



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

10th

E+PLUS



27 / 2 – 2 / 3 / 2024 • AsiaWorld-Expo 亞洲國際博覽館

02/2024

February 2024

HKTDC Hong Kong International Diamond, Gem & Pearl Show (HKIDGPS)
香港貿發局香港國際鑽石、寶石及珍珠展

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Dear Exhibitors

Thank you for your participation in the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024**. Grateful for your attention of the below second Exhibitor Package for your preparation. Should you have any queries, please feel free to contact our colleagues below.

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

Hong Kong Trade Development Council

致各參展商：

感謝 貴公司參加**香港貿發局香港國際鑽石、寶石及珍珠展2024**，隨函附上提供予 貴公司準備參展的第二份重要文件，請細閱以下內容。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟
2024年2月

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A. Second Exhibitor Package 重要文件

	Item 資料項目	Circular No 通告
a.	Move in/out Arrangement & Use of Vehicle Pass 進館、撤館及交通安排及貨車許可證之使用須知	Special Circular (1) 特別通告(1)
b.	Special Arrangement on Exhibitor Move-In Day <NEW> 有關參展商於進館日之特別安排 <新>	Special Circular (2) 特別通告(2)
c.	Usage of Badges 工作證件使用守則	Special Circular (3) 特別通告(3)
d.	e-Badge for Exhibitors and Buyers 參展商及買家電子入場證	Special Circular (4) 特別通告(4)
e.	Maximise Your Exhibition Effectiveness with hktcdc.com Sourcing, Click2Match & Scan2Match Platform <NEW> 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益 <新>	Special Circular (5) 特別通告(5)
f.	Exhibitor Alerts during on-site 參展商現場注意事項	Special Circular (6) 特別通告(6)
g.	Free Overnight Storage Service 免費通宵儲存服務	Special Circular (7) 特別通告(7)
h.	Free Shuttle Bus Service 免費穿梭巴士服務	Special Circular (8) 特別通告(8)
i.	Move-out Regulations 撤館規則	Special Circular (9) 特別通告(9)
j.	Baggage Storage and Delivery Service 行李寄存及送遞服務	Special Circular (10) 特別通告(10)

Note 備註:

- 1) You/Your representatives are required to present the Exhibitor Badges during the fair period for admission. All on-site requests on additional badges will be charged at HK\$25 or US\$3 each.
參展商及其代表須於展覽期間佩帶參展商工作證進場，所有現場補發之參展商工作證需繳付每張 **25 元港元或 3 美元**之費用。
- 2) Your forwarder is required to wear valid working badge or wristband to enter the fairground. This wristband will be distributed by AWE at the loading area to your appointed transportation workers.
於進館及撤館日，各搬運展品進出展館的工作人員必須佩帶工作證或手帶。此手帶將由亞洲國際博覽館於卸貨區派發予貴司所委託之運輸代理。
- 3) The badge lanyard could be picked up at the fairground.
參展商證件掛繩可在會場免費索取。

- 4) For trade visitors aged 18 or above only. Onsite Registration Fee: HK\$100 per person
(Free for e-Badge registration and pre-registered buyers) No visitors under 18 will be admitted.
展覽會只供 18 歲或以上的業內人士參觀。現場登記費：每位港幣 100 元正（使用電子入場證及已預先登記人士可免費入場）參觀人士如未滿十八歲均不准進場。
- 5) Please download the above circulars from HK Int' Diamond, Gem & Pearl Show website
(Exhibit → Resources Centre → Circular → 2nd Important Circular)
上述通告請到香港國際鑽石、寶石及珍珠展網頁下載（參展資訊 → 資訊中心 → 通告 → 重要通告二）
<https://www.hktdc.com/event/hkdgp/en/circular>
- 6) Other special circulars please refer to Exhibitor Package emailed to exhibitors in Jan 2024:
其他特別通告已 2024 年 1 月以電郵發予參展商，請見以下之連結下載參展商須知：
<https://www.hktdc.com/event/hkdgp/en/1st-important-circular>

**** Note 備註：** Information may vary from time to time according to the most up to date arrangement of the Organiser. Exhibitors are recommended to refer to the latest circulars received.
主辦機構會就實際情況而變更進館及撤館安排及其他資料，而一切資料以最新的通告為準。

*****Fair Dates & Opening Hours 展覽日期及開放時間：**

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
26 February (Mon) 2 月 26 日 (星期一)	Nil 不適用	14:00 – 19:00
27 February (Tue) 2 月 27 日 (星期二)	10:30 – 18:30	10:00 – 18:00
28 February - 1 March (Wed – Fri) 2 月 28 日至 3 月 1 日 (星期三至五)	10:00 – 18:30	09:30 – 18:00
2 March (Sat) 3 月 2 日 (星期六)	10:00 – 17:30	09:30 – 15:30

Circular 8 Move in/out Arrangement & Use of Vehicle Pass for the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024

Dear Exhibitors,

Thank you for your participation at the coming HKTDC Hong Kong International Diamond, Gem & Pearl Show. There will be special traffic arrangements to minimize the traffic pressure on the **move-in day (26 February 2024)** and **move-out day (2 March 2024)**. These measures would be beneficial to both our valued exhibitors as well as the general public.

Please be advised that there will be special traffic arrangements applied at the roads of the AsiaWorld-Expo (AWE) on the move-in day (26 February) and move-out day (2 March). All Lorries/ Light Goods Vehicles must first report to the vehicle **Expo Marshalling Area at Shun Fai Road**. Please kindly pay attention to the details of the arrangement as below:-

(A) Vehicle Pass for Lorries / Light Goods Vehicles

One vehicle pass will be issued to each exhibitor for entering the loading/unloading area of the AsiaWorld-Expo on the move-in day (26 February) and throughout the exhibition period (27 February - 2 March). The pass must be displayed on the windscreen to facilitate inspection, and is **only valid for use at the specified dates and times** indicated on the pass. Copies of the Vehicle Pass are not valid.

Conditions

1. All vehicles must have an electric platform (tail lift) to unload the goods.
2. The Vehicle Pass is not transferable.
3. Photocopies and other copies of the Vehicle Pass are not valid.
4. AsiaWorld-Expo or an authorised person has the right to refuse entry of the vehicle with this Vehicle Pass without prior notice.
5. The Vehicle Pass is not suitable for parking purpose, and is not valid for private cars.
6. All drivers must stay inside the vehicles at all times.

The Vehicle Permit is valid for 7-seater Private Vehicle. Loading and unloading time limit for 7-seater Private Vehicle is 30 minutes. Goods vehicles (including 7-seater Private Vehicle) are NOT allowed to enter the East & West Entrance.

Move-In Day Arrangement for Vehicles on 26 February 2024

Goods vehicles will **only be allowed** to enter into the AWE loading/unloading area with:-

- (a) **Goods Vehicle Pass** issued by HKTDC **AND** (b) **Entry pass** issued at the Expo Marshalling Area

Move-in procedure

1. HKTDC issues Move-in Vehicle pass to all exhibitors in February 2024.
2. Before proceeding to the AWE loading/unloading area, all vehicles **MUST** first report to the **Expo Marshalling Area at Shun Fai Road** according to the time specified on the vehicle pass issued by HKTDC. The Expo Marshalling Area will be opened at 8:00 a.m. until all the move-in activities finished. The location of the Expo Marshalling Area will be at Shun Fai Road. (Please refer to the attached map for the exact location)
3. Upon arrival at the Expo Marshalling Area, the drivers **MUST** first present the Vehicle Pass issued by HKTDC, queue up and wait for further instructions given from the security personnel. The waiting time at the Expo Marshalling Area may vary and would depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. According to the traffic condition, an **Entry pass** will be issued to the drivers at appropriate time. The driver must then proceed to AWE loading/unloading area via Chek Lap Kok Road **within 30 minutes** with:-
 - a. **Goods Vehicle Pass** issued by the HKTDC **AND**
 - b. **Entry pass** issued at the Expo Marshalling Area
5. Drivers **failing** to present the above 2 passes will **NOT** be allowed to enter into AWE loading/unloading area.

Move-Out Day “Special Arrangement” for Vehicles on 2 March 2024

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

(a) **Goods Vehicle Pass** issued by HKTDC **AND** (b) **Entry pass** issued at the Expo Marshalling Area

Move-out procedure

1. Control point will be set-up at the entrance of AWE, only the vehicles with the
 - a. **Move-out Goods Vehicle Pass** issued by the HKTDC **AND**
 - b. **Entry pass** issued at the Expo Marshalling Area
 are allowed to enter the AWE **after 5:00 p.m.** on 2 March.
2. Before proceeding to the AWE loading/unloading area, all vehicles **MUST** first report to the **Expo Marshalling Area** (i.e. Shun Fai Road, please refer to the attached map for the exact location). The Expo Marshalling Area will be opened at 2:00 p.m. until all the move-out activities finished.
3. Upon arrival at the Expo Marshalling Area, the drivers **MUST** first present the Goods Vehicle Pass issued by HKTDC, queue up and wait for the further instructions given from the security personnel. The waiting time at the Expo 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 2 March 2024, an **Entry pass** will be issued to the drivers at appropriate time. The driver must then proceed to AWE loading/unloading area via Chek Lap Kok Road **within 30 minutes** with
 - a. **Move-out Goods Vehicle Pass** issued by the HKTDC **AND**
 - b. **Entry pass** issued at the Expo Marshalling Area
5. If the Expo Marshalling Area becomes overloaded, AWE will implement further measures at discretion.

**The Expo Marshalling Area will open from 2:00 p.m. on 2 March 2024 and operate until all move-out activities have finished*

Vehicles will be given a ticket with the clock-in time when entering the AWE loading/unloading area. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 45 minutes.

AsiaWorld-Expo will impose charges on vehicles with extended stay on 26 February and 2 March 2024. The charges are as follows:

Free-of-charge loading and unloading time:	Limited to 45 minutes
(*For vehicles of 8 tons or above, maximum loading and unloading time is extended to 90 mins)	
1st hour after Grace Period:	HK\$300
Every subsequent hour or part thereof:	HK\$500
Lost Ticket:	HK\$1,000

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

(B) Private Car / Taxi

Private cars and taxis will be allowed to enter into the AWE at the discretion of the traffic control attendants during the move-in and move-out periods. No waiting or parking at the AWE is allowed. Private cars and taxis entering AWE will NOT be required to present any Vehicle Pass nor report to the Expo Goods Staging Area. However, drivers can only unload their goods at the entrance of the AWE.

(C) Armored Vehicles

Armored Vehicles associated with valuables are **not required** to queue up at Expo Marshalling Area on the move-in day on 26 February and move-out day on 2 March 2024.

(D) Other Transportation

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

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

Thank you for your understanding and cooperation.

通告 8

進館、撤館及交通安排及貨車許可證之使用須知

– 香港貿發局香港國際鑽石、寶石及珍珠展 2024

多謝參加香港貿發局香港國際鑽石、寶石及珍珠展2024，本局將於上述展覽會之**進館日**（即**2024年2月26日**）及**撤館日**（即**2024年3月2日**）實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。敬請留意以下詳情。

亞洲國際博覽館的所有道路將於**進館日**（即**2024年2月26日**）及**撤館日**（即**2024年3月2日**）起實施車輛進入管制。所有貨車及輕型客貨車必須先到位於**南商用停車場之博覽館貨車等候區**報到。請各參展商注意以下之特別安排。

(一) 貨車 / 輕型客貨車 貨車許可證

每家參展商均會獲發一張貨車許可證，方便於展品進場日(即 2 月 26 日)及展覽期間(2 月 27 日至 3 月 2 日)進入亞洲國際博覽館之裝卸區。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。

車輛許可證之使用守則

1. 載貨車輛必須附有電動升降台(尾板)。
2. 此證不得轉讓他人使用。
3. 此證之影印副本及其他副本均一律無效。
4. 場館或授權人士可在沒有預先通知的情況下，拒絕持有此證之車輛進入。
5. 此證並非泊車證，亦不適用於私家車。
6. 司機必須留在車上。

** 車輛許可證可供七人私家車使用，上落貨時限為 30 分鐘，載貨用途之七人私家車嚴禁進入東面及西面入口。

進館日(2月26日)之車輛「特別安排」

必須同時持有 (a.)由貿發局發出之貨車許可證 及 (b.) 由博覽館貨車調度區發出之進出證明書，方可進場。

進場程序

1. 香港貿發局於二月中向各參展商發出 **2 月 26 日**之進場車輛許可證。
2. 在進入亞洲國際博覽館貨物起卸區前，所有貨車及輕型客貨車必須在**車證上之指定時間到博覽館貨車調度區**報到。(博覽館貨車調度區位於順暉路，詳情請參考附圖)。車輛等候處將於 **2 月 26 日上午 8 時**開放，直至所有進場程序完成。
3. 當貨車及輕型客貨車到達貨車調度區後，必須出示由貿發局發出適用於該時段之貨車許可證，並於貨車調度區**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. 貨車調度區之職員將根據交通情況向輪候之司機發出一張**進出證明書**。司機攜同:-
a) 車輛許可證 及 b) 進出證明書
於 **30 分鐘內經赤鱸角路**前往亞洲國際博覽館貨物起卸區。
5. 未能提供上述兩種證件者將均不能進入亞洲博覽館貨物起卸區。

撤館日(3月2日)之車輛「特別安排」

必須同時持有 (a.) 由貿易發局發出之貨車許可證 及 (b.) 由博覽館貨車等候區發出之進出證明書

撤場程序

- 於撤館當日於臨近亞洲國際博覽館路段設置控制點，只准同時持有 a) 由香港貿易發局所發出之撤館貨車許可證 及 b) 博覽館貨車調度區發出之進出證明書之貨車於下午五時後駛進亞洲博覽館進行撤館。
- 在進入亞洲國際博覽館貨物起卸區前，所有車輛必須先到博覽館貨車調度區報到。貨車調度區將於 2024 年 3 月 2 日，由下午 2 時開放至所有撤館程序完成。
- 當車輛到達車輛等候處後，必須出示由貿易發局發出適用於該時段之貨車許可證，並於貨車調度區排隊等候指示。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。
- 貨車調度區將於下午 5 時開始，根據交通情況向輪候之司機發出一張進出證明書。司機應攜同 a) 由貿易發局發出之貨車許可證 及 b) 博覽館貨車調度區發出之進出證明書 於 30 分鐘內經東岸路前往亞洲博覽館貨物起卸區。(根據車輛許可證之類別而定)
- 如車輛等候超出可停泊車輛數目時，博覽館貨車調度區將酌情採取進一步措施。
*車輛等候處將於 2024 年 3 月 2 日下午 2 時開放至所有撤館程序完成。

當車輛進入亞洲國際博覽館貨物起卸區時，司機會收到一張印上進場時間的計時咭。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為 45 分鐘。亞洲國際博覽館將於 2月26 及 3月2 日實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘 (寬限期): (8 噸以上的載貨車輛上落貨時限 90 分鐘)	免費
寬限期後首一小時(或不足一小時):	港幣 300 元
其後每小時或不足一小時:	港幣 500 元
遺失進場計時咭(每張/每日):	港幣 1000 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。許可證並非泊車證，亦不適用於私家車。

(二) 私家車 / 的士進場程序

於進館及撤館期間將酌情准許的士及私家車駛入亞洲博覽館範圍，但不得停留或候客。進入亞洲國際博覽館之私家車及的士不需要持有貨車許可證或到博覽館貨車等候區報到，惟所有私家車及的士只能於正門進行落貨。司機於落貨後必須盡快離開亞洲國際博覽館，不得停留或候客。

(三) 押運車進場程序

載有展品之押運車於進館日(2月26日)及撤館日(3月2日)並不需要到博覽館貨車等候區輪候。

(四) 其它交通安排

大會亦於撤館期間安排免費穿梭巴士。持有輕量貨物之參展商亦可考慮以此方法撤館，請佩帶入場證以資識別。巴士座位有限，額滿即止。以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。如有查詢，請與主辦機構聯絡。

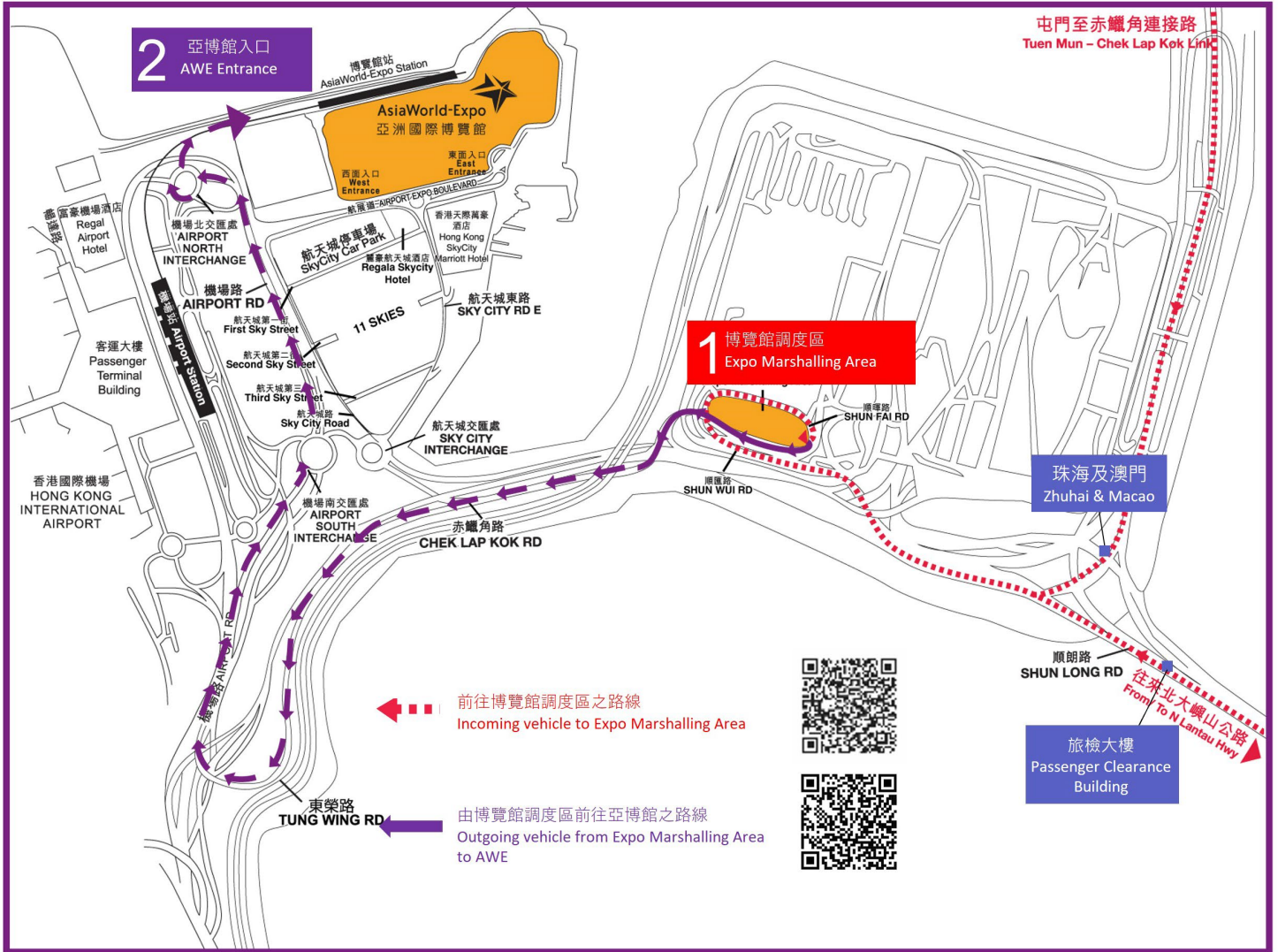
多謝各參展商之諒解及合作。

HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024

香港貿發局香港國際鑽石、寶石及珍珠展2024

(27 / 2 - 2 / 3 / 2024)

Overall Freight Routing 前往起卸區之路線圖



駕駛路線教學
Guide of drive route

Special Circular 2: Special Arrangement on Exhibitor Move-In Day

Dear Exhibitors,

Thank you for participating in the Hong Kong International Diamond, Gem & Pearl Show 2024. Please be informed that the **Booth Curtain Pick Up Counter (for Standard Booth, Premium Booth and Deluxe Booth only)** as well as the **Exhibitor Badge Issuing Counter** for the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024 will be located at **Room 202 and Room 201A respectively** on 2/F of the AsiaWorld-Expo. In order to avoid a long queue waiting for picking up exhibitor badges and booth curtains on the Move-in Day, the following measures will be implemented:

- 1) **Pre-registered exhibitor badges and new badge registration could be collected at the Exhibitor Badge Issuing Counter.** Please make sure to bring along these badges for admission to the fairground.

If you have lost or have forgotten to bring your exhibitor badges to the fairground, or need to make onsite replacement requests, a cost of HK\$ 25 / US\$ 3 per badge will be charged. **Please also note that the exhibitor badge is only valid during 26 February – 2 March 2024.**
No early admission to the fairground is permitted.

- 2) Exhibitors may bring along the enclosed **Exhibitor Booth Curtain Pick Up Form with business card** and proceed to the Booth Curtain Pick Up Counter at **ANY TIME** during **10:00am - 8:00pm on the Move-in Day (26 February 2024)** at the **Room 202 on 2/F of the AsiaWorld-Expo** to collect booth curtain and important on-site circulars and exhibitor badge lanyards.

Opening Hours of Booth Curtain Pick Up Counter and Exhibitor Badge Issuing Counter

Please proceed to below locations at specified timeslots to collect the badges and booth curtain:

	Location	Opening Time
	On Move-In Day	
Hong Kong International Diamond, Gem & Pearl Show 2024 AsiaWorld-Expo	Booth Curtain Pick Up Counter <i>(for Standard Booth, Premium Booth and Deluxe Booth only)</i> Room 202, 2/F	26 Feb 10am - 8pm For pick up of booth curtain only
	Exhibitor Badge Issuing Counter Room 201A, 2/F	26 Feb 10am – 8pm 27 Feb 8am – 12nn For new registration and pick up of pre-registered exhibitor badges
	During Show Period	
	Exhibitor Badge Issuing Counter Hall 5 Foyer, G/F	27 Feb 12nn – 6:30pm 28 Feb - 1 Mar 8am – 6:30pm 2 Mar 8am – 5:30pm For new registration and pick up of pre-registered exhibitor badges

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

Collect all badges on behalf of your company

Please bring the below items and show to our staff upon collection

- Printed copy of badge collection undertaking (with company stamp)
- Company representative business card

Collect your own badge in person

Please bring the below items and show to our staff upon collection

- Passport (for identity verification purpose)
- Business card

* 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 accurate. If any company or its representative is found to provide false information, the company and its representative will be held liable.

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

Contact	Telephone	Email
Ms. Michelle Leung	(852) 2240 4012	Michelle.pm.leung@hktdc.org
Ms. Hebe Chong	(852) 2240 4128	Hebe.cy.chong@hktdc.org
Ms. Kiki Wong	(852) 2240 4020	Kiki.hk.wong@hktdc.org

特別通告 2

有關參展商於進館日之特別安排

致參展商,

感謝 貴公司參加香港貿發局香港國際鑽石、寶石及珍珠展 2024。香港貿發局香港國際鑽石、寶石及珍珠展 2024 之展台掛簾領取處（只限標準展台、特級展台及特色展台）以及參展商工作證登記處將分別設於亞洲國際博覽館 2 樓之 202 室及 201A 室。為免參展商於進館日在同一時間排隊輪候領取參展商工作證及掛簾，主辦機構將實施以下特別安排：

- 1) 已於網上申請工作證或有需要申請新的工作證之參展商可以前往參展商工作證登記處領取參展商工作證。如參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個額外參展商工作證須付港幣 25 元 / 美金 3 元。參展商工作證只限於 2024 年 2 月 26 日至 3 月 2 日期間使用，不可在 2 月 26 日前提早進館。
- 2) 參展商可以在 2 月 26 日上午 10 時至下午 8 時之任何時間內，憑附上之展台掛簾領取登記表格及公司名片前往於亞洲國際博覽館 2 樓之 202 室設置之「展台掛簾領取處」登記領取展台掛簾、重要通告及工作證掛繩等。

進館日

請依照以下時間及地點領取參展商工作證及展台掛簾：

	地點	開放時間
	進館日	
香港國際鑽石、寶石及珍珠展 2024 亞洲國際博覽館	展台掛簾領取處 (只限標準展台、特級展台及特色展台) 2 樓 202 室	2 月 26 日 上午 10 時至下午 8 時 (只是適用於領取展台掛簾)
	參展商工作證登記處 2 樓 201A 室	2 月 26 日上午 10 時至下午 8 時 2 月 27 日上午 8 時至中午 12 時 (申請新的工作證或領取已於網上申請之工作證)
	展覽期間	
	參展商工作證登記處 展覽廳 5 號前廳	2 月 27 日 中午 12 時至下午 6 時 30 分 2 月 28 日至 3 月 1 日 上午 8 時至下午 6 時 30 分 3 月 2 日 上午 8 時至下午 5 時 30 分 (申請新的工作證或領取已於網上申請之工作證)

請攜帶以下資料領取參展商工作證：

由公司代表領取

請帶同以下物品並於領證時出示給工作人員

- 領證承諾書的副本 (需有公司印章)
- 公司代表卡片

親自領取證件

請帶同以下物品並於領證時出示給工作人員

- 身分證或護照 (只用作核對身份)
- 公司卡片

公司代表必須在領證承諾書上確認所提供的所有文件和信息真實準確，並簽署作實。如果發現任何公司或其代表提供虛假信息，該公司及其代表將承擔責任。

如有任何疑問，請與以下職員聯繫：

聯絡人	電話	電郵
梁珮汶小姐	(852) 2240 4012	Michelle.pm.leung@hktdc.org
莊卓盈小姐	(852) 2240 4128	Hebe.cy.chong@hktdc.org
黃凱祺小姐	(852) 2240 4020	Kiki.hk.wong@hktdc.org

香港貿易發展局

Exhibitor Booth Curtain Pick Up Form

參展商展台掛簾領取登記表格

Welcome to HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024. Please fill in your company information below and **bring along this form and your business card** to the **Exhibitor Booth Curtain Pick Up Counter** for collecting fair materials such as booth curtain. The Exhibitor Booth Curtain Pick Up Counter location and opening hours are listed as follow:

Date : 26 February 2024 (Move-in Day)

Time : 10:00 am – 8:00 pm

Location : Room 202, 2/F, Asia-World Expo

We wish you every success at the fair.

歡迎參加香港貿發局香港國際鑽石、寶石及珍珠展 2024。請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「展台掛簾領取處」領取大會物資，如展台掛簾等。「展台掛簾領取處」的開放時間及地點如下：

日期： 2024 年 2 月 26 日 (進館日)

時間： 上午 10 時至下午 8 時

地點： 亞洲國際博覽館 2 樓 202 室

敬祝 貴司參展成功！

Company name 公司名稱: _____

Booth no. 攤位號碼: _____

Contact person 聯絡人: _____

Contact no. 聯絡電話: _____

Signature 簽署: _____



Hong Kong International Jewellery Show
(29/2 - 4/3/2024)
&
Hong Kong International Diamond, Gem & Pearl Show
(27/2 - 2/3/2024)

Exhibitor Badge Collection Undertaking

To: Hong Kong Trade Development Council

Fair Participated: Hong Kong International Diamond, Gem & Pearl Show 2024 / Hong Kong International Jewellery Show 2024

(*Please delete where appropriate)

From:

Company Name:	
Booth no.:	
Representative's Name in Full:	
Job Title: <i>Please attach Business Card</i>	

Registered Staff List

seq	<u>Staff Name</u> (must be the same as the name on your passport/Hong Kong Identify Card)	<u>HKID no.</u> (leading alphabet(s) and first 3 digits)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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38.		

We declare that all the documents and information provided is true and correct. If found any false information being provided, the representative and the company are held liable.

Representative's signature and company chop:

Representative's Name: _____

Special Circular (3) – Usage of Badges at the HKTDC Hong Kong International Diamond, Gem & Pearl Show

IMPORTANT – MUST BE READ CAREFULLY

1) Exhibitor Badges

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

There are two types of exhibitors' badges. One bears photo and the other does not, available in both physical badge and 3-badge format. For the convenience of all exhibitors, both types of exhibitors' badges may be used for admission into the fairground. However, exhibitors without the photo-bearing badges issued by the Organiser will NOT be allowed for the usage of overnight storage facilities. Their functions are summarised as follows:

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

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

As onsite issues of badges often take LONG WAITING AND PROCESSING TIME of around 3 hours, all exhibitors are requested to make pre-orders as soon as possible. In case of genuine needs, onsite issuing of badges are to be conducted at the Exhibitor Badge Issuing Counter located at **Room 201A, 2/F of AsiaWorld-Expo (on 26 Feb – 27 Feb noon)** and **Hall 5 Foyer (on 27 Feb noon – 2 March)**. The following documents are required:

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

2) Additional information on fairground security

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

特別通告 (3) – 香港貿發局香港國際鑽石、寶石及珍珠展之工作證件使用守則

重要通告 – 請務必仔細閱讀

1) 參展商工作證

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

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

	印有照片之參展商存倉工作證		印有照片之參展商工作證		未附照片之參展商工作證	未附照片之電子參展商工作證及存倉工作證
工作證範例						
	實體工作證	電子工作證	實體工作證	電子工作證	實體工作證	電子工作證
進入展覽會場	✓可以 (抽樣查證)				✓可以 (逐一查證)	✗不可以 必須先前往現場之參展商工作證領取處進行核證
使用通宵儲存服務	✓可以		✗不可以			✗不可以
每參展商最多簽發之數量	3		按攤位面積比例簽發			
工作證價格 (預先訂購)	限額以內免費					
工作證價格 (即場簽發)	每張港元 25 元/ 美元 3 元					
即場簽發預計所需時間	約三小時 (需出示申請人之身份證明、公司證明)					

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

由於即場簽發參展商工作證之輪候及處理需時(約三小時)，故參展商應盡早於展期前提出工作證申請。如有確實需要，參展商可前往設於亞洲國際博覽館 2 樓 201A 室(於 2 月 26 日至 2 月 27 日中午)或展覽廳 5 號前廳(於 2 月 27 日中午至 3 月 2 日)之參展商工作證領取處辦理申請。申請者必須出示以下文件：

- 公司證明文件；以及
- 身份證明文件

2) 展覽會場保安之額外資料

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

Special Circular 4– e-Badge for Exhibitors and Buyers

HKTDC Marketplace App

Your Smart Sourcing Companion



HOW TO GET YOUR EXHIBITOR E-BADGE

Download HKTDC Marketplace App



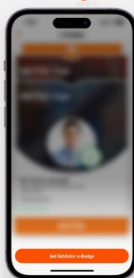
Login with your Exhibitor Account



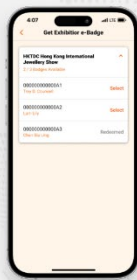
Click the e-Badge button



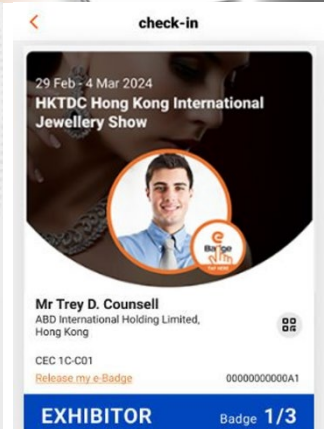
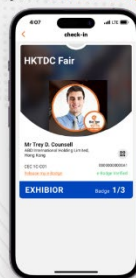
Click "Get Exhibitor e-Badge"



Select your e-Badge



You can access the fairs by the verified e-Badge



With rapid development of mobile technology and to provide the essential tools for SMEs to maximise business opportunities in the digital era, the [HKTDC Marketplace App](#) has been enhanced to upgrade buyer and exhibitor experience..

As part of this enhancement, we have launched the exhibitor e-Badge function within the App for a seamless fairground experience while being environmental friendly. You are highly recommended to make use of this new feature. You and your colleagues are required to use your own personal device to redeem your own badge through logging in the App with your company Exhibitor Account.

For Android devices purchased in Mainland China without Google Play, please download via [APK File](#)

Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (26 February 2024).

Exhibitors are reminded that the Badge Issuing counters are expected to be very busy on the move-in date, so you and your colleagues are **STRONGLY** recommended to redeem your Exhibitor e-Badge in advance so that you can **DIRECTLY** enter the fairground by showing your e-Badge upon arrival.

For more information, please visit <https://eplussupport.hktdc.com/hc/en-us/sections/16520626832665-e-Badge>.



Feel free to contact us at +852-1830668, e-mail exhibitions@hktdc.org or contact the HK International Diamond, Gem & Pearl Show team for further assistance.

特別通告 2 – 參展商及買家電子入場證

香港貿發局商貿平台

您的智能流動應用程式



如何取得 參展商電子入場證

下載 HKTD
Marketplace 程式



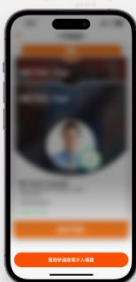
登入你的參展商帳號



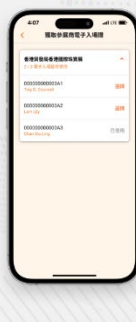
在主頁點擊電子入場證



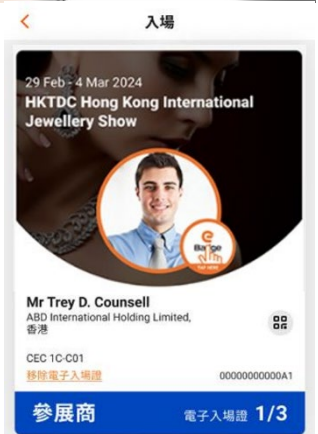
然後點擊「獲取參展商電子入場證」



選取你的電子入場證



憑已驗證的
電子入場證入場



隨著流動技術的快速發展，同時為了提供中小企必要的工具以增加商貿配對機會，[HKTD Marketplace App](#) (貿發局商貿平台應用程式) 已新增功能，提升買家及參展商的展會體驗。

為了令企業能夠在數碼時代把握商機，參展商現可在到達會場前透過使用 [HKTD Marketplace App](#) 登入貴公司的參展商帳號，預先換領參展商電子入場證 (Exhibitor e-Badge)。各參展商需透過個人電子設備(手提電話、平板電腦等)以貴公司的參展商帳號登入 [HKTD Marketplace App](#) 以換領其參展商電子入場證。煩請於進館日前(2月26日)安排換領您及貴公司同事的參展商電子入場證。

由於我們預計「參展商工作證登記處」於進館日將會非常繁忙，因此**強烈建議**您在進場前預先換領有關的參展商電子入場證，以便您可以在抵達時展示 e-Badge 直接進入展覽場地。

更多資訊，可瀏覽：<https://eplussupport.hktdc.com/hc/zh-hk/sections/16520626832665-%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89-e-Badge->

Download on the
App Store

GET IT ON
Google Play

中國內地安卓手机下载专
页面: [按此下载及安装](#)
[APK 档案](#)

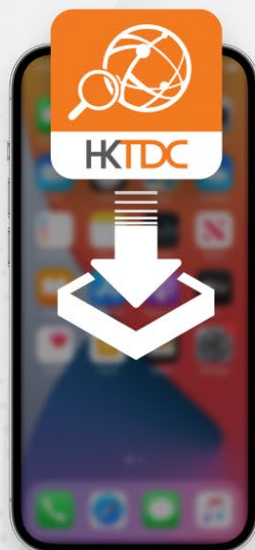


如有任何查詢，可致電+852-1830668、電郵 exhibitions@hktdc.org 或與香港國際鑽石、寶石及珍珠展目團隊聯絡。

How to Get Your Exhibitor E-Badge

HOW TO GET YOUR EXHIBITOR E-BADGE

Download **HKTDC Marketplace App**

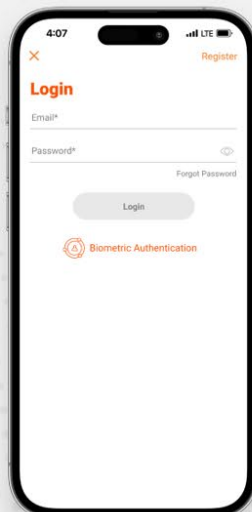


Download on the
App Store

GET IT ON
Google Play

For Android devices
purchased in Mainland
China without Google
Play, please download via
[APK File](#)

Login with your
Exhibitor Account

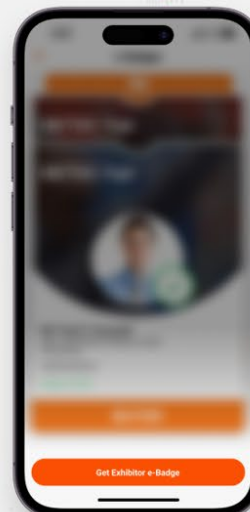


*Login your Exhibitor
Account with your
registered email.
If you forgot your
password, please use
'forgot password' button.

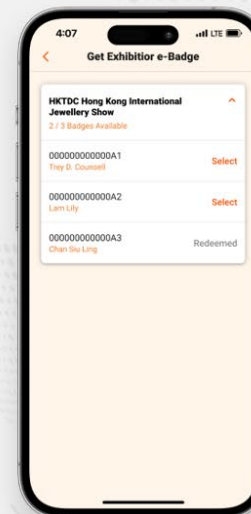
Click the **e-Badge** button



Click "**Get Exhibitor
e-Badge**"

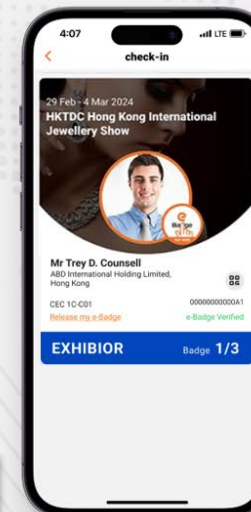


Select your e-Badge



* Please note that each
device (e.g. mobile
phone) can only
redeem one badge.

You can access the fairs
by the **verified e-Badge**

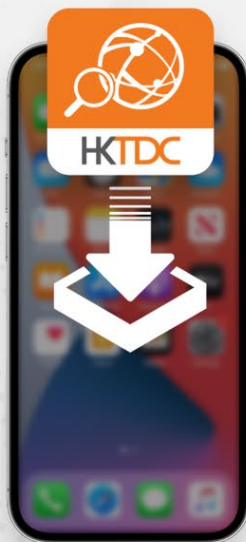


For more information, please visit
<https://eplussupport.hktdc.com/hc/en-us/sections/16520626832665-e-Badge>

如何取得參展商電子入場證

如何取得 參展商電子入場證

下載 HKTDC
Marketplace 程式



Download on the
App Store

GET IT ON
Google Play

中國內地安卓手機下載專
頁面: [按此下載及安裝](#)
[APK 檔案](#)

登入你的參展商帳號

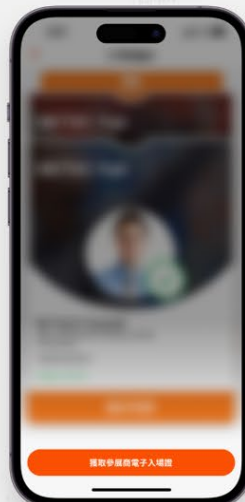


*使用您的註冊郵箱登錄
參展商帳號。
如果您忘記密碼，
請使用“忘記密碼”按鈕。

在主頁點擊電子入場證



然後點擊「獲取參展商
電子入場證」



選取你的電子入場證



* 請注意，每台電子設備（如手
機）只能兌換一個工作證。

憑已驗證的
電子入場證入場



更多資訊，可瀏覽：

<https://eplusupport.hktcd.com/hc/zh-hk/sections/16520626832665-%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89-e-Badge->

**Special Circular (5): Maximise Your Exhibition Effectiveness with
hktdc.com Sourcing, Click2Match & Scan2Match Platform**

A Brand-new Hybrid Model



Dear Exhibitor,

A. hktdc.com Sourcing

As your subscription to **hktdc.com Sourcing** has already begun on 27 January 2024, please be reminded to upload your products to the hktdc.com Sourcing portal so that you can grasp more opportunities to draw the buyers' attention. We are pleased to share to you the following tutorial video(s) on how to upload your product photos / videos. Your product information will be shown on the fair website from 27 January 2024 onwards which will last for 2 months until 26 March 2024.

The tutorial videos are available in 3 languages:

English: <https://sourcing.support.hktdc.com/hc/en-us/articles/15031116670361>

Cantonese: <https://sourcing.support.hktdc.com/hc/zh-hk/articles/15031116670361>

Mandarin: <https://sourcing.support.hktdc.com/hc/zh-cn/articles/15031116670361>

B. Click2Match

Please also be informed that starting from 13 February 2024, exhibitors can login the **Click2Match** platform to view the buyers' information and schedule appointments with them for meeting onsite or through video-conferencing (online meetings are available during 20 February – 11 March 2024). You can also find the tutorial videos below for the Click2Match platform below.

English: <https://eplussupport.hktdc.com/hc/en-us/articles/15620327016089>

Cantonese: <https://eplussupport.hktdc.com/hc/zh-hk/articles/15620327016089>

Mandarin: <https://eplussupport.hktdc.com/hc/zh-cn/articles/15620327016089>

C. Scan2Match <Brand-new function>



Continue generating sales leads during and even after the physical fair with **Scan2Match!** Have buyers scan your exhibitor QR code on your booth to obtain a list of potential buyers via Click2Match and continue to connect with them online to explore more business opportunities.

Scan2Match is a new feature of EXHIBITION+ model that enables offline-to-online connection for buyers and exhibitors. Using the HKTDC Marketplace App, buyers can scan the QR codes of exhibitors' booths and product showcases, allowing them to view product / service detail, schedule meetings, add them to favourites list, view the e-floorplan, and even chat with exhibitors and send enquiries during or after the fair to continue the sourcing journey.

A physical foamboard printed with a unique QR code for will be pre-installed / delivered to exhibitor for each exhibitor on or before 26 February (move-in day).

Exhibitors can **access the dashboard via the fair website or hktdc.com Sourcing**, which provides a summary of the buyers' profile including the buyer's name, company, country/region and scan date. Using the Message Centre, exhibitors can initiate a chat with the buyer to start a conversation and build business connections even after physical fair ends.

For more information, please visit : <https://eplussupport.hktdc.com/hc/en-us/articles/20414911990041-Scan2Match-Introduction-Who-has-scanned-my-QR-Code-English-5-min-32-sec>

Sample illustrations and recommended placement of the QR Code could be found at the Appendix to this Circular.

特別通告 (5): 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益

全新融合展覽模式



各參展商:

甲、 「貿發網採購」 (hktcdc.com Sourcing)

為期兩個月的「貿發網採購」網上平台推廣服務已經於 2024 年 1 月 27 日開始，請參展商勿忘把產品照片或視頻上載於「貿發網採購」，以吸引更多買家的眼球，爭取更多生意機會。本局特意為各參展商準備了以下的教學視頻，以方便參展商可隨時了解如何上載資料。參展商的產品資料將會於 2024 年 1 月 27 日至 3 月 26 日期間於網上展示，為期兩個月。

以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://sourcing.support.hktcdc.com/hc/en-us/articles/15031116670361>

廣東話: <https://sourcing.support.hktcdc.com/hc/zh-hk/articles/15031116670361>

普通話: <https://sourcing.support.hktcdc.com/hc/zh-cn/articles/15031116670361>

乙、 「商對易」 (Click2Match)

此外，由 2024 年 2 月 13 日開始，參展商可以登入「商對易」平台，查看已登記的買家資料，並可以透過「商對易」系統約見買家，於展會的現場進行會議，或透過系統於 2 月 20 至 3 月 11 日期間進行視像會議。以下為視頻連結，附有 3 種不同語言供參展商選擇：

英語: <https://eplussupport.hktcdc.com/hc/en-us/articles/15620327016089>

廣東話: <https://eplussupport.hktcdc.com/hc/zh-hk/articles/15620327016089>

普通話: <https://eplussupport.hktcdc.com/hc/zh-cn/articles/15620327016089>

丙、

「掃碼易」 (Scan2Match) <全新功能>



使用「掃碼易」 (Scan2Match) 讓展商在展覽期間及之後與買家延續聯繫。買家在展覽期間掃描展商攤位內之專屬二維碼，展商便能透過「商對易」輕鬆收集買家名單並進行線上洽商，尋找更多商機。

「掃碼易」 (Scan2Match) 是「展覽+」模式的新功能，為買家和參展商提供線下到線上的無縫聯繫。買家可以使用 HKTDC Marketplace (香港貿發局商貿平台) 應用程式，在展位和產品陳列櫃中掃描 Scan2Match 二維碼，與展商建立商貿聯繫。方便買家與展商聯絡、發送訊息、預約會議、瀏覽產品 / 服務詳細信息、將其添加入我的最愛以及查看電子平面圖。

在 2 月 26 日 (進館日) 或之前，大會將於當日派發或預先在展商攤位安裝一個實體二維碼展示板。

展商可以通過展會網站或「貿發網採購」後台，帳戶概覽 (dashboard) 獲取買家概況摘要，包括買家姓名、公司、國家/地區和掃描日期。另外，使用訊息中心，展商可以主動聯繫買家，在展會結束後，仍可繼續與已掃描二維碼的買家保持聯繫。

更多資訊，可瀏覽：

<https://eplussupport.hktcdc.com/hc/zh-hk/articles/20414911990041-%E6%8E%83%E7%A2%BC%E6%98%93%E7%B0%A1%E4%BB%8B-%E8%AA%B0%E6%8E%83%E6%8F%8F%E4%BA%86%E6%88%91%E7%9A%84%E4%BA%8C%E7%B6%AD%E7%A2%BC-%E5%BB%A3%E6%9D%B1%E8%A9%B1-6%E5%88%86-42%E7%A7%92->

二維碼展示板的樣本和建議擺放方法可參考附件。

Scan2Match FAQ




掃碼易常見問題

Q1	Is there any recommended placement? 有建議的黏貼位置嗎？				
Ans1	Yes. It is recommended to place your company's Scan2Match QR Code at 1850mmH, facing the main aisle(s) where feasible. If there are multiple foamboards, it is recommended to place them in consistent areas. The recommended placement is illustrated for respective booth formats in the Appendix for your reference. 有。建議將貴公司專屬的掃碼易二維碼貼於展台面向主通道、離地 1850 毫米高的地方。如有多塊泡沫板，建議黏貼於整體一致的位置。有關不同展台形式的建議位置，請參閱附件。				
Q2	Is the format of QR Code boards standardized? 二維碼展示版是統一的？				
Ans2	Yes. All QR Code are standardised in 210mmHx210mmW size, made of 5mm foamboard. 是。大會統一現場所有二維碼展示版之尺寸為 210 毫米高 x 210 毫米寬的 5 毫米厚四方形泡沫板，背有雙面膠紙以便參展商自行黏貼。				
Q3	What should I do if the QR Code broken / missing? 二維碼板損毀 / 遺失怎麼辦？				
Ans3	Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO. 如需重印，請提供攤位號碼、聯絡方法予相關的營業代表以便我們為你安排重印及領取。領取地點為主辦機構辦事處。				
Q4	How long does a reprint take? 重印需時多少天？				
Ans4	Please expect the reprint of QR Code would be ready on or before noon the next day. 最快於當天或翌日的中午前。				
Q5	What is Scan2Match? 掃碼易是甚麼？				
Ans5	The Scan2Match QR Code is provided for buyers to scan and access your Company's (Exhibitor's) own profile page via the Marketplace APP. For more information, please visit the Scan2Match webpage https://www.hktdc.com/event/exhibitionplus/en/shared-contents/scan2match . 掃碼易二維碼供入場人士透過 Marketplace APP 掃瞄並開啟 貴公司的專有頁面。了解更多，請瀏覽掃碼易網頁 https://www.hktdc.com/event/exhibitionplus/tc/shared-contents/scan2match (繁) 或 https://www.hktdc.com/event/exhibitionplus/sc/shared-contents/scan2match (簡)。				
EN		繁		簡	

Scan2Match QR Code Illustration / Recommended Placement

「掃碼易」(Scan2Match) 二維碼展示板安裝範例

Scan2Match QR Code Sample 「掃碼易」(Scan2Match) 二維碼展示板樣本

<p>Standard Booth / Brand Name Gallery / Premium Booth</p> <p>Material:</p> <ul style="list-style-type: none"> Type A: 210mmH x 210mmW 5mm thick Foamboard, attached with a double-sided clip of 8mm width <p>OR</p> <ul style="list-style-type: none"> Type B: 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side <p>Recommended Placement:</p> <ul style="list-style-type: none"> 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s) 	<p>標準展台 / 品牌廊 / 特級展臺</p> <p>材質:</p> <ul style="list-style-type: none"> A 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 附上 8 毫米寬雙面開合透明夾子 <p>或</p> <ul style="list-style-type: none"> B 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼 <p>建議展示位置:</p> <ul style="list-style-type: none"> 張貼於展台面向主通道、離地 1850 毫米高的可行範圍內
<p>Custom-built Participation (Raw Space)</p> <p>Material:</p> <ul style="list-style-type: none"> Type B: 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side <p>Recommended Placement:</p> <ul style="list-style-type: none"> 1850mmH eye-level, facing the main aisle(s), and/or at the main entrance, reception table 	<p>特裝參展(淨地)</p> <p>材質:</p> <ul style="list-style-type: none"> B 款: 210 毫米高 x 210 毫米寬, 5 毫米厚 之發泡展板, 背面貼有雙面可除膠貼 <p>建議展示位置:</p> <p>張貼於展台面向主通道、接待處、離地 1850 毫米高的可行範圍內</p>
<p>Type A: A 款:</p> 	<p>Type B: B 款:</p> <p>Front: 前:</p>  <p>Back: 後:</p> 

Scan2Match QR Code Recommended Placement

「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

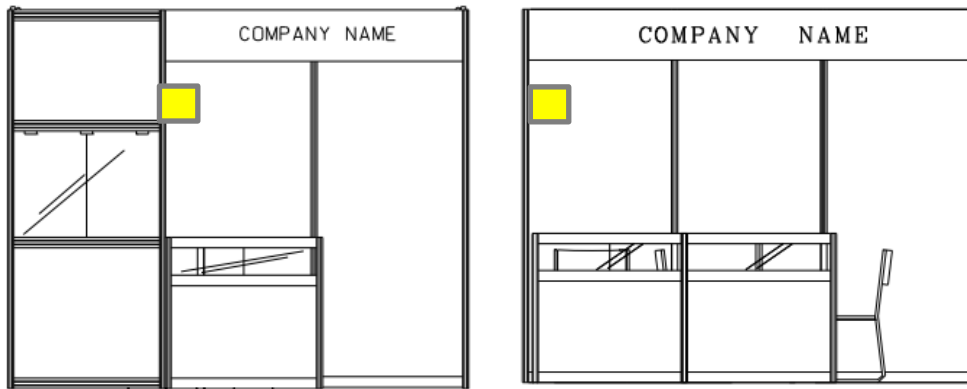
Please install the QR code at 1850mmH on the Left & Corner Poles / Structures, facing the main aisle(s).
請張貼於展台面向主通道之左面、離地 1850 毫米高之可行範圍內。



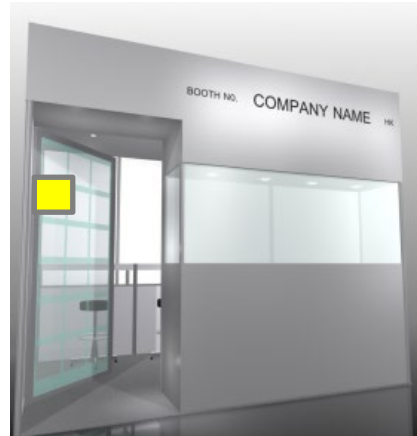
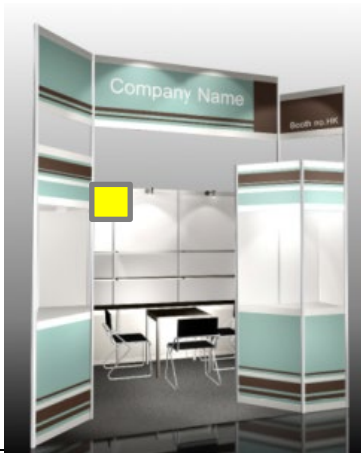
Scan2Match QR Code Foamboard recommended placement

「掃碼易」(Scan2Match) 二維碼展示板建議展示位置

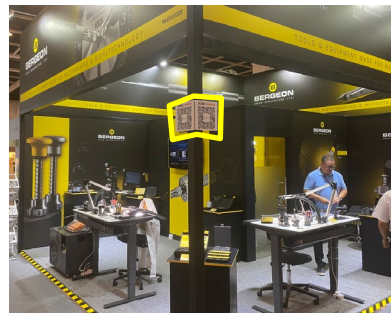
Standard Booth 標準展台



Premium Booth 特級展台

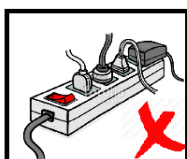
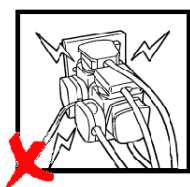


Custom-built Participation (Raw Space) 特裝參展(淨地)



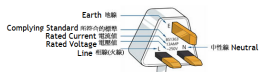
Special Circular 6: Exhibitor Alerts during on-site
特別通告 6: 參展商現場注意事項

Electricity Supply 電力供應



Exhibitor should check which type of socket you have ordered including those standard socket included in the booth provided by the Organiser (if any) and its power limitation. Each socket can connect **one** electrical appliance only. The fuse will be broken if electricity consumption exceeds the power supply limit. **HKD50 will be charged for each fuse re-installation. No multi-plug or extension cord are allowed to be connected to the socket.** HKTDC reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.

參展商請留意閣下所租用或大會提供(如包括)之電力插座供電量，每一個插座均有其負電上限，以及只供單一電器使用，切勿超過負荷，以免保險絲斷路。現場重新安裝保險絲的費用為港幣五十元。**參展商切勿於插座上安裝萬能插頭或拖板**，一經發現本局將保留終止供電權利直至有關參展商將問題插座改正。



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



參展商所用之電器用品必須使用符合電力安全規格的三腳插頭(如圖示)。



For those exhibitors who ordered lighting connections only, please contact the "Technical Services Counter" for power supply once your lightings are installed. The exhibitors shall be solely responsible for any consequences caused by the electrical appliances they bring to the fair. Please do not exceed the power supply limit.

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

Fair System & Furniture 攤位結構及傢俱

	<p>No tapes, nails, fixtures, removals or modifications of any kind are allowed to be applied to the official booth structure. No additional booth fitting (including exhibitor's own shelves), structure, lighting, display, decoration items or exhibits can be attached, by any means, to the aluminum profile or structure or panels or fascia of the booth. Please request for booth modifications at our Technical Services Counter ONLY. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.</p> <p>攤位結構不得擅自作任何形式之拆除、改裝或張貼任何東西，亦不得釘上任何釘子。展台的鋁架或結構或圍板或公司名牌上均不能以任何方式附加任何額外的展台裝置(包括自攜層架)、結構、燈具、陳列品、裝飾物或展品等。如需作出改動，請於攤位設施服務台作現場申請。展覽攤位及展場內裝置如有任何損壞概由參展商負責賠償。</p>
	<p>Each square metre of wooden shelf and cabinet top can only support weight under 3kg. Hanging objects from ceiling beams and system panels are prohibited. For safety reasons, standing on the table, chairs, cabinet tops or showcase tops, etc. are strictly prohibited.</p> <p>每米木層板及地櫃櫃面只能負重不超過三公斤之物件。天花橫樑及攤位圍板嚴禁懸掛任何物件。 基於安全理由，嚴禁站立在桌子、椅子、地櫃或展示櫃等上。</p>

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

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

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

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

ES Onsite Circular – V4.1

Special Circular 7: Free Overnight Storage Service
特別通告 7 免費通宵儲存服務

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

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

Date 日期	Withdrawal 提取	Deposit 貯存
26 / 2 / 2024	-----	13:00 – 19:00
27 / 2 – 1 / 3 / 2024	08:00 – 10:00	18:30 – 20:30
2 / 3 / 2024	08:00 – 10:00	*17:30 – 18:30
3 / 3 / 2024	*08:00 – 10:00	-----

* Overnight Storage Facility on 2 March evening for Non-Hong Kong exhibitors ONLY.
Location: Room 107, G/F (near Hall 7 Entrance)
* 3月2日晚上展覽期後儲存服務只供非香港參展商使用。
地點：地下107室(近展覽廳7號入口)

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

Procedure 提存手續

- Assign the same personnel to deposit and withdraw exhibits.
委派指定職員存取貨品。
- All valuable exhibits should be locked and sealed in your own case not larger than 70 cm x 60 cm x 40 cm.
將貴重展品封存於由參展商自備，大小不超過 70 cm x 60 cm x 40 cm 的箱內。
- Only **TWO CASES** per a 9sqm booth will be allowed.
每一 9m² 攤位只可有兩個箱。
- Fill in the Overnight Storage Tags, which will be distributed to you by the security guards at the storage vaults on 26 February and on the following days.
填妥通宵儲存卡。通宵儲存卡將由倉庫保安於 2月26日至3月2日派發。
- Bring along with the Photo-bearing Storage Badge together with Passport / ID Card for our security check whenever you deposit and withdraw exhibits.
存取貨品時必須帶備附有照片的參展商存倉證及護照/身份證以供保安核對。
- Follow the storage hours / on-site announcements and deposit exhibits at designated storage vaults.
請遵守倉庫開放時間/會場廣播及於指定倉庫存放展品。
- Exhibitors will be assigned to the nearest overnight storage location. The assigned storage location cannot be altered.
參展商將被安排於最近攤位之倉庫存取貨品。倉庫地點不得更改。

Must Know 要注意事項

- Non-Hong Kong exhibitors who need to use the overnight storage after the conclusion of the Show must use the facility in Room 107 Only. All deposits must be made on 2 March from 5:30 pm to 6:30 pm and retrieval on 3 March from 8:00 am to 10:00 am.
非香港參展商如須於整個展覽會結束後繼續使用通宵儲存倉庫服務，必須於 3月2日下午5時30分至6時30分前往設於展覽廳7號入口107室之通宵儲存倉庫，並於3月3日上午8時至10時往該儲存倉庫提取展品。

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

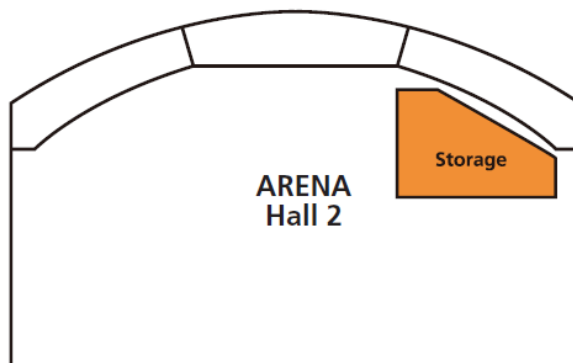
Hall 展覽廳 1

Please proceed to queue up near Hall 1 Entrance.
參展商請前往展覽廳 1 號入口側排隊



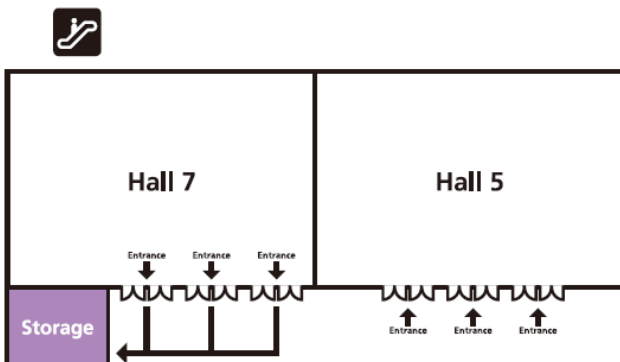
Hall 展覽廳 2

Please proceed to queue up near Booth 2-G37 for overnight storage.
參展商請前往攤位 2-G37 側排隊



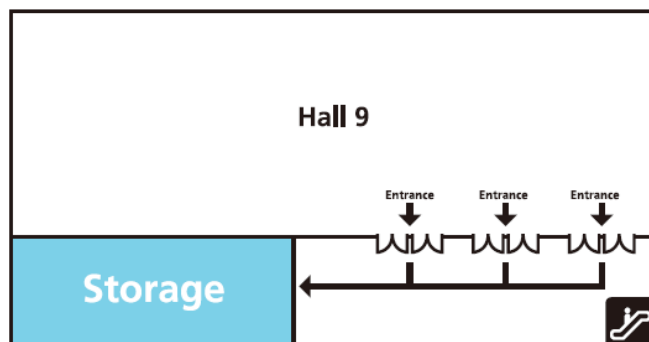
Hall 展覽廳 7

Please proceed to queue up near Hall 7 Entrance.
參展商請前往展覽廳 7 號入口側排隊



Hall 展覽廳 9

Please proceed to queue up near Hall 9 Entrance.
參展商請前往展覽廳 9 號入口側排隊



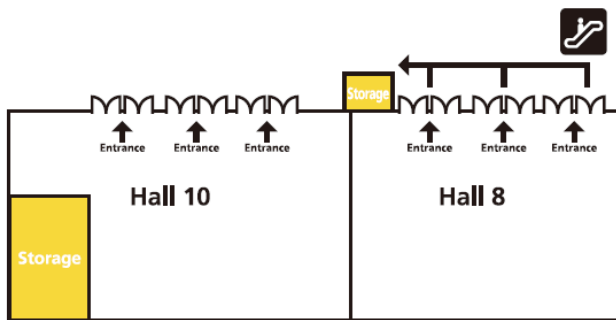
Hall 展覽廳 8 & 10

Hall 8: Please proceed to queue up near Hall 8 Entrance.

展覽廳 8: 參展商請前往展覽廳 8 號入口側排隊。

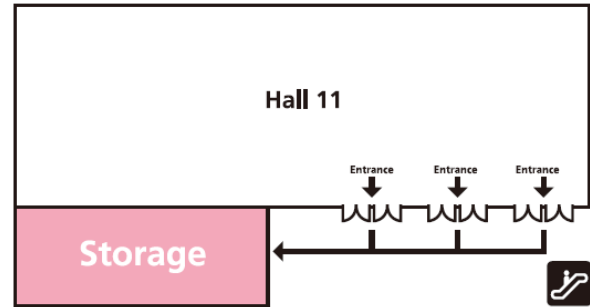
Hall 10: Please proceed to queue up near booth 10-G41 Entrance.

· 展覽廳 10: 參展商請前往攤位 10-G41 側排隊



Hall 展覽廳 11

Please proceed to queue up near Hall 11 Entrance.
參展商請前往展覽廳 11 號入口側排隊



- ❖ **All boxes/cases must be safely locked before entering the storage. The Organiser reserves the right to refuse over-sized pieces as specified in the following allowance scheme.**
所有展品進入儲存倉庫前應安全鎖上。主辦機有權拒絕過大展品進入倉庫。

Storage Space Allowance to Exhibitors

可接納參展商儲存體積:

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

Free Shuttle Bus Schedule of
HKTDC Hong Kong International Diamond, Gem & Pearl Show 2024 and
HKTDC Hong Kong International Jewellery Show 2024
Organised by HKTDC 2024 (26 Feb - 4 Mar 2024)
Information As of 07 Feb 2024

To AsiaWorld-Expo			
Date	Pick-up Locations		Time
26 Feb (Move-in Day)	C	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	10am – 4pm (every 30 mins)
	D	Hung Hom – 21 Man Lok Street (Focal Industrial Centre, Block A)	
27 Feb – 2 Mar (Fair Period)	A	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	8am – 4pm (every 15 mins)
	B	Tsim Sha Tsui – 11 Chatham Road South (Near S.F. Express)	7am – 3pm (every 15 mins)
	C	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	
	D	Hung Hom – 21 Man Lok Street (Focal Industrial Centre, Block A)	7am – 3pm (every 30 mins)
From AsiaWorld-Expo			
Date	Drop-off Locations		Time
26 Feb (Move-in Day)	E	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	4pm – 7pm (every 30 mins)
	F	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	4pm – 9pm (every 30 mins)
	G	Hung Hom – 21 Man Lok Street (Focal Industrial Centre, Block A)	
27 Feb – 2 Mar (Fair Period)	E	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	27 Feb - 1 Mar: 3pm – 8pm (every 15 mins)
	F	Tsim Sha Tsui – 10 Middle Road (Near Post Office) & Hung Hom – 21 Man Lok Street (Focal Industrial Centre, Block A)	2 Mar: 3pm-7pm (every 15 mins)
To Hong Kong Convention and Exhibition Centre			
Date	Pick-up Locations		Time
29 Feb – 4 Mar (Fair Period)	Tsim Sha Tsui – 10 Middle Road (Near Post Office)		9:30am – 10:30am (every 15 mins)

- The timetable will be subject to change according to the traffic condition. The Organiser reserves the final right to change the schedule without prior notice.
- Shuttle Bus Service is for the use of **registered exhibitors and trade buyers** to the Fairs only. Other visitors and any person under age 18 are not allowed to use the service.
- This service is provided for passengers only and not for transportation of goods. Hand baggage which exceeds 56cm X 36cm X 23cm will not be allowed to carry onboard. The Organiser has sole discretion to deny access to the bus service.
- Seating is provided on a first-come-first-serve basis. For enquiries, please contact HKTDC customer service hotline at (852) 1830668.
- More information, please visit: <https://www.hktdc.com/event/hkjewellery/en/travel-to-fairground-hkcec>

特別通告 8

香港貿易發展局香港國際鑽石、寶石及珍珠展 2024 及香港國際珠寶展 2024
免費穿梭巴士時間表 (26/2 – 4/3/2024)

謝擊旋撒撼时 2024 帽 2 旗 7 撼

前往亞洲國際博覽館			
日期	上車地點		時間
2月26日 (進場時段)	C	尖沙咀中間道 10 號 (近郵政局)	上午 10 時至下午 4 時 (每 30 分鐘一班)
	D	紅磡民樂街 21 號 (富高工業中心 A 座)	
2月27日 – 3月2日 (展覽時段)	A	香港會議展覽中心 - 博覽道中入口 (中小企服務中心出面)	上午 8 時至下午 4 時 (每 15 分鐘一班)
	B	尖沙咀漆咸道南 11 號 (近順豐速運)	上午 7 時至下午 3 時 (每 15 分鐘一班)
	C	尖沙咀中間道 10 號 (近郵政局)	
	D	紅磡民樂街 21 號 (富高工業中心 A 座)	上午 7 時至下午 3 時 (每 30 分鐘一班)

由亞洲國際博覽館前往市區			
日期	下車地點		時間
2月26日 (進場時段)	E	香港會議展覽中心 - 博覽道中入口 (中小企服務中心出面)	下午 4 時至下午 7 時 (每 30 分鐘一班)
	F	尖沙咀中間道 10 號 (近郵政局)	
	G	紅磡民樂街 21 號 (富高工業中心 A 座)	下午 4 時至下午 9 時 (每 30 分鐘一班)
2月27日 – 3月2日 (展覽時段)	E	香港會議展覽中心 - 博覽道中入口 (中小企服務中心出面)	2月27日 – 3月1日 下午 3 時至下午 8 時 (每 15 分鐘一班)
	F	尖沙咀中間道 10 號 (近郵政局) 及 紅磡民樂街 21 號 (富高工業中心 A 座)	3月2日 下午 3 時至下午 7 時 (每 15 分鐘一班)

前往香港會議展覽中心		
日期	下車地點	時間
2月29日 – 3月4日 (展覽時段)	尖沙咀中間道 10 號 (近郵政局)	上午 9 時半至上午 10 時半 (每 15 分鐘一班)

- 巴士時間表會因應路面交通情況調整，主辦機構將保留更改有關服務的最終決定權，恕不另行通知。
- 免費巴士僅供展覽會的登記參展商及業內買家使用，恕不招待其他訪客及十八歲以下人士。
- 恕不接受乘客攜帶大件行李（即體積超過 56 厘米 X 36 厘米 X 23 厘米）及運送貨物。
- 座位有限，先到先得。如有查詢，請致電香港貿發局客戶服務熱線（852）1830668。
- 更多資訊，請瀏覽展會網站：<https://www.hktdc.com/event/hkjewellery/tc/travel-to-fairground-hkcec>

Special Circular 9: Move-out Regulations

Please note that many visitors have to utilize all opening hours in the 5-day event to schedule and complete their visits at the Fair. We have received complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair including exhibitors' professionalism, and to protect all exhibitors and buyers/visitors as well as their interests, **move-out of exhibits is prohibited before 5:30 p.m. on 2 March 2024.** According to clause 46 in the exhibition regulation listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks on 2 March 2024, those exhibitors who have violated such rule will be served a warning letter. It may affect their booth selection priority at future editions of the Fair for those exhibitors who violate the rule. In addition, the Organiser reserves the right to reject their future participations at the Fair.

Grateful for your understanding and cooperation.

特別通告 9: 撤館規則

本局接到不少參觀人士投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及參觀人士的利益，**所有參展商嚴禁於 2024 年 3 月 2 日下午 5 時 30 分前把展品搬離會場。**參展申請表內的展覽會規則第 46 項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。本局將於 2024 年 3 月 2 日派員巡察各展館，如發現展商違規，本局將即時發出警告信。此舉或會影響違規展商下屆參展選擇展位的次序，間接影響其展位位置。此外，本局保留拒絕違規展商往後參展之權利。

敬請各參展商諒解及合作。

**Special Circular 10: Baggage Storage and Delivery Service –
Provided by AsiaWorld-Expo**

To ensure a hassle-free visit to the exhibitions, you can enjoy the Airport Check-in and Baggage Delivery Service at AsiaWorld-Expo, freeing your hands to fully experience the exhibitions!

When flying with Cathay Pacific Airways, Hong Kong Airlines or Greater Bay Airlines, you can check in and drop off your baggage at our counter at least 120 minutes prior to your flight departure time. Passengers who do not have checked baggage may check in at least 90 minutes prior to the flight departure time.

If you are taking other airlines, AWE can deliver your baggage to the airport. To reclaim your bags, simply proceed to the “Baggage Storage and Delivery” counter on Level 5, Arrivals Level, Terminal 1 (Non-restricted area) of Hong Kong International Airport.

Location: Ground Level, East Lobby (next to Baggage Storage Counter)

Should there be any dispute regarding the Baggage Storage and Delivery Service, AsiaWorld-Expo reserves the right of final decision.

特別通告 10: 行李寄存及送遞服務 – 由亞洲國際博覽館提供

亞洲國際博覽館為參展商及買家提供機場預辦登機手續及行李送遞服務。

乘搭國泰航空、香港航空或大灣航空的旅客，可以於航班離港時間最少 120 分鐘前在亞洲國際博覽館預辦登機手續及托運行李；如無須托運行李，可於最少 90 分鐘前辦理登記手續，更快捷更方便！

若乘搭其他航空公司，亞洲國際博覽館也可為提供送遞行李到機場之服務。完成辦理手續後，只需前往機場一號客運大樓抵港層第五層（非禁區）「行李寄存及送遞」櫃檯便可取回行李！

服務地點：東大堂地下（行李寄存櫃台旁）

任何有關於使用此行李寄存及送遞服務之爭議，將以亞洲國際博覽館之決定為準。