

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 2026. 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 2026 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 2026.**
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 2026)** 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	
<p>Hong Kong International Diamond, Gem & Pearl Show 2026</p> <p>AsiaWorld-Expo</p>	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	

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

***Only presenting the company representative business card will not be accepted**

Collect all badges on behalf of your company

Please bring the below items which **must be shown to our staff** upon collection

- Physical Company Stamp
- OR
- Printed copy of badge collection undertaking* with company stamp and Representative business card

Collect your own badge in person

Please bring the below items which **must be shown to our staff** upon collection

- HKID Card or Passport (for identity verification purpose)
- Physical Company Stamp

* 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. Hebe Chong	(852) 2240 4128	Hebe.cy.chong@hktdc.org
Ms. Flora Lai	(852) 2240 4012	Flora.ht.lai@hktdc.org
Mr. Calvin Chan	(852) 2240 4016	Calvin.tk.chan@hktdc.org
Ms. Polly Chak	(852) 2240 4880	Polly.cm.chak@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 2026。香港貿發局香港國際鑽石、寶石及珍珠展 2026 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 2026 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 2026	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)
亞洲國際博覽館	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

請攜帶以下資料領取參展商工作證：

*不接受只出示公司代表卡片

由公司代表領取

請帶同以下物品，領證時必須出示給工作人員

- 實體公司印章
或
- 已蓋公司蓋章之領證承諾書的副本 及 公司代表卡片

親自領取證件

請帶同以下物品，領證時必須出示給工作人員

- 身分證或護照 (只用作核對身份)
- 實體公司印章

*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
莊卓盈小姐	(852) 2240 4128	Hebe.cy.chong@hktdc.org
黎幸子小姐	(852) 2240 4012	Flora.ht.lai@hktdc.org
陳子健先生	(852) 2240 4016	Calvin.tk.chan@hktdc.org
翟靜雯小姐	(852) 2240 4880	Polly.cm.chak@hktdc.org

香港貿易發展局