

※※ 參展商通告(1) ※※
進場日及撤館日之交通安排及車輛許可證之使用

(一) 進場日/撤館日之交通安排

由於灣仔會議展覽中心一帶正進行大型路面工程，為疏導灣仔附近的交通及保持道路暢通，本局與香港會議展覽中心(管理)有限公司經研究及商議後，落實今年香港書展將採取其他大型展會的做法，於**進場日(即7月16日)**及**撤館日(7月23日)**實施交通特別安排。所有進場之貨車/輕型客貨車司機必須先前往青衣之車輛等候處排隊，方可前往灣仔會議展覽中心之裝卸區。

而**撤館日**之交通安排將如往年一樣，貨車/輕型客貨車司機亦須先前往青衣之車輛等候處排隊，再前往灣仔會展之裝卸區。

有關詳情請參閱以下程序及細節。

(i) 貨車 / 輕型客貨車 車輛許可證

每家參展商均會獲發進館及撤館之車輛許可證各一張，方便於展品進場日(即7月16日)及展覽期間(包括撤館日)(即7月17日至23日)進入香港會議展覽中心之裝卸區。此證必須貼於貴公司所派貨車/輕型客貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。請注意於進場日及撤館日，工作人員將於貨車/輕型客貨車到達香港會議展覽中心之裝卸區後收回貴司之車輛許可證。

進館日(7月16日)及撤館日(7月23日)之車輛「特別安排」

於進場及撤館當日，於臨近香港會議展覽中心路段將設置控制點，貴公司所派之貨車/輕型客貨車司機必須同時持有

- (a.) 由貿易發展局發出之車輛許可證 及
- (b.) 由車輛等候處發出之往來證明書，方可進場

進場程序

1. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到**青衣車輛等候處**報到。
2. 車輛等候處將於2019年7月16日，由**上午8時**開放至所有進館程序完成。
3. 當車輛到達車輛等候處後，必須**出示由貿發局發出適用於該時段之車輛許可證**，並於車輛等候處**排隊**等候指示。輪候時間將視乎車輛數量、進場速度及當日之交通情況而定。
4. 車輛等候處將於2019年7月16日上午8時30分開始，根據交通情況向輪候之司機發出一張**往來證明書**。
5. 司機應同時攜同 **a.車輛許可證** 及 **b.往來證明書**於**2小時內經博覽道入口**前往會展中心貨物起卸區。
6. **未能**同時提供上述兩種證件者將均**不能**進入會展中心卸貨區。
7. **如**等候處的車輛超出可停泊車輛數目時，**青衣車輛等候處**將酌情採取其他措施。

撤場程序

1. 在進入香港會議展覽中心上落貨區前，所有車輛必須先到**青衣車輛等候處**報到。
2. 車輛等候處將於2019年7月23日，由**下午2時**開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須**出示由貿發局發出適用於該時段之車輛許可證**，並於車輛等候處**排隊**等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 車輛等候處將於2019年7月23日下午**5時**開始，根據交通情況向輪候之司機發出一張**往來證明書**。
5. 司機應同時攜同 **a.車輛許可證** 及 **b.往來證明書**於**2小時內經博覽道入口**前往會展中心貨物起卸區。
6. **未能**同時提供上述兩種證件者將均**不能**進入會展中心卸貨區。
7. **如**等候處的車輛超出可停泊車輛數目時，**青衣車輛等候處**將酌情採取其他措施。

當車輛進入會展貨物起卸區時，司機會收到一張由會展中心發出並印上進場時間的計時咭。為有效舒緩當日貨物起卸區

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緊張的交通情況，免費上落貨限時為**會展中心第一期(舊翼)60分鐘及第二期(新翼)45分鐘**。香港會議展覽中心將7月16-23日實施進場車輛使用時間收費計劃。有關收費如下：

第一期(舊翼)

車輛進場後首 60 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過三小時:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時卡 (每張):	港幣 500 元

第二期(新翼)

車輛進場後首 45 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過兩小時及四十五分鐘:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時卡 (每張):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。由貿發局發出之車輛許可證及由車輛等候處發出之往來證明書並非泊車證，亦不適用於私家車。博覽道展館之裝卸區只適用於 2.2 米或以下車輛進入。

(ii) 私家車 / 的士進場程序

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

(iii) 會展中心停車場 (富城停車場)

於7月16-23日期間(包括進場日及撤館日)，會展中心將開放位於博覽道中的富城停車場予私家車及不用前往卸貨區的輕型客貨車以時租/日租(必須事先申請及付款)形式使用。

(二) 車輛許可證的分配

大會按照攤位的面積及分佈，劃分以下車輛許可證時段，請各參展商按照所獲得的車證作進場/撤館的安排：

7月16日進場日

進場日車輛許可證-博覽道入口(新翼)

展覽廳 1A-E、3B-E 及展覽廳 3B-C 大堂參展商使用:

- A1) 08:30 - 10:30
- A2) 10:30 - 12:30
- A3) 12:30 - 14:30
- A4) 14:30 後

進場日車輛許可證-會議道入口(舊翼)

展覽廳 5F-G 參展商使用:

- B1) 08:30 - 10:30
- B2) 10:30 - 12:30
- B3) 12:30 後

7月23日撤館日

撤館日車輛許可證-博覽道入口(新翼)

展覽廳 1A-E、3B-E 及展覽廳 3B-C 大堂參展商使用:

- C1) 17:00 - 19:00
- C2) 19:00 - 21:00
- C3) 21:00 後

撤館日車輛許可證-會議道入口(舊翼)

展覽廳 5F-G 參展商使用:

- D1) 17:00 - 19:00
- D2) 19:00 - 21:00
- D3) 21:00 後

註：於進場/撤館當日將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

※※ Notice to Exhibitors (1) ※※
Move in/out Arrangement & Use of Vehicle Permit
(1) Special Move in/out Arrangement

Large scale road projects are currently being conducted around the area of Hong Kong Convention and Exhibitions Centre. After extensive negotiation and discussion with HKCEC, in order to alleviate the traffic congestion and ensure smooth traffic in Wan Chai, special move-in arrangement is going to be implemented on **move-in day (16 July) and move-out day (23 July)** for Hong Kong Book Fair this year. The practice is the same as other large-scale events. Goods vehicles will only be allowed to enter into the HKCEC loading areas after visiting the Vehicle Marshalling Area at Tsing Yi.

The procedure for **move-out day** will remain the same as previous years. Lorries and light goods vehicle will only be allowed to enter into the HKCEC loading areas after visiting the Vehicle Marshalling Area.

The procedure and details can be found below:

(i) Vehicle Permit for Lorries / Light Goods Vehicles

Vehicle permits will be issued to each exhibitor for entering the loading /unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day (16 July) and throughout the exhibition period including the move-out day (17-23 July). The permit must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the permit. Vehicle permit will be collected by HKCEC once the vehicles enter the loading area on move-in and move-out days.

"Special Arrangement" for Vehicles on Move-In Day (16 July) & Move-out Day (23 July)

Control point will be set-up at the entrance of HKCEC, goods vehicles will **only be allowed** to enter into the HKCEC loading areas with:

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

Move-in procedure

1. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area**.
2. The vehicle marshalling area will be opened at **8:00 a.m.** until all the move-in activities finished on **16 July 2019**.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit issued by HKTDC, queue up** and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-in speed and the prevailing traffic condition.
4. Starting from 8:30 a.m. on 16 July 2019, a **Trip Ticket** will be issued to the drivers at appropriate time.
5. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
 - a. **Move-in Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
6. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.
7. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.

Move-out procedure

1. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **Tsing Yi Vehicle Marshalling Area**.
2. The vehicle marshalling area will be opened at **2:00 p.m.** until all the move-out activities finished on **23 July 2019**.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the **Vehicle Permit issued by HKTDC, queue up** and wait for the further instructions given from the attendant of HKCEC. The waiting time at the vehicle marshalling area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. After 5:00 p.m. on 23 July 2019, a **Trip Ticket** will be issued to the drivers at appropriate time.
5. The driver must then proceed to HKCEC loading area via Expo Drive **within 2 hours** with
 - a. **Move-out Vehicle Permits** issued by the HKTDC **AND**
 - b. **Trip Ticket** issued at the Tsing Yi Vehicle Marshalling Area
6. Drivers **failing** to present the above 2 permits will **NOT** be allowed to enter into HKCEC loading area.
7. If the vehicle marshalling area becomes overloaded, HKCEC will implement further measures at discretion.

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Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to **60 minutes at Phase 1 (Old Wing) & 45 minutes at Phase 2 (New Wing)** respectively. The HKCEC will impose charges on vehicles with extended stay on 16-23 July. The charges are as follows:

Phase 1 (Old Wing)

First 60-mins (after clock in):	Free
First 2 hours after 60 minutes:	HK\$100 / Every 30 mins or part thereof
After 3 hours:	HK\$150 / Every 30 mins or part thereof
Each lost ticket:	HK\$500

Phase 2 (New Wing)

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

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

(ii) Private Car / Taxi

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

(iii) HKCEC Car Park (Urban Parking)

Exhibitors may utilise the HKCEC Car Park (Urban Parking) which locates at the Expo Drive Central from 16 to 23 July (include move-in/move-out day). Private cars and light goods vans which are not going to the loading area may use the car park either in form of hourly or daily parking (need to apply and pay beforehand).

According to the booth area and hall distribution, the organiser has divided the day into different move-in/ move-out time slots. All exhibitors should make the move-in and move-out arrangement according to the time specified on the vehicle permit received.

Move-in Day (16 July)
**Vehicle Permit for Move-in –
Expo Drive Entrance (New Wing)**
For Hall 1A-E, Hall 3B-E, Hall 3B-C Concourse exhibitors:

- A1) 08:30 - 10:30
- A2) 10:30 - 12:30
- A3) 12:30 - 14:30
- A4) After 14:30

**Vehicle Permit for Move-in –
Convention Avenue (Old Wing)**
For Hall 5F-G exhibitors:

- B1) 08:30 - 10:30
- B2) 10:30 - 12:30
- B3) After 12:30

Move-out Day (23 July)
**Vehicle Permit for Move-out –
Expo Drive Entrance (New Wing)**
For Hall 1A-E, Hall 3B-E, Hall 3B-C Concourse exhibitors:

- C1) 17:00 - 19:00
- C2) 19:00 - 21:00
- C3) After 21:00

**Vehicle Permit for Move-out –
Convention Avenue (Old Wing)**
For Hall 5F-G exhibitors:

- D1) 17:00 - 19:00
- D2) 19:00 - 21:00
- D3) After 21:00

Tsing Yi Vehicle Marshalling Area / 青衣車輛等候處



香港會議展覽中心 - 行車路線圖
Hong Kong Convention and Exhibition Centre - Road Map
(由2019年1月20日上午8時開始生效 Valid from 20 January 2019, 08:00)



→ 前往會展中心一期
TO HKCEC PHASE 1

→ 前往會展中心二期
TO HKCEC PHASE 2



備註：由於灣仔發展計劃第二期及沙田至中環綫(沙中綫)項目鄰近會展中心，道路或會實施臨時改道。此行車路線圖只供參考，要得知最新安排，請留意現場交通指示牌。
 Remarks: Due to Wanchai Development Phase II and MTR Shalin Central Link projects near the HKCEC, temporary traffic diversions are in effect. The map is for reference only. For latest arrangements, please refer to traffic road signs on location.

※※ 參展商通告(2) ※※
重要守則

展覽會開放時間

「香港書展 2019」展覽會開放時間將如下：

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)	上午 10 時至午夜 12 時 (一樓展館) 上午 10 時至晚上 11 時 (三樓及五樓展館)
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

展覽會開放期間（特別於週五及週六午夜書市之延長時間內），參展商必須確保有合資格及認可代表在攤位當值。

對淫褻及不雅物品的管制

「香港書展」祇容許《淫褻及不雅物品管制條例》(香港法例第 390 章)下的第一類物品於會場內陳列/展示/提供銷售/售賣。根據《淫褻及不雅物品管制條例》，如該物品既非淫褻亦非不雅，即屬第一類物品。根據該條例，「淫褻」及「不雅」的物品包括暴力、腐化及/或可厭的物品。倘若發現有參展商於展覽期間陳列/展示/提供銷售/售賣任何非第一類物品，主辦機構有權立刻終止其參展資格而毋須作出任何賠償。如有需要，本局將邀請電影、報刊及物品管理辦事處(電影報刊辦)派員於展覽會期間到場巡查及執行該條例。如參展商對《淫褻及不雅物品管制條例》有任何疑問，可向電影報刊辦查詢[電郵: naa@ofnaa.gov.hk 或電話: (852) 2676 7676]。參展商應於展覽會舉行前自行向淫褻物品審裁處(審裁處)呈交有關物品予以評定類別，但凡要求為物品評定類別，均需向審裁處繳付指定之費用。有關手續、收費或其他詳情，參展商可致電 (852) 2886 6807 向審裁處查詢。如主辦機構對參展商的產品有懷疑，可要求參展商於展覽會正式舉行前或期間提交相關書籍、資料及/或審裁處的評審結果。

版權事宜

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。

**簽名會/推廣活動**

任何參展商如有意於「香港書展」期間舉辦簽名會或任何其他推廣活動，必須於截止日期前(約展覽會開幕前一個月)填寫活動申請表格向主辦機構提出申請。**參展商必須於申請表格上清楚列明活動詳情，例如但不限於參與簽名會的嘉賓/作者之姓名、職業及擬出席的時段、擬被相關人士親筆簽名的產品、有關推廣活動的性質及詳情等，否則該申請將不獲考慮。**

主辦機構對是否批准簽名會/推廣活動之申請擁有唯一及絕對酌情權。主辦機構特別(但並非僅限於)要求各參展商的簽名會/推廣活動須配合「香港書展」旨在推廣文化和良好閱讀風氣的整體形象，讓書展繼續成為一個老少皆宜、全港市民均適合參與的暑期文化活動。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所申請舉辦之活動未能配合「香港書展」的形象，主辦機構有權拒絕該簽名會/推廣活動的申請。如主辦機構對參展商的產品有懷疑，可要求參展商於展覽會舉行前或期間提交相關書籍、資料及/或淫褻物品審裁處的評審結果。所有簽名活動必須於主辦機構所指定的範圍內進行。主辦機構將保留權利安排簽名會/推廣活動於展覽廳外的指定地方舉行。所有參加人士必須遵守主辦機構人員作出的指示，嚴守秩序。主辦機構有權拒絕任何不遵守場地使用規則的人士進場或要求相關人士離場。如參加人士未能遵守主辦機構人員作出的指示，主辦機構有權即時終止有關簽名活動或將其調配至適當的地方進行。如參展商並未遵守以上規定，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。主辦機構亦保留最終權利取消簽名會/推廣活動而無需作出任何賠償。申請程序及有關細則將列印於申請表格上，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。

攤位內的宣傳活動

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。

對電影的管制

「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。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。

展品類別指引

「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。

參展商及承建商工作證

所有參展商及其職員和承建商，在進館、撤館及展覽期間，必須佩戴由主辦機構發出的正式工作證。**持參展商工作證人士必須年滿十五歲，而持有承建商工作證人士則必須年滿十八歲。**為保安理由，參展商及承建商只許派發工作證予其職員使用，此證並不得轉讓或給予他人使用。如主辦機構於現場發現任何人士不正當使用參展商及承建商工作證，主辦機構將即時沒收該證件，並有權拒絕有關人士進場。參展商及承建商工作證乃主辦機構之產物，任何人士不得複製，如有發現，將交予警方處理。持證人士必須遵從及接受主辦機構安排的保安檢查程序，於主辦機構指定入口進入會場，如主辦機構對持證人的身份有所懷疑，有權要求持證人士出示身份證明文件。如持證人士未能提供有關證明，主辦機構有權拒絕其進場。如參展商並未遵守以上的規定，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。

展台及展覽索引上的公司名稱

參展商遞交申請時所登記的公司名稱(即商業登記證上的名稱)將會使用於展台名牌及展覽索引上。參展商展台之名牌/特裝參展的展位之裝潢上的名稱必須與展覽索引上的名稱相同。參展商如欲於展覽索引及展台名牌/展位裝潢上顯示旗下之品牌/刊物名稱或母公司/子公司/分店的名稱，必須得到主辦機構的事先批准。參展商的申請必須在展覽會開幕前最少三個月向主辦機構提出，並於申請內提供相關證明文件以證明該品牌/刊物為參展商所擁有或已被品牌/刊物持有人充分地授權與該參展商或證明母公司/子公司/分店與參展公司屬同一機構。主辦機構有絕對的酌情權決定該等證明文件是否充分並據此決定是否批准參展商的申請。若參展商未能遵照上述安排，主辦機構有權禁止參展商於展覽會展示或宣傳任何未經批准的品牌/刊物/公司名稱，並有權要求參展商即時修改攤位設計或於現場即時修改裝潢。

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：

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- (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) 容許其僱員在其展覽攤位內招攬生意。

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，上述活動涉及之產品，必須與展覽會攤位確認信所述的產品類別展區相符。

招徠活動

1. 未經主辦機構之事先書面批准，不得在展覽舉行之前或舉行期間，進行有關在會場內銷售限量發物品及/或特別限量版物品的宣傳活動。此外，該等宣傳必須遵從商品說明條例及香港海關及通訊事務管理局發出的「執法指引」。該指引展示在 https://www.customs.gov.hk/tc/enforcement/ipr_protection/index.html。如有查詢，請聯絡香港海關(電話(852) 2815 7711)或通訊事務管理局(電話(852) 2961 6333)。
2. 參展商一律嚴禁在攤位範圍以外進行任何形式的招徠活動。任何參展商如在通道或其他公共地方進行招徠，可能會被逐離場。
3. 主辦機構倘若認為參展商在會場的活動侵犯其他參展商的權利，可終止其參展權。

展品陳列

各參展商只可在主辦機構指定的攤位範圍內佈置和擺放展品。任何展品或裝飾不得擺放在會場的公眾地方、通道等任何攤位範圍以外的地方，一經發現，主辦機構保留權利不給予警告而立即清除有關物品，並不作任何賠償。參展商於展覽期間必須保持攤位和會場的整潔及注意防火安全。另外，各參展商必須自行將本身的包裝箱/卡板/手推車等儲存於適當的地方。參展商必須確保攤位的佈置及展品陳列符合安全及展覽會的形象。如參展商並未遵守以上的規定或經多次勸喻後情況未有改善，主辦機構將保留權利對參展商作出處分，例如但不限於要求參展商於明年參展時額外繳付保證金、押後明年「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。

參展商在撤館日棄置展品及其他物料安排

所有展品、貨物、器材、攤位用料、宣傳品及其他物料(統稱為「該等展品及其他物料」)必須於撤館日，即 2019 年 7 月 23 日，下午 5 時後方可搬離會場。參展商、其代理、代表及/或承建商須負責按主辦機構指定的安排及時間內在撤館日將所有該等展品及其他物料全部搬離香港會議展覽中心及所屬範圍，並清理攤位內的所有垃圾及其他廢棄物。作為良好企業公民，為減少浪費及保護環境，參展商應確保所有剩餘展品存貨(包括但不限於所有書籍、其他出版物及其他貨物)不得棄置為垃圾/廢棄物，並需全部搬離會場。廢紙及其他可回收的物料亦應棄置在場內之相關回收籠內。如參展商並未能遵守以上的規定，主辦機構將保留權利對參展商作出處分，包括但不限於要求該參展商於往後「香港書展」參展時額外繳付保證金、押後該參展商在往後「香港書展」的選擇攤位次序、或取消該參展商未來參展「香港書展」的資格。任何遺留在會場的該等展品及其他物料如有損失或破壞或有任何相關索賠要求，主辦機構概不負責。任何該等遺留之展品及其他物料將被視為棄置物品由主辦機構以其認為合適的方法處置或棄置，而處置或棄置這些物品的費用，須由有關參展商支付。處置或棄置該等棄置物品所得款額(如有)全歸主辦機構所有，而主辦機構毋須向有關參展商呈報及分攤該款額。

展覽攤位當值員工 - 有關申請來港臨時工作證

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」及/或任何其他有關機構的許可或批准。參展商亦可選擇聘用香港本地人員或本地代表從事零售活動。

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。於展覽期間(包括佈展及撤館日)，參展商如有意聘用非香港居民於展覽攤位當值，請留意及遵從香港入境條例及入境規例及依法申請。

根據香港入境規例，如給予某人以訪客身分在香港入境的准許，須受逗留條件規限，即該人不得接受有薪或無薪的僱傭工作；或該人不得開辦或參與任何業務。


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根據香港現行的入境政策，外國公民如欲來港定居，以便在港就業、受訓、或參與任何業務，必須在入境前申領適當的簽證。以訪客身份在入境後提交更改其簽證來港之身份通常不予考慮。因此，所有非香港居民之參展商，如欲在公開展覽會期間向公眾人士作出零售活動，必須申請適當的臨時工作簽證。如有任何疑問，請盡快與入境處聯絡。【電話：(852) 2824 6111，傳真：(852) 2877 7711，網址：www.immd.gov.hk/hkt/contactus/index.html 或電郵：enquiry@immd.gov.hk】參展商亦可選擇聘用香港本地人員為臨時僱員從事零售買賣，提供臨時僱員之機構刊載於參展商手冊第 5.5 條。

攤位佈置

1. 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。
2. 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。
3. 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。

展品補充

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。大會有關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。

現場播音

1) 現場播音

凡兒歌、含教育意義或宗教色彩的鐳射唱片、錄音帶或錄影帶均可在現場售賣及播音，但播出音頻不得超越 80(A) 分貝。而其他一切輕音樂、歐西及粵語流行曲或粵曲的鐳射唱片和錄音帶等亦可在展覽會期間作現場售賣，**但購買者在試聽時必須以耳筒播音。**

2) 現場售賣電影/劇集錄影帶、影像或數碼光碟或鐳射影碟

一般電影及劇集的錄影帶、影像或數碼光碟或鐳射影碟（參展種類祇包括「第一級物品」），可以在展覽會期間內售賣，但在售賣過程中，**祇准播影而不准播放聲量。如要試聽也必須以耳筒播音。**

3) 電視幕牆/電視機音量控制

使用電視幕牆/電視機播放推廣短片時可作現場播音，**但播出音頻不得超越 80(A) 分貝。**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。主辦機構將會派員監查其播放聲量，並有權干涉過高聲量對其鄰近參展商或參觀人士所造成的滋擾。

主辦機構亦會在展覽期間加強巡查，在展覽會期間如發現有任何參展商違反以上條例，經本局勸喻後仍不遵守規例者，本局有權立即終止參展商繼續使用其視聽器材，甚至立刻把攤位內供電的插頭電源截斷。更嚴重者，本局有權取消其參展資格，已繳交的參展費用概不退還。

會場內一律嚴禁使用擴音器或以叫嚷方式宣傳產品。

請小心處理由第三者 (例如 Fair Guide/ Expo Guide/ Event Fair/ AVRON/International Fairs Directory 等) 提供之推廣優惠

主辦機構注意到市場上有展覽名錄或行業指南的出版人或組織向參展商發出邀請，讓參展商更新或更正於他們的名錄或指南內刊登之參展商資料，然後向參展商索取費用。



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此等出版人或組織包括但不限於:

- Fair Guide (由 Construct Data 所擁有),
- Expo Guide (由 Commercial Online Manuals S de RL de CV (“Commercial Online Manuals”) 所擁有),
- Event Fair - The Exhibitors Index 和 FAIR-Guide (www.fairguide.me) (由 Avron s.r.o. 所擁有).
- AVRON
- International Fairs Directory

香港貿發局特此澄清及重申: Fair Guide、Expo Guide、Event Fair、FAIR-Guide、AVRON 和 International Fairs Directory 概與主辦機構或主辦機構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。主辦機構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。

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

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

參展商行為守則

參展商及其代表只可在其指定攤位進行看管該攤位或推銷或售賣該參展商的展品, 其他活動必須經大會事先批准, 才可進行。參展商如在展覽場內進行未獲大會事先批准或與展覽會主題及形象不符之活動, 主辦機構有權要求有關人士立即離場, 亦有權立刻終止該參展商之參展資格。

參展商應須尊重及有禮地對待各參觀人士及其他參展商。參展商應歡迎各類參觀人士參觀其攤位。在任何情況下, 參展商都不能張貼任何帶有歧視成份的標語, 以限制某類參觀人士進入其攤位參觀。

保護環境, 減少廢物

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用紙印製宣傳單張, 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 (廢紙、鋁罐及膠樽), 循環再造。

膠袋收費

自二零一五年四月一日, 膠袋收費已於香港全面推行。在膠袋收費的條例下, 任何以零售方式出售貨品的賣方, 在出售貨品時、為推廣貨品的目的或在其他與貨品的出售有關連的情況下, 須就直接或間接向顧客提供的每個塑膠購物袋, 或每份經預先包裝為數 10 個或以上的塑膠購物袋, 向顧客收取不少於 5 角。詳情請瀏覽 http://www.epd.gov.hk/epd/psb_charging/tc/index.html。



食品及飲料

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。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。

無煙環境 健康舒適

由 2006 年 1 月 1 日起於香港會議展覽中心範圍內禁止吸煙。此舉旨在與國際慣例看齊，並順應參觀人士及參展業者的訴求，同時亦顯示會展中心管理公司致力為這個世界一流的展覽設施提供一個健康舒適。

※※ Notice to Exhibitors (2) ※※
Important Rules and Regulations
Opening Hours

The details of the Opening Hours of the HKTDC Hong Kong Book Fair 2019 (hereafter “the Fair”) are as follows:

17-18 July 2019 (Wed-Thur)	10:00 am – 10:00 pm
19-20 July 2019 (Fri-Sat)	10:00 am – 12:00 midnight (Level 1)
	10:00 am – 11:00 pm (Level 3 & 5)
21-22 July 2019 (Sun-Mon)	10:00 am – 10:00 pm
23 July 2019 (Tue)	9:00 am – 5:00 pm

Stands must be manned by authorised and competent knowledgeable staff at all times (especially during the extended opening hours on Friday and Saturday) during the Fair.

Control of Obscene and Indecent Articles

All exhibitors are only allowed to display/show/offer for sale/sell CLASS I ARTICLES under the Control of Obscene & Indecent Articles Ordinance (Cap.390 of the laws of Hong Kong) at the Fair. Under the Control of Obscene & Indecent Articles Ordinance, **CLASS I ARTICLES** consist of or contain materials that are neither obscene nor indecent (including any material that is violent, depraved and/or repulsive). **If any exhibitor is found to be displaying/showing/offering for sale/selling any Non-CLASS I ARTICLES during the exhibition, the Organiser has the right to terminate the exhibitor’s participation at once without compensation.** If necessary, the HKTDC will invite Office for Film, Newspaper and Article Administration (“OFNAA”) representatives to conduct inspections in the exhibition halls and enforce the Ordinance at the Fair. For enquiries about the Ordinance, please consult OFNAA [Email: naa@ofnaa.gov.hk or Tel: (852) 2676 7676]. Exhibitors should submit to the Obscene Articles Tribunal (the “Tribunal”) articles concerned for classification purposes before the Fair starts. A prescribed fee must be paid to the Tribunal by the exhibitors for any request to classify such articles. For enquiries on the relevant procedures, fees and other details, exhibitors may consult the Tribunal at (852) 2886 6807. The Organiser may require exhibitor, before, or during the exhibition period of the Fair, to show the relevant books, information, and/or Tribunal Classification decision, where the Organiser has doubts against articles of the exhibitor.

Copyright Matters

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.

Autographing Sessions/Promotional Events

Any exhibitor who plans to conduct autographing sessions or any other promotional events during the Fair must submit its application to the Organiser by completing and submitting the activity application form before the deadline (approximately one month prior to the commencement of the Exhibition). **Full particulars of the proposed autographing sessions or promotional events including but not limited to the proposed guest's/author's name, occupation, proposed time slot(s) of their appearances during the Fair, related products/services proposed to be autographed or promoted and details of the relevant promotional events etc. must be clearly provided in the activity application form. Otherwise, the application will not be considered.**

The Organiser has sole and absolute discretion over approval of such applications. In particular, but without limitation, the Organiser requires all autographing sessions or promotional events of exhibitors be in line with the desired image of the Fair in promoting culture and virtuous reading trends, enabling the Fair to continue to be a cultural event held in the summer that is suitable for all Hong Kong residents of all ages to participate in. **In consultation with the Hong Kong Book Fair Cultural Events Advisory Panel Committee, if the event applied for by the exhibitor is not in line with the image of the Fair, the Organiser has the right to turn down the application for the relevant autographing session or promotional event.** The Organiser may require exhibitor before, or during the exhibition period of the Fair, to produce its relevant books, information, and/or Tribunal Classification decision, where the Organiser has doubts towards articles of the exhibitor. All autographing sessions must be conducted in an area designated by the Organiser. The Organiser reserves the right to require the autographing sessions or promotional activities to be conducted at designated area outside the exhibition halls. All participants must comply with the directions given by the Organiser's representatives, and must strictly maintain order. The Organiser has the right to refuse entry to any person failing to comply with the venue use regulations, or require such person to leave the premises. If participants fail to comply with any directions given by the Organiser's representatives, the Organiser has the right to immediately terminate or re-locate such autographing session to an appropriate location. If an exhibitor fails to comply with the above rules, 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 to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair. The Organiser also reserves its ultimate rights to terminate autographing sessions or promotional activities without any compensation.

Details of the application procedure and rules will be printed on the activity application form. The Organiser reserves the right at any time before or during an event 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.

Publicity/Promotional Events within Booths

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.



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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.

Control of Films

All exhibitors are only allowed to display/show/offer for sale/sell **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.

Guidelines for the Fair Exhibits

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) (refer to paragraph 1) above)
- **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



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the Fair. The Organiser also reserves the right to terminate the exhibitor's participation immediately without any compensation.

Exhibitor and Contractor Badges

All exhibitors, their staff and contractors must wear their respective exhibitor badges or contractors badges at all times during move-in, move-out and exhibition period of the Fair. **Exhibitor badge holders must have attained the age of 15 and contractor badge holders must have attained the age of 18.** For general safety, exhibitors and contractors should pass the badges to their working staff only, and such badges are not allowed to be transferred or given to any other person. If the Organiser finds that any person has been using the badges inappropriately at the Venue, the Organiser shall immediately confiscate such badges, and refuse entry to such person. Exhibitor badges and contractor badges are the property of the Organiser and may not be copied by any person. If copies are found, the matter will be handed over to the police. **Badge-wearers must comply with and accept the security checks procedures facilitated by the Organiser and enter the fairground through specific entrance gate. If the Organiser has doubts regarding the identity of a badge-wearer, the Organiser has the right to require such badge-wearer to produce identification documentation.** If the badge-wearer cannot provide the relevant proof of identification, the Organiser has the right to refuse entry to such person. If an exhibitor fails to comply with the above rules, 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 to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Company Name on the Exhibition Booth and Guide Map

Exhibitors' company names as stated in the application (i.e. the same names shown on their Business Registration) will be printed on booth fascias and exhibition guide map. The name that shown on the booth fascia/decoration (for custom built stands) and the exhibition guide map must be the same. Exhibitors who wish instead to show a brand/publication name or group company name on their booth fascia/decoration and exhibition guide map instead of their company name, MUST first request and obtain prior approval from the Organiser by providing the relevant documentation, to prove that the exhibitor's company is the brand/publication owner or is appropriately licensed thereby, or is a member of the same group of companies as the exhibitor, at least 3 months before the commencement of the Exhibition. The Organiser reserves the right NOT to accept any exhibitors' request if the documents submitted cannot, in the Organiser's absolute discretion, substantiate the brand/publication ownership or licensee/group company relationship. No display of brands/publication names or other company names on booth fascias/decorations is permitted save where the exhibitor has complied with this paragraph, and the Organiser reserves the right to request exhibitors to change their booth fascia/design or amend the booth decoration in case of non-compliance.

Sub-letting

Exhibitors are strictly forbidden to sublet or otherwise 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 in 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.

Canvassing

1. Publicising before or during the Exhibition the sale of a limited quantity and / or special edition of products at the fairground without obtaining prior written approval from the Organiser is strictly prohibited. In addition, any such publicity must comply with the Trade Descriptions Ordinance and the Enforcement Guidelines issued by the Customs and Excise Department and Communications Authority. The Enforcement Guidelines are available at https://www.customs.gov.hk/en/enforcement/ipr_protection/index.html and any questions should be directed to the Customs and Excise Department at Tel: (852) 2815 7711 or the Communications Authority at Tel: (852) 2961 6333.
2. Canvassing in any form outside the area of the exhibitors' stand is strictly forbidden. Any exhibitor found canvassing in aisles or other common areas will be liable to expulsion from the exhibition.
3. The Organiser will terminate the Exhibitor's participation if the Exhibitor conducts activity, which in the opinion of the organiser interferes with the rights of other exhibitors at the fair.

Exhibits Display

Exhibitors should confine their display within the prescribed booth area. Exhibits should not be placed in the public area, aisle or any area that is outside the prescribed booth. The Organiser reserves the right to remove the relevant products/materials immediately once found without giving any warning and any compensation. Exhibitors must keep the cleanliness of the venue and not to jeopardise fire safety during the fair period. Packing boxes, pallets, trolley, etc. should be kept in the appropriate storage area. Exhibits should be displayed in a professional manner compatible with the image of the fair and conform to the safety standard. **If an exhibitor fails to comply with the above rules or situation does not improve after several verbal warnings, the Organiser reserves the right to penalize such exhibitor, including but not limited to by requesting exhibitors to pay an extra deposit for the Fair next year, delaying exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.**

Exhibitors' Removal of Exhibits and Other Materials on Move-out Day

Removal of exhibits, goods, equipment, stand materials, publicity and other materials (collectively, "Exhibits and Other Materials") on the move-out day may commence only after 5pm on 23 July 2019. Exhibitors, their agents, representatives and/or contractors are responsible for the complete removal of all such Exhibits and Other Materials, together with all rubbish and other waste materials, from the Hong Kong Convention and Exhibition Centre and surrounding areas on the move-out day according to the arrangements and time limits as specified by the Organiser. In order to reduce wastage and protect the environment as good corporate citizen, exhibitors should ensure that all remaining stock of exhibits (including but not limited to all books, other publications and other products) shall not be disposed of as refuse/waste and shall be fully removed from the exhibition venue. Wastepaper and other recyclable wastes shall be disposed of at the relevant recycle bins in the exhibition venue. If an exhibitor fails to comply with the above requirements, the Organiser reserves the right to penalize such exhibitor, including but not limited to requesting the exhibitor concerned to pay an extra deposit for the exhibitor's participation at any future Book Fairs, delaying the exhibitor's turn in selecting a stand at any future Book Fairs, or to cancel its entitlement to exhibit at any future Book Fairs. The Organiser is not liable for any loss or damage to or any other claims arising out of any Exhibits and/or Other Materials left behind at the exhibition venue. All such left behind Exhibits and Other Materials shall be deemed abandoned and shall be dealt with or disposed of by the Organiser in the manner as the Organiser sees fit and at the expense of the exhibitor concerned. All proceeds (if any) of such dealing or disposal shall be retained by the Organiser and the Organiser shall not be obliged to account such proceeds to the exhibitor concerned.



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Working Visa for On-site non-HK residents

All Exhibitor representatives who are not ordinarily residing in Hong Kong will be required to obtain a "Temporary Working Visa" and/or any other permits or approvals from the relevant authorities when they participate in a fair in Hong Kong involving retail sales activities. Alternatively, a local worker / local representative may be employed to conduct retail sales activities.

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 Exhibition with immediate effect and/or to ban the Exhibitor from participating in any or all future HKTDC exhibitions. During the Exhibition (including move-in and move-out days), Exhibitors who would like to appoint non-HK residents to work at the booths, please note and comply with the Hong Kong Immigration Ordinance and Immigration Regulations.

Under the Hong Kong Immigration Regulations, permission given to a person to land in Hong Kong as a visitor shall be subject to the conditions of stay that he or she shall not take any employment whether paid or unpaid or establish or join in any business.

Under the existing immigration policy of Hong Kong, a foreign national who wishes to come to Hong Kong to take up residence for employment, training, or join in any business should apply for an appropriate visa before entry. Application for change of status after arrival as a visitor will normally not be considered.

Non-HK resident exhibitors who would conduct retail activities during the exhibition have to apply for the appropriate visa. For any question, please contact the Immigration Department. [Tel: (852) 2824 6111, Fax: (852) 2877 7711, Website: <https://www.immd.gov.hk/eng/contactus/index.html>]

Non-working visa holders may wish to hire local temporary helpers to conduct retail sales. Please refer to Exhibitor Manual Section 5.5 for a list of temporary helper agencies.

Decoration of Booth

1. 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.
2. 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.
3. 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.

Replenishment of Exhibits

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 equipped with rubber protection borders and here must be two accompanying staff when transporting your goods at the exhibition venue. 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/

Sound level and Loud Hailers1) Music Broadcast

All children songs, educational and religious music are allowed for demonstration with sound but the sound level should not exceed 80dB(A) within the boundaries of your display sound level. Other than that of the

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mentioned above (i.e. light music, hit/pop/Chinese opera songs) will only be allowed by using the headphone for music demonstration.

2) Spot Sales of movies VCDs/DVDs/LDs/Video Tapes

Movies VCDs/ DVDs/ LDs / Video Tapes(only including the “Class I Articles”) are allowed for spot sale during the exhibition period. However, **demonstrations for these items are prohibited unless the sound track is output or demonstrated through headphones.**

3) Sound Level Control for TV Walls/TV Sets

TV Walls/TV Sets for playing the company promotion tapes are allowed, but HKTDC will take steps to ensure that the **demonstration sound level of TV Walls/TV/Sets should not exceed 80dB(A) within the boundaries of your display sound level.** According to the rules & Regulations of the Organiser, speakers of all audio visual equipments must be set inside the booth and with at least 1 meter from the booth boundary. The Organiser will check the sound level and reserves the right to intervene if the sound level causes undue disturbances to other exhibitors and visitors.

If in any event the exhibitor is found violating the above rules, after the advice by the Organiser but found no improvement, the Organiser reserves the right to terminate the use of the audio visual equipments or the electricity supply of the power sockets of its booth will be suspended. If severe deviations to the rules are found, the council will take immediate action to cancel its participation and all fees already made to the council will be forfeited.

Exhibitors are strictly prohibited from using loud-hailers or shouting to publicize their products in the fair venue.

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

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

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

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

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

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

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



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

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

Code of Conducts

Exhibitor should keep their selling activities within the prescribed booth area. If an exhibitor would like to organise publicity/promotional events, written approval should be gotten from the Organiser prior to the commencement of the Fair. If an exhibitor fails to comply with the above rules or the event is not in line with the image of the Fair, the Organiser reserves the right to terminate the exhibitor's participation.

Exhibitors should always behave in a courteous and business-like manner throughout the exhibition. They should welcome all visitors to their stands. Under no circumstance should they act in a discriminatory way or prevent certain visitors from approaching their stands.

Protect the Environment, Reduce Wastage

To protect the environment and encourage collection of recyclable materials, you are recommended to print less and use recycling papers to print your promotional materials. In addition, the Organiser will set up waste separation bins to collect recyclable materials (waste paper, aluminum cans and plastic bottles).

Plastic Shopping Bag (PSB) Charging

Effective from 1 April 2015, the Plastic Shopping Bag (PSB) Charging has been implemented in Hong Kong. Under the PSB Charging, the seller of goods by retail shall charge the customer an amount not less than 50 cents for each PSB, or each pre-packaged pack of 10 or more PSBs, provided by the seller directly or indirectly to the customer at the time of the sale, for promoting the goods, or otherwise in connection with the sale. For more information about the PSB charging, please visit : www.epd.gov.hk/epd/psb_charging/en/index.html.

Food & Beverages

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 or at the restaurants. In order to maintain a clear and tidy exhibition area, consumption of food is not recommended in the booth. Exhibitors and their staff may make use of certain specified rooms within the Exhibition Halls for consumption of their food.

Health and Comfort Come First at Smoke-Free HKCEC

From 1st January 2006, the Hong Kong Convention and Exhibition Centre has become a smoke-free venue. This is in line with best international practices and the wishes of visitors and event participants. It also reflects the venue manager's commitment to providing a comfortable, health-conscious environment at this world-class facility.

※※ 參展商通告(3) ※※
限量展品儲存服務

限量展品儲存服務的分配辦法

1. 本局將沿用預先登記的形式，並根據展覽廳的分佈、參展商的攤位面積及可使用的倉庫的空間作分配。本局稍後將發確認信通知已遞交申請的參展商所獲分配的倉庫位置及數量。如參展商未能於截止日期前繳付保證金，申請將不獲接納。請注意：本局將不會受理任何截止日期後遞交或於現場的即時申請。
2. 如參展商於展期間內並未使用已預留的倉庫空間或違反有關展品儲存的條款及規定，保證金將被沒收。如無任何違規事宜，所有保證金將於展會後退回。
3. 由於儲存倉空間有限並涉及不同樓層之倉庫，本局保留儲存倉庫分配之最終權利。本局並不保證獲分配的儲存倉庫與參展商的攤位位於同一樓層。所有倉庫的位置由本局中央分配，參展商不得選擇任何倉庫的位置，或自行與個別參展商調換倉庫位置。
4. 供免費儲存貨物的倉庫空間並不足以完全應付所有參展商的需要，因此請各參展商務必自律並盡量將貨物置於攤位內，並於展覽前安排好展期的展品補充，以舒緩存倉服務的壓力。
5. 主辦機構保留最終權利更改臨時儲存服務的條款、加添新條件及規定，或取消是項額外服務而無需作出任何賠償。
6. 請注意：**所有現場申請將不會受理。**

限量展品儲存服務的現場操作及安排

1. 參展商請攜同通知書於進館日(7月16日)前往所屬之倉庫登記。**參展商必須出示附有照片之臨時倉工作證及有效之通知書方可進入倉庫。**如欲辦理臨時倉工作證，請填妥表格 19B，並遞交委派職員的近照兩張以完成辦理程序。
2. 請於存放在臨時倉庫之貨物上清楚註明公司名稱及攤位號碼以資識別。
3. 臨時倉庫的開放時間如下：

日期	開放時間
16 / 7 / 2019	8:30 – 22:00
17-18 / 7 / 2019	8:30 – 22:00
19-20 / 7 / 2019	8:30 – 00:00 (一樓展館) 8:30 – 23:00 (三樓及五樓展館)
21-22 / 7 / 2019	8:30 – 22:00
23 / 7 / 2019	8:00 – 18:00

4. 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。**
5. 如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。**(該費用將由保證金內扣除)



6. 參展商不可將貨物置於攤位範圍外。會展中心的工作人員將定時巡邏並棄置所有放置於攤位範圍以外的物品，並收取垃圾處理費用。(該費用將由保證金內扣除)
7. 儲存倉將於整個展會期間開放供獲分配的參展商使用，因此相關參展商不必於進館日(7月16日)把全部貨品運送到儲存倉。參展商可按需要每日分批送抵以補充存貨。
8. 敬請參展商務必把以上安排清楚告知有關運輸公司，以確保屆時現場操作順利及避免不必要的爭拗。

其他注意事項

1. 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。
2. 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自行向會展中心租用會議室作儲存倉庫之用。
3. 主辦機構對參展商/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，參展商必須向主辦機構作出全數彌償。
4. 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。參展商如有貴重展品需要通宵貯存，應自行投保或聘請特別護衛服務，一切費用由參展商負責。

**※※ Notice to Exhibitors (3) ※※**
Limited Free Storage Service**Allocation Method for the Limited Free Storage Service**

1. The HKTDC will continue to utilise a reservation system and will allocate the temporary storage space in accordance with the booth area, distribution of booths within the hall, and the storage available. The HKTDC will send a confirmation letter to exhibitors who have applied for the service and indicate clearly the allotted storage area and location. The application of this temporary storage service will not be accepted if the requested deposit is not paid. Please note: The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.
2. If the exhibitor does not utilise the reserved storage space or contravenes any relevant storage rules and regulations, the deposit will not be returned. If there have been no contravention of rules, the deposit will be returned after the exhibition period of the Fair.
3. In view of the limited storage space, the HKTDC reserves the absolute discretion in the arrangement of the allotment. In addition, the HKTDC does not guarantee that the allotted storage area will be located at the same floor as the exhibitor's booth. All storage areas will be allotted by the HKTDC and exhibitors are not allowed to select any specific storage area or swap the storage location with other exhibitors.
4. The limited free storage area is inadequate in satisfying the needs of all exhibitors. Therefore, the HKTDC strongly encourages exhibitors to place all exhibits within their booths and plan their replenishments ahead of time. This will greatly reduce the stress on the limited free storage service which will benefit all exhibitors.
5. The Organiser reserves the right to amend and/or add to the terms and conditions in relation to the temporary storage service, or to terminate such additional service without any compensation.
6. **NO on-site request during the Fair period will be entertained.**

On-site Operation and Procedures of the Limited Free Storage Service

1. Exhibitors may register at their designated storage with the confirmation letter on the move-in day (16 July 2019). **Exhibitors must bring the temporary storage working permit with photos along with the confirmation letter in order to enter the storage area.** If the exhibitor has not applied for the temporary storage access permit, please fill out the "Form 19B – Temporary Storage Working Permit" and return it together with the recent photos of the designated staffs.
2. To avoid any confusion, please clearly label all goods placed inside the storage room with your company name and booth number.
3. The opening hour of the temporary storage is as follows:

Date	Opening Hour
16 / 7 / 2019	8:30 – 22:00
17-18 / 7 / 2019	8:30 – 22:00
19-20 / 7 / 2019	8:30 – 00:00 (Hall 1) 8:30 – 23:00 (Hall 3 & 5)
21-22 / 7 / 2019	8:30 – 22:00
23 / 7 / 2019	8:00 – 18:00
4. 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.**



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5. Any exhibits found being placed in public areas or outside of the designated storage area will be confiscated by the HKTDC without 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 with a disposal fee.** (The fee will be deducted from the deposit)
6. Exhibitors must not place any exhibits outside the assigned booth. The HKCEC staff will check regularly and **dispose** any exhibits found violating the above policy, and the exhibitor will be **charged with a disposal fee.** (The fee will be deducted from the deposit)
7. Please note that the temporary storage area allotted would be available during the Fair period, and exhibitors can replenish daily according to need. Exhibitors DO NOT need to transport all the exhibits at one time on the day of move-in (16 July 2019)
8. To avoid any miscommunication or confusion, please kindly ensure that your logistic service provider is fully informed with the above information.

Other Important Notes

1. 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 equipped with rubber protection borders and here must be two accompanying staff when transporting your goods at the exhibition venue. 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.
2. 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 with HKCEC as private storage for safety purposes.
3. 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.
4. 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.

※※參展商通告(4) ※※
主辦機構為參展商安排之服務

午夜書市之交通安排：

香港書展將於 7 月 19（星期五）及 20 日（星期六）開放至午夜 12 時正。新巴及九巴暫定於 7 月 19 日及 20 日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。

時間： 由晚上 10 時 — 凌晨 1 時開出（班次： 每 10/15 分鐘一班）

線路： **111R - 由灣仔北經新蒲崗至觀塘(裕民坊)**

105R - 由灣仔北經旺角至美孚

請注意：以上資料如有任何更改，以巴士公司最後決定為準。

渣打銀行會場銀行服務：

1) 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。

2) 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： 渣打銀行會與個別展商聯絡

晚間貴重物品儲存

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 5D 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：

存放時間		提取時間	
7 月 16 日	18:00 – 20:00	7 月 17 日	08:30 – 10:00
7 月 17 - 18 日	21:30 – 22:30	7 月 18 - 19 日	08:30 – 10:00
7 月 19 - 20 日	22:30 – 00:30	7 月 20 - 21 日	08:30 – 10:00
7 月 21 日	21:30 – 22:30	7 月 22 日	08:30 – 10:00
7 月 22 日	21:30 – 22:30	7 月 23 日	08:00 – 9:00

參展商休息室及洗手間

在展覽期間，主辦機構於大堂中樓 2 之 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，除可利用各會場內之洗手間外，各參展商也可使用參展商休息室附近之洗手間。

※※ Notice to Exhibitors (4) ※※
Services to Exhibitors

Special Transportation Arrangement for Midnight Book Mart

Special transportation arrangement will be made during the Midnight Book Mart on 19 (Friday) and 20 (Saturday) July 2019, New World First Bus and Kowloon Motor Bus plan to jointly operate 2 special bus routes as below:

Time: 10:00 p.m. to 1:00 a.m. (Frequency: 10/15 minutes)

Destination: **111R - From Wan Chai (North) to Kwun Tong (Yue Man Square)**
105R - From Wan Chai (North) to Mei Foo

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

Standard Chartered Bank – Fair Bank Services

1. 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.

2. Loose Change Service:

The loose change service will be provided to exhibitors who have made pre-registration.

- Location: Standard Chartered Bank Selected Branch Office

Overnight Storage of Valuables

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 5D 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:

Deposit Time:		Retrieval time:	
16 July	18:00 – 20:00	17 July	08:30 – 10:00
17 - 18 July	21:30 – 22:30	18 - 19 July	08:30 – 10:00
19 - 20 July	22:30 – 00:30	20 - 21 July	08:30 – 10:00
21 July	21:30 – 22:30	22 July	08:30 – 10:00
22 July	21:30 – 22:30	23 July	08:00 – 09:00

Exhibitors' Room and Washrooms

Exhibitors' Room is located at Room G202-203 on Level 2 (New Wing) and Hall 5E South Concourse (New Wing) for all exhibitors to take a rest if necessary. In addition, to avoid crowdedness of washroom inside exhibition halls, exhibitors may make use of washrooms next to the Exhibitors' Room.



※※ 參展商通告(5) ※※
有關防止現金或展品遺失及盜竊的保安措施

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

切勿將現金或貴重展品留於攤位內

參展商**切勿將現金或貴重展品留於攤位/臨時倉庫內**。存放於攤位/臨時倉庫內的現金或展品如遇遺失或損壞，大會不會負上任何法律或財務上責任。

專人看管攤位及清晰標示付款處

參展商必須確保攤位時刻均有職員嚴密看管，切勿掉以輕心。偶一不慎，可能會招致財物損失。扒手擅於喬裝掩飾，形象千變萬化，手法層出不窮，往往乘人一時不備，即把獵物放進衣袋或手提袋，故須時刻提高警覺。只要有人在場看守，就可收最佳阻嚇之效。因此，若職員能提高警覺，嚴加防範，定會大有幫助。參展商必須告知當值職員，保安工作首重預防；並須確保他們能兼顧攤位的每一角落，務求沒有盲點存在。另外，亦請各參展商清晰標示攤位內付款處的位置，以避免造成不必要的誤會。

租用獨立倉庫

如參展商之貨物價值較高或希望更有效防止貨物或展品遺失，本局強烈建議參展商自行向會展中心租用會議室作儲存倉庫之用。

渣打銀行會場銀行服務

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。服務詳情請參閱參展商通告(4)。

晚間貴重物品儲存

為方便參展商在每日展覽會閉館後儲存貴重物品，本局將提供晚間貴重物品儲存服務，服務詳情請參閱參展商通告(4)。

攤位內的獨立閉路電視

參展商可以考慮在其攤位內裝設獨立閉路電視，以加強保安。

保安服務

在展覽會開放期間，主辦機構會派遣足夠的護衛員在場巡邏。參展商如有需要，可增聘護衛員看守其攤位。所有護衛員必須經由香港會議展覽中心聘請（請致電(852) 2582 7195）。參展商如需增聘護衛員，須直接與香港會議展覽中心聯絡。參展商必須於展覽會舉行前最少三星期申請委聘護衛員，否則將被徵收遲交申請附加費。

提防有關信用卡終端機租賃服務

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

緊急罪案報告

遇有緊急事件或可疑人物，參展商應保持冷靜，並立刻通知駐守在主辦機構辦事處之當值職員及巡邏之保安人員求助或致電會展中心保安部 2582 7162(內線電話 33)。只有即時直接向主辦機構匯報之事件才可獲正式處理。

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



※※ Notice to Exhibitors (5) ※※
Security Measures Against Thefts and Losses at the Fair

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

Do not leave any valuable exhibits in your booth

Do not leave any valuable exhibits in your booth or at the temporary storage area. The Organiser undertakes no legal or financial responsibility on any risk/damage/loss occurred inside the booth and at the storage area.

Manning of Booth

Please ensure that your stand is manned at all times by alert staff. Never leave property unattended, even for a few seconds. Shoplifters come in many guises and you have to be on your guard at all times. They work in many ways but most of the time relies on working quickly using a moment's inattention to allow them to slip something into their pocket or open bag. The biggest deterrent to shoplifters is simply being seen. Alert staff is a big help. Brief your duty staff on the importance of security precautions and make sure that they have view of the whole stand and that there are no blind spots. Also, please indicate clearly the location of cashier inside the booth to avoid misunderstanding.

Renting Private Storage

If exhibitors carry precious exhibits or would like to avoid loss of exhibits more effectively, the Organiser strongly recommend exhibitors to rent a meeting room with HKCEC as private storage for safety purposes.

Standard Chartered Bank Cash Deposit Service:

To facilitate the smooth and safe operation of the cash deposit, Standard Chartered Bank will provide free cash deposit service during the fair period. Please refer to "Notice to Hong Kong Book Fair Exhibitors (4)" for details.

Overnight Storage of Valuables:

To facilitate exhibitors to store valuables after the Fair closes each day, the organiser provide overnight storage for valuables. Please refer to "Notice to Hong Kong Book Fair Exhibitors (4)" for details.

Private CCTV inside the Exhibition Booths

As an added security measure, exhibitors may order private CCTV inside their own exhibition booths.

Hiring of Security Guards

The Organiser will deploy adequate security guards to patrol the exhibition hall during the opening hours. You may hire additional security guards to guard your own stand if considered necessary. All security guards must be hired through the Hong Kong Convention and Exhibition Centre (Tel: (852) 2582 7195). To avoid the late surcharge, exhibitors requiring such service should contact HKCEC directly at least 3 weeks prior to the commencement of the Fair.

Caution on Rental of Credit Card Payment Terminals

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

Emergency/Suspicion Crime Reporting Procedure

In the event of any emergency and suspicion happens, please keep calm and immediately report to the duty staffs in the Fair Management Office or the security of HK Convention & Exhibition Centre at 2582 7162 (extension: 33). Only cases reported to the Organiser will be handled officially.

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

※※ 參展商通告(6) ※※
特裝參展新措施及注意事項

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

部份	內容																		
4.2	<p>提交資料 請留意特裝參展承建商資料申報表(表格一)、設計圖則及燈圖、施工按金、公眾責任保單副本的提交日期。否則，主辦機構會向參展商/承建商收取 3,000 港元(400 美元)的逾期行政費。</p> <p>亦須提交「結構安全證明書」、「消防證明書」及「電力裝置完工證明書」〔表格 WR1〕。</p>																		
4.2.2	<p>施工按金 按金以每平方米 300 港元 (40 美元) 計算。搭建雙層結構攤位必須繳交雙倍按金。而最低及最高的金額分別為 5,000 港元 (667 美元) 及 75,000 港元 (10,000 美元)。</p>																		
4.2.3	<p>承建商必須購買有效的公眾責任保險，每次事故賠償限額不少於 1,000 萬港元，而保險期內累積賠償額則無限。有效期須包括進場、展覽期間及離場(即 2019 年 7 月 15-24 日)。</p>																		
4.2.4	<p>進場及離場超時租場收費</p>																		
4.2.5	<p>攤位高度限制</p>																		
4.2.6	<p>提交「結構安全證明書」、「數據證明」、「消防證明書」</p> <table border="1"> <tr> <td>攤位及臨時搭建物</td> <td>>2.5 米 而 <4.5 米高</td> <td>≥ 4.5 米高或雙層結構</td> </tr> <tr> <td>平台或舞台</td> <td>>1.1 米 而 <1.5 米高</td> <td>≥ 1.5 米高</td> </tr> <tr> <td>懸空照明支架及設備</td> <td><100 公斤</td> <td>≥ 100 公斤</td> </tr> </table> <p>認可人士/註冊結構工程師應</p> <table border="1"> <tr> <td>證明其設計圖則穩定性</td> <td>證明其設計圖則穩定性及數據證明</td> </tr> <tr> <td colspan="2">監督搭建工程</td> </tr> <tr> <td colspan="2">在完成搭建後驗證並簽發結構安全證明書</td> </tr> </table> <p>於 2019 年 5 月 29 日 或之前提交圖則予主辦機構</p> <table border="1"> <tr> <td>以電郵方式</td> <td>一式四份設計圖則及數據證明*</td> </tr> </table> <p>於 2019 年 7 月 16 日 下午 3 時或之前投放到 「攤位設施」展位之收集箱</p> <ol style="list-style-type: none"> 1. 結構安全證明書** (詳情請參閱第 4.2.6 章) 2. 消防證明書** (詳情請參閱第 4.2.8 章) <p>於 2019 年 7 月 16 日 下午 3 時或之前交予 大會電力承建商</p> <p>電力裝置完工證明書〔表格 WR1〕** (詳情請參閱第 4.2.7 章)</p> <p>* 其中兩份設計圖則及數據證明須按食物環境衛生署申請「臨時公眾娛樂場所牌照」之要求，於活動首日的最少 42 天前，轉交予食物環境衛生署署長審閱。 **如未能於最後進場日晚上 10 時前交妥相關文件，主辦機構有權在整個展期內禁止所有人士進入有關攤位/停止電力供應。</p> <p>參展商須完全負責攤位結構的安全，詳情可參照《建築地盤（安全）條例》第 59 章。</p> <p>認可人士包括註冊建築師（認可人士名單 1）、註冊結構工程師（認可人士名單 2）或註冊屋宇測量師</p>		攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構	平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高	懸空照明支架及設備	<100 公斤	≥ 100 公斤	證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明	監督搭建工程		在完成搭建後驗證並簽發結構安全證明書		以電郵方式	一式四份設計圖則及數據證明*
攤位及臨時搭建物	>2.5 米 而 <4.5 米高	≥ 4.5 米高或雙層結構																	
平台或舞台	>1.1 米 而 <1.5 米高	≥ 1.5 米高																	
懸空照明支架及設備	<100 公斤	≥ 100 公斤																	
證明其設計圖則穩定性	證明其設計圖則穩定性及數據證明																		
監督搭建工程																			
在完成搭建後驗證並簽發結構安全證明書																			
以電郵方式	一式四份設計圖則及數據證明*																		

	<p>(認可人士名單 3)。認可人士的定義詳述於香港建築物條例第 123 章。有關<u>認可人士/註冊結構工程師</u>的名冊，請瀏覽屋宇署網頁：http://www.bd.gov.hk/chineseT/inform/c_rse_1.html。</p> <p>消防證明書 按有關小型賣物會及展覽會於臨時娛樂場所牌照的申請規定，不得裝設易燃飾物。所有用作假天花板、間隔或牆面裝飾及所有布簾及窗簾的可燃物料必須符合消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達到任何該等標準。以防火溶液加以處理的工作，須由註冊二級消防裝置承辦商進行，完工後須於上述指定時間將一份證書〔消防表格 251〕投放到「攤位設施」展位之收集箱，以證明符合規定。該證書則會轉交消防處存檔。詳情請瀏覽消防處網頁 http://www.hkfsd.gov.hk/chi/source/licensing/premises.htm#e3。有關<u>註冊消防裝置承辦商</u>的名冊，請瀏覽消防處網頁：http://www.hkfsd.gov.hk/home/chi/source/FSIC_list_chi.pdf。</p>
4.2.7	<p>電力裝置 按電力條例〔第 406 章〕電力〔線路〕規例，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及須於上述指定時間交予<u>大會電力承建商</u>，以茲證明。</p>
4.2.9	<p>反光背心 任何獲授權或獲准進入租用攤位範圍，進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。</p>
4.2.12	<p>減少廢物及回收措施 根據《廢物處置（化學廢物）（一般）規例》，香港會議展覽中心已成為含水銀燈管廢物產生者，並於該中心地下「設計廊」對面；展覽廳一 A、C 卸貨區；展覽廳三 C、E、G 卸貨區及展覽廳五 C、E、G 卸貨區共設置九個回收筒供棄置之用。</p>
4.2.13	<p>建築業安全訓練證明書 凡進入展館工作的承建商，必須持有平安咭並需按展館營運者要求下展示，否則展館營運者之保安人員有權拒絕該人士進入或要求該人士離開展館。</p> <p>如有任何查詢，可透過電郵 hkcepc@hkcec.com 或致電 (852) 2582 8888 與展館營運者之項目策劃及統籌部聯絡。</p>
4.2.14	參展商及其承建商必須遵守的規定
4.2.15	施工按金扣款制

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

如有查詢，請聯絡：

展覽廳 1 – 邱靖雯小姐 <電郵cherry.cm.yau@hktcd.org; 電話 852-2240 5519>
大會堂、展覽廳 3、展覽廳 5FG – 方詠鴻先生 <電郵aston.wh.fong@hktcd.org; 電話 852-2240 5459>

多謝合作！



※※ Notice to Exhibitors (6) ※※
Points to Note/New Measures on Custom-Built Participation

In order to enhance the overall safety and efficiency of the fair, new measures regarding custom-built stands have been implemented. Please pay attention to the summary as follow and refer to section 4 of the Exhibitors' Manual for details.

Section	Items									
4.2	Information submission Please note the deadline for submission of Custom-Built Participation Contractors' Information (Form 1), construction drawings, lighting distribution plan, site work deposit and insurance copy. Otherwise, a late charge of HK\$3,000 (US\$400) will be charged to the Exhibitor or its appointed contractor. Submission of "Structural Safety Certificate", "Fire Service Certificate" and "Certification of <Electrical> installation, inspection & testing" (Form WR1) are also required.									
4.2.2	Site work deposit Calculation based on HK\$300/US\$40 per sqm. For two-storey construction stand, the site work deposit is doubled. Minimum and maximum deposit amounts are HK\$5,000/US\$667 and HK\$75,000/US\$10,000 respectively.									
4.2.3	Contractors are required to carry out and maintain public liability insurance in a sum not less than HK\$10 million for any single claim, unlimited in aggregate. The insurance should be maintained in force at all times during the move-in period, exhibition period and move-out period, i.e. 15-24 Jul 2019 .									
4.2.4	Hall rental charges for over-time move-in and move-out									
4.2.5	Maximum stand height									
4.2.6	Submission of Structural Safety Certificate, Structural Calculations and Fire Service Certificate									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Stands & temporary structures</td> <td style="text-align: center;">>2500mm & <4500mmH</td> <td style="text-align: center;">≥ 4500mmH or two-storey construction</td> </tr> <tr> <td style="text-align: center;">Stages or platforms</td> <td style="text-align: center;">>1100mm & <1500mmH</td> <td style="text-align: center;">≥ 1500mmH</td> </tr> <tr> <td style="text-align: center;">Suspended lighting truss & equipment</td> <td style="text-align: center;"><100 kg</td> <td style="text-align: center;">≥ 100 kg</td> </tr> </table>	Stands & temporary structures	>2500mm & <4500mmH	≥ 4500mmH or two-storey construction	Stages or platforms	>1100mm & <1500mmH	≥ 1500mmH	Suspended lighting truss & equipment	<100 kg	≥ 100 kg
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	<p>* Of which 2 sets will be forwarded to Director of Food & Environmental Hygiene at least 42 days before first show day as required by the Food & Environmental Hygiene Department for applying Temporary Places of Public Entertainment (TPPE) license</p> <p>** Failing to provide the said certificates/WR1 by 2200 hrs on last move-in day will result in prohibition all access to the stand/suspension of electricity supply throughout the fair period.</p> <p>Exhibitors must accept full responsibility for the safety of the Stand, as Construction Sites (Safety) Regulations (Chapter 59) is applicable.</p> <p>An Authorized Person can either be a Registered Architect (AP-List I), or a Registered Structural Engineer (AP-List II), or a Registered Building Surveyor (AP-list III). An Authorized Person is legally defined in the HKSAR Buildings Ordinance Chapter 123. For AP/RSE registry, please visit</p>									



	<p>http://www.bd.gov.hk/english/inform/e_rse_1.html.</p> <p><u>Fire Services Certificate</u> In compliance with the Temporary Places of Public Entertainment Licence (TPPE) application for Fairs/Fetes/Exhibitions (small scale), no decoration of a readily combustible nature shall be permitted. A documentary proof of compliance for all custom-built stands with the use of combustible materials for false ceilings, partitions or wall furnishings, draperies and curtains shall conform to any standard acceptable to the Director of Fire Services; or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be submitted to the Organiser as per schedule mentioned above, as documentary proof of compliance for submission to the Fire Services Department. Please refer to http://www.hkfsd.gov.hk/eng/source/licensing/premises.htm#e3 for details. For Registered Fire Service Installation Contractor registry, please visit http://www.hkfsd.gov.hk/home/eng/source/FSIC_list_eng.pdf.</p>
4.2.7	<p><u>Electricity</u> In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Electrical Contractor as per schedule mentioned above.</p>
4.2.9	<p><u>Reflective Vest</u> All Licensees and person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of exhibition stands or for any activities will require wearing Reflective Vest.</p>
4.2.12	<p><u>Waste Reduction and Recovery Measures</u> In accordance with the Waste Disposal (Chemical Waste) (General) Regulation, Hong Kong Convention & Exhibition Centre has been approved as a waste producer for disposing mercury lamps. Nine recycling bins have been placed at G/F opposite to Design Gallery, Hall 1AC loading area, Hall 3CEG loading area and Hall 5CEG loading area.</p>
4.2.13	<p><u>Construction Industry Safety Training Certificate</u> All stand fitting contractors must acquire the said certificates (cards) and have it displayed upon request when working at the Venue. The Venue Operator's security reserves the rights to refuse entry or remove personnel for those who fail to provide valid credentials.</p> <p>Please feel free to contact the Event Planning & Co-ordination Team of the Venue Operator at hkcepc@hkcec.com or (852) 2582 8888 should you need further assistance.</p>
4.2.14	Requirements must be complied with by the Exhibitor and his/her appointed Contractor
4.2.15	Deduction of site work deposit

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

For queries, please feel free to contact:

Hall 1 – Ms Cherry Yau <email (cherry.cm.yau@hktdc.org) or phone (852 2240 5519)>
Grand Hall, Hall 3, Hall 5FG – Mr Aston Fong <email (aston.wh.fong@hktdc.org) or phone (852 2240 5459)>

Thank you for your kind understanding and co-operation.

※※ 參展商通告(7) ※※
颱風襲港及黑色暴雨警告信號

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

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

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

(二) 展覽會開放前

1. 於 7月17-22日，如八號預警於上午8時30分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時30分前懸掛，展覽會同樣暫時關閉。
2. 於 7月23日，如八號預警於上午7時30分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午7時30分前懸掛，展覽會同樣暫時關閉。
3. 於 7月17-18及7月21-22日，如八號熱帶氣旋警告信號於下午4時30分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消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信號於下午4時30分後取消，展覽會將繼續關閉。
4. 於 7月19-20日，如八號熱帶氣旋警告信號於下午6時30分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消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信號於下午6時30分後取消，展覽會將繼續關閉。
5. 於 7月23日，如八號熱帶氣旋警告信號於下午1時30分或之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消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信號於下午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預警**提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，呼籲市民不要前往會場。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（或以上）熱帶氣旋警告信號在未有發出預警下懸掛**，主辦機構將立刻作出廣播，宣布展覽會即時關閉，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、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號於進館日及/或撤館日發出，進館及撤館程序將在情況許可下繼續進行。

**(二) 展覽會開放前**

1. 於 7月17-22日，如黑色暴雨警告信號於上午8時30分前發出，展覽會將暫時關閉。
2. 於 7月23日，如黑色暴雨警告信號於上午7時30分前發出，展覽會將暫時關閉。
3. 於 7月17-18及7月21-22日，如黑色暴雨警告信號於下午4時30分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 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。若黑色暴雨警告信號於下午4時30分後取消，展覽會將繼續關閉。
4. 於 7月19-20日，如黑色暴雨警告信號於下午6時30分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 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。若黑色暴雨警告信號於下午6時30分後取消，展覽會將繼續關閉。
5. 於 7月23日，如黑色暴雨警告信號於下午1時30分或之前取消，展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消 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。若黑色暴雨警告信號於下午1時30分後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

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，請細閱展覽會規則第70及72條

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。



※※ Notice to Exhibitors (7) ※※
Typhoon Attack & Black Rainstorm Warning Signal

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

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. From **17 July to 22 July**, if a Pre-No. 8 Special Announcement is **issued before 8:30am**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:30am without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.
2. On **23 July**, if a Pre-No. 8 Special Announcement is **issued before 7:30am**, the fair will remain **closed**. 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 same arrangement will apply.
3. From **17 July to 18 July & 21 to 22 July**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 4:30pm**, the fair will re-open to the public **two 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 4:30pm**.
4. From **19 July to 20 July**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 6:30pm**, the fair will re-open to the public **two 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 6:30pm**.
5. On **23 July**, if a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 1:30pm**, the fair will re-open to the public **two 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 1:30pm**.

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 two hours. 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 30 minutes 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



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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

I. During Move-in, Move-out

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

II. Prior to Opening Hours

1. From **17 July to 22 July**, if a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
2. On **23 July**, if a Black Rainstorm Warning Signal is **issued before 7:30am**, the fair will remain **closed**.
3. From **17 to 18 July & 21 to 22 July**, if a Black Rainstorm Warning Signal is **cancelled at or before 4:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 4:30pm**.
4. From **19 July to 20 July**, if a Black Rainstorm Warning Signal is **cancelled at or before 6:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 6:30pm**.
5. On **23 July**, if a Black Rainstorm Warning Signal is **cancelled at or before 1:30pm**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 1:30pm**.

III. During Opening Hours

1. If a Black Rainstorm Warning Signal 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 point 70 and 72 under "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.



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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.



※※參展商通告(8)※※
《2012年商品說明(不良營商手法)(修訂)條例》

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

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

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：

https://www.customs.gov.hk/tc/enforcement/ipr_protection/index.html。

※※ Notice to Exhibitors (8) ※※
The Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012

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

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

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 https://www.customs.gov.hk/en/enforcement/ipr_protection/index.html.

※※ 參展商通告 (9) ※※
參展商在撤館日棄置展品及其他物料安排

主辦單位發現有參展商於書展結束後在會場裡遺下大量展品，此舉實在有違保護環境之嫌。因此，主辦單位今年在會場內加設三個圖書回收站，分別位於一樓 N111、三樓 G310 及五樓 G507，參展商可把適合轉贈的圖書（非報刊類）放在回收站內。主辦單位將會把合適之圖書轉贈給慈善團體。同時，參展商亦必須把紙張類之宣傳物品棄置物料放在會場內的回收箱裡，以便適當處理。

以下為展覽會規則第 3.24.9 條的條款以供參考：

參展商在撤館日棄置展品及其他物料安排

所有展品、貨物、器材、攤位用料、宣傳品及其他物料（統稱為「該等展品及其他物料」）必須於撤館日，即 2019 年 7 月 23 日，下午 5 時後方可搬離會場。參展商、其代理、代表及/或承建商須負責按主辦機構指定的安排及時間內在撤館日將所有該等展品及其他物料全部搬離香港會議展覽中心及所屬範圍，並清理攤位內的所有垃圾及其他廢棄物。作為良好企業公民，為減少浪費及保護環境，參展商應確保所有剩餘展品存貨（包括但不限於所有書籍、其他出版物及其他貨物）不得棄置為垃圾/廢棄物，並需全部搬離會場。廢紙及其他可回收的物料亦應棄置在場內之相關回收籠內。如參展商並未能遵守以上的規定，主辦機構將保留權利對參展商作出處分，包括但不限於要求該參展商於往後「香港書展」參展時額外繳付保證金、押後該參展商在往後「香港書展」的選擇攤位次序、或取消該參展商未來參展「香港書展」的資格。任何遺留在會場的該等展品及其他物料如有損失或破壞或有任何相關索賠要求，主辦機構概不負責。任何該等遺留之展品及其他物料將被視為棄置物品由主辦機構以其認為合適的方法處置或棄置，而處置或棄置這些物品的費用，須由有關參展商支付。處置或棄置該等棄置物品所得款額（如有）全歸主辦機構所有，而主辦機構毋須向有關參展商呈報及分攤該款額。

違規罰款按金

如參展商於 2019 年香港書展違反展覽會規則 3.24.9 條有關棄置展品的條文（即參展商在撤館日棄置展品及其他物料安排），並收到香港發易發展局所發出之違規通知書，在申請參與「香港書展 2020」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2020 年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於明年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於 2020 年香港書展 P. 40



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的參展邀請函。

如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「香港書展 2020」的申請。徵收違規罰款的精神在於確保參展商能減少浪費及保護環境，並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來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。如參展商於 2020 年展覽期間並無任何違規事宜，所有按金將於展會後退回。

敬希各參展商能遵守以上展覽會規則，多謝合作！



※※ Notice to Exhibitors (9) ※※
Exhibitors' Removal of Exhibits and Other Materials on Move-out Day

Some exhibitors were found leaving large amount of exhibits after the fair closes on move-out day. This act constitutes wastage and violates the principle for environmental protection. This year, the organiser has set up **three Book Collection Sites at N111 on Level 1, G310 on Level 3 and G507 on Level 5**. Exhibitors are encouraged to move the books that are good for donation (excluding magazines and newspaper) to these rooms. The organiser will donate the books to non-profit organisations accordingly. Furthermore, exhibitors shall put the paper wastes such as promotional leaflets at the recycling bins inside the fairground on move-out day.

Clauses 3.24.9 of the rules and regulations of the Fair are extracted below for your reference:

Exhibitors' Removal of Exhibits and Other Materials on Move-out Day

Removal of exhibits, goods, equipment, stand materials, publicity and other materials (collectively, "Exhibits and Other Materials") on the move-out day may commence only after 5pm on 23 July 2019. Exhibitors, their agents, representatives and/or contractors are responsible for the complete removal of all such Exhibits and Other Materials, together with all rubbish and other waste materials, from the Hong Kong Convention and Exhibition Centre and surrounding areas on the move-out day according to the arrangements and time limits as specified by the Organiser. In order to reduce wastage and protect the environment as good corporate citizen, exhibitors should ensure that all remaining stock of exhibits (including but not limited to all books, other publications and other products) shall not be disposed of as refuse/waste and shall be fully removed from the exhibition venue. Wastepaper and other recyclable wastes shall be disposed of at the relevant recycle bins in the exhibition venue. If an exhibitor fails to comply with the above requirements, the Organiser reserves the right to penalize such exhibitor, including but not limited to requesting the exhibitor concerned to pay an extra deposit for the exhibitor's participation at any future Book Fairs, delaying the exhibitor's turn in selecting a stand at any future Book Fairs, or to cancel its entitlement to exhibit at any future Book Fairs.

The Organiser is not liable for any loss or damage to or any other claims arising out of any Exhibits and/or Other Materials left behind at the exhibition venue. All such left behind Exhibits and Other Materials shall be deemed abandoned and shall be dealt with or disposed of by the Organiser in the manner as the Organiser sees fit and at the expense of the exhibitor concerned. All proceeds (if any) of such dealing or disposal shall be retained by the Organiser and the Organiser shall not be obliged to account such proceeds to the exhibitor concerned.

Performance Bond

If an exhibitor violates the rules on exhibits display 3.24.9 in HK Book Fair 2019 (i.e. removal of exhibits and other materials on move-out day) and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for Hong Kong Book Fair 2020. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2020	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for Hong Kong Book Fair 2020.



The application of Book Fair 2020 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

If an exhibitor violates the rule again during Book Fair 2020, full amount of the performance bond will be forfeited. Otherwise the deposit will be returned in full after the exhibition period of the Fair.

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

Thank you for your cooperation and kind understanding.

**※※參展商通告(10) ※※**
參展商綠色小貼士

為支持香港書展成為綠色展覽，在參與香港書展同時，請參考下列綠色小貼士。

展位建築及佈置

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

展覽運作

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

展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱

多謝合作!

**※※ Notice to Exhibitors (10) ※※**
Green Tips to Exhibitors

To make Hong Kong Book Fair a greener public fair, the following green tips are suggested for your participation at Hong Kong Book Fair.

Booth construction and set up

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

Booth Operation

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

Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins

Thank you for your kind co-operation.



全面推行塑膠購物袋收費



背景

自 **2015 年 4 月 1 日** 起，塑膠購物袋收費（「膠袋收費」）已全面實施，以進一步減少膠袋用量。

膠袋收費的範圍

「膠袋收費」涵蓋全港 所有以零售方式出售貨品的商戶。除了法例訂明的豁免情況外，賣方必須就提供的每個塑膠購物袋，向顧客收取不少於 5 角，並不得向顧客提供任何回贈或折扣，以直接抵銷膠袋收費的款額。膠袋收費由商戶自行保留及處理。如商戶違規派發膠袋，可被 定額罰款 2,000 元。



需要收費的塑膠購物袋

所有 完全或部分由塑膠製成的袋，不論是否有作攜帶用途的設計，都需要收費。有塑膠薄面或塑膠成分的紙袋及以塑膠製造的不織布袋（一般稱為「環保袋」）亦包括在內。



（商戶可以向供應商或製造商查詢，從而確定所派發的袋是否含有塑膠物料。）

豁免情況

按照「膠袋收費」的條例，以下用途的膠袋可豁免收費：

1. 因食品衛生而用的袋

為了確保食品衛生，如膠袋只盛載無包裝或非氣密包裝的食品，是可豁免收費的。此外，如膠袋只盛載冰凍或冷凍食品，以把凝結的水氣與其他貨品分開，亦可豁免收費。



無包裝的食品



非氣密包裝的食品



冰凍或冷凍食品

2. 用作包裝的袋

膠袋如用作預先包裝貨品及於運送到零售商之前已經密封，便無須收費，例如多支裝洗潔精或多卷裝廁紙的包裝膠袋。構成貨品的一部分的膠袋，亦無須收費，例如用於包裝雜誌和恤衫的透明膠袋、以及用作保溫的雪糕袋。但如額外再提供膠袋盛載這些已經包裝的貨品就要收費。



3. 構成服務一部分的袋

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



展覽常見的銷售推廣活動

1. 購物贈送禮品

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



2. 福袋

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



3. 套裝

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



供參展商參考的常見問題

問 1：在展覽時提供的膠袋需要收費嗎？

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

問 2：在展覽攤位以外的地方（例如展覽館門口、天橋）派發膠袋是否受規管？

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



應做的事項

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



不應做的事項

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

有關「膠袋收費」的詳情，可參考有關網站：
http://www.epd.gov.hk/epd/psb_charging/

有關「膠袋收費」的查詢，可與
環境保護署聯絡：
熱線：2835-1124
電郵：psb@epd.gov.hk





Full Implementation of the Plastic Shopping Bag Charging



Background

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

Scope

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



Bags Subject to Charge

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



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

Exemption arrangements

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

1. PSB used for food hygiene reasons

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



Foodstuff without packaging

Foodstuff in non-airtight packaging

Frozen/ Chilled foodstuff

2. PSB used for packaging

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



3. PSB provided with the services

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

Common Sales Promotions in Exhibitions

1. Gift with purchase

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



2. Lucky bags

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



3. Sets

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



FAQs for Exhibitors

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

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

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

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



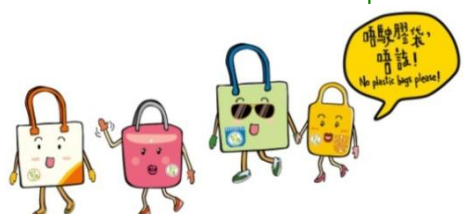
Do's

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



Don'ts

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



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

http://www.epd.gov.hk/epd/psb_charging/

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

Hotline: 2835-1124

Email: psb@epd.gov.hk



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:

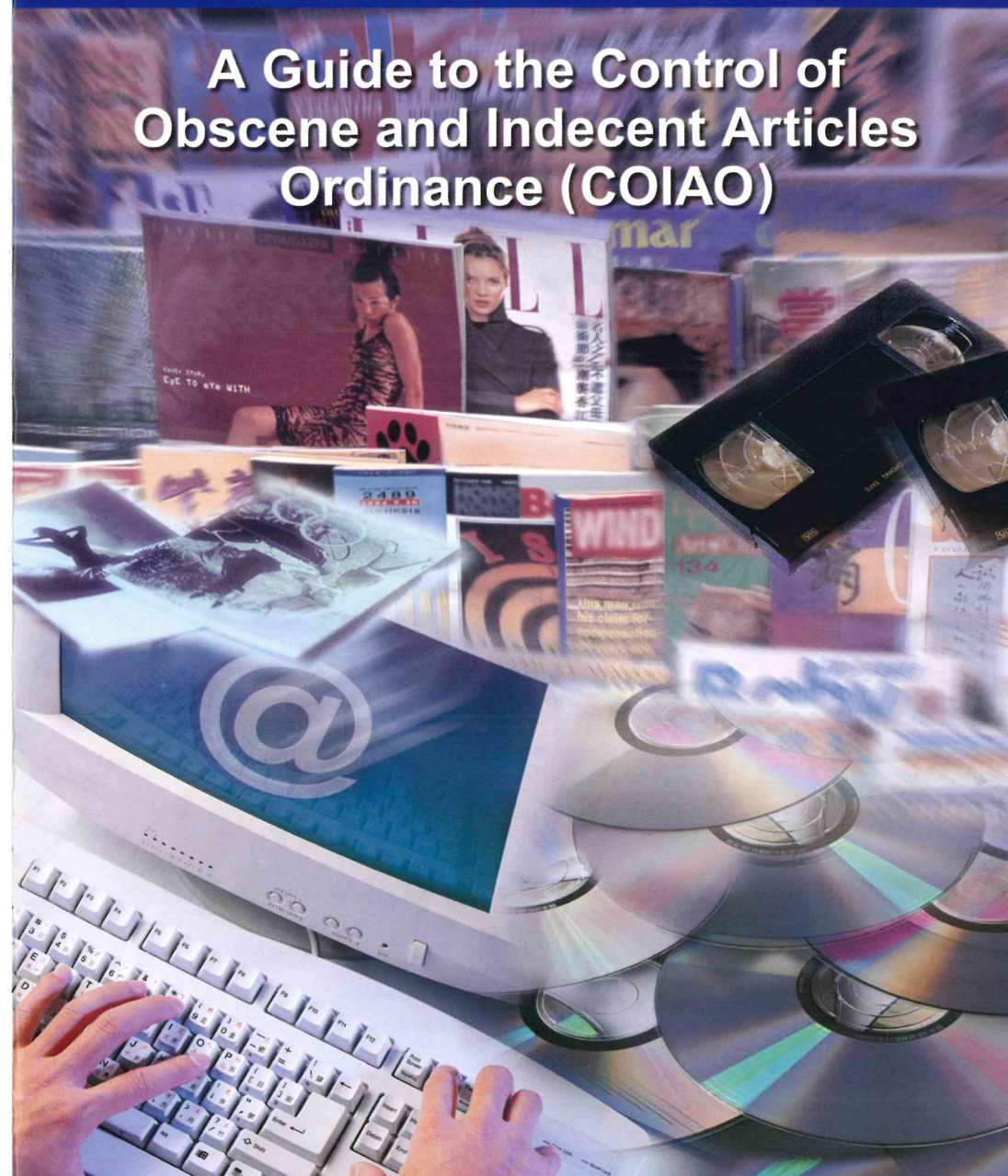
- Teachers, social workers and parents should advise their students or children on suitable leisure reading materials and electronic games.
- If Internet access is available at home, parents should spend more time with their children visiting websites as often as possible and check the websites they 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.