

February 2025

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**Important Circulars 2**
重要通告 2

Dear Exhibitors

Thank you for your participation in the **HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025**. 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2025**，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
2025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 hktdc.com Sourcing, Click2Match & Scan2Match Platform 「貿發網採購」、「商對易」及「掃碼易」平台助你提升展覽效益	Special Circular (5) 特別通告(5)
f.	Join the Most Scanned Exhibitors Campaign and Boost Your Business <NEW> 參加「最多買家掃描的參展商」活動 打開無限商機 <新>	Special Circular (6) 特別通告(6)
g.	Important Notice on Insurance 保險相關注意事項	Special Circular (7) 特別通告(7)
h.	Guidance to exhibitors for on-site usage of electricity and fair system and furniture 現場使用電力及攤位設施及傢俱安全指引	Special Circular (8) 特別通告(8)
i.	Safety Measures on On-site Construction and Dismantling Work 展覽活動施工場地安全守則	Special Circular (9) 特別通告(9)
j.	Free Overnight Storage Service 免費通宵儲存服務	Special Circular (10) 特別通告(10)
k.	Free Shuttle Bus Service 免費穿梭巴士服務	Special Circular (11) 特別通告(11)
l.	Move-out Regulations 撤館規則	Special Circular (12) 特別通告(12)
m.	Baggage Storage and Delivery Service – Provided by AsiaWorld-Expo 行李寄存及送遞服務 – 由亞洲國際博覽館提供	Special Circular (13) 特別通告(13)

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出示參展商工作證進場。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) 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。
- 4) 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>
- 5) Other special circulars please refer to Exhibitor Package emailed to exhibitors in Jan 2025:
其他特別通告已 2025 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
1 March (Sat) 3 月 1 日 (星期六)	Nil 不適用	14:00 – 19:00
2 March (Sun) 3 月 2 日 (星期日)	10:30 – 18:30	10:00 – 18:00
3 - 5 March (Mon – Wed) 3 月 3 日至 5 日 (星期一至三)	10:00 – 18:30	09:30 – 18:00
6 March (Thu) 3 月 6 日 (星期四)	10:00 – 17:30	09:30 – 15:30

Special Move in/out Arrangement & Use of Vehicle Pass for the HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025

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 (1 March 2025)** and **move-out day (6 March 2025)**. 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 (1 March) and move-out day (6 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

A new e-permit system is implemented under the new arrangement of AsiaWorld-Expo. e-Vehicle permits will be issued by separate email to each exhibitor for entering the loading /unloading area of the AsiaWorld-Expo on the move-in day (1 March) and throughout the exhibition period including the move-out day (2 – 6 March). The permit is **only valid for use at the specified dates and times** indicated on the permit. Each e-Vehicle permit can only be **used once only**, either by showing the QR code in phone/tablet or in printed version.

Conditions

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE")
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Pass is not transferable.
4. AWE or its authorized person(s) reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reason.
5. All drivers must stay inside their vehicles at all times.
6. For articulated vehicles, only those containers and trailers are 40 feet or below will be allowed to enter AWE. The Vehicle Pass is not suitable for parking purpose, and is not valid for private cars.

The e-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 1 March 2025

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 e-Vehicle permit to all exhibitors in February 2025.
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 e-Vehicle permit issued by HKTDC, queue up after registration 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 e-Vehicle Permit** 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 6 March 2025

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

(a) **Goods e-Vehicle Permit** 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 e-Vehicle Permit** 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 6 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 6 March 2025, 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 e-Vehicle Permit** 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 6 March 2025 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 1 March and 6 March 2025. The charges are as follows:

Vehicle Type	Grace Period	Overtime Charges
Private Car (7 seaters only):	30 minutes	1 st Hour or part thereof: HK\$300
Good Vehicle (8 Tons or below):	45 minutes	2 nd Hour and thereafter: HK\$500 per hour or thereof
Good Vehicle (over 8 tons):	90 minutes	

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 1 March and move-out day on 6 March 2025.

(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.

特別通告 1

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 2025

多謝參加香港貿發局香港國際鑽石、寶石及珍珠展2025，本局將於上述展覽會之**進館日**（即**2025年3月1日**）及**撤館日**（即**2025年3月6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**2025年3月1日**）及**撤館日**（即**2025年3月6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 車輛許可證

每家參展商均會獲發一張電子車輛許可證，方便於展品進場日（即3月1日）及展覽期間（3月2至6日）進入亞洲國際博覽館之裝卸區。此證只適用於許可證上指定之日期及時間，且每張電子車輛許可證只能使用一次。可用電話或電腦顯示二維碼（QR Code）入場，亦可選擇列印版本。

車輛許可證之使用守則

1. 沒有此電子車輛許可證之貨車一概不准進入亞洲國際博覽館貨車調度區。
2. 在博覽館範圍內，司機必須時刻遵從在場職員指示。
3. 此證不得轉讓他人使用。
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. 司機必須留在車上。
6. 如使用掛接式車輛，只有 40 英尺或以下的貨櫃和拖車才允許進入亞洲國際博覽館。此證並非泊車證，亦不適用於私家車。
** 電子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(3月1日)之車輛「特別安排」

必須同時持有 (a.)由貿發局發出之電子車輛許可證及 (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**3月1日**之進場電子車輛許可證。
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**電子車輛許可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**3月1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**電子車輛許可證**，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) 電子車輛許可證 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6日)之車輛「特別安排」

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

撤場程序

1. 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電子車輛許可證 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。
2. 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2025年3月6日，由下午2時開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須出示由貿易發局發出適用於該時段之電子車輛許可證，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。
4. 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) 由貿易發局發出之電子車輛許可證 及 b) 博覽館貨車調度區發出之進出證明書** 於30分鐘內經赤鱗角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)
5. 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2025年3月6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**3月1及3月6日**實施進場車輛使用時間收費計劃。有關收費如下：

車輛類型	限時上落貨時間	超時收費
載貨用途之七人私家車	30分鐘	首小時或不足一小時為：港幣\$300元整
貨車(8噸或以下)	45分鐘	其後每小時為：港幣500元整
貨車(8噸以上)	90分鐘	(不足一小時亦當作一小時計算)

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(3月1日)及撤館日(3月6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，並能有效地紓緩當日的交通情況。如有查詢，請與主辦機構聯絡。

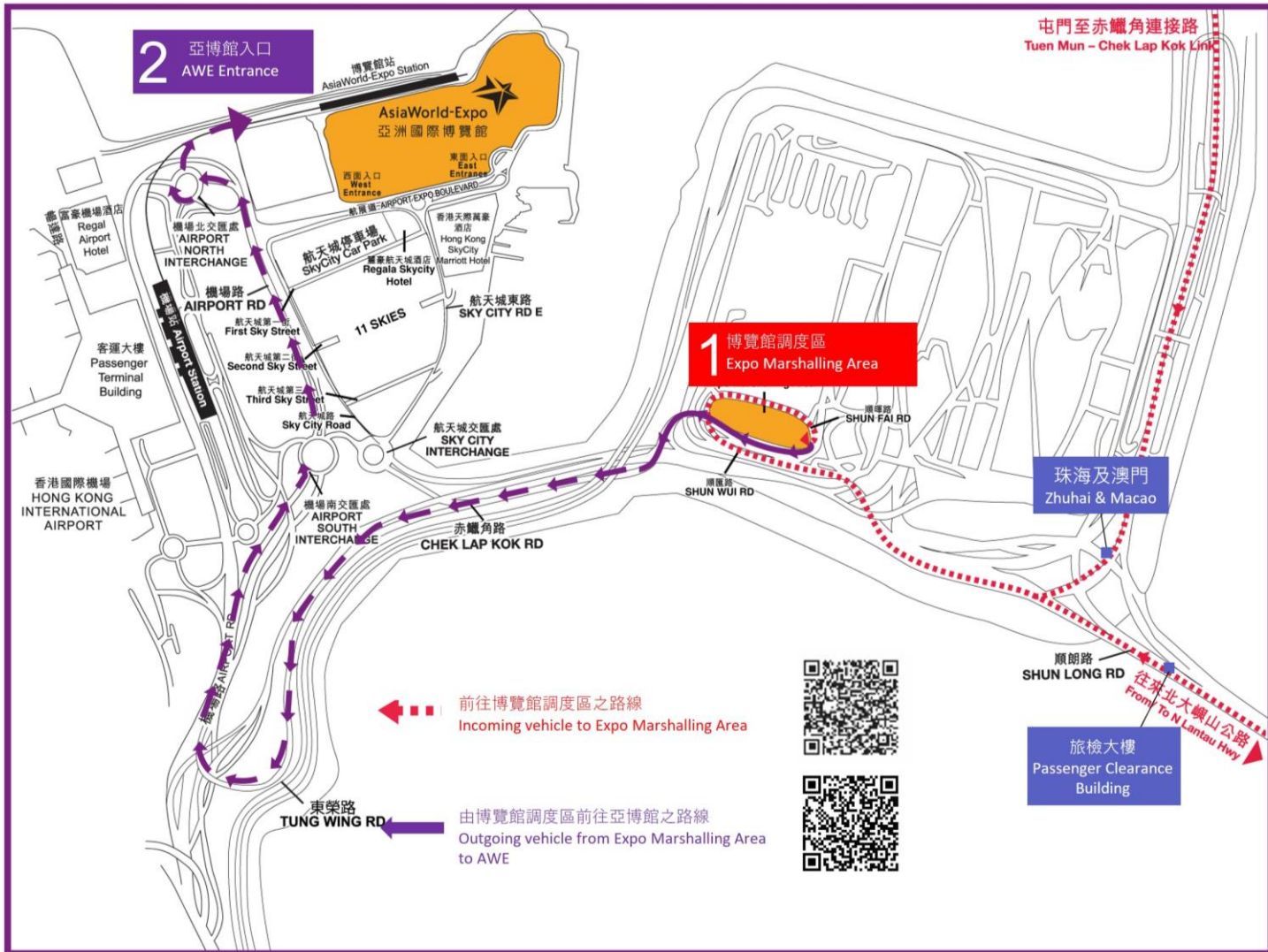
多謝各參展商之諒解及合作。

HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025

香港貿發局香港國際鑽石、寶石及珍珠展2025

(2 - 6 / 3 / 2025)

Overall Freight Routing 前往起卸區之路線圖



e-Vehicle Permit Sample 電子車輛許可證樣本



Vehicle Loading & Unloading Permit 裝卸貨車許可證

SEASONS | Spring Fashion Jewellery & Accessories Fair 2024

Class Type 類別: Official 官方

Sub Type 子類別: Contractor 承辦商

Allow In-out Time 允許進出時間: 2024-02-14, 08:00 - 2024-02-14, 23:00

Access Location 停車區域: Hall 3

Remarks 備註: Loading & unloading only - No parking allowed. Drivers must first proceed to Expo Marshalling Area for registration before heading to AWE.



Suggested Driving Routes 建議駕駛路線

Go to AsiaWorld-Expo 前往亞洲國際博覽館

Terms & conditions 條款及細則

1. All vehicles without a valid Goods Vehicle Permit will not be permitted to enter into the premises of AsiaWorld-Expo (hereinafter "AWE").
2. The driver must comply with instructions from the security personnel at all times within AWE.
3. The Goods Vehicle Permit is not transferable.
4. AWE or its authorized personnel reserve the right to refuse entry of any vehicle in possession of a valid Goods Vehicle Permit at their absolute discretion without prior notice and giving reasons.
5. All drivers must stay inside their vehicles at all times.
6. For unauthorised vehicles, only those equipped with and display an 40 feet or below will be allowed to enter AWE.
7. Trucks are allowed certain free dwell time depending on the vehicle type. Overtime charges may apply as follows:
 - Vehicle Type: (Class Permit)
 - Private Car (7 meters only): 30 minutes
 - Goods Vehicle (8 meters or below): 45 minutes
 - Goods Vehicle (over 8 feet): 30 minutes
 - Overtime Charges (per hour or part thereof)
 - 1st Hour or part thereof: HK\$200
 - 2nd Hour and thereafter: HK\$300



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 2025. 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 2025 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 1 – 6 March 2025.**
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 (1 March 2025)** 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 2025 AsiaWorld-Expo	Booth Curtain Pick Up Counter <i>(for Standard Booth, Premium Booth and Deluxe Booth only)</i> Room 202, 2/F	1 March 10am - 8pm For pick up of booth curtain only
	Exhibitor Badge Issuing Counter Room 201A, 2/F	1 March 10am – 8pm For new registration and pick up of pre-registered exhibitor badges
	During Show Period	
	Exhibitor Badge Issuing Counter	For new registration and pick up of pre-registered exhibitor badges
	Room 201A, 2/F	2 March 8am – 12nn
	Hall 5 Foyer, G/F	2 March 12nn – 6:30pm 3 - 5 Mar 8am – 6:30pm 6 Mar 8am – 5:30pm
Hall 2	2 March 8am – 6:30pm 3 - 5 Mar 8am – 6:30pm 6 Mar 8am – 5:30pm	

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 2025。香港貿發局香港國際鑽石、寶石及珍珠展 2025 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 2025 年 3 月 1 至 6 日期間使用，不可在 3 月 1 日前提早進館。**
- 2) 參展商可以在 3 月 1 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 2025 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	3 月 1 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	3 月 1 日上午 10 時至下午 8 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	(申請新的工作證或領取 已於網上申請之工作證)
	2 樓 201A 室	3 月 2 日上午 8 時至中午 12 時
	展覽廳 5 號前廳	3 月 2 日 中午 12 時至下午 6 時 30 分 3 月 3 至 5 日 上午 8 時至下午 6 時 30 分 3 月 6 日 上午 8 時至下午 5 時 30 分
	展覽廳 2 號	3 月 2 日 上午 8 時至下午 6 時 30 分 3 月 3 至 5 日 上午 8 時至下午 6 時 30 分 3 月 6 日 上午 8 時至下午 5 時 30 分

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 2025. 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 : 1 March 2025 (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 2025。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： 2025 年 3 月 1 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 Diamond, Gem & Pearl Show
(2/3 - 6/3/2025)
&
Hong Kong International Jewellery Show
(4/3 - 8/3/2025)**

Exhibitor Badge Collection Undertaking

To: Hong Kong Trade Development Council

Fair Participated: Hong Kong International Diamond, Gem & Pearl Show 2025 / Hong Kong International Jewellery Show 2025

(*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)
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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 e-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)					

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 1 Mar – 2 Mar noon)** and **Hall 5 Foyer / Hall 2 (on 2 March noon – 6 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 3 月 1 日至 2 日中午)或展覽廳 5 號前廳 / 展覽廳 2 號(於 3 月 2 日中午至 3 月 6 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。

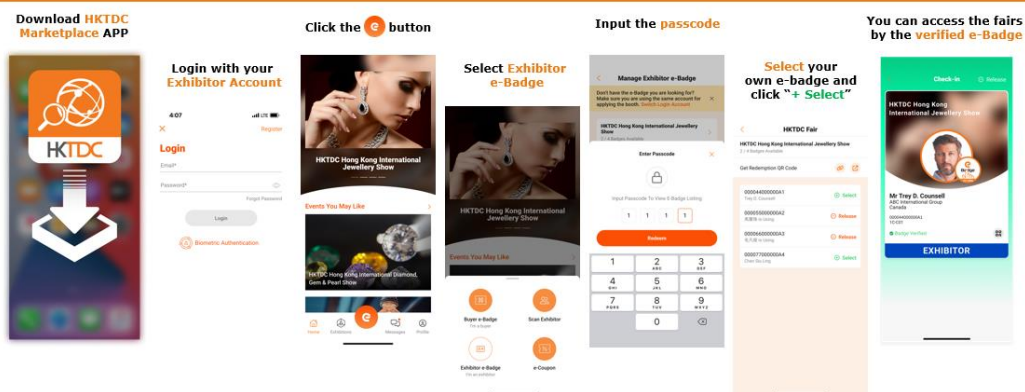
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Special Circular 4 – e-Badge for Exhibitors

HKTDC Marketplace App

Your Smart Sourcing Companion

HOW TO GET YOUR EXHIBITOR 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.**



Please redeem your own Exhibitor e-Badge and assist your colleagues on the arrangements before the move-in date (1 March 2025).

Video Tutorial: <https://www.youtube.com/watch?v=5-luHznCAIo>

Exhibitors are reminded that the Check-in 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/40146722862745-Exhibitor-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.

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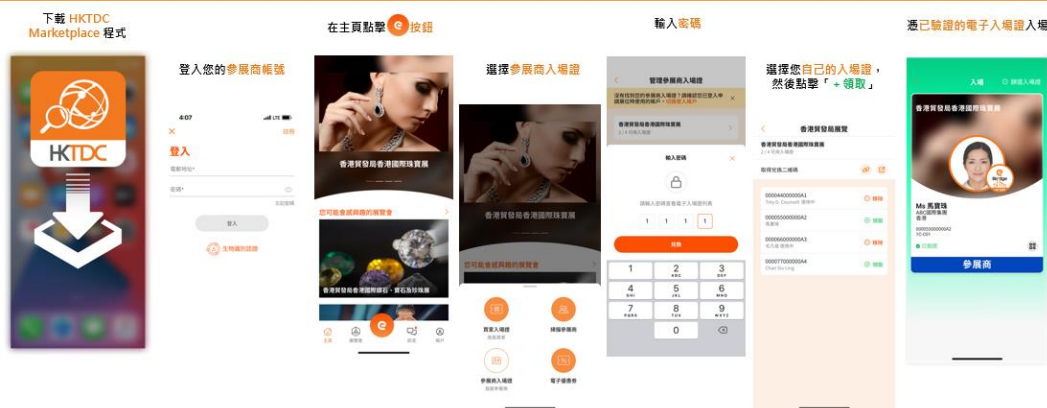
特別通告 4 – 參展商電子入場證

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



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，[HKDTC 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 [HKDTC Marketplace App](#) 登入 貴司的參展商帳號，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 貴司的參展商帳號登入 [HKDTC Marketplace App](#) 以換領其參展商電子入場證。煩請於進館日前(2025年3月1日)安排換領您及 貴司同事的參展商電子入場證。

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](#)

由於我們預計「參展商登記進場櫃位」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。

教學短片 : https://www.youtube.com/shorts/I_T0XpiUcqk

更多資訊，可瀏覽: <https://eplusupport.hktdc.com/hc/zh-hk/sections/40146722862745-%E5%8F%83%E5%B1%95%E5%95%86%E9%9B%BB%E5%AD%90%E5%85%A5%E5%A0%B4%E8%AD%89>

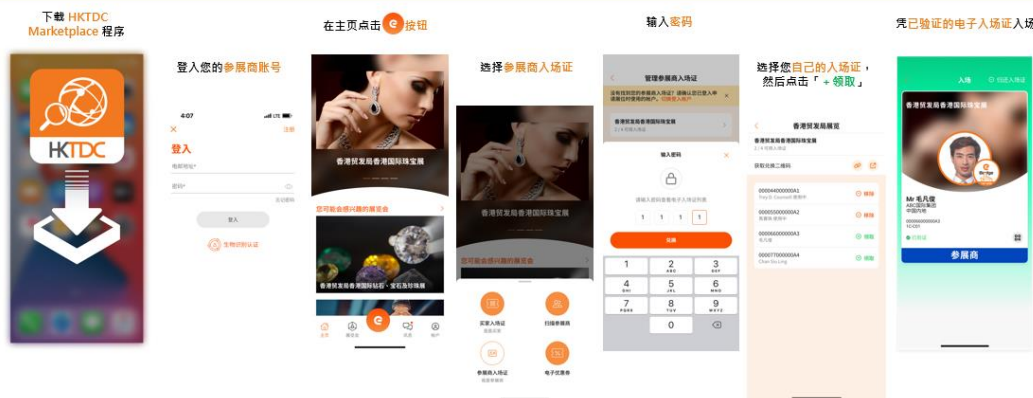
特別通告 4 - 參展商電子入場證

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



随着流动技术的快速发展，同时为了提供中小企必要的工具以增加商贸配对机会，[HKDTC Marketplace App](#) (贸发局商贸平台应用程序) 已新增功能，提升买家及参展商的展会体验。

为了令企业能够在数码时代把握商机，参展商现可在到达会场前透过使用 [HKDTC Marketplace App](#) 登入 贵司的参展商账号，预先换领参展商电子入场证 (Exhibitor e-Badge)。各参展商需透过个人电子设备(手提电话、平板电脑等)以 贵司的参展商账号 登入 [HKDTC Marketplace App](#) 以换领其参展商电子入场证。烦请于进馆日前(2025年3月1日)安排换领您及贵司同事的参展商电子入场证。

由于我们预计「参展商登记进场柜位」于进馆日将会非常繁忙，因此**强烈建议**您在进场前预先换领有关的参展商电子入场证，以便您可以在抵达时展示 e-Badge 直接进入展览场地。

教学视频：

<https://www.youtube.com/watch?v=grj0AO8PMRM> (YouTube)

https://app8tmvakrp5453.h5.xiaoeknow.com/p/course/video/v_67621f09e4b0694c3c7c9a99 (小鵝通)

更多信息，可浏览：[https://eplussupport.hktdc.com/hc/zh-](https://eplussupport.hktdc.com/hc/zh-cn/sections/40146722862745-%E5%8F%82%E5%B1%95%E5%95%86%E7%94%B5%E5%AD)

[cn/sections/40146722862745-%E5%8F%82%E5%B1%95%E5%95%86%E7%94%B5%E5%AD%90%E5%85%A5%E5%9C%BA%E8%AF%81](https://eplussupport.hktdc.com/hc/zh-cn/sections/40146722862745-%E5%8F%82%E5%B1%95%E5%95%86%E7%94%B5%E5%AD%90%E5%85%A5%E5%9C%BA%E8%AF%81)

如有任何查询，可致电+852-1830668、电邮 exhibitions@hktdc.org 或与香港国际钻石、宝石及珍珠展项目团队联络。



HOW TO GET YOUR EXHIBITOR E-BADGE – Step-by-step Instructions

如何取得參展商電子入場證 – 詳細步驟說明

Video Instructions:

教學短片：



Link 連結	English 英語	Cantonese 廣東話	Mandarin (YouTube) 普通話	Mandarin (Xiao e) 普通話 (小鵝通)
QR Code 二維碼				

HOW TO GET YOUR EXHIBITOR E-BADGE - Flow

如何取得參展商電子入場證 – 簡化程序

****Your Exhibitor Account is the one you used for booth application.**

****參展商登入帳戶為您於申請展位時使用的帳戶**



Exhibitor - Core Staff

參展商 - 核心員工

(Administrator /
Holder of the Exhibitor Account)

(公司代表 / 參展商登入帳戶持有人)

- 1** Download app
下載應用程式
- 2** Login exhibitor account
登入參展商帳戶
- 3** Manage exhibitor e-Badge
管理參展商入場證
- 4** Send QR Code to Other Staff
發送二維碼予其他員工

Exhibitor - Other Staff

參展商 – 其他員工

(Staff who do not have the
Exhibitor Account)

(沒有參展商登入帳戶之員工)

- 1** Download app
下載應用程式
- 2** Scan redemption QR code
掃描領取入場證二維碼
- 3** Redeem exhibitor e-Badge
取得參展商電子入場證

HOW TO GET YOUR EXHIBITOR E-BADGE – Download HKTDC Marketplace App

如何取得參展商電子入場證 – 下載 HKTDC Marketplace 程式

Available in below app stores:

可於以下應用商店下載：



[Apple App Store](#)
(iOS)



[Google Play Store](#)
(Android)



[百度](#)



[360手机助手](#)

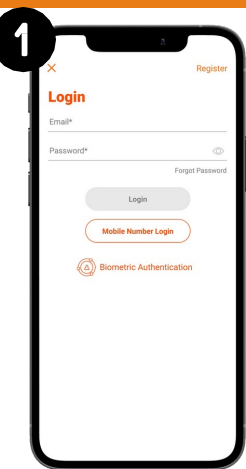


[华为应用商店](#)

(以上適用於中國內地安卓手機用戶)

CORE STAFF / ADMINISTRATOR - Login and Redeem e-Badge

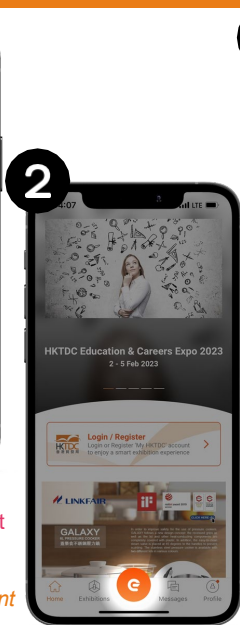
核心員工 / 公司代表 – 登入並領取電子入場證



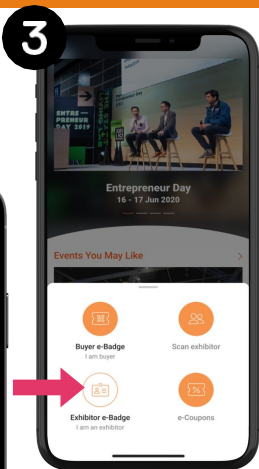
Login exhibitor account
登入參展商帳戶

****Your Exhibitor Account is the one you used for booth application.**

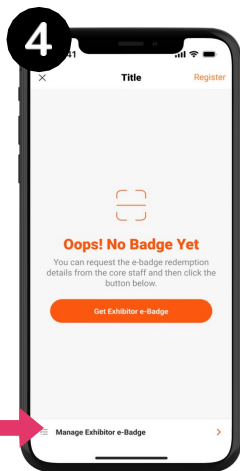
****參展商登入帳戶為您於申請展位時使用的帳戶**



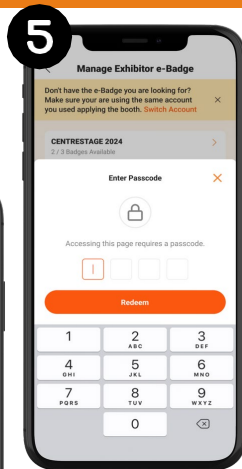
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



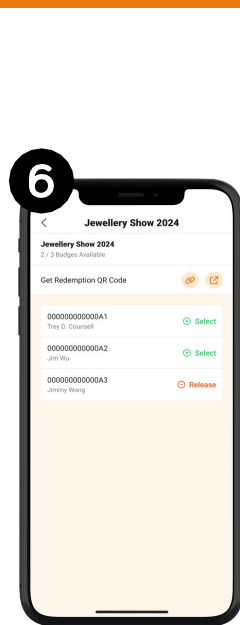
Click Manage Exhibitor e-Badge
點擊管理參展商入場證



Input passcode (PIN)
輸入識別碼 (PIN)

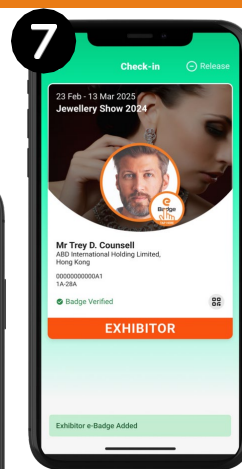
****The passcode has been sent to your email used for booth application.**

****密碼已於較早前發送至您的電郵**



Select your own e-Badge
選擇自己的入場證

*** Please note that each device (e.g. mobile phone) can only redeem one badge.**
*** 請注意：每台電子設備 (如手機) 只能兌換一個工作證。**



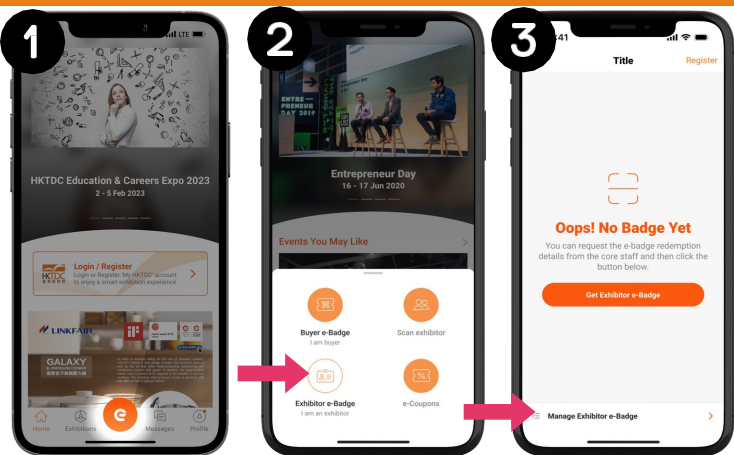
You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

CORE STAFF / ADMINISTRATOR – Manage or Share Redemption QR Code to Other Staff

核心員工 / 公司代表 – 管理或分享領取入場證的二維碼予其他員工



Click e-Badge button
點擊電子入場證

Click Exhibitor e-Badge
點擊參展商入場證

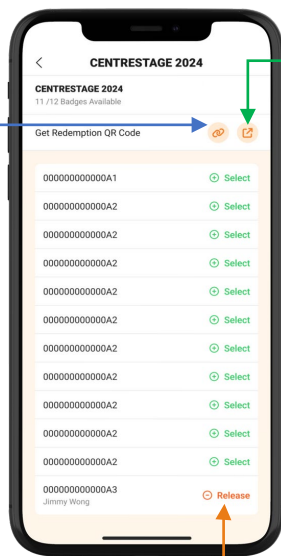
Click Manage Exhibitor e-Badge
點擊管理參展商入場證

Two options to share the redemption QR code to other staff:
透過以下兩個途徑分享領取入場證的二維碼予其他員工：

Option 1 方法一
Copy the link of redemption QR code web page
複製領取入場證網頁的網址

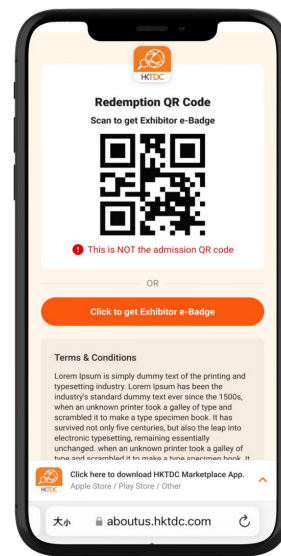
Option 2 方法二
Open the link of redemption QR code web page
打開領取入場證網頁的網址

Take screenshot of this page
截圖此頁



****Other staff would also need to enter the PIN when downloading the e-badge, please send it separately to them.**

****其他員工下載入場證時亦需要輸入識別碼(PIN)，請單獨發送予他們。**



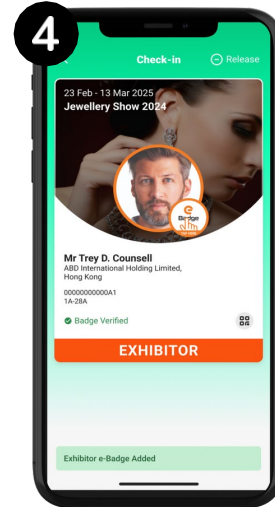
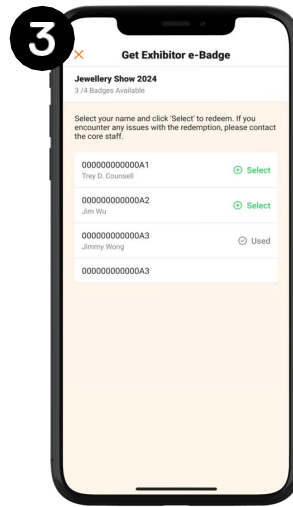
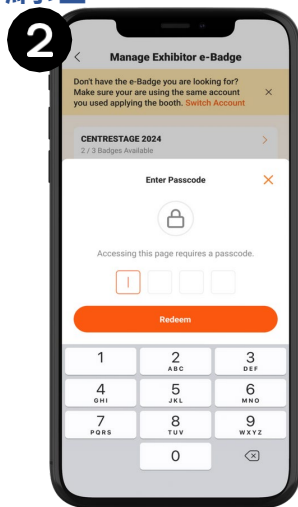
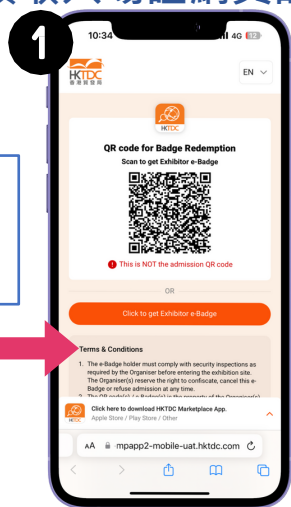
Manage Exhibitor e-Badge
管理參展商電子入場證
Release e-Badge from the redeemed user / device.
Then the badge will become available again.
回收入場證，入場證會從現時用戶中移除，該入場證可以讓其他用戶重新領取

OTHER STAFF - Login and Redeem e-Badge

其他員工 – 登入並領取電子入場證

Option 1: Open redemption web page link

方法一：打開領取入場證網頁的網址



Open the link of redemption QR code web page and click Get Exhibitor e-Badge
打開領取入場證網頁的網址並點擊領取電子入場證

Input passcode (PIN)
輸入識別碼 (PIN)

****Please obtain the PIN from your company's administrator**

****請向您的公司代表獲取識別碼(PIN)**

Select your own e-Badge
選擇自己的入場證

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

*** 請注意，每台電子設備 (如手機) 只能兌換一個工作證。**

You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



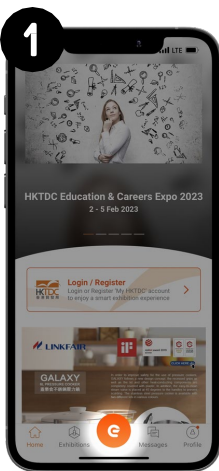
Hall Admission
入場

OTHER STAFF - Login and Redeem e-Badge

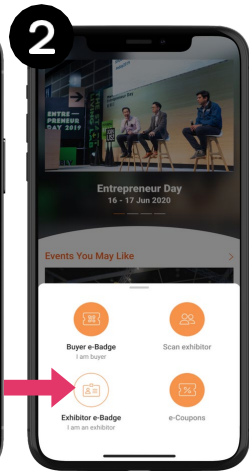
其他員工 – 登入並領取電子入場證

Option 2: Use QR Code

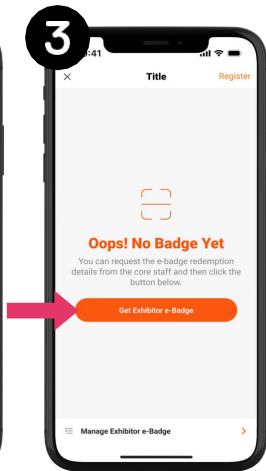
方法二：使用二維碼



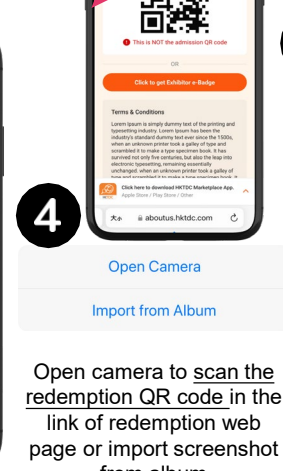
Click e-Badge button
點擊電子入場證



Click Exhibitor e-Badge
點擊參展商入場證



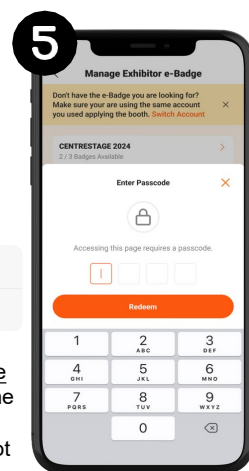
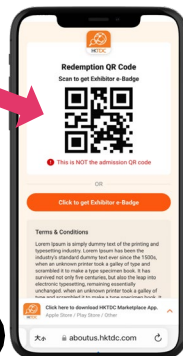
Click Get Exhibitor e-Badge
點擊領取參展商入場證



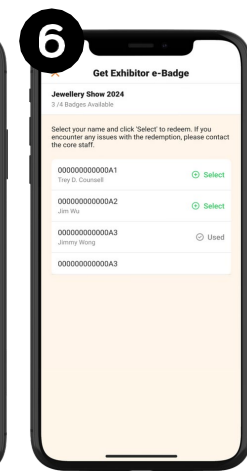
Open camera to scan the redemption QR code in the link of redemption web page or import screenshot from album

打開相機掃描領取入場證網頁中的二維碼，或從相冊選擇二維碼的截圖

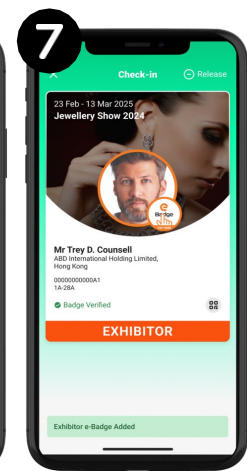
Scan this code / import screenshot
掃描此二維碼 / 從相冊選擇二維碼的截圖



Input passcode (PIN)
輸入識別碼 (PIN)



Select your own e-Badge
選擇自己的入場證



You can access the fairs by the verified e-Badge
憑已驗證的電子入場證入場



Hall Admission
入場

****Please obtain the PIN from your company's administrator
請向您的公司代表獲取識別碼(PIN)

*** Please note that each device (e.g. mobile phone) can only redeem one badge.
* 請注意：每台電子設備(如手機)只能兌換一個工作證。**

**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 2 February 2025, with the commencement of the HKTDC Hong Kong International Diamond, Gem & Pearl Show in March, 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 2 February 2025 onwards which will last for 2 months until 1 April 2025.

The tutorial videos are available in 3 languages:

English: [hktdc.com Sourcing DIY online workshop English Exhibitors For Hong Kong International Jewellery Show Hong Kong International Diamond Gem Pearl Show](#)

Cantonese: [「買發網採購」平台 DIY 自助操作系統網上培訓課程\(廣東話\) - 參展商 \(適用於 2025 年香港國際珠寶展, 香港國際鑽石、寶石及珍珠展\)](#)

Mandarin: [「贸发网采购」平台 DIY 自助操作系统网上培训课程\(普通话\) - 參展商 \(适用于 2025 年香港国际珠宝展, 香港国际钻石、宝石及珍珠展\)](#)

B. Click2Match

Please also be informed that starting from 16 February 2025, 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 23 February – 13 March 2025). 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 1 March (move-in day).

Exhibitors can **access the dashboard via the fair website or hktcd.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.hktcd.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」 (hktdc.com Sourcing)

為期兩個月的「貿發網採購」網上平台推廣服務已經於 2025 年 2 月 2 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 2025 年 2 月 2 日至 4 月 1 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: [hktdc.com Sourcing DIY online workshop English Exhibitors For Hong Kong International Jewellery Show Hong Kong International Diamond Gem Pearl Show](https://www.hktdc.com/en-us/articles/15620327016089)

廣東話: [「貿發網採購」平台 DIY 自助操作系統網上培訓課程\(廣東話\) - 參展商 \(適用於 2025 年香港國際珠寶展, 香港國際鑽石、寶石及珍珠展\)](https://www.hktdc.com/zh-hk/articles/15620327016089)

普通話: [「贸发网采购」平台 DIY 自助操作系统网上培训课程\(普通话\) - 参展商 \(适用于 2025 年香港国际珠宝展, 香港国际钻石、宝石及珍珠展\)](https://www.hktdc.com/zh-cn/articles/15620327016089)

乙、 「商對易」 (Click2Match)

此外，由 2025 年 2 月 16 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 2025 年 2 月 23 至 3 月 13 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.hktdc.com/hc/en-us/articles/15620327016089>

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

普通話: <https://eplussupport.hktdc.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 3 月 1 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.hktdc.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	<p>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.</p> <p>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。</p>				
Q2	Is the format of QR Code boards standardized? 二維碼展示版是統一的？				
Ans2	<p>Yes. All QR Code are standardised in 210mmHx210mmW size, made of 5mm foamboard.</p> <p>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。</p>				
Q3	What should I do if the QR Code broken / missing? 二維碼板損毀 / 遺失怎麼辦？				
Ans3	<p>Please provide your booth number and contact information to our Sales Representative for reprint and pick up at the FMO.</p> <p>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。</p>				
Q4	How long does a reprint take? 重印需時多少天？				
Ans4	<p>Please expect the reprint of QR Code would be ready on or before noon the next day.</p> <p>最快於當天或翌日的中午前。</p>				
Q5	What is Scan2Match? 掃碼易是甚麼？				
Ans5	<p>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.</p> <p>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)。</p>				
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

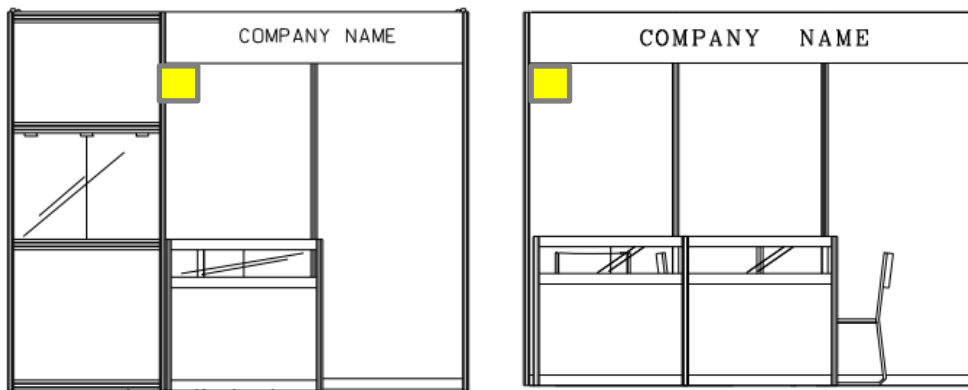
<p>Standard Booth / Brand Name Gallery / Premium Booth</p> <p>Material:</p> <ul style="list-style-type: none"> 210mmH x 210mmW 5mm thick Foamboard, with double-sided and removable tape on the top and bottom of the back side <p>Recommended Placement:</p> <ul style="list-style-type: none"> 1850mmH on the 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"> 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"> 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"> 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>Sample: 樣本:</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

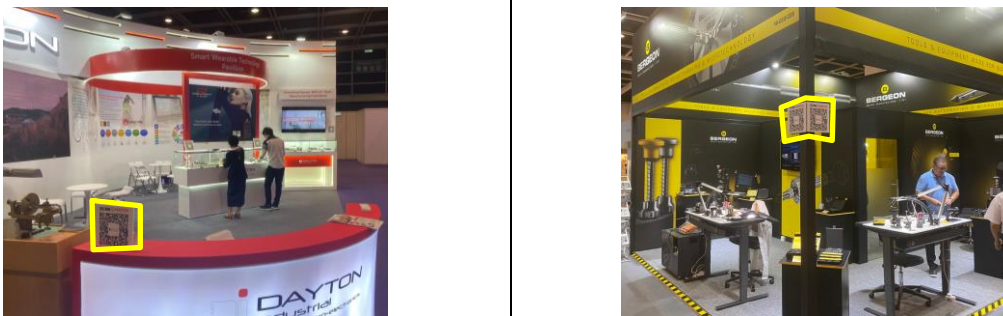
Standard Booth 標準展台



Premium Booth 特級展台



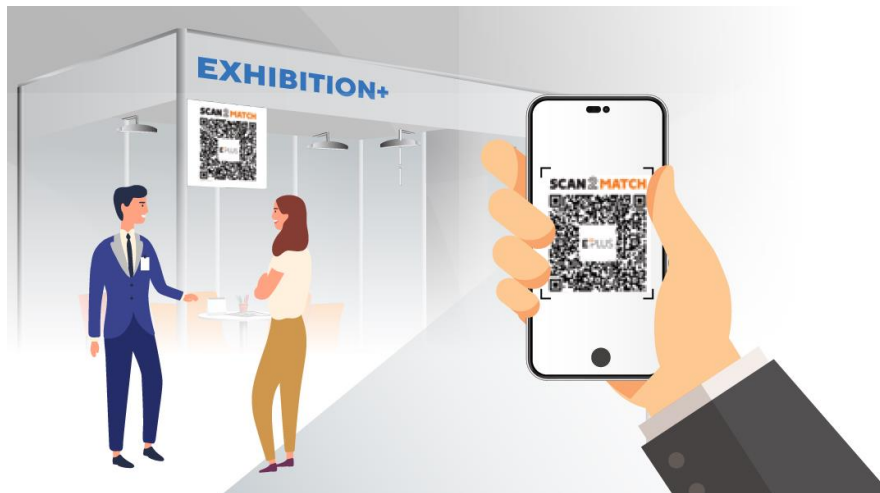
Custom-built Participation (Raw Space) 特裝參展(淨地)



Special Circular 6

Join the Most Scanned Exhibitors Campaign and Boost Your Business

“Scan2Match” is one of the key components of the Exhibition Plus hybrid exhibition model, enabling buyers to stay connected with exhibitors online, allowing the sourcing journey to continue even after the fair period. To foster even stronger business connections between buyers and exhibitors, the “Most Scanned Exhibitors” campaign will be launched during **Hong Kong International Diamond, Gem & Pearl Show** to drive greater adoption and utilisation of the Scan2Match service.



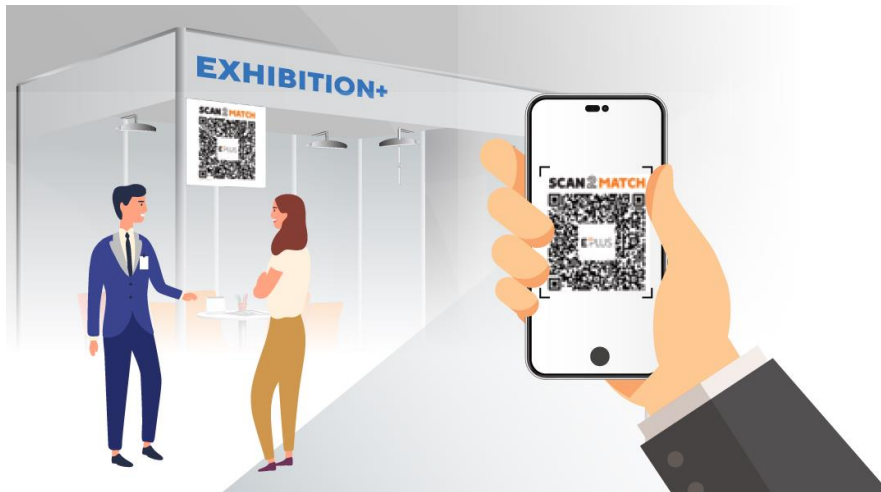
If you have the Scan2Match QR codes, display them at your booth and encourage buyers to scan them so that you can stay connected with the buyers even after the fair. The top 5 exhibitors with the most accumulated scans will enjoy **FREE EXPOSURE** daily* to highlight their achievements. The leaderboard will be displayed on digital screens, as well as on physical printed leaderboards located in various halls of the fairground. Additionally, it will be featured on our social media channels. Don't miss this chance to boost your exposure and business potential at the fair.

**The number of scans will be counted based on unique buyers. If a buyer scans an exhibitor more than once, it will only be counted as one scan. No campaign activities will be held on the last day of the fairs.*

特別通告 6

參加「最多買家掃描的參展商」活動 打開無限商機

「掃碼易」(Scan2Match)是「展覽+」線上線下融合展覽模式的重要元素之一，讓買家能夠在線上與展商保持聯繫，即使在實體展會後仍可繼續採購之旅。為了促進買家和展商之間更緊密的業務聯繫，「最多買家掃描的參展商」活動將在香港國際鑽石、寶石及珍珠展舉行，以推動更多買家使用「掃碼易」服務。



請緊記在您的展位上展示「掃碼易」的二維碼，鼓勵買家掃描，即使展覽會結束後，您仍可以繼續與買家保持聯繫。累計的買家掃描次數最多的首 5 名參展商將每天獲得**免費宣傳機會***。參展商名單將於貿發局的社交媒體、場館內的電子屏幕及實體告示版上公布。不要錯過這個讓您在展會增加曝光率的好機會！把握「最多買家掃描的參展商」活動，連繫更多買家。

*掃描次數按每一買家計算，如買家對同一展商進行多次掃描，也只會計算為一次掃描。展會最後一天將不會舉辦任何宣傳活動。

Special Circular 7: Important Notice on Insurance

Exhibitors are reminded to take out sufficient and specific insurance for the exhibition participated to cover its displays, exhibits, stand fittings and fixtures against loss or damage, and shall produce such policy of insurance to the Organiser upon request. In general, the coverage of the insurance should also extend to booth setting, property during exhibition, inland transit, public liability and employees' compensation. Exhibitors are also advised to obtain comprehensive insurance coverage for the whole fair period, including move-in and move-out dates for the entire exhibition venue, as well as the storage area. Exhibitors are reminded to observe the relevant terms stated in Clauses 70.1 and 72 of Section 3.1, and Section 3.15 of Part III "[Rules and Regulations](#)" in the Exhibitors' Manual.

Exhibitors with precious exhibits are particularly required to take out specific insurance coverage and/or special security service for overnight storage for the exhibition.

Additionally, exhibitors are also required to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover their liabilities both under the ECO and at common law for work-related injuries to all their employees, regardless of the length of employment contract, work hours, or employment type (full-time, part-time, permanent, or temporary).

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors or visitors, their personal belongings and exhibits.

Hong Kong Trade Development Council

特別通告 7: 保險相關注意事項

為避免損失，參展商應自行購買充分及特定的保險，投保範圍包括（但不限於）為其陳列品、展品及展台的損失或毀壞，倘若主辦機構要求，參展商須出示有關保單。一般而言，有關保單亦應涵蓋（但不限於）場地建設及清拆、展覽期間之財物、陸上運輸、公眾責任及勞工保險。投保範圍亦需涵蓋整個會場及存倉區域，並包括整個展期，連同進館日及撤館日。保險相關條款於參展商手冊第三部分「[展覽會規則](#)」分項 3.1 第 70.1 及 72 條，以及分項 3.15 中列明，敬請各參展商務必細閱。

擁有貴重展品的參展商尤其須為展覽期間的過夜儲存購買特定的保險及 / 或安排特別的保安服務。

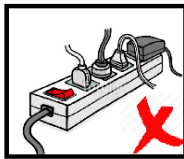
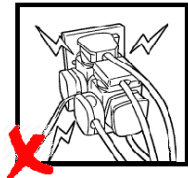
參展商亦須遵守香港法例第 282 章《僱員補償條例》第 40 條，不論其僱員的僱傭合約或工作時間長短、全職或兼職、長期或臨時受僱，均需承擔其根據《僱員補償條例》及普通法就其所有僱員在工作期間受傷的責任。

主辦機構對涉及參展商或參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。

香港貿易發展局

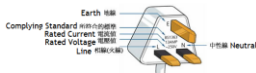
Special Circular 8: Exhibitor Alerts during on-site
特別通告 8: 參展商現場注意事項

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 9 Safety Measures on On-site Construction/Dismantling Work

In order to maintain the site safety of events held at the AsiaWorld-Expo (AWE), with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labour Department** and **Occupational Safety & Health Council**. Details are as below:

1. For safety purpose, **use of ladders for work at height of 2 metres or more within the AWE is strictly prohibited**. If the construction/dismantling work is carried out at 2 metres or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
2. All person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require **wearing Reflective Vest**.
3. Workers are required to **wear safety belt** while construction activities are carried out at 2 metres or more above the ground.
4. If this rule is not observed, the AWE and the HKTDC will have the right to stop the relevant construction activity immediately.
5. With effect from 1 Jan 2025, the AWE will strictly implement the following measures whenever unsafe use of equipment for work-above-ground such as ladder without certificate and high ladders used for work at 2 meters or above the ground, is found at the AWE:
 - i) Worker who violates the above rule will be asked to leave the AWE immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day.
 - ii) Worker should carry the non-compliant ladders and leave the AWE or the ladders will be confiscated.
 - iii) All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. We appreciate your cooperation to enhance work-above-ground safety to prevent accidents and casualties.

For more details, please refer to http://www.labour.gov.hk/eng/public/content2_8b.htm and https://www.labour.gov.hk/eng/public/os/D/Overview_of_Work_at_Height_Safety.pdf.

Hong Kong Trade Development Council

特別通告 9 展覽活動施工場地安全守則

為確保展覽活動施工場地安全，亞洲國際博覽館將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

1. 為確保安全，所有 2 米或以上工作梯具將被嚴格禁止於亞洲國際博覽館內使用。所有在距離地面 2 米或以上高度進行的搭建/拆卸工程，承建商必須使用高空工作設備，如金屬棚架。此外，於建築工地使用棚架者，必須提交由合資格人士填寫的《表格五》報告。該表格必須於棚架當眼處展示，列明棚架的位置及範圍，並註明棚架的堅穩程度合乎施工安全標準。
2. 任何獲准進入租用範圍進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
3. 於距離地面 2 米或以上高度施工的工人必須配戴安全帶。
4. 如有違規者，亞洲國際博覽館及香港貿發局有權立即制止有關搭建工程進行至符合安全標準。
5. 由 2025 年 1 月 1 日起，凡發現工作人員使用不安全的設備進行離地工作，包括沒有認證的梯具及兩米或以上的高梯等，亞洲國際博覽館將嚴厲執行以下措施：
 - i) 任何違反上述規例之工作人員將被停止施工、沒收大會證件及手帶，及被立即要求離開亞洲國際博覽館，當日不能再次進入亞博館工作。
 - ii) 工作人員於離場時需要將違規的工具一同撤走，否則工具將會被沒收。
 - iii) 所有被沒收之梯具需於指定地點及時間內領回，否則於展覽完結後會以垃圾處理。

請參展商注意及遵守有關規定並通知承建商。感謝您的合作，以確保離地工作安全，杜絕因使用不合規梯具而出現的意外及傷亡。

了解更多詳情，可瀏覽網站 https://www.labour.gov.hk/tc/public/content2_8b.htm，及 https://www.labour.gov.hk/tc/public/os/D/Overview_of_Work_at_Height_Safety.pdf。

香港貿易發展局

Special Circular 10: Free Overnight Storage Service
特別通告 10 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
1 / 3 / 2025	-----	13:00 – 19:00
2 – 5 / 3 / 2025	08:00 – 10:00	18:00 – 20:30
6 / 3 / 2025	08:00 – 10:00	*17:30 – 18:30
7 / 3 / 2025	*08:00 – 10:00	-----

* Overnight Storage Facility on 6 March evening for Non-Hong Kong exhibitors ONLY.
Location: Room 107, G/F (near Hall 7 Entrance)
* 3月6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 1 March and on the following days.
填妥通宵儲存卡。通宵儲存卡將由倉庫保安於 3月1至3月6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 6 March from 5:30 pm to 6:30 pm and retrieval on 7 March from 8:00 am to 10:00 am.

非香港參展商如須於整個展覽會完結後繼續使用通宵儲存倉庫服務，必須於 3月6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7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

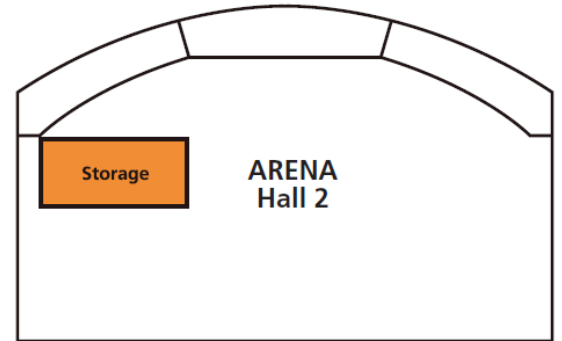
Hall 展覽廳 1

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



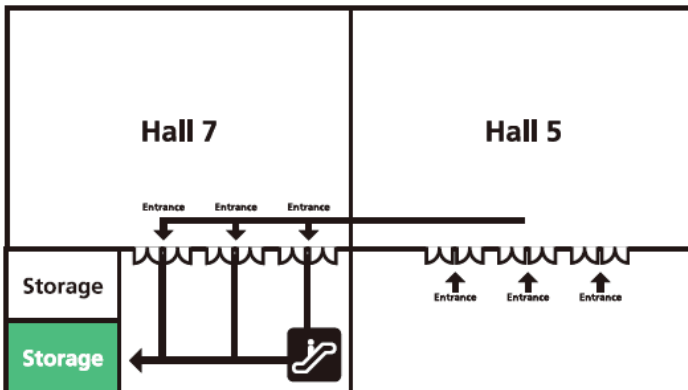
Hall 展覽廳 2

Please proceed to queue up near Booth 2-P22 for overnight storage.
 參展商請前往攤位 2-P22 側排隊



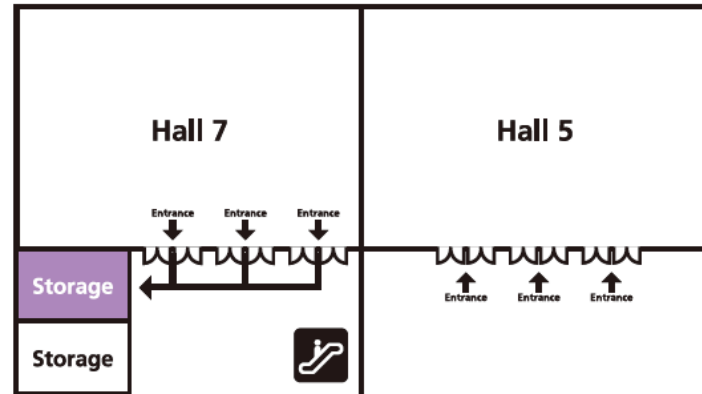
Hall 展覽廳 5

Please proceed to queue up near Hall 5 Entrance.
 參展商請前往展覽廳 5 號入口側排隊



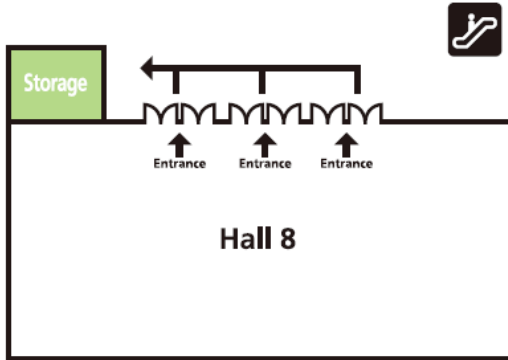
Hall 展覽廳 7

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



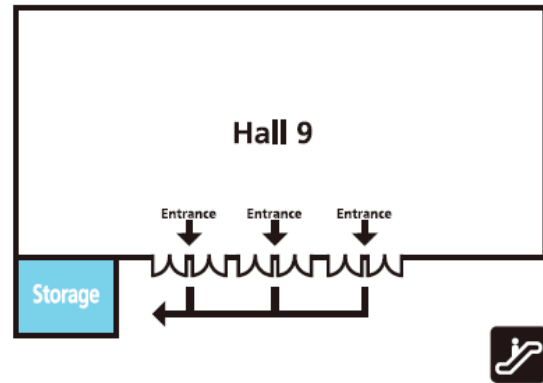
Hall 展覽廳 8

Please proceed to queue up near Hall 8 Entrance.
參展商請前往展覽廳 8 號入口側排隊。



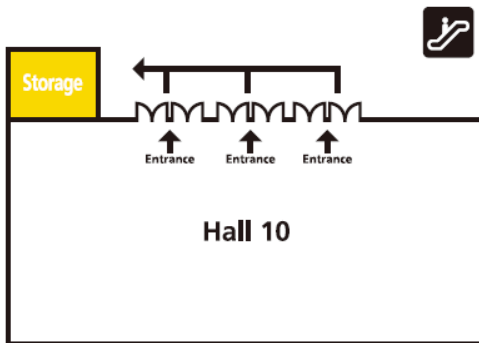
Hall 展覽廳 9

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。



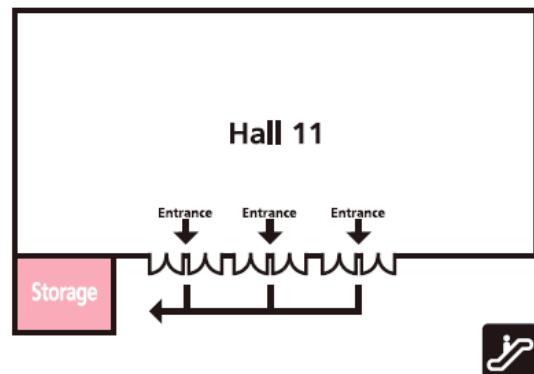
Hall 展覽廳 10

Please proceed to queue up near Hall 10 Entrance.
參展商請前往展覽廳 10 號入口側排隊。



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。主辦機構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

**Special
Circular 11**

**Free Shuttle Bus Schedule of HKTDC Hong Kong International Diamond,
Gem & Pearl Show
and HKTDC Hong Kong International Jewellery Show (2 - 8 Mar 2025)**

To AsiaWorld-Expo			
Date	Pick-up Locations		Time
1 Mar (Move-in Day)	C	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	10am – 4pm (every 30 mins)
	D	Hung Hom – 23 Man Lok Street (Gemstar Tower)	
2 Mar (Fair Period)	A	Wan Chai – Hong Kong Convention and Exhibition Centre (Harbour Road Entrance)	8:30am – 4pm (every 15 mins)
	B	Tsim Sha Tsui – 11 Chatham Road South (Near S.F. Express)	7:30am – 3pm (every 15 mins)
	C	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	
	D	Hung Hom – 23 Man Lok Street (Gemstar Tower)	7:30am – 3pm (every 30 mins)
3 – 6 Mar (Fair Period)	A	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre, Expo Drive Central)	8:30am – 4pm (every 15 mins)
	B	Tsim Sha Tsui – 11 Chatham Road South (Near S.F. Express)	7:30am – 3pm (every 15 mins)
	C	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	
	D	Hung Hom – 23 Man Lok Street (Gemstar Tower)	7:30am – 3pm (every 30 mins)

From AsiaWorld-Expo			
Date	Drop-off Locations		Time
1 Mar (Move-in Day)	E	Wan Chai – Hong Kong Convention and Exhibition Centre (Harbour Road Entrance)	4pm – 7pm (every 30 mins)
	F	Tsim Sha Tsui – 10 Middle Road (Near Post Office)	4pm – 9pm (every 30 mins)
	G	Hung Hom – 23 Man Lok Street (Gemstar Tower)	
2 Mar (Fair Period)	E	Wan Chai – Hong Kong Convention and Exhibition Centre (Harbour Road Entrance)	2pm – 8:00pm (every 15 mins)
	F	1 st stop: Tsim Sha Tsui – 10 Middle Road (Near Post Office) 2 nd stop: Hung Hom – 23 Man Lok Street (Gemstar Tower)	
	H	Kowloon Masjid: Tsim Sha Tsui – 10 Middle Road (Near Post Office)	4:45pm (every day)

3 – 6 Mar (Fair Period)	E	Wan Chai – Hong Kong Convention and Exhibition Centre (SME Centre)	3 - 5 Mar: 2pm – 8:00pm (every 15 mins)
	F	1 st stop: Tsim Sha Tsui – 10 Middle Road (Near Post Office) 2 nd stop: Hung Hom – 23 Man Lok Street (Gemstar Tower)	6 Mar: 2pm-7:00pm (every 15 mins)
	H	Kowloon Masjid: Tsim Sha Tsui – 10 Middle Road (Near Post Office)	3 – 5 Mar: 4:45pm (every day) 6 Mar: 4:30pm
To Hong Kong Convention and Exhibition Centre			
Date	Pick-up Locations		Time
4 – 8 Mar (Fair Period)	Tsim Sha Tsui – 10 Middle Road (Near Post Office)		9:30am – 10:30am (every 15 mins)

From Hong Kong Convention and Exhibition Centre		
Date	Drop-off Location	Time
4 – 8 Mar (Fair Period)	Wan Chai - Masjid Ammar	5:30pm (every day)

Note:

- The timetable and actual parking position 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.
- Please take care and safeguard your own personal belongings. The Organisers will not be responsible for any loss or damage to personal belongings.
- 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/hkdgp/en/travel-to-fairground-awe>

特別通告 11

香港貿易發展局香港國際鑽石、寶石及珍珠展及香港國際珠寶展

免費穿梭巴士時間表 (2 - 8 Mar 2025)

前往亞洲國際博覽館			
日期	上車地點		時間
3月1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 1 班)
	D	紅磡民樂街 23 號 (駿昇中心)	
3月2日 (展覽時段)	A	香港會議展覽中心 - 港灣道入口	上午 8 時 30 分至下午 4 時 (每 15 分鐘 1 班)
	B	尖沙咀漆咸道南 11 號 (近順豐速運)	上午 7 時 30 分至下午 3 時 (每 15 分鐘 1 班)
	C	尖沙咀中間道 10 號(近郵政局)	
	D	紅磡民樂街 23 號 (駿昇中心)	上午 7 時 30 分至下午 3 時 (每 30 分鐘 1 班)
3月3-6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 30 分至下午 4 時 (每 15 分鐘 1 班)
	B	尖沙咀漆咸道南 11 號 (近順豐速運)	上午 7 時 30 分至下午 3 時 (每 15 分鐘 1 班)
	C	尖沙咀中間道 10 號(近郵政局)	
	D	紅磡民樂街 23 號 (駿昇中心)	上午 7 時 30 分至下午 3 時 (每 30 分鐘 1 班)
由亞洲國際博覽館前往市區			
日期	下車地點		時間
3月1日 (進場時段)	E	香港會議展覽中心 - 港灣道入口	下午 4 時至下午 7 時 (每 30 分鐘 1 班)
	F	尖沙咀中間道 10 號(近郵政局)	下午 4 時至下午 9 時 (每 30 分鐘 1 班)
	G	紅磡民樂街 23 號 (駿昇中心)	
3月2日 (展覽時段)	E	香港會議展覽中心 - 港灣道入口	下午 2 時至下午 8 時 (每 15 分鐘 1 班)
	F	第一站：尖沙咀中間道 10 號(近郵政局) 第二站：紅磡民樂街 23 號 (駿昇中心)	
	H	九龍清真寺: 尖沙咀中間道 10 號(近郵政局)	下午 4 時 45 分 (每日 1 班)

3月3-6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)	3月3-5日: 下午2時至下午8時 (每15分鐘1班) 3月6日: 下午2時至下午7時 (每15分鐘1班)
	F	第一站: 尖沙咀中間道10號(近郵政局) 第二站: 紅磡民樂街23號(駿昇中心)	
	H	九龍清真寺: 尖沙咀中間道10號(近郵政局)	3月3-5日: 下午4時45分 (每日1班) 3月6日: 下午4時30分

前往香港會議展覽中心

日期	上車地點	時間
3月4-8日 (展覽時段)	尖沙咀中間道10號(近郵政局)	上午9時30分至上午10時30分 (每15分鐘1班)

由香港會議展覽中心前往市區

日期	下車地點	時間
3月4-8日 (展覽時段)	灣仔愛群清真寺	下午5時30分 (每日1班)

註:

- 巴士時間表及實際上落客地點會因應路面交通情況而有所調整，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。
- 請小心看管個人財物。如有損毀或遺失，主辦機構概不負責。
- 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/hkdgp/tc/travel-to-fairground-awe>

Circular 12: 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 6 March 2025**. 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 6 March 2025, 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.

通告 12: 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 2025 年 3 月 6 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 2025 年 3 月 6 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 13: 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 at AsiaWorld-Expo with getting your boarding pass and drop off your baggage at least 120 minutes prior to your flight departure time and get your baggage directly at the destination airport.

If you are taking other airlines, you can use baggage delivery service at least 180 minutes prior to your flight departure time and reclaim your baggage at the “Baggage Storage and Delivery” counter on Level 5, Arrivals Level, Terminal 1 (Non-restricted area) of Hong Kong International Airport 90 minutes after dropping off your bag at AsiaWorld-Expo. To check-in your baggage, please proceed to your airline’s counter on the airport’s Departure Level.

Location: Ground Level, East Lobby (next to Baggage Storage Counter)
Service hours: 5 Mar, 10:00 – 18:30; 6 Mar, 10:00 – 18:00

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

特別通告 13: 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，可於航班離港時間最少 120 分鐘前在亞博館預辦登機、領取登機證及託運行李，到達目的地機場後取回行李，更快捷更方便！

若乘搭其他航空公司，可於航班離港時間最少 180 分鐘前使用行李送遞服務，並於亞博館完成手續後 90 分鐘，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」櫃檯取回行李。如須託運行李，請到您所選乘航空公司於機場離港層的櫃檯辦理手續。

服務地點：東大堂地下（行李寄存櫃台旁）
服務時間：3 月 5 日 10:00 – 18:30; 3 月 6 日 10:00 – 18:00

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。