

Dear Exhibitor,

Thank you for your participation in the **HKTDC Hong Kong International Jewellery Show 2015**.

This Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the Fair.

Please read through this manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services. Should you require any further information or assistance, please do not hesitate to contact us or our offices worldwide.

I wish you every success in the Fair.

Yours Faithfully,

Brian Chan  
Exhibitions Project Manager

**Remark:** *Exhibitors' e-mail address will be put onto the HKTDC fair website, you may as a result receive inquiries directly from interested buyers. Website: [www.hktdc.com/hkjewelleryshow](http://www.hktdc.com/hkjewelleryshow)*

**Produced and published by Hong Kong Trade Development Council (HKTDC)**

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**This manual is intended for use by Exhibitors only and any other uses are prohibited.**

# 1. Move-in and Move-out Schedule

	RAW SPACE	STANDARD BOOTH
Booth Construction	<u>Hall 1, 3, 5</u>	N/A
	2 March 9am – 10pm	
	3 March 9am – 12noon	
	<u>Grand Hall, Convention Hall &amp; Meeting Rooms</u>	
	2 March 2pm – 10pm	
3 March 9am – 12noon		
Booth Decoration	3 March 10am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	3 March (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	8 March (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	4 – 7 March 7:30pm	
	8 March 6:30pm	
Booth Dismantling including Additional Lighting	8 March 8pm – 12 midnight	N/A

## 1.1. Exhibitors' Access

To allow preparation work for Exhibitors during fair period, the exhibition halls will be opened for Exhibitors at 8am. All Exhibitors are reminded to **wear Exhibitors' badges** when entering the exhibition halls. No exhibitors under 18 will be admitted.

## 1.2. Over-time Penalty claimed by HKCEC

Exhibitors and / or their appointed contractors shall follow the move-in / out schedule. If the Exhibitors or their appointed contractors work after 1200 midnight on 2, 3 and 8 March 2015, they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.

## 2. General Information

### 2.1. Official Fair Name

HKTDC Hong Kong International Jewellery Show 2015

### 2.2. Venue

Hong Kong Convention and Exhibition Centre  
Wan Chai, Hong Kong, China

### 2.3. Organiser

#### **Hong Kong Trade Development Council**

Exhibitions Department

Unit 13, Expo Galleria, Hong Kong Convention and Exhibition Centre,  
1 Expo Drive, Wan Chai, Hong Kong

Telephone: (852) 2584 4333

Fax: (852) 2824 0026 / 2824 0249

Email: exhibitions@hktdc.org

Web Site: www.hktdc.com

### 2.4. Co-organisations

#### **Hong Kong Jewellers' & Goldsmiths' Association**

13<sup>th</sup> Floor, Hong Kong Jewellers' Building,  
178 – 180 Queen's Road, Central, Hong Kong

Tel: (852) 2543 9633

Fax: (852) 2850 7361

#### **Hong Kong Jewellery & Jade Manufacturers Association**

Flat A, 12/F, Kaiser Estate Phase 1,  
41 Man Yue Street, Hung Hom, Kowloon, Hong Kong

Tel: (852) 2543 0543

Fax: (852) 2815 0164

#### **Hong Kong Jewelry Manufacturers' Association**

Unit G, 2/F, Kaiser Estate Phase 2,  
51 Man Yue Street, Hung Hom, Kowloon, Hong Kong

Tel: (852) 2766 3002

Fax: (852) 2362 3647

#### **Diamond Federation of Hong Kong, China**

5B Hong Kong Diamond Exchange Building,  
8 – 10 Duddell Street, Central, Hong Kong

Tel: (852) 2524 5081

Fax: (852) 2877 9831

### 2.5. Sponsors

#### **Hong Kong Watch Manufacturers Association Ltd.**

Unit A, 3<sup>rd</sup> Floor, Yu Wing Building,  
64 – 66 Wellington Street, Central, Hong Kong

Tel: (852) 2522 5238

Fax: (852) 2810 6614

Email: hkwma@netvigator.com

Web Site: hkwma.org

#### **The Federation of Hong Kong Watch Trades & Industries Ltd.**

Rm. 604, Peter Building, 58 – 62 Queen's Road,  
Central, Hong Kong

Tel: (852) 2523 3232

Fax: (852) 2868 4485

Email: hkwatch@netvigator.com

Web Site: hkwatch.org

## 2.6. Fair Dates and Opening Hours

Fair Date	Opening Hours	
4 March (Wed)	10:30am – 6:30pm	(Open to trade buyers only)
5 – 7 March (Thu – Sat)	10am – 6:30pm	(Open to trade buyers only)
8 March (Sun)	10am – 5:30pm	(Open to trade buyers only)

## 2.7. Visitors' Information

The fair is open to trade buyers. Admission fee of HK\$100 for each person will be charged. Visitors must register at the Fair and wear the visitor badge during the Fair. **No visitors under 18 will be admitted.**