

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:

Badge Sample	Photo-bearing Storage Badges		Photo-bearing Exhibitors' Badges		Non Photo-bearing Exhibitors' Badges	Non Photo-bearing Storage & Exhibitors' e-Badges
	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 <i>Verification at Onsite Badge Issuing Counter Required</i>
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 (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 (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。