

FORM 12	HKTDC Hong Kong International Jewellery Show 香港貿發局香港國際珠寶展 5-9/3/2013	Return to : Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Tel : (852) 2240 4354 / 2240 4012 Fax : (852) 2169 9710 Attn : Mr Michael Chan/ Ms Charmian Li
Deadline 22 Jan 2013		

Use of Overnight Storage Facility

All Exhibitors who plan to use the overnight storage facilities must apply for special badges bearing photos.

Exhibitor may reserve space for overnight storage of precious jewellery exhibits in the exhibition venue. Please go through **Para 5.1 & 5.2** in the Exhibitors' Manual carefully before completing this form.

Our Company _____
would like to use the overnight storage facility at the Hong Kong Convention & Exhibition Centre arranged by the Organiser. We shall bring along our own container box(es).

Attention : Please note that each staff MUST apply for a photo-bearing exhibitor's badge in order to have access to the overnight storage service. (Please refer to the following page for details). ALL FIELDS ARE COMPULSORY. BAGES WILL NOT BE ISSUED FOR ANY MISSING FIELDS.

The following are details of authorised staff members of our company for performing deposit and withdrawal procedures.

1. Name : _____ (as printed in passport) Passport/ID No. : _____ (Compulsory) Nationality : _____ (Compulsory) Signature Specimen: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	2. Name : _____ (as printed in passport) Passport/ID No.: _____ (Compulsory) Nationality : _____ (Compulsory) Signature Specimen: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	3. Name : _____ (as printed in passport) Passport/ID No.: _____ (Compulsory) Nationality : _____ (Compulsory) Signature Specimen: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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**Passport-sized
Photo
(37mmx37mm)**

**Passport-sized
Photo
(37mmx37mm)**

**Passport-sized
Photo
(37mmx37mm)**

3.No. of container box : _____

4.Dimensions of container box(es) : _____

5.Estimated value of exhibits : _____

Note : Only the above listed company representatives will be allowed to process deposits/withdrawals upon presenting their official security badge(s) to the security guard.

We understand and agree that:-

1. We have read through **Para 5.1 & 5.2** in the Exhibitors' Manual (see excerpts on the following pages) and fully note the conditions of using this overnight storage facility before we fill in and submit this form.
2. We shall strictly follow the procedures in using this overnight storage facility as set out by the Organiser.
3. We understand and agree that we should place all our jewellery inside the locked container box(es), and secure them at our booth(s) before we put them into the overnight storage facility.
4. We understand that the Hong Kong Trade Development Council shall not be liable to any loss or damage caused to our belongs, claims, demands, cost, charges and expenses whatsoever resulting from the use of the overnight storage facility as stipulated in **Para 5.1 & 5.2** of the Exhibitors' Manual.
5. We understand that we should be responsible for taking out appropriate insurance policy to cover all risks on our jewellery exhibits throughout the exhibition including the overnight storage period.
6. Only the persons named above are authorised by us to deposit and withdraw all and any of our property from the overnight storage facility.

Company Name : _____

Booth No. : _____

Person to Contact : _____ Position : _____

Tel. : _____ Fax : _____ Mobile : _____

Signature : _____ Date : _____

Please make copy for your own record.

(For office use)	Acknowledgement of Receipt by HKTDC
Received on: _____	By: _____

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Excerpt from Para 5.1 in the Exhibitor's Manual

Overnight Storage Facility

To facilitate exhibitors' storing of their precious exhibits during the fair, the Organiser will provide overnight storage facility arrangement to all exhibitors.

Format

Strong / Storage rooms will be arranged at the exhibition venue. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the strong / storage rooms. Each exhibitor will be assigned a designated area in the strong / storage rooms for putting the container. Exhibitors may only deposit their containers in the designated area.

Cost

Use of the strong / storage room is free. However, the area allocated for each exhibitor will be subject to the availability of space. Exhibitors should select precious jewellery exhibits for the storage.

Deposit & Withdrawal Procedure

All exhibitors using this overnight storage facility are reminded that they must present their photo-bearing Storage Security Card in order to be eligible for using such facility.

Deposit & Withdrawal Time Schedule

Date	Withdrawal	Deposit
4 March 2013	- - - - -	13:00 – 19:00 hrs
5-8 March 2013	08:00 – 10:00 hrs	18:30 – 20:30 hrs
9 March 2013	08:00 – 10:00 hrs	* 17:30 – 18:30 hrs
10 March 2013	* 08:00 – 10:00 hrs	- - - - -
* Overnight Storage Facility for overseas exhibitors only		

The strong / storage rooms will be closed during day time and exhibitors **must withdraw all their container boxes before 10am**

Usage of Overnight Storage Facility

All exhibits should be locked and sealed in a case **not larger than 70cm x 60cm x 40cm**. Cases must be provided by exhibitors themselves. As the storage space in the Centre is limited, only valuable exhibits should be stored. **NO PERSONAL BELONGINGS AND FURNITURE** are allowed. Only **TWO CASES** per a 9 m² booth will be allowed. If an exhibitor has more than two cases of valuable items for overnight storage in Overnight Storage Facility, that exhibitor must ensure that it has appropriate arrangements for overnight storage of the excess items. If exhibitors require overnight storage before the exhibition period, please kindly contact the official forwarder (for valuable items) in advance for details.

Please note that the applications to use the Overnight Storage Facility, are handled on a first-come-first-served basis. No exhibits can be deposited or withdrawn beyond the time schedule stated above. No exhibits can be kept in the Overnight Storage Facility during the exhibition opening hours as the room will be closed.

Please be reminded that all property stored in the Overnight Storage Facility at any time is stored entirely at Exhibitors' own risk and Exhibitors are solely responsible for taking out appropriate insurance policy to cover all risks on their Jewellery exhibits throughout the exhibition including the overnight storage period.

Exhibitors' Responsibility on Security Measures

All exhibitors using this storage facility should be reminded that they should take up all the risks, including loss and damage to their jewellery, resulting from the usage of the overnight storage facility. Exhibitors are advised to take out insurance coverage on their jewellery throughout the exhibition, including the move-in, move-out and overnight storage period.

Exhibitors who wish to use the overnight storage facility should complete the **Form 12** in "**Additional Facilities and Services Order Form Booklet**" and return it to the Organiser before **22 Jan 2013**. Exhibitors are reminded that at most three of their authorised staff members with names, Passport / I.D. Card Nos., nationality and signature specimens shown on the **Form 12** will be allowed to use the strong / storage room for deposit and withdrawal of exhibits.

Overnight storage of valuable exhibits can be arranged through the Organiser, free of charge, during the exhibition period at the Hong Kong Convention and Exhibition Centre. **All property of an exhibitor stored in the Overnight Storage Facility at any time is stored at the exhibitor's own risk. Each exhibitor is responsible for the safety of its property at all times. Each exhibitor must have, at all times, valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organiser may require including, without limitation, use of the Overnight Storage Facility.** The Organiser (including their employees, directors, officers and agents) shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by any exhibitor or any other person arising in connection with the Exhibition including, without limitation, and theft, fire, use of the Overnight Storage Facility Service or defect in the Exhibition Centre howsoever caused. It is recommended that exhibitors have their own security guards, to escort their exhibits in and out of the Exhibition Centre during the moving in and moving out periods.

If liability on the part of the Hong Kong Trade Development Council shall arise from the use of the Overnight Storage Facility (at no charge) at the HKTDC Hong Kong International Jewellery Show by the Exhibitor (whether under the express or implied terms of this contract, or at common law, or in any other way), such liability of Hong Kong Trade Development Council, all Officers, Directors, Employees and other Representatives shall be limited to the aggregate of One Hundred Thousand Hong Kong Dollars (HK\$100,000.00) for loss, theft, damage or destruction (through negligence) of all property placed in the Overnight Storage Facility throughout the HKTDC Hong Kong International Jewellery Show including the overnight storage period. The parties herein are neither insurers nor indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of the property. The Exhibitor shall be responsible for taking out appropriate insurance policy to cover all risks on the jewellery exhibits throughout the HKTDC Hong Kong International Jewellery Show including the overnight storage period.

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Application of Overnight Storage Facility (Conditions of Order for Form 12)

Requirement of Overnight Storage Facilities Application by Post/Courier/Registered Mail (Deadline : 22 Jan 2013)

- 1 clear white background recent passport size picture of the nominees taken within the past 6 months (37mm x 37mm)
- a copy of the nominee's passport clearly showing the passport no, nationality, name, photo and signature
- completed Form 12– Use of Overnight Storage Facility

Please send us the above supporting documents by post/courier/registered mail no later than 22 Jan 2013 (Attention: Mr Michael Chan, Hong Kong Trade Development Council, Unit 13, Expo Galleria, 1 Expo Drive, Wan Chai, Hong Kong.)

On-site application (Note: waiting time: 1 hour approx.)

An advanced application is highly recommended in order to avoid the long waiting time for the process of the photo-bearing exhibitor's badge yet, in the case that you are late to provide photos and passport copies, you may apply for this badge on site during the move-in day on 4 March 2013 from 1000 – 2000 at the overnight storage check-in counter at Expo Drive Entrance or at the Fair Management Office during exhibition hours of the fair.

Requirement of On-site Photo-bearing Exhibitor's Badge Application

- copy of the **completed Form 12**, which should have reached us before 22 Jan 2013
- the original passport / other identity card with picture and name
- 1 clear white background recent passport size picture of the nominee taken within the past 6 months (37mm x 37mm)

Remark: In case of change of nominee, the applicant must provide an authorisation letter signed and stamped by the company together with the above documents to process the photo-bearing exhibitor's badge on-site.