醫藥)條例 (第231章) - 該條例其中條文禁止發佈可能導致他人使用該條例中所訂明的某些疾病的任何藥物、外科用具或療法的廣告。(見下列3.25.14)
- 電力條例 (第406章) - 該條例其中就電氣產品(指使用低壓或高壓電力的任何用電器具、照明配件或附件)的安全規格訂立條文。
- 空氣污染管制條例 (第311章) - 該條例就消滅、禁止與管制大氣污染訂立條文。其中包括禁止在香港製造或進口所含的揮發性有機化合物成分超出所規定限額的若干受規管消費品(例如髮膠)。
- 公眾衛生及市政條例 (第132章) - 該條例其中就規管食物及藥物的配製及攪雜並就藉禁止售賣不宜供人使用的食物或藥物或該等食物或藥物的虛假或誤導標籤或廣告而對食物及藥物購買人提供保障訂立條文。(見下列3.25.18)
- 淫褻及不雅物品管制條例 (第390章) - [管制內容屬於或含有淫褻或不雅資料\(包括暴力、腐化或可厭的資料\)的物品。](#)
- 玩具及兒童產品安全條例 (第424章) - 該條例其中就兒童玩具及指明的兒童用品的安全標準訂定條文。
- 保護瀕危動植物物種條例 (第586章) - 該條例對一些瀕危的動物和植物物種的進口、出口、擁有或控制作出管制。(見下列3.25.16)
- 廢物處置條例 (第354章) - 該條例規管廢物的處理、儲存、收集及處置,包括廢物處理、再加工和回收。
- 火器及彈藥條例 (第238章) - 該條例規管火器及彈藥的管有和[經營的](#)牌照事宜。
- 武器條例 (第217章) - 該條例禁止持有某些武器。
- 產品環保責任條例 (第603章) - 該條例引入減少某些類型產品(如塑膠購物袋、電器及電子設備、包裝物料及飲品容器)對環境影響的措施並提供相關事宜。
- 國家安全法 - 該法例將分裂國家、顛覆國家政權、恐怖活動和勾結外國或境外勢力危害國家安全的行為刑事化以保障國家安全。該法例同時將協助實施上述罪行的從屬行為刑事化,例如協助或教唆他人實施分裂國家或顛覆國家政權罪、為恐怖活動組織、恐怖活動人員或恐怖活動實施提供技術或場所等支持、協助或便利,及在

普通法下協助及教唆實施勾結罪行。

閣下可以在以下網頁<https://www.elegislation.gov.hk>下載上述所有條例及規例。

### **保證**

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

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

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

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

### **彌償**

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

#### **3.25 食品有關法律和規例**

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

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

##### **3.25.1 產品示範及免費樣品**

參展商可向參觀人士提供食品或飲品樣品作試味，但必須遵守下列規定：



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

### 3.25.2. 會場內巡查

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

### 3.25.3. 香港的食物法例

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

- (1) 公眾衛生及市政條例（香港法律第132章）
  - (a) 公眾衛生及市政條例（香港法律第132章）第V部 — 食物及藥物
  - (b) 屠場規例（香港法律第132A章）
  - (c) 食物內染色料規例（香港法律第132H章）
  - (d) 奶粉規例（香港法律第132R章）
  - (e) 食物內甜味劑規例（香港法律第132U章）
  - (f) 食物攙雜（金屬雜質含量）規例（香港法律第132V章）
  - (g) 食物及藥物（成分組合及標籤）規例（香港法律第132W章）
  - (h) 食物業規例（香港法律第132X章）
  - (i) 冰凍甜點規例（香港法律第132AC章）
  - (j) 食物內有害物質規例（香港法律第132AF章）
  - (k) 進口野味、肉類及家禽規例（香港法律第132AK章）
  - (l) 奶業規例（香港法律第132AQ章）

- (m) 食物內礦物油規例 (香港法律第132AR章)
- (n) 食物內防腐劑規例 (香港法律第132BD章)
- (o) 屠房規例 (香港法律第132BU章)
- (p) 無煙煙草產品 (禁止) 規例 (香港法律第132BW章)
- (q) 食物內除害劑殘餘規例 (香港法律第132CM章)

香港法律第132章《公眾衛生及市政條例》及其附屬規例的全文可於網頁 <https://www.elegislation.gov.hk> 下載。

## (2) 食物安全條例 (香港法律第612章)

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

根據香港法律第612章《食物安全條例》，“食物”包括：

- (a) 飲品；
- (b) 冰；
- (c) 香口膠及其他具相類性質及用途的產品；
- (d) 無煙煙草產品；及
- (e) 配製食物時用作配料的物品及物質，但不包括—
  - (f) 活的動物或活的禽鳥(活水產除外)；
  - (g) 動物、禽鳥或水產的草料或飼料；或
  - (h) 《藥劑業及毒藥條例》(香港法律第138章)第2(1)條所界定的藥物或《中醫藥條例》(香港法律第549章)第2(1)條所界定的中藥材或中成藥。

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

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

### 登記制度

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

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

**備存食物進出紀錄的規定**

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

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

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

**(A) 本地獲取食物的紀錄 (本地來貨紀錄)**

任何人如在業務運作中在香港獲取食物，須就獲取有關食物記錄以下資料：

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

有關紀錄須在獲取有關食物後的72小時內作出。

**(B) 獲取進口食物的紀錄 (進口紀錄)**

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

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

有關紀錄須在進口有關食物之時或之前作出。

**(C) 捕撈本地水產的紀錄 (捕撈紀錄)**

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

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

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

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

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

#### 3.25.4. 食物規例概覽

參展商必須遵守的一些規例和條件現摘要如下：

##### (1) 售賣及派發食品或飲料

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

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

參展商如想進行例如奶類、雪糕及其他冰凍甜點之零售交易，須向食環署申請有關食物許可證。參展商如欲於展場內烹調食品，必須在美食博覽舉行前最少30天以書面通知香港貿發局，將要在展場內烹調的食品之類別及其用途（免費試食或銷售）。如參展商欲烹調食品作銷售用途，則需同時額外提供其臨時食物製造廠牌照的副本予香港貿發局；或如此牌照不能於美食博覽開始前30天發出，參展商必須於美食博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

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

##### (2) 防火規例

在任何情況下，會場內皆不得生火。

[查詢：香港貿發局電話 (852) 2240 4470。]

##### (3) 食物標籤

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

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

##### (4) 不良醫藥廣告條例

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

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

### (5) 中成藥的註冊

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

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

### (6) 產品真偽

主辦機構有權審核或測試各種參茸海味或中式保健湯包之真偽。

### (7) 海外參展商會場零售活動

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

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

### 3.25.5. 售賣及派發食品或飲料之條件

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

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

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

#### 食物牌照/許可證

1. 所有供銷售或試味的食品及飲料，必須符合最嚴格的衛生規定和適合人類食用。為保障市民健康，主辦機構有權要求參展商於展覽會場上即時提交由認可衛生或檢驗檢疫部門發出的食物衛

生及安全之證明文件。如果基於環境證據的支持使主辦機構對任何展品產生懷疑，主辦機構可以要求有關參展商立即停止售賣或展示該展品。若屢勸不效，主辦機構亦有權即時終止該參展商的參展資格。主辦機構要求所有參展商能確保所有攤位內之展品沒有任何劣質貨品或不衛生食品。

2. 參展商可提供展品予參觀人士試味，但此等試食必須為免費，並於香港貿發局分配予參展商的攤位範圍內進行。主辦機構強烈建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發。所有負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服，以確保衛生。

3. 參展商於攤位內處理或加熱之任何食品或飲料，只可供參觀人士免費試食，不可作現場銷售之用，除非參展商已就展場內之銷售食品領有食環署發出的臨時食物製造廠牌照。有關的牌照必須展示於參展商攤位內顯眼的位置並已於美食博覽舉行前最少30天提交牌照副本予香港貿發局；或如此類牌照不能於美食博覽開始前30天發出，參展商必須於美食博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。如參展商於限期前未能提交有關牌照及/或文件，主辦機構有權停止該參展商的銷售服務。

4. 參展商在展場銷售的食品必須預先包裝妥當，而且不論是全部或局部包裝，所採用的方法必須是可以確保內裏的食品不會被人以無需開啟或改變包裝的方式轉換的。同時，所有包裝食品必須以整件形式出售。

5. 所有展品，不論是供參觀人士購買或試食，均須為未超逾食用期限的食物，而有關期限必須清楚標明於展品的容器或包裝上。任何其他供試味的食品或飲料，其儲存期均不得超逾該類產品一般可以接受的期限。

6. 所有飲品必須以密封形式包裝售賣以防濺溢。

7. 最新之香港食物法例在刊登於食物安全中心的網站[www.cfs.gov.hk](http://www.cfs.gov.hk) 時生效。經修訂之香港食物法例一經刊登，即表示參展商已知悉該等法例，並接納經修訂之法例條款。

8. 根據展品的不同性質，參展商須向食環署申請有關的食品牌照/許可證。有關的食品牌照/許可證必須張貼於攤位內的顯眼位置。參展商須於美食博覽舉行前最少30天提交其食品牌照/許可證副本予香港貿發局存檔；或如此類食品牌照/許可證不能於美食博覽開始前30天發出，參展商必須於美食博覽舉行至少[30]天前，將已向食環署提交的食品牌照/許可證申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出食品牌照/許可證後將有關食品牌照/許可證副本交予香港貿發局以作紀錄。如參展商於限期前未能提交有關食品牌照/許可證及/或文件，主辦機構有權停止該參展商的銷售服務。

### 會場內的食物處理及存放

9. 會場內不得生火，參展商亦須注意：不得在攤位內進行繁複的食品烹調程序。
10. 參展商於展場內的食品處理方式（例如烹調、加熱或保溫）應只限於蒸煮、煎、無碳燒烤、焗。不能進行油炸或以日式燒烤的方式烹調食品。
11. 所有展出的食品或飲料如須烹調、加熱或保溫，必須在香港貿發局分配予各參展商的攤位內進行，並只可採用操作正常的微波爐及電動煮食器。香港貿發局有權著令參展商即時撤換香港貿發局認為危險、有問題或不合適的加熱器具，而無需預先作出通知。同時，每家參展商只許在其攤位裝設微波爐及其他電動煮食器各一具(不管攤位面積的大小)。參展商需安排足夠電力供應予其煮食用具。以煎、無碳燒烤或焗的方式處理食品的參展商必須安裝含**過濾木炭的抽油煙機**以室內減少空氣污染。參展商可向香港貿發局展覽服務部租用合資格的抽油煙機。任何參展商如欲安裝額外的微波爐或電動煮食器，必須事先取得香港貿發局的書面許可。香港貿發局有絕對酌情權決定是否批准這類申請，而即使在作出批准後，仍有絕對酌情權隨時收回所發出的許可。
12. 銷售或供應軟雪糕的展台必須配備水管及排水裝置。
13. 香港貿發局對批准參展商在場內烹調食品有絕對酌情權，亦有權隨時取消已發出的許可。
14. 參展商一經簽署美食博覽申請表格及聲明書，即表示參展商同意遵守有關條款，並同意如有任何因參展商供應的食品或參展商違反法規而招致的投訴或訴訟，香港貿發局及香港會展中心均不需要負責，亦無需作出賠償。
15. 為避免熱油或熱水濺溢發生意外，所有面向行人通道的烹飪器具必須以30厘米高的三面板遮蔽烹調櫃檯上方，以避免濺出加熱時製造的油或熱水。
16. 所有參展商必須確保食物妥為存放於有溫度調節並操作正常的雪櫃、冷藏庫及其他適當的設備內。參展商如需在展出期間獲得24小時電力供應，必須預先通知香港貿發局，以便作出安排。（詳情請參閱「**額外設施及服務申請表**」內之表格七）。
17. 展位的七成面積必需為售賣及/或展示已預先包裝的食品及/或飲品。此外，於展位展示的物品至少有七成必需為預先包裝的食品或飲品。參展商只可於展位現場烹調、加熱非包裝食品、展示及/或售賣有關非包裝食品，而有關佔位總面積之比例不可多於整個展位面積的三成。

### 3.25.6. 售賣及/或提供含酒精飲品試飲服務之條件

以下是有關在美食博覽期間售賣及/或提供含酒精飲品試飲服務之規條：

- 所有參展商必須聲明會否於展覽期間售賣或提供含酒精飲品試飲服務。
- 在展場推廣含酒精飲品的參展商，必須遵守香港法例第109章《應課稅品條例》中《應課稅品(酒類)規例》(第109章附屬法例B)的有關規定。根據該條例，酒類是指任何以量計含多於1.2%乙醇的液體例如雙蒸、茅台、高粱、拔蘭地、威士忌、氈酒、蘭姆酒、伏特加酒、香檳酒、無氣葡萄酒、啤酒、蘋果酒、日本清酒等酒類。

· 未領有臨時酒牌的參展商嚴禁在展覽場地以散裝杯或開瓶式供應及售賣酒精飲品。違反此規例的參展商將被主辦機構取消其繼續參展的資格。根據2008年6月6日生效的《應課稅品條例》的修訂，酒商毋須再就進口或出口、製造、貯存或搬運葡萄酒和在攝氏20度的溫度下量度所得酒精濃度以量計不多於30%的酒類而申請任何牌照或許可證，亦無須就有關的含酒精飲品作稅務評值。不過，對於在攝氏20度的溫度下量度所得酒精濃度以量計多於30%的酒類，原有牌照/許可證的管制措施則維持不變。參展商如果想在美食博覽中銷售對於在攝氏20度的溫度下量度所得酒精濃度以量計多於30%的酒類飲品，請於美食博覽舉行30天前，將香港海關發出的已課稅貨品移走許可證之副本交予香港貿發局以作紀錄。

· 在美食博覽會期間售賣及/或提供含酒精飲品試飲服務的參展商應遵守以下規則和條件：

· 酒精飲品之飲用或試味必須以下列形式進行：

2) 參展商若有意於所屬攤位內進行酒精飲品之試飲服務，需於美食博覽舉行前最少30天自行向香港警方申請臨時酒牌。香港警察牌照課只會考慮向持有正式酒牌的人士發給臨時酒牌。臨時酒牌必須張貼於攤位內的顯眼位置，並於美食博覽舉行前最少30天提交其副本予香港貿發局存檔。

3) 除非已申領臨時酒牌，否則所有含酒精飲品必須以密封式瓶裝或罐裝售賣，不得以杯裝或已開瓶的形式供應（包括免費試飲或銷售）。任何參展商在展場內推廣含酒精飲品，須遵守香港法例第109章《應課稅品條例》內之《應課稅品（酒類）規例》（第109章附屬法例B）的有關規定。

· 參展商不得向十八歲以下人士售賣或提供含酒精飲品試飲服務。若對有興趣購買或試飲含酒精飲品人士之年齡有懷疑，應要求對方出示身份證明。

· 參展商須確保於攤位內的一個當眼處展示載有以下通知的中文版本及英文版本的一項告示：

*"Under the law of Hong Kong, intoxicating liquor must not be sold or supplied to a minor in the course of business. 根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。"*

上述告示須呈長方形，長度最少 38 厘米，闊度最少 20 厘米。上述告示載有的通知須採用字體簡明而清晰可閱的文字及字母，及所採用的文字及字母的顏色，須與其背景顏色形成對比。主辦機構可在有關參展商的要求下派發該告示予有關參展商。

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

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



### 3.25.7. 膺品假貨

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

主辦機構及美食博覽之支持機構“香港參茸藥材寶壽堂商會有限公司”有絕對權審核或測試各種參茸補品、海味或中式湯料之真偽。主辦機構可參考審測結果作為決定是否接納該參展商參與之後的美食博覽。

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

### 3.25.8. 處理食品及飲料之衛生指引

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

- 參展商應該於每天進入場館前自行量度體溫，如有不適，尤其體溫超過攝氏38度(華氏100.4度)，及/或有呼吸道病徵例如咳嗽或打噴嚏，便不應進入場館，並且應該立即求診。
- 本局建議參展商妥善包裹或蓋掩所有供免費試食之食品或飲料，並且安排專人以小量形式派發，確保衛生。而負責派發食品或飲料之工作人員應盡量戴上口罩、手套及穿著清潔衣服。所有食物、飲品或餐具，必須適當貯存和蓋掩。
- 任何作現場銷售的包裝食品或飲料應以密封式包裝。
- 保持個人衛生。接觸食物前、如廁後、接觸過口沫鼻涕或處理垃圾後，必須以肥皂或皂液和清水洗手，並以乾手機或用後即棄的紙巾抹乾。
- 切勿面對食物咳嗽或打噴嚏。不可隨地吐痰或丟棄垃圾。
- 所有參展商必須保證展品只在指定攤位內展出，而攤位必須保持乾淨整潔。所有垃圾或拆開之包裝物料必須放入垃圾袋內，並於每日展覽完畢後放置於展館的垃圾收集區。
- 有潛在危害的食物必須放在攝氏4度或以下，或攝氏60度或以上的環境；如食物應該冷藏，食物必須處於冷藏的狀態(最好是在攝氏零下18度或以下)。參展商可將有潛在危害的即食食物留存在攝氏4度至60度環境下陳列或等候以待食用，但陳列或留存的時間不得超過4小時。

[食環署編製的《食物衛生守則》可以在網址 [https://www.fehd.gov.hk/tc\\_chi/publications/code/code\\_all.pdf](https://www.fehd.gov.hk/tc_chi/publications/code/code_all.pdf) 下載]。

### 3.25.9 餐飲服務

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

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

### 3.25.10. 限制出售的食物規例

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

1. (a) 新鮮肉類；
- (b) 冷凍肉類，但不包括經預先包裝的冷凍牛肉、羊肉或豬肉；
- (c) 經預先包裝的冷凍牛肉、羊肉或豬肉；
- (d) 冷藏肉類；
2. 新鮮、冷凍或冷藏野味；
3. 鮮魚、冷凍魚、冷藏魚或活魚，但不包括魚塘的活魚；
4. (a) 活的水禽，但不包括家禽飼養場內或批發市場內的活的水禽；
- (b) 其他活的家禽，但不包括家禽飼養場內或批發市場內的活的家禽；
- (c) 新鮮家禽屠體、冷凍家禽屠體或冷藏家禽屠體；
5. 新鮮、冷凍或冷藏介貝類水產動物，但不包括被列為禁售食物的在香港海港和香港仔海港內收集的介貝類水產動物；
6. 進口的熟肉或乾肉，或經其他方法處理或配製的進口肉類，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
7. 進口的腸或配製成腸衣的任何動物的其他部分，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
8. 進口的肉餡餅、香腸或其他經配製或製造而含有非肥肉的任何肉類、熟肉或乾肉的食品，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
9. 奶類或奶類飲品，即《奶業規例》(第132章AQ) 對其適用的奶類或奶類飲品；
10. (a) 軟雪糕；
- (b) 其他冰凍甜點；
11. 涼茶；
12. 非瓶裝飲料 (一般來說是指那些調製供即時飲用，而毋須盛於密封瓶、罐或其他容器的飲品，例如鮮果汁、以濃縮果汁或糖漿稀釋的飲品、豆漿和由人手操作的調配分售機所出售的飲品)；

13. 燒味或滷味；
14. 切開的水果；
15. 涼粉，除非該等食物是盛載於未開口的緊密加封容器內，或直至即將把食物以供配製成供出售用時，該等食物仍盛載於未開口的緊密加封容器內；
16. 饅頭籮；
17. 以售賣機出售的食物；
18. 刺身；
19. 壽司；
20. 供不經烹煮而食用的蠔；或
21. 供不經烹煮而食用的肉類。

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

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

### 限制出售食物之銷售

參展商如果想在美食博覽中售賣任何受限制出售食物，必須取得食環署發出的售賣限制出售食物許可證及/或綜合食物店牌照。參展商請於美食博覽舉行至少30天前，將其許可證及/或牌照副本交予香港貿發局以作紀錄；或如此類許可證及/或牌照不能於美食博覽開始前30天發出，參展商必須於美食博覽舉行至少[30]天前，將已向食環署提交的許可證及/或牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出許可證及/或牌照後將有關許可證及/或牌照副本交予香港貿發局以作紀錄。

參展商如果想在美食博覽中銷售任何需加熱才出售的食物或飲料產品，必須同時取得食環署發出的臨時食物製造廠牌照。參展商請於美食博覽舉行至少30天前，將該牌照副本交予香港貿發局以作紀錄；或如此類牌照不能於美食博覽開始前30天發出，參展商必須於美食博覽舉行至少[30]天前，將已向食環署提交的牌照申請及食環署的確認書副本交予香港貿發局以作紀錄，並須盡快（在任何情況下不遲於[7]天）於食環署發出牌照後將有關牌照副本交予香港貿發局以作紀錄。

受限制食物售賣許可證申請書（表格編號：FEHB95），[綜合食物店牌照申請書](#)（表格編號：FEHB244）和臨時食物製造廠牌照的申請書（表格編號：FEHB201）可以在食環署的網址

[http://www.fehd.gov.hk/tc\\_chi/forms/index\\_forms.html](http://www.fehd.gov.hk/tc_chi/forms/index_forms.html) 下載。如有查詢，請致電食環署的24小時熱線：(852) 2868 0000。

如需各種食物牌照/許可證及其申請程序的詳細資料，請參閱食環署印刷的“申請所需牌照類別指引”和“申請牌照指南”（兩者皆可在網頁：[http://www.fehd.gov.hk/tc\\_chi/licensing/index.html](http://www.fehd.gov.hk/tc_chi/licensing/index.html)下載）或致電食環署的24小時熱線：(852) 2868 0000。

### 3.25.11. 進口食品之規例

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

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

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

食環署已分別就入口上述食物的正確程序製備了下列指引單張供入口商參考：

- 《內地冰鮮雞輸入香港指引》
- 《香港入口食物指引》
- 《香港入口奶類及奶類飲品指引》
- 《香港入口冰凍甜點指引》
- 《香港入口野味、肉類、家禽及蛋類指引》
- 《香港入口海產指引》
- 《冷藏肉類、冰鮮肉類、冷藏禽肉和冰鮮禽肉進口許可證申請指引》
- 《申請動物製食品衛生證書指引》
  - :- 《[外國進口香港的凍肉經深圳前海灣保稅港區暫存然後分批進口香港指引](#)》
  - :- 《從歐洲聯盟成員國進口牛肉、豬肉及羊肉到香港的指引》
  - :- 《輸入牛肉、豬肉及羊肉而有關動物在愛爾蘭或英國出生和飼養、在愛爾蘭或英國屠宰、在英國包裝及從英國出口到香港的進口指引》

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

**當地衛生局之食物衛生證明書**

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

**密切注意食物安全之最新資訊**

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

**進口「限制出售之食物」須獲預先許可**

- 所有限制出售之食品必須獲得食環署之預先批核方可進口本港。其中包括冰凍甜點（包括雪糕）、鮮奶及奶類飲料等。請於美食博覽舉行三十天前，將該證明書副本交予香港貿發局以作紀錄。
- 申請表可於食環署的網頁[http://www.fehd.gov.hk/tc\\_chi/forms/index\\_forms.html](http://www.fehd.gov.hk/tc_chi/forms/index_forms.html)下載。

**受管制的食物**

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

- 詳細資料可見於香港海關的網站 [www.customs.gov.hk](http://www.customs.gov.hk) 或食物安全中心的網站 [www.cfs.gov.hk](http://www.cfs.gov.hk)。

**轉運代理人**

- 欲知食品進口的更詳盡資料，參展商可與任何轉運代理人聯絡。部份轉運代理公司聯絡資料已刊於香港展覽會議業協會之網站：  
[https://exhibitions.org.hk/tc\\_chi/membership/member-directory](https://exhibitions.org.hk/tc_chi/membership/member-directory)。

**3.25.12. 食物及藥物（成份組合及標籤）規例**

根據香港法律第132W章《公眾衛生及市政條例》中《食物及藥物(成份組合及標籤)規例》，所有預先包裝食物、嬰兒配方產品及較大嬰兒及幼兒配方產品須加上規定的預先包裝食物標籤及標明其能量值及營養素含量的營養標籤。有關標籤須以中文或英文或中英兩種語言印製。

違反《食物及藥物(成份組合及標籤)規例》是違法的，可判處最高達港幣50,000元罰款及監禁6個月。

除非預先包裝食物於展覽出售以供即時食用，或規條另有豁免，該食物的營養標籤須提供以下八項資料：

- 1) 食物名稱/稱號;
- 2) 配料/成分;

- 3) 此日期前最佳或此日期前食用日期的標示；
- 4) 特別的貯存方式或使用名稱的陳述；
- 5) 製造商或包裝商的名稱及地址；
- 6) 數量、重量或體積；
- 7) 已知可導致過敏的物質；
- 8) 食物所含能量值及營養素含量。

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

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

標籤必須包含以下八種資料：

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

標籤亦必須列明各種涉及聲稱的營養素的含量。

任何嬰兒配方產品的營養標籤必須包含以下資料(除規例另有豁免):

- 能量值
- 蛋白質
- 總脂肪
- 總碳水化合物
- 維他命A、D3、E、K、B6、B12、C
- 硫胺素、核黃素、煙酸、生物素
- 泛酸、葉酸
- 鐵、鈣、磷、鎂、鈉、氯化物、鉀、錳、碘、硒、銅、鋅及膽鹼

如任何嬰兒配方產品的氟化物含量每100千卡超過100微克或每100千焦超過24微克，該產品須在標籤上載有陳述示明食用該產品可導致氟斑牙及建議應與醫生或衛生專業人員討論氟斑牙的風險。

任何較大嬰兒及幼兒配方產品的營養標籤必須包含以下資料(除規例另有豁免):

- 能量值
- 蛋白質
- 總脂肪
- 可獲得的碳水化合物
- 維他命A、D、E、K、B6、B12、C
- 硫胺素、核黃素、煙酸、生物素
- 泛酸、葉酸
- 鐵、鈣、磷、鎂、鈉、氯化物、鉀、碘及鋅

任何預先包裝嬰幼兒食物的營養標籤必須包含以下資料(除規例另有豁免):

- 能量值
- 蛋白質
- 總脂肪
- 可獲得的碳水化合物
- 鈉
- 維他命A 及D(如加入)

所有參加香港貿發局美食博覽並擬在現場銷售預先包裝食物、嬰兒配方產品及/或較大嬰兒及幼兒配方產品的**香港及海外參展商**，均須在有關產品加上所規定的預先包裝食物標籤及/或營養標籤。如任何預先包裝的食品屬相同版本而在香港的每年銷售量不超過30,000件，可向食物環境衛生署轄下的食物安全中心申請《小量豁免》。申請豁免的產品不能在包裝上載有任何營養聲稱。食物安全中心批准后，會就每份申請發給參展商一個豁免號碼以用在展覽會場上的銷售過程中。《小量豁免》的申請必須由於香港註冊的公司提出。海外參展商應透過本地進口商或經銷商提出申請。如參展商的貨品未能附合上述營養聲稱標籤的規例及未能成功申請《小量豁免》，其貨品則不能在展覽期間出售，只能以宣傳或免費試食形式推廣。

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

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

《製備可閱的食物標籤業界指引》，

《預先包裝食品營養標籤的食用分量業界指引》，

《有關食物致敏物、食物添加劑及日期格式的標籤指引》，

《營養標籤及營養聲技術指引》，

《營養標籤及營養聲稱檢測方法技術指引》，

《小量豁免申請指引》，

《營養標籤及營養聲稱技術指引 - 數據修整方法》，

《香港營養資料標籤制度容許的營養素功能聲稱》，

《嬰兒配方產品、較大嬰兒及幼兒配方產品及預先包裝嬰幼兒食物的營養成分組合及營養標籤技術指引》，

《嬰兒配方產品、較大嬰兒及幼兒配方產品及預先包裝嬰幼兒食物的營養成分組合及營養標籤檢測方法技術指引》，

《基因改造食物自願標籤指引》。

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

## 重要通知

在展覽會期間，參展商必須注意並嚴格遵守以下各項有關中醫藥及健康產品的法例及規則(3.2 5.12至3.2 5.14)

### 3.25.13. 《中醫藥條例》

#### 香港法例第549章《中醫藥條例》

香港法例第549章《中醫藥條例》於1999年7月14日由立法會通過，設立了全面的中醫藥規管制度以保障公共健康、提高中醫的專業地位和增進中藥業的水平。《中醫藥條例》的內容包括但不限於香港中醫藥管理委員會及其轄下中醫組、中藥組和十個小組的組成及職能；中醫規管制度的中醫註冊、考試和紀律；中藥規管制度的中藥商領牌、中藥商監管和中成藥註冊；以及中藥安全令的發出。

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

#### 中成藥註冊制度和法定要求開始實施



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

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

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

### 3.25.14. 不良醫藥廣告條例

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

參展商須注意該條例第2至8及附表1、2及4自2012年6月1日起生效，禁止或限制發布廣告的範圍擴展至包括乳房腫瘤、生殖泌尿系統、內分泌系統、體內糖分、血壓和血脂或膽固醇等6組保健聲稱及將受禁止或限制的聲稱實施於所有口服產品，但不包括慣常作為食品或飲品食用或飲用的產品。

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

有關條例的全文可在於電子版香港法例的網頁：<https://www.elegislation.gov.hk/>下載。參展商亦應參閱衛生署在藥物辦公室網站<http://www.drugoffice.gov.hk>發出的《不良廣告(醫藥)條例指引》。

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

### 3.25.15. 關於輸入或輸出香港的中藥材和中成藥須知

根據法例規定，進/出口載列於香港法例第60章附屬法例A《進出口(一般)規例》附表一及二內的中成藥及36種中藥材(包括《中醫藥條例》訂明的31種附表1中藥材及5種附表2的中藥材(凌霄花(*Flos Campsis*); 製川烏(*processed Radix Aconiti*); 製草烏(*processed Radix Aconiti Kusnezoffii*); 威靈仙(*Radix Clematidis*)和龍膽(*Radix Gentianae*))，須受簽證管制。凡進

/出口此等物品，必須事先向衛生署申領相關的進口許可證/出口許可證。

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

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

有關申請中藥材和中成藥的進出口的詳情，請參閱見於衛生署中醫藥規管辦公室網站：[www.cmro.gov.hk](http://www.cmro.gov.hk)的「中藥材進/出口許可證申請指南」和「中成藥進出口申請指南」。

二) 如申請進口證，申請人將會獲發給正本及第一副本。持證人可憑正本向運載商（船務公司、航空公司或運輸公司）提取證上所述貨物。請注意，根據《進出口條例》第8條，不論提取貨物與否，正本必須於貨物進口後七天內交給運載商。第一副本則由持證人保存。

三) 根據《進出口條例》第6C(1)條及第6D(1)條，任何人士必須已獲有效的進出口證，並遵行證上所述規定，方可輸入或輸出藥劑產品及藥物。上述條例第6C(2)條及第6D(3)條訂明，凡違反第6C(1)條及第6D(1)條即屬犯罪，一經定罪，可被判罰款五十萬元及監禁兩年。

四) 如需進一步查詢關於藥劑產品及藥物的進出口簽證手續，請瀏覽衛生署中醫藥規管辦公室網址[www.cmro.gov.hk](http://www.cmro.gov.hk) 或致電(852) 2319 5119。

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

### 3.25.16. 保護瀕危動植物物種條例

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

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

### 3.25.17 塑膠購物袋環保徵費計劃

產品環保責任條例 (香港法例第603章) 引進的塑膠購物袋環保徵費計劃是為解決過度使用塑料購物袋的問題。向立法會提交審議的2013年產品環保責任(修訂)條例草案將全面實施該計劃。該草案在2014年3月19日被立法會批准，並已於2015年4月1日生效。產品環保責任條例規定如有某些貨品以零售方式出售予顧客，賣方有義務向顧客就塑膠購物袋收取訂明的款額。除非獲該條例豁免，賣方就直接或間接向顧客提供的每個塑膠購物袋或經預先包裝的每份為數10個或以上的塑膠購物袋，向顧客收取不少於5角的款額。任何人如未能遵從即屬犯法，首度被裁定犯該罪行時可被判處港幣100,000元罰款，而在其後每次被裁定犯該罪行時可處罰款港幣200,000元。有關詳情可查詢環境保護署 (電話：(852) 3152 2299或電郵：psb@epd.gov.hk)

### 3.25.18. 其他相關法律

除了上述各項法律和規例之外，參展商亦須遵守其他相關的法例，如：

- (i) 《防止賄賂條例》(香港法例第201章) 訂明，任何人士無合法權限或合理辯解向公職人員提供任何利益，作為其執行職務的誘因或報酬，均屬犯法；
- (ii) 《公眾衛生及市政條例》(香港法例第132章) - 對於藥物的配製及攙雜；將經攙雜程序而導致品質、成分或效力受損的藥物售賣或為將該等藥物出售而將其展出、宣傳及管有；禁止售賣其性質或品質與購買人所要求不符的藥物以致對購買人不利；禁止售賣、展出或管有以供出售擬供人使用但不宜作該用途的藥物；及禁止出售及為出售而展出含虛假或誤導性標籤或宣傳的藥物及其他事項施加管制與規定；
- (iii) [《保護瀕危動植物物種條例》](#) (香港法例第586章) 就有關瀕危動植物物種的進口、引進、管有或控制之管制；
- (iv) 《不良醫藥廣告條例》(香港法例第231章) 就藥物(包括中藥材、中成藥、外科用具或療法及不包括慣常作為食品或飲品的所有口服產品)的廣告宣傳作出的管制；
- (v) 《廢物處置條例》(香港法例第354章) - 對任何類別或種類的廢物的產生、貯存、收集及處置(包括處理、再加工、循環再造)；對任何有關該等活動的地方及人士的發牌及登記；以及對涉及該等活動的公眾的保護及其他有關事宜施加管制與規定；
- (vi) 《商品說明條例》(香港法例第362章) - 該條例其中條文禁止將虛假商品說明應用於貨品或服務；禁止管有應用了虛假商品說明的貨品作售賣或商業或製造用途；禁止供應應用了虛假商品說明的貨品或服務；禁止

偽造商標或將虛假商標應用於貨品；禁止進口或出口應用了虛假商品說明或偽造商標的貨品；禁止不良營商手法，包括但不限於誤導性遺漏，具威嚇性的營業行為，餌誘式廣告宣傳，先誘後轉銷售行為及不當地接受付款。條例中包括有關珠寶、寶石、手錶、成衣及電子貨品商品說明的特定規定。

- (vii) 《藥劑業及毒藥條例》(香港法例第138章) - 對於註冊藥劑師管有及銷售(包括零售及批發)毒藥；用作存放毒藥以供零售的處所的註冊；由註冊醫生、註冊牙醫或註冊獸醫開出某些指定毒藥的處方的規定；毒藥的標籤及盛載容器；毒藥的存放及運送、及藥劑的製造、進口及出口施加管制及規定與其他事項施加管制與規定。參展商須特別注意有關對含有西藥成分的藥物管制，並留意衛生署藥物辦公室在其網頁：<http://www.drugoffice.gov.hk/eps/do/index.html>上通告的最新資料和更新。

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

香港政府的刊物可以下列方法購買：

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

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

香港貿易發展局

**Circular 10 The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 <IMPORTANT>**

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

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

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

Hong Kong Trade Development Council

**通告 10 《2012 年商品說明 (不良營商手法) (修訂) 條例》 <重要通知>**

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

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

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

香港貿易發展局



**Circular 11 Environmental Levy Scheme on Plastic Shopping Bags, Producer Responsibility Scheme for Glass Beverage Containers & Green Tips for Exhibitors**

**Environment Levy Scheme on Plastic Shopping Bags**

Introduced under the Product Eco-responsibility Ordinance (Cap. 603) ("PERO"), the Environmental Levy Scheme on Plastic Shopping Bags seeks to address the problem of excessive plastic shopping bag use. The Product Eco-responsibility Ordinance imposes duty on seller to charge for plastic shopping bags in retail sale of certain goods to a customer. A seller must charge the customer an amount not less than 1 dollar for each plastic shopping bag or each pre-packaged pack of 10 or more plastic shopping bags, unless exempted under the Ordinance. Exemptions apply to plastic shopping bags carrying only certain items, such as food that are unpackaged or are not wholly contained in packaging or "takeaway" food contained in a non-air tight packaging and ready for immediate consumption by the customer. Plastic shopping bags containing only food or drink that are frozen, chilled or already wholly contained in packaging are no longer exempted from levying. Any person who fails to comply commits an offence and will be liable to a fine at HK\$100,000 on the first occasion and to a fine at \$200,000 on each subsequent occasion.

For further information, please contact the Environmental Protection Department at (852) 31522299 or email [psb@epd.gov.hk](mailto:psb@epd.gov.hk).

**Producer Responsibility Scheme for Glass Beverage Containers**

Under the Product Eco-responsibility Ordinance (Cap. 603), starting from 1 February 2023, manufacturers and importers of glass-bottle beverages shall apply to the Environmental Protection Department to register as suppliers of such articles. From 1 May 2023 onwards, those manufacturers and/or importers who fail to register as suppliers are prohibited from distributing such articles. Registered suppliers are subject to certain reporting and record-keeping requirements on the distribution and consumption of glass-bottle beverages, and are required to pay container recycling levy currently set at \$0.98 per litre volume of glass containers.

Any manufacturers or importers who distribute glass-bottle beverages without registering as a supplier may be fined up to HK\$100,000. Any persons who fail to comply with the reporting or record-keeping requirements and/or to pay the recycling levy may be fined up to HK\$100,000 on first offence and up to HK\$200,000 on subsequent offence(s). Failure to pay the recycling levy may also attract up to a 10% surcharge on the levy.

From 1 May 2023, any persons who dispose, import and/or export glass container waste are also required to obtain a relevant licence and/or permit under the Waste Disposal Ordinance (Cap. 354).

For details of the Producer Responsibility Scheme, please visit the website of the Environmental Protection Department at

[https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/qprs.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/qprs.html).





To make a greener fair, the following green tips are suggested for your participation at the fair.

**Booth construction and set up**

- To avoid excessive decorations
- To use natural decorative materials
- 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 use re-erectable booth to reduce waste generated
- 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 exhibit

**Booth Operation**

- To arrive the fairground by public transports provided by the Organisers
- To use e-brochures 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
- To use re-usable utensils or biodegradable utensil instead of one-off disposable ones
- To avoid providing straws, or if necessary, use paper straws or biodegradable straws

**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 wastes at recycle bins
- To minimize posting printed matters to interested buyers
- To donate food waste and unwanted edible food products at the fairground to two Hong Kong's food rescue charities - **Food Angel** and **Food For Good** to promote food recycling

Hong Kong Trade Development Council

**通告 11 塑膠購物袋環保徵費計劃、玻璃飲料容器生產者責任計劃 及參展商綠色小貼士****塑膠購物袋環保徵費計劃**

產品環保責任條例（香港法例第603章）引進的塑膠購物袋環保徵費計劃是為解決過度使用塑料購物袋的問題。產品環保責任條例規定如有某些貨品以零售方式出售予顧客，賣方有義務向顧客就塑料購物袋收取訂明的款額。除非獲該條例豁免，賣方就直接或間接向顧客提供的每個塑膠購物袋或經預先包裝的每份為數10個或以上的塑膠購物袋，向顧客收取不少於一元的款額。獲豁免的種類包括只盛載某些類別物品的塑膠購物袋，例如沒有載於任何包裝或並非完全載於包裝的食品的塑膠購物袋，及盛載非氣密包裝、可供即時食用餐飲外賣的塑膠購物袋等。只盛載急凍、冷凍或完全載於包裝的食品或飲品的塑膠購物袋將不再獲得豁免。任何人如未能遵從即屬犯法，首度被裁定犯該罪行時可被判處港幣100,000元罰款，而在其後每次被裁定犯該罪行時可處罰款港幣200,000元。

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

**玻璃飲料容器生產者責任計劃**

根據《產品環保責任條例》（香港法例第603章），從2023年2月1日起，玻璃樽裝飲品的製造商和進口商應向環境保護署申請登記為此類物品的供應商。從2023年5月1日起，那些沒有登記為供應商的製造商和/或進口商將被禁止分發此類物品。已登記的供應商必須遵守有關玻璃樽裝飲品分發和耗用的呈報和記錄保存要求，並須支付容器循環再造徵費，徵費目前為每升玻璃容器港幣0.98元。

任何製造商或進口商如果沒有登記為供應商而分發玻璃樽裝飲品，可被罰款高達港幣100,000元。任何人士如不遵守呈報和記錄保存的規定及/或不繳付徵費，初犯可被罰款高達港幣100,000元，再犯可被罰款高達港幣200,000元。未能繳納徵費的，亦可被徵收高達10%的附加徵費。

從2023年5月1日起，任何處理、輸入及/或輸出玻璃容器廢物的人仕，亦須根據《廢物處置條例》（香港法例第354章）取得有關牌照及/或許可證。

有關生產者責任計劃的詳情，請瀏覽環境保護署的網頁：

[https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro\\_responsibility/gprs.html](https://www.epd.gov.hk/epd/english/environmentinhk/waste/pro_responsibility/gprs.html)





為支持香港貿發局香港國際茶展成為更環保展覽，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
- 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
- 採用可重用組件來設置攤位以減少廢物的產生
- 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
- 如需派發餐具，應提供可再用的餐具或以可降解物料製成的餐具，而不應派發一次性的餐具
- 盡量減少派發飲管，如需使用，建議派發紙飲管或以可降解物料製成的飲管

### 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
- 鼓勵展商在展覽完結後捐贈食品到慈善團體，讓「惜食堂」及「齊惜福」回收剩餘的包裝食物及廚餘，宣傳回收可食用的剩餘食物及廚餘的訊息

### 香港貿易發展局



**Circular 12 Reminder for the Proper Use of Standard Booth/  
Premium Booth****Standard/ Premium Booth Exhibitors and their appointed contractors must adhere to the following regulations:**

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

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

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

Hong Kong Trade Development Council

**通告 12 正確使用標準/特級攤位設計之提示****租用標準/特級展台的參展商及其委託之承建商必須遵守下列各項規定：**

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

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

倘中英文本有所差異，概以英文本為準。

香港貿易發展局

**Circular 13 Security Measures and Related Issues****Security Measures Against Thefts and Losses at the Fair**

The daily set-up time in the morning is 1 hour 45 minutes before the official opening time of the Expo. The opening hours for exhibitors to enter the fairground will be as follows:

**Tea Fair**

	<u>For Exhibitors</u>	<u>For Visitors</u>
14 August 2024 (Wed) (Move-In)	11:00am	-----
15-17 August 2024 (Thu – Sat)	8:15am	10:00am

As thefts and losses may occur during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

Exhibitors are also reminded that responsibilities for ensuring sufficient insurance covered against any losses or damages rest on the exhibitors and not the Organiser. All property and goods (including without limitation all Publicity Material) brought by Exhibitors into any part of the Exhibition Venue (including, without limitation, Stands, Space and Raw Space) are at the Exhibitor's risk. The Organiser does not guarantee the safety and security of such property or goods and shall not in any way be liable or responsible for any theft, loss or damage thereof. For the avoidance of doubt, the showcases, cabinets and other storage facilities as provided by the Organiser in any part of the Exhibition Venue including, without limitation, Stands, Space and Raw Space are for exhibition purposes only. The Exhibitors are solely responsible for the safety and security of all their property or goods stored in such showcases, cabinets and storage facilities at all times.

**Caution on Rental of Credit Card Payment Terminals**

To protect your own interests, you are reminded to exercise due diligence and read all contracts carefully before appointing any Credit Card Payment Terminals service providers.

Hong Kong Trade Development Council

**通告 13 保安措施及相關事項****有關防止展品遺失或盜竊的保安措施**

各參展商每日之進館時間為展覽會開放前 1 小時 45 分鐘方可進入展館，參展商進館時間將為：

**茶展**

	參展商	參觀人士
2024 年 8 月 14 日(星期三) – 進館日	上午 11 時	-----
2024 年 8 月 15-17 日(星期四至六)	上午 8 時 15 分	上午 10 時

由於以往展品遺失或盜竊事件或會發生於進館及離館時間，參展商亦必須特別提高警覺。

為更有效及全面地防止展品遺失或盜竊，最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險，以減低展品遺失或盜竊之損失。所有參展商帶進展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）的財物和物品（包括但不限於所有宣傳品）均由參展商自行負上責任。主辦機構對該等財物或物品的安全及保安不作出保證，亦無需為任何失竊、損失或損壞負上任何責任。為免生疑問，主辦機構於展覽場地任何部分（包括但不限於攤位、展覽攤位及展覽淨地）所提供的陳列櫃、貯存櫃及其它貯物設施只作展覽用途。參展商於任何時間均對存放於該等陳列櫃、貯存櫃及貯物設施的所有財物或物品的安全及保安擁有全部責任。

**提防有關信用卡終端機租賃服務**

香港貿發局提醒所有參展商在使用任何信用卡終端機供應商的租賃服務前，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。

香港貿易發展局

**Circular 14 Limited Storage & Exhibits Replenishment Arrangement**  
**<IMPORTANT>****Limited Storage**

Limited storage space will be arranged in the hall loading area for exhibitors who have applied for storage area and permitted by the Organiser to place part of their exhibits for daily replenishment. Please be considerate by placing only a reasonable quantity of stock within the allocated area as this service is provided for the convenience and benefit of all exhibitors. The Organiser has the sole and final discretion of refusing any party who has been found abusing this service.

Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**

Any exhibits found placed in public areas or outside of the designated storage area after 9:45am till end of the show day will be confiscated by the HKTDC **without any prior notification**. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged for a disposal fee.**

**Exhibits Replenishment Arrangement**

Please be reminded that no pallet jet will be allowed to access the exhibition hall 30 min before the fair opening time i.e. 9:30 am. All stocks and pallets must be stored and placed inside your booth area or at the designated storage area 15min before the fair opening time i.e. 9:45 am on all show days.

Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing the stocks to your booth(s) from the temporary storage area during the fair opening hours. When replenishing the stocks, there must be at least 2 staff members taking care of the trolley. Trolleys must be equipped with rubber protection borders. To avoid any injury resulting from the falling of goods, exhibitors are **not allowed** to use trolleys to transport goods **exceeding the size of 1m x 1m x 1m**. For exhibits move-in and move-out of the exhibitor venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service. The Organiser reserves the rights to require exhibitors to follow additional safety measures, or even prevent exhibitors from using trolleys to replenish stock if the fairground is too crowded.

**Other Important Notes**

1. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room as private storage for safety purposes.
2. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.
3. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors, freight forwarder or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.

For those who failed to comply with the above rule and regulation may affected your future application in HKTDC events.

Hong Kong Trade Development Council



**通告 14 限量展品儲存及展品補充安排 <重要通知>****限量展品儲存**

儲存倉將設於卸貨區以供預先申請儲存服務並獲主辦機構接納之參展商作臨時儲存少量展品之用。參展商的存貨不得過量，並只能存放在於預留的地方，以免妨礙其他參展商存貨的權利。主辦機構有權決定各參展商儲存展品之數量，並有權拒絕任何參展商使用儲存倉。如有發現任何參展商濫用展品儲存服務，主辦機構將停止有關參展商繼續使用有關設施。

參展商必須根據獲分配的板數將貨物置於倉庫中，任何超出預定板數之貨物，請放置於攤位之內。**本局絕對不會容許超出指定數量之貨物進入倉庫。**

展覽當日早上 9:45 至展覽完結前，參展商於非指定倉庫或公眾地方放置貨物，本局將沒收有關貨物而不另行事前通知。參展商必須辦理手續並繳交罰款(每板港幣 500 元)以取回被沒收之貨物。如參展商於 24 小時內未有領取沒收之貨物，會展中心的工作人員將 **棄置有關物品**，並 **收取垃圾處理費用**。

**日常展品補給**

於展覽期間，展會開幕 30 分鐘前即上午 9:30 前，所有『唧車』不得進入展館範圍內，此外所有貨物和儲存板必須於展會開幕 15 分鐘前即上午 9:45 前妥善存放於展位範圍或預先申請的額外儲倉內。

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場人群擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。為免貨物於運送期從手推車上塌下，傷及他人，參展商不得運送體積超過 **1 米 x 1 米 x 1 米** 之貨物。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。

**其他注意事項**

1. 由於進出臨時倉庫的人數眾多，如參展商之貨物價值較高，本局強烈建議參展商租用會議室作儲存倉庫之用。
2. 主辦機構對涉及參展商/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。參展商應自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞。
3. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商、運輸公司或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

若參展商未能遵守以上規則，將會影響 貴公司參與香港貿易發展局舉辦之活動。

香港貿易發展局



## Circular 15 Important Exhibition Regulations

### Important Exhibition Regulations

Thank you for joining the fairs. We would like to bring your attention to four particularly important Exhibition rules which are set out in the Terms and Conditions governing your participation in the Exhibition. Please take note and observe these rules carefully.

#### 1. Sub-letting

**Exhibitors are strictly forbidden to sublet or share the Space 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 at its own expenses and will also be banned from taking part in all the HKTDC fairs.

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

- (i) promote, distribute or display exhibits, printed matters or graphic materials bearing its name or distribute name cards of its own employee; and
- (ii) allow its own employee to solicit business for itself, at its Space.

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. Exhibitors are reminded to obtain prior written permission from the Organiser by applying by writing at least 3 months before the commencement of the Exhibition if exhibitors wish to conduct the said activities for the subsidiary or any such third party company. Exhibitors are required to provide some form of documentation confirming the relationship between the exhibitors and the relevant subsidiary or third party company when submitting your application.

Permission is given entirely at the sole and absolute discretion of the Organiser and the Organiser's decision is final. If the exhibitor is found to be conducting the above activities for its subsidiary or any third party company without having obtained prior written permission from the Organiser, it will be treated as "sub-letting" in contravention of the sub-letting prohibition. Exhibitors are also 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.

#### 2. Display relevant exhibits

Exhibitors are reminded that they may only display exhibits, which fall into the product section that they have chosen in their application form and confirmed by the organizer. If Exhibitors are found using less than 60% of their display area exhibiting the appropriate product under a designated product section, we have the right to ask the Exhibitor to immediately rearrange their exhibits / relocate their booth location and / or terminate its participation in the Exhibition.

### 3. **Regulation of Sound Level / Loud Hailers**

Exhibitors are not permitted to use voice amplifying equipment at the fairground, including loud hailer, microphone and megaphone. This is to ensure an amicable environment for visitors joining the HKTDC Hong Kong International Tea Fair. Exemption of use will be granted at the discretion of the Organiser on a case-by-case basis. Exhibitors could send their written applications to the Organiser at least 30 days prior to the first day of the show. In the application, reasons for use and descriptions of the equipment should be provided.

For exhibitors using other audio-visual equipment in their booths, please **keep the sound level at 80db (A) or below**. This is to minimize the inconvenience caused to other exhibitors and visitors. The Organiser will conduct onsite inspections on the sound level at the fairground. Should there be any violations, the exhibitors concerned will be served with warnings. Upon serving the third warnings, the Organiser has the discretion to discontinue activities concerned. If exhibitors fail to adhere to the Organiser's instruction, the Organiser has the discretion to discontinue the exhibition of the exhibitor concerned and the exhibitor shall not receive any refund or compensation.

Exhibitors are responsible for supervising the actions of all visitors and employees operating audio-visual equipment located in their exhibit area.

Exhibitors should also put their audio-visual equipment inside their booths **with a minimum of set back of 1m from the booth boundary**. The Organiser will conduct onsite inspections during the fair. The Organiser reserves the right to halt any use of equipment if there are any exhibitors who fail to comply with the regulations.

### 4. **Issue Receipt to Consumers**

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

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition. For those who failed to comply with these particular rules will be black-listed in relation to future events we organize.

Hong Kong Trade Development Council

## 通告 15 展覽會重要規則

歡迎參加香港貿發局香港國際茶展。各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中四項重要規則詳列如下，敬希垂注。

### 1. 分租

參展商一律嚴禁將展覽攤位分租予第三者或與以任何其他方式與第三者共用。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，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。

主辦機構明確規定，參展商只可在其展覽攤位內進行以下活動：

(i) 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) 容許其僱員招攬生意。

參展商亦可在其展覽攤位內 (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。

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。

### 2. 展品類別

參展商展示的產品，必須與參展申請表格中及經我局確認後的產品區相符。假若主辦機構發現有參展商用於展示該類別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展台位置，甚至終止其參展權。

### 3. 使用音量 / 擴音器的規則

為了營造一個舒適愉快的環境予香港國際茶展的參觀人士，所有參展商應盡量避免在會場內使用高分貝聲音擴放器材，包括高聲信號器、麥克風和擴音器等。如有任何特殊情況，參展商必須於開展前三十天向主辦機構呈上書面申請，詳述使用此等器材的特殊理由及將使用的器材，主辦機構將會就具體情況酌情處理。

除前述規定，參展商在使用任何其他視聽器材時，須確保所有視聽器材安裝妥善，音量亦應調至 **低於 80 分貝 (A 級)**，以免對其他參展商或參觀人士造成滋擾。主辦機構會在展覽期間不定時巡視會場，以確保示範活動的音量在限制範圍內。如有違規，主辦機構有權干涉，並發出警告。在發出第三次警告時，主辦機構有權立即終止有關活動。如



## Hong Kong International Tea Fair

香港國際茶展

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被警告的參展商拒絕與主辦機構合作，主辦機構有權立即終止該參展商的參展資格而毋須為此退還有關費用或作出任何賠償。

對於攤位內的視聽器材及參觀人士及其員工在操作此等器材時的行為，概由參展商負責及作出監督。

參展商須按照主辦機構的規定，將 所有視聽器材的擴音器擺放於攤位內離攤位界限最少一米的地方。主辦機構亦會在展覽期間加強巡查。如有違規，主辦機構有權立即終止參展商繼續使用其視聽器材。

#### 4. 展商向消費者提供收據

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

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，違規者將會列入黑名單，並禁止其日後參加本局舉辦的其他展覽活動。多謝合作。

香港貿易發展局



**Circular 16 Charges on Vehicles with Extended Stay During Move-in & Move-out Days**

The Hong Kong Convention and Exhibition Centre (HKCEC) will impose charges on vehicles with extended stay at the loading and unloading area of the HKCEC during 14-19 August 2024.

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

The key points of this measure are summarised as below:

**1. Days where charges will be imposed**

Charges will be imposed on those vehicles entering HKCEC loading and unloading areas between **14-19 August 2024** inclusive.

**2. The Charges****Phase 1 & 2**

1 <sup>st</sup> 60 minutes	:	Free
First 2 hours after 60 minutes	:	HK\$100/30 mins or part thereof
After 3 hours	:	HK\$150/30 mins or part thereof

**3. Entry and Exit Control**

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

**4. Payment Collection**

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

**5. Notice**

Temporary prominent signs will be displayed at the Truck Marshalling Area showing the details of the free time allowed for loading/unloading and applicable charges. The same will be printed on the clock-in ticket.

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

Thank you for your cooperation.

Hong Kong Trade Development Council

**通告 16 車輛於進館及撤館期間延期停留額外費用**

香港會議展覽中心與警務處及運輸署達成協議，同意在進館、展覽期間 (2024 年 8 月 14-19 日) 及撤館期間，將對貨物起卸區延期停留之車輛徵收定額費用，目的在舒緩當日貨物起卸區交通緊張的情況。有關新措施的情況詳列如下：

**1. 實施日期**

為加快貨物起卸區車輛流通量，香港會議展覽中心於 **2024 年 8 月 14-19 日** 實施進場車輛使用時間收費計劃。

**2. 費用****一期 及 二期**

車輛進場後首一小時  
其後兩小時內  
超過三小時內

**以半小時收費 (或不足半小時)**

: 免費  
: 港幣\$100  
: 港幣\$150

**3. 出入口處的控制**

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

**4. 繳費方法**

繳交費用將於貨車調車區出口管制處辦理，並同時發還收據。

**5. 注意事項**

新措施的實施及收費方法詳列於臨時指示牌上，指示牌於當日張貼於貨車調車區出入口當眼處，並印於進場計時咭上。

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

敬請各參展商合作，使香港國際茶展的進館及撤館能順利進行。

香港貿易發展局

**Circular 17 Guidance to Custom Built exhibitors for on-site usage of electricity <NEW>**

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

Exhibition Services, Hong Kong Trade Development Council



**通告 17 特裝參展商注意事項 -現場使用電力指引 <新>**

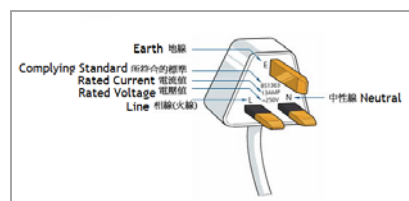
- 特裝參展商必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予特裝參展商所使用的自攜電燈及電器用品。
- 參展商須申請足夠供電及不可使用至超過已申請之總電量。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題改正。
- 按電力條例〔第406章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 **WR1** 及於最後進場日下午 **3** 時前交予大會電力承建商，以茲證明。如未能於該晚下午 **10** 時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連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

香港貿易發展局 展覽服務部

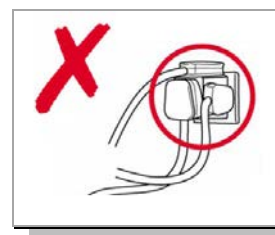
**Circular 18 Guidance to exhibitors for on-site usage of electricity and fair system and furniture**

- If booth contains standard socket (except additional) provided by organizer, please be reminded that the fuse maximum capacity is 800 watt for one electrical appliance only.  
(\*Exhibitors of Gourmet Zone please refer to your booth layout for the capacity of the provided socket)

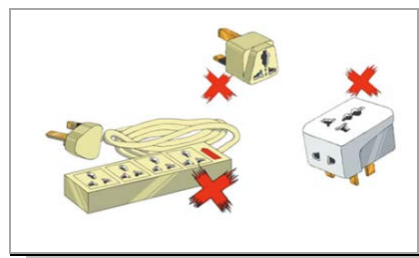
- The electrical appliance used by the exhibitor on-site should be a 3-pin plug which complies with the electrical safety requirements (as shown in the picture).



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



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



- 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.



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

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- No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.
- Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.



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

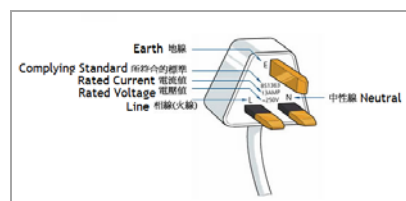
The exhibitor is recommended to take out insurance policies to cover itself against all potential liabilities. The exhibitor shall be solely responsible for death, injury, damages or any consequences in relation to the violation of any of the above guidelines.

Exhibition Services, Hong Kong Trade Development Council

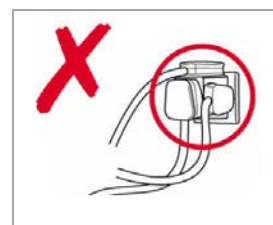
## 通告 18 現場使用電力及攤位結構及傢俱安全指引

- 攤位若附設大會提供之電力插座(後加除外)，其最大用電量只限於 **800 瓦 (watt)**以下之單一電器使用。  
(\*尊貴美食區之參展商請參閱展位圖則標示所包括之電力插座之電量)

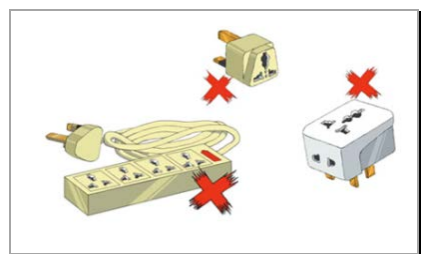
- 參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



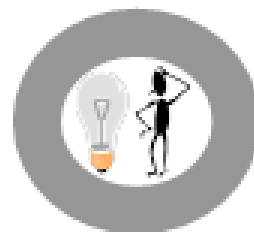
- 參展商請留意閣下所租用插座之供電量，每一個電力插座均有其負電上限。每一個供電插座上，只可**插上一件符合其供電量之電器用品**，切勿超過負荷，以免保險絲斷路。現場因斷路須要重新安裝保險絲的費用為**港幣五十元**。



- 參展商切勿於插座上安裝**萬能插頭或拖板**。本局職員會不時巡查，一經發現本局將保留終止供電權利，直至有關參展商將問題插座改正。



- 參展商若已租用電力接線服務(供自行攜帶及安裝電燈使用)，在自行安裝電燈後，請聯絡會場之“攤位設施服務處”以便安排電力接駁。參展商將對自行攜帶之電器用品所引致之任何結果擔負所有責任。



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

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- 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。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。
- 每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。



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

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

香港貿易發展局 展覽服務部

**Circular 19 Caution on Arranging Payment, Fraudulent Emails and Phone Calls of Questionable/ Unclear Origins**

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

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

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

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

Contact	Tel	Fax	E-mail
Ms Cherry Sung	(852) 2240 4352	(852) 2169 9693	<a href="mailto:cherry.cw.sung@hktdc.org">cherry.cw.sung@hktdc.org</a>
Ms Flora Lau	(852) 2240 4127	(852) 3521 3075	<a href="mailto:flora.sf.lau@hktdc.org">flora.sf.lau@hktdc.org</a>
Mr Avery Yau	(852) 2240 4077	(852) 2169 9423	<a href="mailto:avery.sy.yau@hktdc.org">avery.sy.yau@hktdc.org</a>
Mr Cedric Wan	(852) 2240 4317	(852) 3746 6776	<a href="mailto:cedric.sk.wan@hktdc.org">cedric.sk.wan@hktdc.org</a>

Hong Kong Trade Development Council

**通告 19 請小心處理有關繳付參展費用之安排、欺詐電郵騙案及來歷不明的電子郵件或電話**

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

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

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

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

姓名	電話	傳真	電郵
宋卓慧小姐	(852) 2240 4352	(852) 2169 9693	<a href="mailto:cherry.cw.sung@hktdc.org">cherry.cw.sung@hktdc.org</a>
劉筱芳小姐	(852) 2240 4127	(852) 3521 3075	<a href="mailto:flora.sf.lau@hktdc.org">flora.sf.lau@hktdc.org</a>
尤兆賢先生	(852) 2240 4077	(852) 2169 9423	<a href="mailto:avery.sy.yau@hktdc.org">avery.sy.yau@hktdc.org</a>
尹錫祺先生	(852) 2240 4317	(852) 3746 6776	<a href="mailto:cedric.sk.wan@hktdc.org">cedric.sk.wan@hktdc.org</a>

香港貿易發展局

**Circular 20 Caution on Third Party Promotional Offers from Fair Guide/Expo Guide/Event Fair/AVRON/International Fairs Directory**

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

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

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

Should you have any questions, please contact Mr. Cedric Wan, Business Development Manager at Tel: (852) 2240-4317; or email: [cedric.sk.wan@hktdc.org](mailto:cedric.sk.wan@hktdc.org) of the Hong Kong Trade Development Council.

Hong Kong Trade Development Council



**通告 20 請小心處理由第三者 (Fair Guide/ Expo Guide/ Event Fair/ AVRON/ International Fairs Directory) 提供之推廣優惠 <新>**

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

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

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

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

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

如有任何問題, 請與本局業務發展經理尹先生聯絡, 電話: (852) 2240-4317, 電郵: [cedric.sk.wan@hktcd.org](mailto:cedric.sk.wan@hktcd.org)

香港貿易發展局