

17 – 23 / 7 / 2019

On-site Circular – Book2019

致： 各參展商

歡迎貴公司參加本年度的**香港貿易發展局香港書展 2019**，現附上以下幾項資料，敬請閣下詳細閱讀各項通告。

1. 主辦機構為參展商提供的服務 **(附件 1)**
2. 重要守則 **(附件 2)**
3. 關心青少年 - 了解《淫穢及不雅物品管制條例》 **(附件 3)**
4. 請特別注意 2019 年香港書展的開放時間：

7 月 17-18 日(星期三至四)	上午 10 時至晚上 10 時
7 月 19-20 日(星期五至六)	一樓展覽館 : 上午 10 時至午夜 12 時 三樓及五樓展覽館 : 上午 10 時至晚上 11 時
7 月 21-22 日(星期日至一)	上午 10 時至晚上 10 時
7 月 23 日(星期二)	上午 9 時至下午 5 時

更多重要通告及展會規則請參考「書展應用程式」及香港書展網站。

香港書展網站: <http://hkbookfair.hktdc.com/tc/Exhibitor/Circular.html>



或下載「香港書展應用程式」



如有任何疑問，請到主辦機構辦事處查詢或致電 2582 1900 / 8970 / 8971。

在此多謝大家對我們的一貫支持，並祝展出成功！

香港貿易發展局
展覽事務部

2019 年 7 月 16 日

17 – 23 / 7 / 2019

On-site Circular – Book2019

16 July 2019

Dear Exhibitors,

Welcome to the **HKTDC Hong Kong Book Fair 2019**. Please note the attached essential information for your perusal. Grateful if you could spend a few minutes to read through all the important circulars.

1. Services to Exhibitors (**Appendix 1**)
2. Important Rules and Regulations (**Appendix 2**)
3. Caring For Youngsters – A Guide to the Control of Obscene and Indecent Articles Ordinance (COIAO) (**Appendix 3**)
4. Gentle reminder on the opening hour of Hong Kong Book Fair 2019:

17-18 July 2019 (Wed-Thur)	10am-10pm
19-20 July 2019 (Fri-Sat)	Level 1 : 10am – 12 midnight Level 3 & 5 : 10am – 11pm
21-22 July 2019 (Sun-Mon)	10am-10pm
23 July 2019 (Tue)	9am-5pm

Please check out our Book Fair App and Book Fair website for more onsite circulars, important rules and regulations.

Hong Kong Book Fair website: <http://hkbookfair.hktdc.com/en/Exhibitor/Circular.html>



Or download HKTDC Book Fair App Now!



Should you have any questions, please contact the Fair Management Office or by telephone at 582 1900 /8970 / 8971.

Thank you and wish you every success in the event.

Exhibitions Department
Hong Kong Trade Development Council

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香港書展 2019，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 Hong Kong Book Fair 2019**. 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

設於會場於 2 樓大堂中樓 G204-205 室、展覽廳 1B 入口之 G105 室、展覽廳 3B 入口之 G304 室及展覽廳 5G 入口之 G507 室內設有主辦機構辦事處。參展商可前往就近之主辦機構辦事處尋求協助。

The Fair Management Offices are located at Rm G204-205 at Mezzanine 2, Rm G105 at Hall 1B entrance, Rm G304 at Hall 3B entrance and Rm G507 at Hall 5G entrance. Please proceed to the nearest Fair Management Office if you require any assistance from the Organiser.

2. 攤位設施服務台 Technical Service Counter

在展品進場日（即 7 月 16 日由上午 8 時 30 分至晚上 10 時）及展覽期間（7 月 17-23 日）於書展的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，參展商請直接與所屬的攤位設施服務台工作人員聯絡。

During the move-in day (i.e. 16 July, 8:30 am – 10:00pm) and fair period (17-23 July), 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. 展覽期間舉行之活動及特別推介項目 Concurrent Events & Special Highlights

- 香港貿發局香港運動消閒博覽：展覽廳 5C-E
- 簽名會：博覽道入口大堂
- 新書推介會：展覽廳 3 南大堂
- 兒童天地表演舞台及親子閣：展覽廳 3B
- 文化表演：展覽廳 1A 大堂
- 文藝廊：展覽廳 3 大堂及展覽廳 3 大堂
- 講座及研討會：會議室 S221-230、S421-430、君爵廳（舊翼）及大會堂（新翼）
- 版權洽談區：展覽廳 1D 大堂
- HKTDC Hong Kong Sports and Leisure Expo : Hall 5C-E
- Autograph Session: Expo Drive Entrance
- New Books Release Presentation: Hall 3 South Concourse
- Children's Paradise Performance Stage & Family Corner : Hall 3B
- Cultural Performance: Hall 1A Concourse
- Art Gallery: Hall 3 Concourse & Hall 5 Concourse
- Seminars and Conferences : Room S221-230, S421-430, Chancellor Room (Old Wing) and Grand Hall (New Wing)
- Copyright Exchange Lounge : Hall 1D Concourse

4. 免按金地櫃鎖匙 Deposit-free Cabinet Keys

各標準展位內之地櫃均配備有鎖匙，**請各參展商於 7 月 23 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 23 July.

5. 專人派發展覽索引 Delivery of Visitor Guide Map

展覽索引將派發給各參展商，如各參展商未能於展覽會開始前收到，請與主辦機構辦事處聯絡。

A complimentary copy of Visitor Guide Map will be distributed to each exhibitor. If you do not receive your

17 – 23 / 7 / 2019

On-site Circular – Book2019

copy before opening of the Book fair, please contact the Fair Management Office.

6. 渣打銀行會場銀行服務 Standard Chartered Bank – Fair Bank Services

為方便參展商於展覽會期間能更安全和快捷儲存每日的營業款項，本局將與渣打銀行合作在展覽會期間提供免費會場現金存款服務。

a) 現金存款服務：

- 使用此服務的參展商需為渣打銀行公司客戶
- 渣打銀行將在截止日期後與已申請服務參展商聯絡以解釋詳情，如有任何爭議，渣打銀行保留最終決定權。

b) 零錢找換服務：

- 渣打銀行在展覽會佈展日（即 7 月 16 日）提供零錢找換服務予已登記的參展商
- 地點：渣打銀行已與個別展商聯絡

To facilitate the smooth and safe operation of the cash deposit, Standard Chartered Bank will provide free cash deposit service during the fair period

c) Cash Deposit Service:

- Exhibitor applying this service must have a corporate account at Standard Chartered Bank.
- Standard Chartered Bank shall contact exhibitors applied for this service after the deadline to confirm the arrangement. In case of disputes, the Standard Chartered Bank's decision shall be final and binding.

d) Loose Change Service:

- The loose change service will be provided to exhibitors on move-in date (i.e. 16 Jul) who have made pre-registration.
- Location: Standard Chartered Bank Selected Branch Office

7. 晚間貴重物品儲存服務 Overnight Storage of Valuables

為方便參展商在每日展覽會閉館後儲存貴重物品(不包括現金)，主辦機構在 G505 室(展覽廳 5E 入口旁)提供晚間貴重物品儲存服務，參展商可在主辦機構辦事處事先索取登記咭，並於存放開放時間 **攜同填妥登記咭及自行準備有鎖公事包** 到晚間貴重物品儲存倉庫登記存放物品。在儲存物品翌日的早上，參展商須攜同填妥登記咭及身分證到晚間貴重物品儲存房間，提取登記物品。晚間貴重物品儲存服務的開放時間如下：

To facilitate exhibitors to store valuable exhibits (not including cash) after the Fair closes each day, the Organiser provides the Overnight Storage of Valuables service at Room G505 (besides Hall 5E entrance). Exhibitors can get the Overnight Storage of Valuables registration card at the on-site Fair Management Office. Exhibitors should bring along with the completed registration card and **their own lockable briefcase for the valuables** to the store room within below deposit time. To retrieve the valuable exhibits, exhibitors should go to the store room within below retrieval time with the registration card receipt and HK identity card. The operation hours of the valuable storage are as follow:

存放時間 Deposit Time:		提取時間 Retrieval time:	
16 / 7 / 2019	18:00 – 20:00	17 / 7 / 2019	08:30 – 10:00
17 - 18 / 7 / 2019	21:30 – 22:30	18 - 19 / 7 / 2019	08:30 – 10:00
19 - 20 / 7 / 2019	22:30 – 00:30	20 - 21 / 7 / 2019	08:30 – 10:00
21 / 7 / 2019	21:30 – 22:30	22 / 7 / 2019	08:30 – 10:00
22 / 7 / 2019	21:30 – 22:30	23 / 7 / 2019	08:00 – 09:00

17 – 23 / 7 / 2019

*On-site Circular – Book2019***8. 免費儲存服務 Free Storage of Exhibits**

在展覽期間，於各層展覽廳均設有臨時存貨地方供參展商使用。

Limited temporary storage area is provided for exhibitors at each exhibition hall during the exhibition period.

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

書展期內，主辦機構於新翼 2 樓大堂 G202-203 室及新翼 5 樓展覽廳 5E 南大堂各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旁之洗手間。

Exhibitor's Rest Room is located at Room G202-203 on Level 2 Mezzanine (New Wing) and Hall 5E South Concourse (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.

10. 7 月 19 日及 20 日之交通安排 Special Transportation Arrangement on 19 & 20 July**(一) 公共交通**

新巴及九巴將於 7 月 19 及 20 日午夜增設兩條特別巴士線，方便市民及參展商歸家或轉乘其他交通工具。

班次：每 10/15 分鐘一班

線路：**105R - 由會展(博覽道)經旺角、深水埗至美孚** (由晚上 10 時 – 凌晨 1 時開出)

111R - 由會展(博覽道)經九龍城、九龍灣至觀塘(裕民坊) (由晚上 10 時 – 凌晨 1 時開出)

168R - 由會展(金紫荊廣場、博覽道東 961 巴士站)至元朗西 (由晚上 11 時 – 凌晨零時開出)

178R - 由會展(金紫荊廣場、博覽道東 961 巴士站)經粉嶺、上水至落馬洲 (由晚上 11 時 – 凌晨零時 10 分開出)

請注意：以上資料如有任何更改，以巴士公司最後決定為準。

(二) 免費巴士服務 (只供參展商使用)

另外，大會將於 7 月 19 及 20 日午夜增設一條接駁巴士線供參展商使用，由香港會議展覽中心開往銅鑼灣。參展商須在登車時出示參展商工作證，持證人士必須年滿十五歲。

地點：香港會議展覽中心新翼(灣仔博覽道)開往銅鑼灣百德新街 (中途不設停站)

時間：凌晨 0 時 15 分 及 凌晨 0 時 30 分開出

(A) Public Transportation

To accommodate visitors' needs for transportation during the extended opening hours on 19 and 20 July, New World First Bus and Kowloon Motor Bus will jointly operate 2 special bus routes.

Frequency: 10/15 minutes)

Destination:

105R – From HKCEC (Expo Drive) via Mong Kok / Sham Shui Po to Mei Foo (10:00pm – 01:00am)

111R – From HKCEC (Expo Drive) via Kowloon City / Kowloon Bay to Kwun Tong (Yue Man Square) (10:00pm – 01:00am)

168R – From HKCEC (Golden Bauhinia Plaza / 961 Bus Stop at Expo Drive East) to Yuen Long West (11:00pm – 00:00midnight)

178R – From HKCEC (Golden Bauhinia Plaza / 961 Bus Stop at Expo Drive East) via Fanling / Sheung Shui to Lok Ma Chau (11:00pm – 00:10midnight)

Note: The above information is subjected to changes by the bus companies.

17 – 23 / 7 / 2019

On-site Circular – Book2019

(B) Free Bus Services (For exhibitor only)

To facilitate exhibitors' needs for transportation, the Organiser has arranged a special coach from HKCEC to Causeway Bay on 19 & 20 July midnight. Exhibitors must present their exhibitor badge before getting on the coach. Badge holders must be aged 15 or above.

Destination: HKCEC Expo Drive to Paterson Street, Causeway Bay (No other drop-off point)
Set-off Time: 0:15 a.m. & 0:30 a.m.

11. 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展覽廳 5B-C 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 or at the Food Court in Hall 5B-C. 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.

12. 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

17 – 23 / 7 / 2019

On-site Circular – Book2019

- 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.

13. 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。

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.

14. 全面擴大塑膠購物袋環保徵費計劃 Full Extension of the Environmental Levy Scheme on Plastic Shopping Bags

塑膠購物袋環保徵費計劃已於二零一五年四月一日正式全面擴大推行，屆時膠袋徵費將涵蓋所有零售點。大會鼓勵支持環保減少派發膠袋，及鼓勵市民應自備購物袋。

The Environmental Levy Scheme on Plastic Shopping Bags will be fully extended to cover all retail points of sales on 1 April 2015. This will demonstrate your support to protect the environment by distributing less plastic bags, and you will also help to remind consumers to BYOB.

15. 展覽館地毯安排 Arrangement on Hall Carpet

為保護環境、減少消耗自然資源，香港書展 2019 展覽廳 1A-E、5F-G 的公眾通道將不鋪設地毯。本局對您的理解，以及對環保的支援表示衷心的感謝。敬請留意！

To protect our environment by reducing the use of natural resources, Hong Kong Trade Development Council will stop installing carpets in the public areas of HKTDC Hong Kong Book Fair (Hall 1A-E, 5F-G). We appreciate your understanding and support for protecting our earth.

16. 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.

17. 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。各參展商請勿於 7 月 23 日下午 5 時前把展品搬離會場，敬請各參展商合作。

According to rule No. 46 in the exhibition regulation – “no stand or exhibits shall be dismantled or removed before the official closing time”. **Move-out of exhibits is not allowed before 5:00 p.m. on 23 July.** Grateful if you could observe this rule.

18. 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 7 月 23 日早上送往攤位之問卷。當日下午將有工作人員到攤位收回；參展商亦可於展覽會結束後填妥寄回或傳真到香港貿易發展局收。

Your suggestions are valuable for improving our services. Please complete the Questionnaire which will be distributed to all exhibitors in the morning of 23 July. Our staff will collect the completed Questionnaire in the afternoon; or you can return it to TDC by mail or by fax after the fair.

多謝合作。並祝貴公司展出成功。Thank you for your kind cooperation. We wish you every success in the fair.

17 – 23 / 7 / 2019

On-site Circular – Book2019

Appendix 附件 2

Important Rules and Regulations 重要守則

展品類別指引 Guidelines for the Fair Exhibits

「香港書展」所容許的展品為書刊，以及與文字及音像出版有關的多媒體產品（如電腦教育軟件、電子辭典、視聽輔助教材、數碼出版、電子書、唱片及影碟等）及文儀美勞用品。每個展位必須有超過百分之六十的展覽空間展示所屬主題展區的產品。

綜合書刊館及英語世界只能展出/售賣書籍、期刊或雜誌，一切非書刊的展品如音像多媒體產品（如唱片及影碟）、文儀美勞用品、非書籍之輔助教材等，必須分開置於所屬之主題展區內。

「香港書展」不容許以下之物品於展覽期間陳列/展示/提供銷售/售賣/派發：

- 攻擊及危險性物品
- 淫褻及不雅物品(根據《淫褻及不雅物品管制條例》(香港法例第 390 章)評定為淫褻及不雅)
- 標示為禁止向未成年人士(十八歲以下)出售/發佈或帶有類似意思標語的物品
- 主辦機構認為與「香港書展」主題及展品類別無關的物品及服務(例如但不限於衣飾、袋、家庭用品、化妝品、雨傘、玩具、電子遊戲、除電子書閱讀器或電子辭典外的消費電子產品、音響器材、食品及飲品)
- 主辦機構認為與「香港書展」形象不配合的物品

如參展商打算推出/售賣紀念品或宣傳禮品以配合推廣其主要展品，該等紀念或禮品不得佔超過百分之十的展覽空間。紀念品或宣傳禮品清單需於展覽會開幕前最少一個月提交予主辦機構，並經批核後才能展出。

書展期間如參展商有違以上規定，主辦機構有權要求參展商立即停止陳列/展示/售賣及/或派發有關物品，亦有權即時終止該參展商的參展資格而毋須作出任何賠償。

Acceptable exhibits should be books, multimedia products relating to literary works and audio-visual publishing (such as educational software, electronic dictionary, audio-visual learning aids, digital publishing, electronic books, music/film recordings, etc) and stationery. At least 60% of the display area of each booth must be occupied by exhibits relating to the relevant product section where the booth is located.

Exhibitors can only display/sell books, periodicals or magazines at the General Books Pavilion and English Avenue. All non-books items such as multimedia products (e.g. music/film recordings), arts & craft, stationery, non-printed learning aids, etc. should be separately located in the relevant product sections.

The following products are prohibited from being at the Fair:

- offensive and **dangerous articles**
- **obscene and indecent articles** (as defined under the Obscene & Indecent Articles Ordinance, Cap.390 of the laws of Hong Kong)
- **articles which are labeled or described as prohibitive for supply or publication to persons under 18 years old**
- **products that are in the Organiser's view irrelevant to the exhibit profile of the Fair (including but not limited to clothing & accessories, household appliances, cosmetics, umbrellas, toys, electronic games, consumer electronic products other than e-book readers or electronic translators, audio equipment, food and beverages)**
- products that are in the Organiser's view incompatible with the image of the Fair

If any exhibitor would like to distribute/sell some souvenirs and gift items in promoting the main exhibits, such products should not exceed **10%** of the booth area. The list of souvenirs and gift items should be submitted to the Organiser at least one month prior to the opening of the Fair for approval and may only be exhibited after approval thereof.

During the exhibition period of the Fair, if any exhibit does not meet with the above requirements, the Organiser reserves the right to stop the exhibitor from displaying/showing/selling and/or distributing the relevant products at the Fair. The Organiser also reserves the right to terminate the exhibitor's participation immediately without any compensation.

版權事宜 Copyright Issue

參展商必須保證展品在各方面均沒有違反或侵犯他人權利，包括所有知識產權權利。參展商必須遵守《版權條例》(香港法例第 528 章)，包括《2007 年版權(修訂)條例》下有關平行進口的規定。平行進口的版權作品是指那些獲製作地方的版權擁有人授權製作，並預定於香港境外市場銷售的正版作品，但這些作品卻在未經版權擁有人允許的情況下輸入香港。

根據修訂後之條例，有關作品於世界任何地方發表後 15 個月內，如參展商就平行進口作品作出以下行為，將會負上刑事責任：

- 經銷(包括售賣、出租或分發作牟利用途)任何平行進口版權作品(電腦軟件產品除外)
- 輸入或管有平行進口電影、電視劇、音樂聲音紀錄或音樂視像紀錄作公開放映或播放用途

如有關作品已於世界任何地方第一次發表超過 15 個月，參展商仍須負上民事責任。

參展商如輸入平行進口作品，必須保證該作品在香港經銷/發售不會侵犯版權或違反任何專用特許協議。舉例說明：如參展商由內地輸入任何平行進口之中文簡體字書籍並在香港發售，請留意及了解此舉是否侵犯版權或違反任何特許協議。假如任何平行進口之中文簡體字出版刊物在香港製作及/或發行會構成侵犯版權或違反任何特別協議，則該等中文簡體字版刊物不得在「香港書展」中陳列/展示/提供銷售/售賣。有關《版權條例》的詳細內容，請瀏覽知識產權署的網址：www.ipd.gov.hk。

Exhibitors must ensure and warrant that all articles displayed during the Fair do not in any way whatsoever violate or infringe any third party's rights including all intellectual property rights. Exhibitors must comply with the Copyright Ordinance (Cap.528 of the laws of Hong Kong), including the Copyright (Amendment) Ordinance 2007 in relation to parallel importation. Parallel-imported copies of copyright works are genuine copies that are originally made with the authorization of the copyright owner in the place of manufacture and destined for a market outside Hong Kong, but are subsequently imported into Hong Kong without the consent of the copyright owner.

According to the amended ordinance, any person who does the following acts within 15 months from the time the copyright work was first published anywhere in the world would be subject to criminal liability:

- trades in the parallel-imported copy (except computer software products) (i.e. selling, hiring or distributing for profit);
- imports or possesses the parallel-imported copy of a copyright work which is a movie, TV drama, musical sound recording or musical visual recording for playing or showing in public.

If there had been over 15 months from the first publication of the relevant work anywhere in the world, he would still be subject to civil liability.

If an exhibitor imports any parallel-imported products for selling/distribution in Hong Kong, he must ensure and warrant that the articles do not in any way constitute an infringement of copyright or a breach of any exclusive license agreement. For example, if an exhibitor imports from Mainland China any parallel-imported publications in simplified Chinese characters for sale in Hong Kong, he must take note and ensure whether this amounts to an infringement of copyright or constitute a breach of any exclusive licence agreement in Hong Kong. If the production and/or distribution of any parallel-imported publications in simplified Chinese characters amounts to an infringement of copyright or constitute a breach of any exclusive licence agreement in Hong Kong, such publications must not be displayed/shown/offered for sale/sold at the Fair. For further details of the Ordinance, please refer to the website of the Intellectual Property Department at www.ipd.gov.hk.

對電影的管制 Control of Films

「香港書展」祇容許根據《電影檢查條例》(香港法例第 392 章)評級為**第 I 級電影**於會場內陳列/展示/提供銷售/售賣/派發。根據《電影檢查條例》，**第 I 級之電影適合任何年齡人士觀看**。倘若發現有參展商於展覽期間陳列/展示/售賣任何非第 I 級之電影錄影帶/鐳射影碟或其他儲存媒體，主辦機構有權立刻終止其參展資格而毋須作出任何賠償。

All exhibitors are only allowed to display/show/offer for sale/sell/distribute **Category I Films** classified under the Film Censorship Ordinance (Cap.392 of the laws of Hong Kong) at the Fair. Under the Ordinance, **Category I Film is suitable for all ages**. If any exhibitor is found to be displaying/showing/selling any videotape/VCD/DVDs or any storage medium of Non-Category I film during the exhibition, the Organiser has the right to terminate the exhibitor's participation at once without compensation.

攤位內的宣傳活動 Publicity / Promotional events within booths

如參展商有意於攤位內舉行任何形式的宣傳/促銷活動，例如但不限於涉及及名人、明星、熱門作家、吉祥物、抽獎、現場遊戲、派發贈品、出售限量版產品等容易引起群眾聚集之活動，必須在展覽會開幕前最少一個月以書面形式另行向主辦機構提出申請。該書面申請必須詳細列明有關活動的性質、參與者的資料及活動詳情等。如主辦機構經諮詢香港文化活動顧問團的意見後認為參展商計劃舉行的宣傳、推銷等活動未能配合「香港書展」的形象或不適宜在展覽期間進行，或主辦機構認為該類活動可能引起人流控制等安全問題，主辦機構有權拒絕參展商的活動申請或要求參展商更改活動計劃後重新申請。如參展商有意於展覽期間在攤位內或相鄰公共區域舉行募捐、抽獎等按香港法律須持牌照經營的活動，必須自行於展覽會前向有關政府部門申請所需牌照。主辦機構有權拒絕未獲牌照的活動申請。未獲牌照的活動，將不可於展覽會期間進行，主辦機構若有發現，有權立即禁止。

參展商亦需自行於現場安排足夠工作人員維持秩序，如參展商於場內舉辦之宣傳/促銷活動引起群眾聚集及/或影響現

場秩序、人流通行或影響附近其他參展商的正常運作，主辦機構有權立即將該宣傳活動調配至適當的地方進行或即時終止有關活動。凡未經主辦機構事先書面批准或違反參展細則及展覽規例或任何由主辦機構不時訂定的條件或規定之活動，主辦機構均有權隨時禁止。

對於任何依據本段所採取的行動，主辦機構均無須承擔任何責任或作出任何賠償。主辦機構有權在舉行任何活動前或期間隨時向有關參展商發出通知（口頭或書面）更改任何先前已訂定的條件及規定或加添新條件及規定，而參展商必須即時遵守更改後或新增的條件及規定。如參展商並未遵守以上的規定或不遵從主辦機構作出的指示，主辦機構將保留權利對參展商作出處分，例如但不限於押後該參展商明年「香港書展」的選擇攤位次序或取消未來參展「香港書展」的資格。

參展商於展覽期間進行的活動如涉及任何針對該參展商或其他第三方的法律上的問題，主辦機構無需承擔任何責任；主辦機構如因參展商進行的活動而遭受控訴、收到賠償要求或受到金錢損失時（包括任何與訴訟相關的所有法律費用和支出），一概由該參展商負責。

If an exhibitor would like to organise publicity/promotional events within their own booths (including but not limited to those involving celebrities, stars, popular authors, mascots, lucky draws, onsite games, distributing giveaways, sale of limited edition products, etc) which might easily attract crowds, separate written application must be submitted to the Organiser at least 1 month prior to the commencement of the Fair. Full particulars of the proposed event (including the nature of the event, participants' name and details of the activity, etc) must be included in the written application. **The Organiser reserves the right to turn down the application, or require the exhibitor to change the proposed event and make a fresh application, where according to the Organiser and the Hong Kong Book Fair Cultural Events Advisory Panel Committee, the proposed event to be carried out is not in line with the image of the Fair, may raise public safety problems (e.g. crowd control issues), or is not suitable to be held during the exhibition period of the Fair. Where the exhibitor intends to hold in the booth or in the public area any donation campaigns, lotteries or other events required to be held with a licence, the exhibitor must obtain the necessary licence from the relevant government body prior to exhibition at the Fair.** The Organiser has the right to turn down any application for events not so licenced. Any such unlicensed events cannot be held at the Fair. The Organiser has the right to immediately terminate such event that comes to its attention.

Exhibitors also need to provide sufficient staff to maintain order at the venue. If the publicity/promotional events carried out by an exhibitor attracts a crowd and/or affects traffic of people/order at the venue or the normal operation of other exhibitors nearby, the Organiser has the right to immediately re-locate such publicity/promotional events to an appropriate location or immediately terminate the relevant event. The Organiser reserves the right to, at any time, ban any event undertaken without prior written approval or which contravenes the Terms of Application and Exhibition Rules and Regulations or any terms and conditions imposed by the Organiser from time to time.

The Organiser is not liable to any responsibility or compensation in respect of any action taken pursuant to this paragraph. The Organiser reserves the right at any time before or during an event to give notice (either verbal or written) to amend any terms or conditions previously imposed or to add new terms and conditions, and the exhibitor shall forthwith comply with the amended or new terms and conditions. **If an exhibitor fails to comply with the above rules or the directions of the Organiser, the Organiser reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair in the following year, or to cancel its entitlement to exhibit in future at the Fair.**

The Organiser is not liable in respect of any legal problems faced by the exhibitor during the Fair or with any third party. Should the Organiser become subject to any legal action, request for compensation or suffer any economic loss due to the exhibitor's activities (including any relevant legal fees and costs), these shall all be borne by the relevant exhibitor.

展品陳列及攤位佈置 Exhibit Display & Decoration of Booth

1. 為保障參展商及參觀人士安全，參展商請勿把貨物及裝飾物放置在展覽館內的通道及展位高度限制以上的地方。另外，參展商只可在展位範圍內的地方示範展品（例如遙控及飛行玩具等）。同時，參展商必須注意其示範行為為不會傷害及對其他參展商、參觀者及其他在場人士造成任何損失。
2. 攤位名牌上不得附加任何標貼或掛上任何海報、垂懸裝飾或其他物品。主辦機構如認為任何展品或宣傳品違反展覽會的標準或規格，又/或不屬於指定的展品範圍，則有權將該等展品或宣傳品清除，亦可立刻終止該參展商之參展資格，而費用須由參展商支付。
3. 為避免陳列層架出現塌壞，切勿把過重及過量的書籍或展品擺放於陳列層板上，如有任何損壞，參展商必須承擔賠償予大會承建商的責任。
4. 請各參展商於展覽會結束後，把黏貼在攤位圍板上的海報，膠紙及黏貼物等徹底清除，方可離開會場。否則，所需的清潔費用，將由參展商承擔支付。
1. To ensure public safety for both exhibitors and visitors, exhibits should not be placed at the hall gangway and the area above the booth height limit. Also, exhibitors can only demonstrate the exhibits such as remote moving and flying exhibits inside the booth area. In addition, the exhibitor should make sure that the

demonstration should not cause any damage, loss and hurt any other exhibitors, visitors or any other person in the fairground.

2. No stickers, poster hangers or other materials will be allowed to hang on fascia. The Organiser reserves the right to remove any exhibits or publicity materials at the exhibitors' expenses which are considered do not conform to the standard and set-out of the exhibitor or do not fall within the exhibit description of the exhibition.
3. The display shelves cannot hold too many books / exhibits. To avoid collapse of the display shelves, please do not put too many and heavy exhibits onto the shelves. Any damages occurred will result in compensation to the contractor.
4. Please make sure that all stickers, posters and any adhesive articles will be removed from all the wall panels when you check out the Fair. If not, any cleaning service charge incurred in this regard has to be borne by the exhibitor concerned.

展品補充 Replenishment of Exhibits

參展商於 2019 年 7 月 17-22 日期間可以於展覽開始前 90 分鐘較大規模地將展品由臨時倉庫運送入會場內的攤位，而 2019 年 7 月 23 日則可於 60 分鐘前補充展品。參展商同時可於展覽開放期間每天以貨車補充存貨。展覽會開始前 30 分鐘直至展會結束期間參展商如需要將貨物由臨時存貨區運往攤位，必須使用設有防撞圍邊之手推車，並有最少 2 名工作人員前後照顧及運送貨物。參展商補充展品時必須採取一切安全措施，以免傷及參觀人士。大會有權視乎現場情況要求參展商遵守額外安全措施甚或暫停參展商使用手推車補貨。

Exhibitors could transfer their exhibits from the temporary storage to their booth(s) 90 minutes before the fair opens during 17-22 July 2019 and 60 minutes before the fair starts on 23 July. Exhibitors could also replenish their exhibits by vehicles daily to the temporary storage area. Starting from 30 minutes before the opening of the fair until the fair officially close every day, exhibitors are required to utilise trolley with two or more staff members to cover the front and back of the trolley when replenishing goods to their booth(s). Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing stocks The Organiser reserves the right to require exhibitors to follow additional safety measures or even prohibits exhibitors from using trolley to replenish stock if the fairground is too crowded.

現場播音 Performance of Music at the Show

參展商須確保所有視聽器材安裝妥善，音量亦應調至最低，以免對其他參展商或參觀人士造成滋擾。主辦機構會採取措施，確保在聲浪範圍之內，示範活動所採用的視聽器材不會發出超過 80 分貝 (A 級) 的音量。如發出的聲浪對其他參展商及參觀人士造成騷擾，主辦機構有權干涉。當發出第三次警告時，因聲浪過大而受到非議的展品示範活動必須立即終止，而主辦機構毋須為此向參展商退還有關費用或作出任何賠償。設於攤位內的視聽器材，概由參展商負責，而參觀人士及其僱員在操作此等器材時的行為，須由參展商監督。

All audio-visual equipment must be sited and be kept at the absolute minimum level so as not to cause any inconvenience to other exhibitors or visitors. The Organiser will take steps to ensure that the demonstration sound level of loud speakers should not exceed 80 dB (A) at the boundaries of your display sound level. The Organiser reserves the right to intervene if the sound level causes undue disturbances to other exhibitors and visitors. Demonstration of Exhibits found to be objectionable due to noise level will be closed down on the third warning and the Exhibitor shall not receive a refund or damage compensation from the Organiser. Exhibitors are responsible for supervising the actions of all visitors and employees operating audio/visual equipment located in their exhibit area.

使用手推車安全細則 Safety Regulation on the Use of Trolleys

參展商如需於展覽場地使用手推車運送貨物，必須採取一切安全措施，以免造成危險及傷及他人。所有手推車必須設有防撞膠邊。於展覽場地使用手推車運送貨物時，必須要有最少兩名工作人員陪同，確保運送安全。為免貨物於運送期從手推車上塌下，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。主辦機構有權視乎展覽場地之情況要求參展商停止使用手推車或遵守額外之安全措施。參展商如需搬運貨物進館及撤館，建議聘用專業貨運代理提供有關服務。

For safety reasons, exhibitors should take all precautions to avoid causing danger to others when using trolleys at the exhibition venue. All trolleys must be equipped with rubber protection borders and there must be two accompanying staff when transporting your goods at the exhibition venue. To avoid any injury resulting from the falling of goods, exhibitors are not allowed to use trolleys to transport goods exceeding the size of 1m x 1m x 1m. If the exhibition venue is too crowded, the Organiser reserves the rights to stop exhibitors from using trolleys and to follow additional safety measures. For exhibits move-in and move-out of the exhibition venue, exhibitors are recommended to appoint professional forwarders to provide the transportation service.



同心協力管制淫褻及不雅物品

為有效防止淫褻及不雅物品對青少年構成不良影響，各執法部門已積極執行《條例》。市民亦可採取以下措施：

- 老師、社會工作者及家長應協助學生或子女選擇合適的消閑刊物及電子遊戲。
- 家中電腦若已接通互聯網，家長應多與子女一起瀏覽網頁，並留意子女接觸的網頁，內容是否淫褻或不雅。家長也可在電腦或手機 / 平板電腦上安裝適當的過濾軟件，避免子女接觸有不良內容的網頁或應用程式。
- 作者、出版商、發行人、書報販、電腦店及影視店負責人應自律，避免觸犯法例。

投訴及查詢

電影、報刊及物品管理辦事處24小時投訴及查詢熱線(辦公時間以外電話錄音)為2676 7676。市民亦可把電子郵件寄往naa@ofnaa.gov.hk，或將信件寄交香港灣仔告士打道5號稅務大樓39樓。

關心青少年

了解《淫褻及不雅物品 管制條例》



《淫褻及不雅物品管制條例》簡介

《淫褻及不雅物品管制條例》(下稱《條例》)就出版或公開展示內容帶有淫褻或不雅成分(包括暴力、腐化或可厭)的物品作出管制。

- 報紙、雜誌、漫畫、錄影帶、影音光碟、數碼影音光碟、錄音帶及經電子傳遞的圖文及影像等，皆受該法例監管。
- 《條例》並無規定物品在出版前須預先送檢。但出版人或製作人可自行在出版前把物品送交淫褻物品審裁處(下稱審裁處)評定類別。審裁處屬司法機構，成員包括裁判官及來自社會各階層的公眾人士。
- 審裁處在評定物品類別時，會考慮一般合理的社會人士普遍接受的道德禮教標準、物品整體上產生的顯著效果、發布對象及該物品是否具有真正目的，把物品評定為下列其中一個類別：

第I類(既非淫褻亦非不雅)

可向任何人士發布。

第II類(不雅)

不得向十八歲以下人士發布；物品要有封套；其封面及封底必須印有不少於其面積百分之二十的法定警告字句；以及封面或封底須載有出版人資料。

第III類(淫褻)

禁止發布。

向十八歲以下人士發布不雅物品、公開展示不雅事物或不依法例要求發布不雅物品，初犯者可被罰款四十萬元及監禁一年，再犯則可被罰款八十萬元及監禁一年。

出版淫褻物品，或藏有或進口淫褻物品作發布用途，可被罰款一百萬元及監禁三年。

執行《條例》

《條例》由香港警務處、香港海關和電影、報刊及物品管理辦事處負責執行。各部門保持緊密聯繫，定期交換情報並檢討執行策略，使執法更有效率。

香港警務處

負責在各銷售點對付違例者，並打擊淫褻或不雅物品的批發、製作及貯存。

香港海關

堵截違例物品(如淫褻物品)的進口，並於執行保護知識產權法時，管制淫褻或不雅物品的發布。

電影、報刊及物品管理辦事處

負責監察市面各書店、報攤、電腦店、影視店、報章、雜誌及漫畫等，在有需要時把懷疑違例的物品送交審裁處評定類別，並且採取適當跟進行動，例如票控違例的出版商，以及宣傳《條例》內容和處理有關的投訴。

Joint Efforts to Control Obscene and Indecent Articles

To ensure effective protection of young people from the harmful effects of obscene and indecent articles, the enforcement departments have stepped up enforcement actions under the COIAO. Members of the public may also take the following measures:

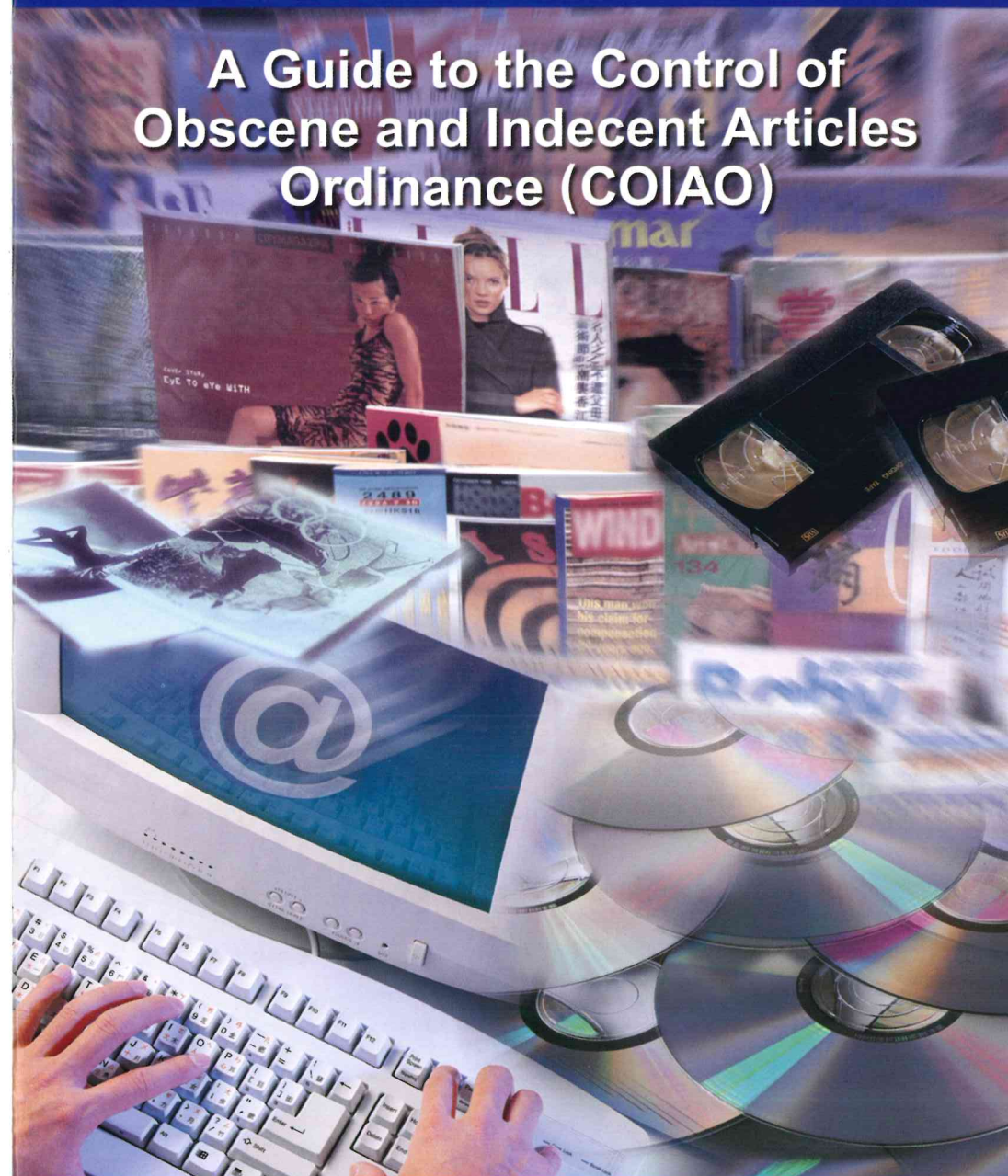
- Teachers, social workers and parents should advise their students or children on suitable leisure reading materials and electronic games.
- If Internet access is available at home, parents should spend more time with their children visiting websites as often as possible and check the websites they browsed to see if the content is obscene or indecent. To protect children from objectionable websites or Apps, parents may install appropriate filtering software on the computer or mobile phone / tablet computer.
- Writers, publishers, distributors, newspaper vendors, computer and video shop operators should observe the statutory provisions of the Ordinance in order not to break the law.

Complaints and Enquiries

The telephone number of OFNAA's 24-hour complaints and enquiries hotline (voice recording after office hours) is 2676 7676. You may send your e-mail to naa@ofnaa.gov.hk or send your letter to 39/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

Caring For Youngsters

A Guide to the Control of Obscene and Indecent Articles Ordinance (COIAO)





Brief Introduction to the COIAO

The Ordinance regulates the publication or display of articles with obscene or indecent content including material which is violent, depraved or repulsive.

- The Ordinance covers a wide range of articles including newspapers, magazines, comic books, video tapes, video compact discs, digital video discs, tapes, electronically transmitted pictures and images.
- There is no statutory requirement for articles to be submitted for classification before publication. However, publishers or producers may take the initiative to submit their articles to the Obscene Articles Tribunal (OAT) for classification before publication. The OAT is a judicial body which consists of a magistrate and members of the public from different walks of life.
- In classifying articles, the OAT will take into account the standards of morality, decency and propriety that are generally accepted by reasonable members of the community, the dominant effect of an article as a whole, the target audience and if an article has an honest purpose. Articles can be classified into one of the following categories:

Class I (neither obscene nor indecent)


The article can be published to any person.

Class II (indecent)

The article cannot be published to persons under the age of 18. It should be sealed in a wrapper. At least 20% of the front and back covers should contain the statutory warning notice. Particulars of the publisher should also be printed on the front or back cover of the article.

Class III (obscene)

The article is prohibited from publication.



Any person who publishes an indecent article to a person under the age of 18, or publicly displays any indecent article, or publishes any indecent article without complying with the statutory requirements, is liable to a fine of \$400,000 and to imprisonment for 1 year on first conviction, and to a fine of \$800,000 and to imprisonment for 1 year on any subsequent conviction.

Any person who publishes, possesses or imports for the purpose of publication any obscene article, is liable to a fine of \$1,000,000 and to imprisonment for 3 years.

Enforcement of the COIAO

Enforcement of the Ordinance is the responsibility of the Hong Kong Police Force, the Customs and Excise Department and the Office for Film, Newspaper and Article Administration (OFNAA). The three departments maintain close liaison to exchange information and review enforcement strategies regularly in order to make enforcement more efficient.

Hong Kong Police Force

Takes enforcement action at the retail outlets and combats the wholesale, production and storage of obscene or indecent articles.

Customs and Excise Department

Intercepts the import of illegal articles such as obscene articles and regulates the publication of obscene or indecent articles in the course of enforcing the intellectual property protection law.

Office for Film, Newspaper and Article Administration

Monitors bookshops, news-stands, computer shops, video shops, newspapers, magazines, comic books, etc. in the market, and submits dubious articles to the OAT for classification where necessary and takes appropriate follow-up actions such as summoning publishers who fail to comply with the statutory requirements. It also promotes public awareness of the COIAO and handles related complaints.

香港貿發局香港書展2019 - 綜合服務設施
HKTDC Hong Kong Book Fair 2019 - Cluster of Servicing Facilities

<p>主辦機構辦事處 FAIR MANAGEMENT OFFICE</p> <p><u>地點 Location</u> <u>電話 Tel</u></p> <p>1) 2樓大堂之 G204-205 室 Rm G204-205, Mezzanine 2 2582-1900 / 2582-8970 / 8971</p> <p>2) 展覽廳 1B 門外 G105 室 Rm G105, Hall 1B 2582-8953</p> <p>3) 展覽廳 3B 門外 G304 室 Rm G304, Hall 3B 2582-1340</p> <p>4) 展覽廳 5G 門外 G507 室 Rm G507, Hall 5G 2132-4361</p>	<p align="center">處理參展商查詢及提供協助 Enquiries / assistance pertaining to your participation</p>
<p>攤位設施服務台 TECHNICAL SERVICE COUNTER</p> <p><u>地點 Location</u> <u>電話 Tel</u></p> <p>1) 展覽廳 1A (近攤位 1A-A39) Inside Hall 1A (near Booth 1A-A39) 2582-8414</p> <p>2) 展覽廳 3B 大堂 (攤位 3CON-010 對面) Hall 3B Concourse (Opposite to Booth 3CON-010) 2582-1730</p> <p>3) 展覽廳 5G (近攤位 5G-F34) Hall 5G (near Booth 5G-F34) 2132-4180</p>	<p align="center">攤位設施及電力查詢 Enquiries concerning booth facilities / electricity</p>
<p>救傷站 / 醫療站 FIRST AID / HEALTH DESK</p> <p><u>地點 Location</u> <u>電話 Tel</u></p> <p>1) 港灣道入口大堂 Harbour Road Entrance 2132-4981</p> <p>2) 展覽廳 1A (G 103 室) Hall 1A (Rm G103) 2582-8948</p> <p>3) 展覽廳 3B-E (G 303 室) Hall 3B-E (Rm G303) 2582-1338</p> <p>4) 展覽廳 5C (G503 室) Hall 5C (Rm G503) 2582-8366</p>	<p align="center">提供一般救護服務 Provide general first aid assistance</p>
<p>香港書展 2020 攤位預訂處 SALES OFFICE FOR HONG KONG BOOK FAIR 2020</p> <p><i>(二樓大堂 G204-205 室之主辦機構辦事處 Fair Management Office at Room G204-205)</i></p>	<p align="center">預訂來屆攤位及查詢參展事宜 Booth reservation and general sales enquiries</p>
<p>新聞及傳播中心 MEDIA & WEBCAST CENTRE <i>(博覽道入口 Expo Drive Entrance Unit. 16)</i></p> <p>電話 Tel: 2240-5671 傳真 Fax: 3521-1705</p>	<p align="center">傳媒登記 Press registration</p>
<p>緊急求助電話 EMERGENCY HOTLINE</p> <p>電話 Tel: 2582-7162</p>	<p align="center">尋求會展中心保安人員的協助 Seeking for Emergency support from the HKCEC Security</p>