



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

August 2022

Dear Exhibitor,

Thank you for your participation in the CENTRESTAGE. We are pleased to send you herewith:

- 1) Letter on Exhibitor Check-in Procedure (Appendix 1),
- 2) Protection of Intellectual Property Rights (IPR) (Appendix 2),
- 3) Important Circulars:
 - Circular 1: Use of Badges
 - Circular 2: Move-in and Move-out Arrangements
 - Circular 3: Security Measures Against Thefts and Losses at the Fair
 - Circular 4: Important Exhibition Rules
 - Circular 5: Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at TDC Fairs
 - Circular 6: Construction Waste and Exhibit Sample Disposal
 - Circular 7: Complimentary Ironing Facilities
 - Circular 8: Arrangement under extreme weather conditions
 - Circular 9: Restriction on Movement of Oversized Exhibits/Goods during Move-out day
 - Circular 10: Sourcing enquiry form
 - Circular 11: Hygiene measures, Exhibitor Badges Registration & Collection

Remarks: You are advised to keep the exhibitor badges with care and bring along the exhibitor badges during the Exhibitor move-in day (8 September 2022) and the fair period (9-11 September 2022). All on-site requests will be charged HK\$50 for each exhibitor badge.

Exhibitors are required to bring along the enclosed **Letter on Exhibitor Check-In Procedure** and proceed to the **Exhibitor Check-In Counter** upon their arrival at **Hall 1C Concourse** of the Hong Kong Convention & Exhibition Centre on the move-in day (8 September 2022) to collect the **booth curtain and fair circulars**.

Our colleagues at the check-in counters will be happy to assist you and answer any questions you may have.

Should you have any queries, please feel free to contact Ms Yannis Wong or Ms Olivia Wong at (852) 2240 4034 / (852) 2240 4118.





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

致: 各參展商

多謝 貴司參與香港貿發局 CENTRESTAGE。隨函附上：

- 1) 參展商登記進場手續通知書(附件 1)
- 2) 香港貿易發展局展覽會保護知識產權措施(附件 2)
- 3) 展覽會通告：
 - 通告 1: 工作證之使用
 - 通告 2: 進館及撤館交通安排
 - 通告 3: 有關防止展品遺失或盜竊的保安措施
 - 通告 4: 展覽會重要規則
 - 通告 5: 開放攤位予買家參觀及參展商接待買家須知
 - 通告 6: 棄置建築廢料及展品
 - 通告 7: 免費熨衣設施
 - 通告 8: 惡劣天氣下之安排
 - 通告 9: 大型展品或貨物於撤館日之搬運安排及限制
 - 通告 10: 參展商採購需求問卷調查
 - 通告 11: 健康防疫措施及領取參展商工作証

注意: 請小心保管參展商工作證，並於參展商進場日(即 2022 年 9 月 8 日)及展覽期間(即 2022 年 9 月 9 日至 11 日)攜帶進場。所有現場申請之參展商工作證每張將收取 50 港元。

請各參展商於進場日 (即 2022 年 9 月 8 日) 攜同隨函附上之 **參展商登記進場手續通知書** 前往於香港會議展覽中心 **展覽廳 1C 大堂** 設置之「**參展商登記進場櫃位**」辦理進場登記手續，並領取**展台掛簾**及有關是次展覽之通告。

派駐參展商登記進場櫃位之工作人員會樂意協助 貴公司。

若閣下對以上安排有任何疑問，請致電 (852) 2240 4034 / (852) 2240 4118 與黃泳甄小姐、或黃燕盈小姐聯絡。

祝 展出成功！

2022 年 8 月





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Appendix 1 附件 1

Exhibitor Check-In Procedure 參展商登記進場手續

Thank you for your participation in the CENTRESTAGE.

The booth curtain, together with fair information, will be ready for your pick-up at the **Exhibitor Check-In Counters** on the move-in day of **8 September 2022**. The Check-in counters will be set up at **Hall 1C Concourse** of the Hong Kong Convention & Exhibition Centre from **11:00 a.m. to 8:00 p.m.** **Please bring along this letter and your business name card/company chop** to collect the official magazine, booth curtain and fair circulars at the counters upon your arrival at the fairground.

We wish you every success in the Fair!

Hong Kong Trade Development Council

多謝 貴司參與 CENTRESTAGE。請各參展商於 2022 年 9 月 8 日上午 11 時至下午 8 時，攜同此信及閣下之公司名片或公司印章前往於香港會議展覽中心 展覽廳 1C 大堂 設置之「參展商登記進場櫃位」領取展台掛簾及其他有關是次展覽會之資料。

謹祝 貴公司展出成功。

香港貿易發展局 謹啟



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

The Hong Kong Trade Development Council (referred to below as “**TDC**”, “**Organizer**”, “**we**”, “**our**” or “**us**”), the statutory body promoting Hong Kong’s international trade, is committed to fostering original design and safeguarding intellectual property rights.

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

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

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

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

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

If a complainant (“**Complainant**”) files a complaint with the Organizer in accordance with the Exhibitors’ Brief and requests the Organizer to take action against an Exhibitor, the Complainant agrees to hold the Organizer, its agents, representatives, contractors and employees (including but not limited to their Legal Advisors) harmless and to fully indemnify each and every one of them against any and all liabilities, losses, costs (including but not limited to legal costs), expenses and damages of any nature whatsoever incurred or suffered by any of them as a result of or however arising from any action that the Organizer, its agents,

CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

representatives, contractors or employees (including but not limited to their Legal Advisors) may take in reliance of or as result of such complaint filed by the complainant, or any other requests, directions or instructions made or given by the complainant pursuant to such complaint. The Complainant further agrees not to take any legal action or make any claim or demand against the Organizer, its agents, representative, contractors or employees (including but not limited to their Legal Advisors) in relation to such complaint and the alleged infringement of intellectual property rights.

Procedures

1. If you have any complaint involving infringement of your intellectual property rights, this should be reported to the Fair Management Office, where it will be handled by HKTDC Fair Officials and the on-call Fair Legal Advisor engaged by HKTDC (the "**Fair Legal Advisor**"). The Fair Legal Advisor will be on-call during the opening hours of HKTDC's trade fairs and will attend the HKTDC's office within a reasonable time upon notification by the HKTDC to handle any complaint filed in accordance with the Exhibitor's Brief.
2. If you receive a complaint at your booth, you should refer the Complainant to the Fair Management Office.
3. Both the documents attached to the Exhibitors' Brief and the Legal Advisors on site will specify the kind of documents and other evidence necessary to support a complaint.
4. If the Legal Advisor is satisfied, on the basis of the documents provided, that the Complainant's intellectual property rights are valid and have been infringed by the display of the Exhibitor's product or material in dispute at the Fair, a TDC Fair Official will visit the booth involved.
5. The Fair Legal Advisor will also visit the HKTDC's website (www.hktdc.com) to check whether the product or any material in dispute is displayed on the said website. If so, the HKTDC has the sole and absolute discretion to disable the link or otherwise take down / remove the disputed product or material from the Organizer's website in accordance with the HKTDC's *Terms & Conditions for Printed Advertisement & Online Promotion* without further notice.
6. As Fair Organizer, TDC has the power to immediately take at least 3 photographs of the product or any material in dispute.
7. The Exhibitor will be asked to remove the product or material in dispute immediately from display and not to trade in it for the remainder of the Fair unless he/she can adduce evidence to show to the satisfaction of the Legal Advisors that he/she has the right to deal in such product or material. He/she will also be required to sign an undertaking immediately to this effect. A copy of the signed undertaking and one copy of the photograph will be given to the Complainant and the Exhibitor. A further copy of the signed undertaking together with one copy of the photograph will be retained by the TDC for its records.
8. If the TDC is notified by the Customs and Excise Department that it is investigating possible violation of copyright and/or trademark by an Exhibitor at the Fair, the Exhibitor will be required to immediately remove the product or material which is under investigation for the remainder of the Fair.
9. If the Exhibitor fails or refuses to co-operate with TDC under paragraphs 6 and/or 7 and/or 8 above, TDC shall have the right and power, in its sole and absolute discretion, to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies, from any or all future TDC exhibitions.
10. TDC staff will visit any booth in respect of which a complaint has been received and accepted by TDC's Legal Advisors, in order to reconfirm that the disputed product or material is no longer on display and is not being traded. If the Exhibitor is found to have breached its undertaking not to display or deal with the product or material in dispute during the remaining period of the Fair, TDC shall have the right and power, at its sole and absolute discretion, to immediately terminate the right of participation in the Fair in question of the Exhibitor and any of its representatives, parent, associate, affiliated and/or

CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

subsidiary companies without any refund of the participation fee already paid , and to ban the Exhibitor and any of its representatives, parent, associate, affiliated and/or subsidiary companies from any or all future TDC exhibitions.

Penalties

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

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

OR

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

OR

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

OR

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

OR

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

OR

- f. the Exhibitor is accused or convicted of any criminal offence relating to infringement of intellectual property rights or violation of intellectual property-related laws and regulations.

Penalties for intellectual property-related criminal offences

Copyright Ordinance (Chapter 528 the Laws of Hong Kong)

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

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

CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Under the Trade Descriptions Ordinance, any person who:-

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

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

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

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

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

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

A. Copyright

Option 1: An affidavit of copyright ownership and subsistence made by the owner of the copyright work pursuant to Section 121 of the Copyright Ordinance (Cap. 528 of Laws of Hong Kong) - for reference purposes, a template affidavit is available for download at: http://tpwebapp.hktdc.com/fair/Multi_fairs/pdf/Copyright/2.pdf

OR

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

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



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

publication of the copyright work, and such evidence must clearly identify the product/article in question

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

B. Trade Mark

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

C. Registered Design

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

D. Patent

1. Original or certified copy of a valid Certificate of Grant of Patent in **Hong Kong** including any renewal certificates or proof of renewal (**NOTE**: foreign registrations will **not** be accepted); and
2. A written opinion from the complainant's Hong Kong patent agent or legal advisor that the Hong Kong patent is valid and infringed by the display of the Exhibitor's product or material in dispute during the Fair with clear and specific reference to the alleged infringing product in question.

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

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

香港貿易發展局展覽會保護知識產權措施：參展商須知

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

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

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

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

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

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

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

處理投訴程序

1. 假若閣下欲提出有關侵犯閣下知識產權的投訴，請向主辦機構辦事處報告，本局的負責人員以及候命的法律顧問(「**法律顧問**」)將會處理有關投訴。法律顧問將於展覽會開放期間候命，如投訴人/參展商根據參展商須知向本局作出侵權投訴，法律顧問將於收到本局有關通知後的合理時間內抵達主辦機構辦事處協助處理有關投訴。
2. 假若閣下在攤位被人指控侵權，應轉介有關投訴到主辦機構辦事處提出投訴。
3. 隨附《參展商須知》的資料文件以及法律顧問，均會指明侵權投訴所需的文件及其他證據。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

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

侵權處罰

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

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

有關知識產權刑事罪行之刑罰

版權條例 (香港法例第 528 章)

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

商品說明條例 (香港法例第 362 章)

根據商品說明條例，任何人士：

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

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

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

任何干犯商品說明條例中有關罪行之人士可被：

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

證明知識產權的存在及擁有權的所需文件

A. 版權

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

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

或

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

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

CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

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

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

B. 商標

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

C. 外觀設計

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

D. 專利

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

以及任何由法律顧問因應實際情況要求提供的任何其他證據。

* 本局保留隨時更改參展商須知內的任何內容（包括但不限於提出投訴的所需文件）的權利，並無需另行通知。

Circular (1) Use of Badges

(1) Use of Badges

In a bid to step up the security level at the fairground, access to the venue has been tightened. Exhibitors and contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

(2) Use of wristbands (Applicable to Transportation Workers only)

All transportation workers must wear the valid wristband to enter the fairground. Non-wristband holders are **NOT** allowed to enter the exhibition area on 8 September 2022 (the move-in day) and 11 September 2022 (the move-out day). This wristband will be distributed by HKCEC at **loading area** to your appointed transportation workers. Exhibitors will be fully responsible for any misuses or losses of these wristband.

Should you have any queries on this arrangement, please contact Ms Olivia Wong at (852) 2240 4118 or Ms Yannis Wong at (852) 2240 4034.

Thank you for your kind attention.

通告(1) 工作證之使用

(一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。參展商及承建商均需佩帶有關工作證，方可於展品進場及離場時間進入會場。

(二) 手帶之使用(只適用於運輸工人)

所有運輸工人於佈展日(2022年9月8日)及撤館日(2022年9月11日)必須佩戴由會展中心發出之手帶，方可進出展館。任何不佩戴此手帶之運輸工人均不得擅自進入展館。此手帶將會由會展中心於卸貨區派發予貴司所委託之運輸代理，請提醒他們務必於佈展日及撤館日佩戴，以便進出展館。請參展商小心保管此手帶及必須避免被他人濫用。如有查詢，請與黃燕盈小姐 [電話:(852) 2240 4118] 或 黃泳甄小姐 [電話:(852) 2240 4034] 聯絡。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (2) Move-in & Move-out Arrangements

Special traffic arrangements will be implemented to minimize pressure to traffic caused on the move-in day (i.e. **8 September**) and move-out day (i.e. **11 September**) of the **CENTRESTAGE**. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors are recommended to pay attention to the details of the new arrangement as below:

(A) Vehicle Permit for Lorries / Light Goods Vehicles

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

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

(B) Private Car/ Taxi

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

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

For inquiries, please contact the HKTDC Customer Service Line at (852) 1830 668.

For enquiries, please call the **HKTDC Customer Service Line: (852) 1830 668**.

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



通告(2) 進館及撤館之交通安排

本局將於上述展覽會之進館日（即9月8日）及撤館日（即9月11日）實施特別交通安排，以舒緩所引起之交通阻塞，為各參展商及公眾人士帶來更大的方便。請留意以下詳情：

一. 貨車 / 輕型客貨車 車輛許可證

各參展商請按本局派發之電子車輛許可証上指定時間進館及撤館。敬請各留意以下詳情：

- 1 臨近香港會議展覽中心路段將設置車輛控制點，只准持有由香港貿易發展局所發出之車輛許可証之貨車按許可証上指定時間駛進香港會議展覽中心。
- 2 車輛到達車輛控制點後，司機必須先出示由香港貿易發展局所發出之車輛許可証，並排隊等候香港會議展覽中心之工作人員之指示進入香港會議展覽中心上落貨區。車輛輪候進館時間將視乎貨車數目、進館速度及當日之交通狀況而定。
- 3 如排隊等候的車輛數目太多，將酌情採取進一步措施。

二. 私家車 / 的士進場程序

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

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

如有查詢，請與香港貿易發展局聯絡 (電話: (852) 1830 668)。

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

Circular (3) Security Measures Against Thefts and Losses at the Fair

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

1. Opening Hours of the Fair

Opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
9 September 2022 (Fri)	9:30 am	10:00 am
10 September 2022 (Sat)	9:30 am	10:00 am
11 September 2022 (Sun)	9:30 am	10:00 am

2. Strengthen Security Patrol

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

3. Exhibitors' Badge

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification.

4. Booth Curtain

Curtains for [Petit Booths](#), [Economy Booths](#) and [Premium Booths](#) exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

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

Thank you for your continuing support and we wish you every success at the forthcoming CENTRESTAGE.

通告(3) 有關防止展品遺失或盜竊的保安措施

香港貿易發展局(香港貿發局)一向不遺餘力改善保安措施,以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全,本局特作出下列的保安預防措施:

1. 展覽會開放時間

參展商進館時間將為:

	參展商	參觀人士
2022年9月9日(星期五)	上午九時三十分	上午十時正
2022年9月10日(星期六)	上午九時三十分	上午十時正
2022年9月11日(星期日)	上午九時三十分	上午十時正

2. 加強保安巡邏

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛,加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間,參展商亦必須特別提高警覺。

3. 參展商工作証

為更有效地識別各參展商的身份及所屬之攤位,本局將採用較大字體列印參展商工作証上的攤位號碼,以方便分辨各參展商的身份。

4. 攤位布簾

本局將提供攤位布簾給 [Petit 展台](#), [經濟展台](#)及[時尚展台](#)的參展商,以保障各攤位內於非開放時間的私隱。

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

多謝各參展商支持,謹預祝展出成功。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (4) Important Exhibition Rules

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

1. Sub-letting

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

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 or Stand.

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

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

2. Display relevant exhibits

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

We would like to thank you in advance for your cooperation and understanding in complying with these particular rules which have been brought to your special attention. These rules exist in order to keep a fair and profitable business environment for all participants in the Exhibition.



通告(4) 展覽會重要規則

各參展商在展出期間，必須遵守各項展覽會規則。現特別將其中兩項重要規則詳列如下，敬希垂注。

1. 分租

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

主辦機構明確規定，參展商只可在其展覽攤位或攤位內進行以下活動：

- (i) 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) 許其僱員招攬生意。

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

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。

2. 展品類別

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

以上規則旨在為所有參展商提供一個公平有利的展覽環境，各參展商務須遵守，多謝合作。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (5) Booth decoration and exhibits should be ready before the opening of the fair & Receiving Buyers at HKTDC Fairs

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

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

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

1. All exhibitors should welcome visitors that are qualified and admitted by the organiser.
2. Exhibitors should treat all visitors courteously.
3. Exhibitors should not discriminate against any visitors due to their race or place of origin.
4. Exhibitors should not display any discriminatory messages at their booths.

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



通告(5) 開放攤位予買家參觀及參展商接待買家須知

準時開放攤位予買家參觀

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

參展商接待買家

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

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

1. 對所有獲本局接納進場參觀的人士表示歡迎。
2. 有禮接待所有參觀人士。
3. 不可因為參觀者的種族或所屬地區而作出歧視行為。
4. 不應在攤位內展示任何帶有歧視性的標語。

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



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (6) Construction Waste and Exhibit Sample Disposal

This is to notify you that the dumping of contractors' and exhibitors' samples, packing, construction and waste materials in the exhibition halls, loading docks and fire exit areas at all Hong Kong Trade Development Council's Trade Fair venues is strictly prohibited. Any such materials will be removed and destroyed without further notice and the contractor or exhibitor concerned shall be liable for all expenses and costs thereby incurred.

Thank you for your co-operation.

通告(6) 棄置建築廢料及展品

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

多謝合作！





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (7) Complimentary Ironing Facilities

We take pleasure to inform you that Hong Kong Trade Development Council will provide you Complimentary Ironing Facilities at the fairground with the following schedule:

<u>Date</u>	<u>Time</u>	<u>Venue</u>
8 September	11:00 am – 8:00 pm	1C-F23
9 September	10:00 am – 7:00 pm	
10-11 September	10:00 am – 6:00 pm	

Thank you very much for your attention.

通告(7) 免費熨衣設施

大會主辦機構將會於展覽會期間為參展商提供免費熨衣設施以供使用。開放時間如下：

<u>日期</u>	<u>時間</u>	<u>地點</u>
9月8日	上午 11 時 - 下午 8 時	1C-F23
9月9日	上午 10 時 - 下午 7 時	
9月10-11日	上午 10 時 - 下午 6 時	

敬請留意!





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (8) Special Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals

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 **CENRESTAGE**.

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. 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. If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled.
Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2pm**.

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 broadcast such notice to exhibitors and visitors at once. 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 broadcast such notice to exhibitors and visitors at once. Exhibitors and visitors will be requested to leave the exhibition venue immediately.





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

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. If a Black Rainstorm Warning Signal is **issued before 8:30am**, the fair will remain **closed**.
2. If a Black Rainstorm Warning Signal is **cancelled at or before 2pm**, the fair will re-open to the visitors **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **one hour after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public.
3. The fair, however, will remain closed if Black Rainstorm Warning Signal is **cancelled after 2pm**.

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 onsite will be encouraged to stay in the exhibition venue for their own safety.

C. Other Issues

1. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830668, should they have any question concerning the above arrangements.
2. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions. The Organiser will announce the changes, if any, as soon as possible.



通告 (8) 熱帶氣旋及黑色暴雨警告信號下之特別安排

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**CENTRESTAGE**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. 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. 如八號熱帶氣旋警告信號於下午2時或之前取消,展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下,參展商可以在八號熱帶氣旋警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若八號熱帶氣旋警告信號於下午2時後取消,展覽會將繼續關閉。

(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,並請現場參展商及參觀人士盡快離開會場。
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,並請現場參展商及參觀人士立即離開會場。

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. 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. 如黑色暴雨警告信號於下午2時或之前取消,展覽會將會在黑色暴雨警告信號取消兩小時後重開予參觀人士。在情況許可下,參展商可以在黑色暴雨警告信號取消一小時後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。
3. 若黑色暴雨警告信號於下午2時後取消,展覽會將繼續關閉。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

(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、其他注意事項

1. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：(852) 1830668。
2. 主辦機構可能因應現場實際情況而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (9) Restriction on Movement of Oversized Exhibits / Goods during Move-out Day

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out of the CENTRESTAGE on 11 September 2022:

1. The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay; any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
2. Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the following examples:



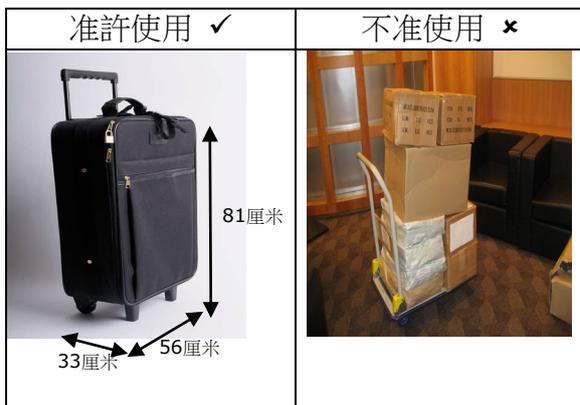
3. Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicles** for move-out. All goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.
4. Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised goods vehicles will be allowed to enter the HKCEC during the move-out period.

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

通告(9) 大型展品或貨物於撤館日之搬運安排及限制

基於安全理由，香港會議展覽中心將在撤館當日(即9月11日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 1) 所有手提物品，包括展品、貨物或行李，凡大小超出81厘米(闊) x 56厘米(高) x 33厘米(深)之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區檢查各參展商/買家進出之物品大小。
- 2) 參展商/買家不可在會場內的公共通道上使用任何板車、手推車或唧車等工具車來運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考下列圖例：



- 3) 如參展商之展品或貨物超出上述大小之限制，請在撤館日 自行安排運輸公司或貨車 撤館。所有自行安排撤館之貨車，必需前往青衣車輛等候處領取往來證明書後，方可駛入會展卸貨區。
- 4) 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之貨車駛進會展範圍。

(參展商請注意: 如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)



CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

Circular (10) Exhibitors Sourcing Needs Enquiry Form

August 2022

Dear Exhibitors,

Thank you for your participation in HKTDC fairs. In order to create synergy and encourage interactions among exhibitors in our fashion and watch events, we would like to know:

1. Are you interested in having any business collaboration with any watch brand/company?
Yes / No

 2. If yes, what kind of brands/companies are you interested in? (To facilitate our matching, grateful if you can provide more information such as brand nature and collaboration format)

 3. Are you interested in sourcing upstream materials (such as fabrics, yarns and sewing supplies) and fashion accessories (such as shoes and fashion jewellery)?
Yes / No

 4. If yes, what kind of products are you interested in? (To facilitate our matching, grateful if you can provide more information such as product name, quantity required and supplier origin)
-

Company Details

Company Name: _____

Booth No.: _____

Contact Person: (Mr / Ms): _____

Position: _____

Telephone No.: _____

Please complete this form and return to Ms. Mandy Lo by email (mandy.mc.lo@hktdc.org) on or before 31 August 2022. We will review the results and notify you should there be any possible business matching between you and other exhibitors.

Best regards,

Hong Kong Trade Development Council





CENTRESTAGE

ASIA'S FASHION SPOTLIGHT

通告 (10) 參展商採購需求問卷調查

致各參展商，

謝謝您們對香港貿發局展會的支持。為了促進貿發局時裝及鐘表參展商之間的互動及增強行業間的協同效應，我們希望知道以下資訊：

1. 貴公司是否有興趣與任何鐘表品牌/企業探討商業合作嗎?
會 / 不會

2. 如會，請問是哪一類型的品牌/企業? (為了令我們更容易為您進行配對，請儘量提供更多一點資料，例如品牌/企業性質、合作模式等。)

3. 貴公司是否有興趣採購上游產品(例如:布料、紗線及輔料)及時裝配飾 (例如:鞋履及時裝首飾等)?
會 / 不會

4. 如會，請問是哪一類型的產品? (為了令我們更容易為您進行配對，請儘量提供更多一點資料，例如產品名稱、需採購的數量、供應商地區等。)

參展商資料

公司名稱：_____

攤位號碼：_____

聯絡人：(先生 / 小姐)_____

職位：_____

電話：_____

請於 2022 年 8 月 31 日 或之前填妥此問卷，並以電郵交回羅文清小姐 (mandy.mc.lo@hktdc.org)。收回問卷後，我們會於展會期間盡力為你進行商貿配對。

敬祝

商安

香港貿易發展局
2022 年 8 月



**Circular (11) Hygiene measures,
Exhibitor Badge Registration & Collection**

Dear Exhibitors,

Thank you for participating in the HKTDC CENTRESTAGE 2022 which will be held from 9 to 11 September 2022 at the Hong Kong Convention and Exhibition Centre. All exhibitors and staff members that will work on-site during the fair periods are required to meet the Vaccine Pass requirement as established by the HKSAR Government. In general, exhibitors and staff members will need to have received the third dose of COVID-19 vaccine.

- i. Exhibitors and staff members will need to have received the third dose of COVID-19 vaccine. For those whose second dose was received within six months before the fair commences, their Vaccine Pass is still valid.
- ii. For those who recovered from Covid-19, if they have received the second or the third dose vaccine before infection, or are currently within six months after their recovery, there is no additional vaccination requirement to obtain the Vaccine Pass.
- iii. For individuals seeking to exempt from the vaccination requirements, please provide a valid medical exemption certificate and a negative PCR test result issued on 5 – 11 September 2022. (The validity of a negative test result only lasts for 7 days. Thus, if you are deployed for the full fair period (9 – 11 September), it is suggested that you undergo the COVID-19 nucleic acid test on 5 September so that the negative test result would cover the full fair period. Exhibitors who fail to provide negative test result of COVID-19 nucleic acid test will not be able to obtain an exhibitor badge.)

Please complete the online exhibitor badge registration form **on or before 5 September 2022** to register for an exhibitor badge and be admitted to the exhibition venue. **Each and every** exhibitor and their on-site staff should complete an individual badge registration form, providing valid documents which meet the Vaccine Pass requirement. Exhibitor with verified vaccination record is eligible to obtain the fair admission badge. **The online badge registration link will send to exhibitor individually.** You will receive an Acknowledgement email after the completion of online badge registration form.



Exhibitor	To Provide
Vaccinated	Vaccination record of <ul style="list-style-type: none"> • 3rd dose, or • 2nd dose if the 2nd dose was done on or after 14 March 2022 Please upload your Vaccination QR Code as below: (Complete QR code is required) <div style="display: flex; align-items: center; justify-content: center;">  OR  </div>
Recovered within 6 months from recovery	Valid recovery record QR code downloaded via www.evt.gov.hk
With Medical Exemption Certificate	Valid Medical Exemption Certificate and a SMS notification issued within 5 – 11 September 2022 containing negative result of PCR-based nucleic acid test for COVID-19

Badge Collection

You will receive a **badge registration confirmation** after the completion of your online badge registration form. Upon receiving the badge registration confirmation, exhibitors can collect their admission badges between **5 – 7 September at the following venue:**

HKTDC SME Training Room B

Unit 1, Expo Galleria, Hong Kong Convention & Exhibition Centre (New Wing), Wanchai, Hong Kong

Opening hours:

5 – 7 September	10:00 am to 12:00 noon; 2:30 pm to 5:00pm
-----------------	--

** If the exhibitor and its on-site staff has not obtained the fair admission badges via the procedures outlined above 5 – 7 September, the concerned staff might not be able to obtain the exhibitor badge in time before the fair opens. To avoid long waiting time on-site during the fair period, exhibitors are*





strongly recommended to collect the badges in advance 5 – 7 September, we shall be grateful for your understanding.

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

Collect in person

- Badge registration confirmation (hard copy)
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App (electronic or printed copy)
- HKID card (just for identity verification purpose)

Collect by a company representative (collect in batch on behalf of its on-site staff)

E.g. If the representative is collecting 10 badges, 10 sets of hard copies of above-mentioned documents are required.

- Badge registration confirmation of all staff (hard copy)
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App (please provide the vaccination pass record screen capture or paper record in hard copy, 1 copy for 1 staff)
- HKID card (please provide photocopy of all staff, just for identity verification purpose, the copy will not be collected)

* The company representative will be asked to sign an undertaking when he/she collects the badges on behalf of the company and its on-site staff to declare that all the documents and information he/she provides is true and correct, **please bring along with the Company stamp / Company representative business card**. If any companies or its representative is found to provide false information, the representative and the company are held liable.

Should there are any queries, please contact the below team:

Name 姓名	Tel 電話	Email 電郵
Ms. Yannis Wong	(852) 2240 4034	yannis.wy.wong@hktdc.org
Ms. Ivy Wong	(852) 2240 4384	ivy.yh.wong@hktdc.org
Ms. Olivia Wong	(852) 2240 4118	olivia.yy.wong@hktdc.org

Hong Kong Trade Development Council



通告 (11) 健康防疫措施及領取參展商工作證

致參展商：

感謝 貴公司參加於2022年9月9日至11日假香港會議展覽中心舉行的CENTRESTAGE。為保障參展商及參觀人士的安全及健康，及根據香港特區政府相關法例，參展商及員工須符合以下疫苗通行證的接種要求：

- i. 參展商及其攤位的工作人員必須接種三劑新冠疫苗；或於展會開展前六個月內接種兩劑疫苗，方能符合疫苗通行證接種要求。
- ii. 曾感染2019冠狀病毒病人士如在展會開展前六個月內康復；或已接種三劑或兩劑疫苗；都被視為符合疫苗通行證接種要求。
- iii. 獲醫生證明不適合接種疫苗人士，請提供有效之「新冠疫苗接種醫學豁免證明書」及於2022年9月5日至11日內發出的2019冠狀病毒病的聚合酶連鎖反應核酸檢測陰性結果證明短訊通知。(每次的核酸檢測陰性結果有效期只為7日，因此如相關員工需要在9月9日至11日全期間於展會現場工作，該員工需於9月5日進行核酸檢測，以便核酸檢測陰性結果能覆蓋整個展期。) 相關員工將於遞交核酸檢測陰性結果短訊證明後才會獲發參展商入場證。

參展商請於**2022年9月5日或之前**遞交「參展商入場證申請」，**每一位**參展商及其現場工作人員須作獨立登記，登記時須提供身份證號碼及有效之疫苗接種記錄或康復紀錄二維碼或醫學豁免證明書，經核實後方可領取參展商工作證，以便於9月9日至11日進入會場工作。有關登記連結會通過電郵發送予各參展商，成功遞交「參展商入場證申請」後將獲發登記確認書。



參展商	需提交
已接種疫苗	有效疫苗接種記錄： <ul style="list-style-type: none"> • 第三針，或 • 第二針 (如於 2022 年 3 月 14 日或之後接種第二針) (請上載完整二維碼)  OR 
在康復後未滿 6 個月	有效康復紀錄二維碼(可透過 www.evt.gov.hk 下載)
持有醫學豁免證明書	有效的醫學豁免證明書及於 2022 年 9 月 5 日至 11 日期間發出的 2019 冠狀病毒病的聚合酶連鎖反應核酸檢測陰性結果證明短訊通知

參展商工作證登記及領取程序

成功遞交「參展商入場證申請」後將獲發登記確認書，參展商可於其後一個工作天起，於 **9月5日至9月7日期間** 到以下地點領取參展商工作證：

地址： 香港貿發局中小企培訓室 B (地址： 香港會議展覽中心(新翼)博覽商場 1 號)

開放時間：

9月5日至7日	上午 10:00 至 中午 12:00 及 下午 2:30 至 5:00
---------	---

*如參展商或其工作人員未能於 9 月 5 日至 9 月 7 日期間領取工作證，他們或未能於展期第一日開展前獲得有效的證件進場工作。為免出現排隊領證而耽誤 貴公司工作人員的入場安排，請儘量於 9 月 5 日至 7 日期間前來領證，亦請各參展商留意現場領證安排並見諒。





領取參展商工作證時，必須攜帶以下文件:

個人領取

- 登記確認書 (列印版本)
- “安心出行” 程式內之針卡紀錄或康復紀錄 (電子或列印版本)
- 身份證 (僅供檢閱驗證身份)

公司代表領取 - 若公司代表為其 10 位工作人員領取工作證，則須提供 10 套以下提及之文件

- 登記確認書 (列印版本)
- “安心出行” 程式內之針卡紀錄或康復紀錄 (請提供所有工作人員的針卡紀錄或康復紀錄之屏幕截圖，須為列印版本)
- 身份證 (請提供所有工作人員的身份證列印副本，僅供檢閱驗證身份，本局不會收取該副本)

*公司代表於領取工作證時需簽署承諾書，承諾提供的文件屬實無誤，請攜同公司印章或公司代表名片。如有參展商或其代表提供虛假文件以獲取工作證，有關公司及其代表將負上一切可能牽涉的法律責任。

如有問題，請與我們聯絡:

Name 姓名		Tel 電話	Email 電郵
Ms. Yannis Wong	黃泳甄小姐	(852) 2240 4034	yannis.wy.wong@hktdc.org
Ms. Ivy Wong	黃婉紅小姐	(852) 2240 4384	ivy.yh.wong@hktdc.org
Ms. Olivia Wong	黃燕盈小姐	(852) 2240 4118	olivia.yy.wong@hktdc.org

香港貿易發展局

