

## 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:

- 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.**

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

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
	<b>進館日</b>	
香港國際鑽石、寶石及珍珠展 2024 亞洲國際博覽館	<b>展台掛簾領取處</b> (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)
	<b>參展商工作證登記處</b>  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)
	<b>展覽期間</b>	
	<b>參展商工作證登記處</b>  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: \_\_\_\_\_