

# 5. Services for Exhibitors

## 5.1. 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 2014	- - - - -	13:00 – 19:00 hrs
5-8 March 2014	08:00 – 10:00 hrs	18:30 – 20:30 hrs
9 March 2014	08:00 – 10:00 hrs	* 17:30 – 18:30 hrs
10 March 2014	* 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 m<sup>2</sup> 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 No exhibits can be deposited or withdrawn beyond the time schedule stated above.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.**

## 5.2. 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**” and return it to the Organiser before **22 Jan 2014**. 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, water, 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. Details can be found in **Form 13** of the “Additional Facilities and Services Order Form”.

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 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 (throughout negligence) of all property placed in the Overnight Storage Facility throughout the 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, wilful 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 Hong Kong International Jewellery Show including the overnight storage period.

### 5.3. Other Storage Arrangement

With the approval from the Organiser, exhibitors can also choose to install or rent their safes inside their booth at their own expenses. Details and specifications of safes must be submitted to the Organiser before **22 Jan 2014**. Power socket must be ordered as additional facility for electronic safes. Exhibitors should take out insurance coverage for their exhibits and safes. The Organiser reserves the right to reject any application for safe installation at the venue / booth. For safes rental, please contact the following companies (for reference only):

**Chubb H.K. Ltd.**

Chubb Security Equipment

1/F, Guardforce Centre, 3 Hok Yuen Street East, Hung Hom, Kowloon, Hong Kong

Tel: (852) 2746 9628

Fax: (852) 2785 5589

Contact: Mr Peter M.C. Ching

**Safelock Engineering Co.**

23/F Hang Wai Commercial Bldg, 231-233 Queen's Road East, Wan Chai, Hong Kong

Tel: (852) 2572 9290 / 2573 8491 Fax: (852) 2838 0906

Contact: Mr Alan Lam

**Dr. Heindl Safes Asia Ltd.**

15/F Overseas Trust Bank Building, 160 Gloucester Road, Hong Kong

Tel: (852) 9540 0746

Contact: Mr Thomas Heindl

*Note : The Organiser takes no responsibility in any arrangements made between the exhibitors and the above companies or any third party regarding installation of safes.*

## 5.4. Security Precautions

The Organiser and the Exhibition venue management will take all reasonable measures to provide a secured environment for exhibitor's display and business conduction. However, it is not possible to solely rely on Organiser's efforts to prevent loss of items stored or displayed within the confines of an exhibitor's booth. Exhibitors are required to observe the following guidelines strictly:

### Manning of Booth

Exhibitors' stand must be fully manned at all times by alert staff. Never leave property unguarded, even for a few seconds. Entertain all customers entering the stand closely and present minimum items each time.

### Report Crime

In the event of any emergency and suspicion, exhibitors should report immediately to:

- a) the Organiser (HKTDC duty staff at Fair Management Office)
- b) Hong Kong Convention and Exhibition Centre (security control extension 33)

### Security Advice

For professional and impartial advice, exhibitors can contact:

#### **Hong Kong Police Regional Crime Prevention Office (Hong Kong Island)**

Tel: (852) 2860 7894 Fax: (852) 2200 4368

#### **Hong Kong Convention & Exhibition Centre**

Tel: (852) 2582 7192 Fax: (852) 2582 7127

Contact: Mr. Spencer Chan, Security Manager

Any special publicity programme or PR activity within exhibitors' stand must be pre-approved by the Organiser. The Organiser will form a Security Committee with advisers from Jewellery Association representatives to spotcheck exhibitor's booth security. **Loose security facilitating crime will jeopardise exhibitors' future participation.**

## 5.5. Insurance

1. Exhibitors must have 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. Such insurance must cover, inter alia, an Exhibitor's property and its activities (including those of its employees, agents, contactors, sub-contractors and sub-licensees) at the Exhibitor, venue (including the moving in and moving out periods).
2. The Organiser is not responsible for ensuring that an Exhibitor's property is securely stored or is in safe custody during the Exhibition (including the moving in and moving out periods). The Organiser will not accept any delivery of any property on behalf of any Exhibitor. The Organiser 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 the Exhibitor or any other person in connection with the Exhibition including, without limitation, any theft, fire, use of the Security Room Service, defect in the Exhibition Centre howsoever caused, any cancellation or early closure of, or delay in opening or closing of the Exhibition for whatever reason outside the control of the Organiser or any natural calamity or act of God, howsoever arising.
3. Exhibitors are responsible for the safety of their own property at all times during the Exhibition (including the moving in and moving out periods). To prevent any loss or damage occurring, Exhibitors may hire security guard services, if necessary, at their own expense.
4. Exhibitors should ensure that all valuable property and exhibits are kept in a locked and secure place at all times and it is their own responsibility if they leave their property at booth unattended overnight. Organiser reserves the right to claim any loss incurred in this event.
5. Exhibitors should ensure that they have adequate staff cover to monitor their property and booths, especially during the lunch-time period.
6. For any special high value Jewellery/Gems, please inform the Organiser beforehand and make appropriate safety arrangement.
7. Exhibitors must issue a document, such as an invoice or receipt, to any third party to whom any of their property is either sold or otherwise handed over during the Exhibition.

## 5.6. Official Air Express Company

Hongkong Post is appointed as the official air express company for the HKTDC Hong Kong International Jewellery Show 2014, they will set up a counter at the Customer Service Centre at Hall 1A concourse during the fair period.

### **Hong Kong Post (Business Development Branch)**

21/F, ING Tower

308-320 Des Voeux Road Central

Sheung Wan, Hong Kong

Tel: (852) 2921 2271

Fax: (852) 2541 4868

Contact Person: Ms Jane Lam

Email: jane\_ty\_lam@hkpo.gov.hk

Web: www.hongkongpost.com

## 5.7. Official Carrier

The Hong Kong Trade Development Council has appointed Cathay Pacific Airways Ltd as official carrier of this event. Cathay Pacific and sister airline Dragonair are offering exclusive airfares for you and your travel companions in Business and Economy class. For online special fares enquiries and reservations, please visit the Cathay Pacific Airways website at <http://events.cathaypacific.com> and input the event access code MICE524 or contact your nearest Cathay Pacific or Dragonair reservations office and quote the event access code to avail of special fares for event participants.

Cathay Pacific Reservations: (852) 2747 1888 [www.cathaypacific.com](http://www.cathaypacific.com)

Dragonair Reservations: (852) 3193 3888 [www.dragonair.com](http://www.dragonair.com)

The Marco Polo Club Service Centre: (852) 2749 5500

Asia Miles Service Hotline: (852) 2747 3838 [www.asiamiles.com](http://www.asiamiles.com)

Country/Territory	City	Cathay Pacific Reservations
Australia	Adelaide, Brisbane Cairns, Melbourne Perth, Sydney	131747
Bahrain	Manama	(973) 1722 6226
Canada	Toronto, Vancouver	1 800 268 6868
Chinese mainland	Beijing, Shanghai	400 888 6628
France	Paris	33 (0) 141 437 575
Germany	Frankfurt	49 (180) 5 288 285
India	Bengaluru (Bangalore) Chennai Mumbai Delhi	91 (80) 4008 8400 91 (44) 4298 8400 91 (22) 6657 2222 91 (11) 4354 4777
Indonesia	Denpasar, Surabaya Jakarta	0804 1 888 888 62 (21) 5151747
Italy	Milan, Rome	199 747 340
Japan	Fukuoka, Nagoya Osaka, Sapporo, Tokyo	81 (3) 5159 1700
Republic of Korea	Seoul	82 (2) 3112 800
Malaysia	Kuala Lumpur Penang	60 (3) 2035 2777 60 (4) 226 0411
Netherlands	Amsterdam	31 (20) 653 2010
New Zealand	Auckland	0800 800 454
Pakistan	Karachi	92 (21) 521 8081
Philippines	Cebu Manila	63 (32) 231 3747 63 (2) 757 0888
Saudi Arabia	Jeddah Riyadh	966 (2) 665 3088 966(1) 479 3232
Singapore	Singapore	(65) 6533 1333
South Africa	Johannesburg	27 (11) 700 8900
Sri Lanka	Colombo	94 (11) 233 4145
Taiwan	Taipei	886 (2) 2715 2333
Thailand	Bangkok	66 2263 0606
United Arab Emirates	Dubai	971 (4) 204 2888
United Kingdom	London	44 (20) 8834 8888
United State of America	Los Angeles, New York San Francisco	1 800 233 2742
Vietnam	Hanoi Ho Chi Minh City	84 (4) 3826 7298 84 (8) 3822 3203

## 5.8. Value-for-Money Hotels

Information and booking forms for the Value-for-Money Hotel packages can now be found in “**Additional Facilities and Services Order Form**”, which also forms part of your “Information Kit”.

## 5.9. Printing Service in Hong Kong

Printing service in Hong Kong is well known for its quality, reliability and competitive pricing. Exhibitors only need to bring their designs in CD-Rom and digital or offset printing can be arranged right here for catalogues, flyers, manuals and name-cards etc. Handling and freight costs are saved and last minute update is possible. A list of qualified printers is available at [www.gaahk.org.hk](http://www.gaahk.org.hk) which is a printing service network of the Graphic Arts Association of Hong Kong, a non-profitable organisation promotes Hong Kong printing industry.

## 5.10. Temporary Staff / Interpreter Agencies (For reference only)

### **ADECCO Personnel Limited**

12/F, Fortis Tower, 77-79 Gloucester Road,  
Wan Chai, Hong Kong  
Tel : (852) 2895 2616 Fax : (852) 3421 2970

### **Manpower Services (Hong Kong) Limited**

3/F, 102 Austin Road  
Tsim Sha Tsui, Kowloon  
Tel : (852) 3582 2900 Fax : (852) 2567 3686

### **People Factor Company Limited**

Unit B, 10/F, Amber Commercial Building  
70-74 Morrison Hill Road, Wan Chai, Hong Kong  
Tel : (852) 2574 2116 Fax : (852) 2574 7667

### **Team Spirit**

Room 608, Capital Centre  
5-19 Jardine's Bazaar, Causeway Bay, Hong Kong  
Tel : (852) 2881 0873 Fax : (852) 2890 9165

### **Williams (Hong Kong) Ltd.**

Unit 1203C, 12/F, Admiralty Centre, Tower 1  
18 Harcourt Road, Admiralty, Hong Kong  
Tel : (852) 2537 6618 Fax : (852) 2537 8860

*Note: Exhibitors are not required to use the service of any of the above mentioned agencies. This list is provided purely for the convenient reference for the Exhibitors. The Organiser assumes no responsibility for the competence or integrity of the agencies listed and Exhibitors are advised to exercise normal business precautions as dealing with any service suppliers.*

### 5.11. List of Stand Contractors in Hong Kong: (For Raw Space Exhibitors' reference only)

For List of stand contractors in Hong Kong, please refer to the 'Directory of Exhibition Stand Contractors in Hong Kong 2014' at fair website

*Note: The directory is provided purely for the convenient reference for the Exhibitors. The Organiser assumes no responsibility for the competence or integrity of the services listed and Exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.*

### 5.12. Security Services

Exhibitors may elect to hire security guards for their own purposes during the fair period. Under the Standard Terms and Conditions of Licence of the Hong Kong Convention and Exhibitions Centre (HKCEC), exhibitors may procure additional security guards from the official security contractor only.

Please contact Mr Spencer Chan, Assistant Security Manager of the Hong Kong Convention and Exhibition Centre, 1 Harbour Road, Wan Chai, Hong Kong. Tel: (852) 2582 7039; email: spencerchan@hkcec.com.

Requests must reach the HKCEC at least three weeks before the fair, otherwise a late order surcharge will be levied.

Exhibitors requiring security guard service should fill out **Form 13** in the "Additional Facilities and Services Order Form" and return it directly to the Convention and Exhibition Centre **on or before 19 Feb 2014**.

### 5.13. Official Mobile Service Provider

**Tink Labs Limited** is the Official Agent for Mobile Phone Service at the HKTDC Hong Kong International Jewellery Show 2014.

#### **Tink Labs Limited**

1/F, 101 King's Road, North Point, Hong Kong

Tel : (852) 8120 2233

Fax : (852) 3747 1483

Email: [cs@tinklabs.com](mailto:cs@tinklabs.com)

Website: [www.handyhongkong.com](http://www.handyhongkong.com)

Exhibitors requiring rental of mobile phone should use the Form 17 in "Additional Facilities and Services Order Form Booklet" for ordering. Pre-payment in full will be required.

Note: Exhibitors are not required to use the service of any of the above mentioned services. This list is provided purely for the convenient reference for the exhibitors. The Organiser assumes no responsibility for the competence or integrity of the services listed and exhibitors are advised to exercise normal business precautions as they would in dealing with any service suppliers.



#### **5.14. Official Business Centre Operator**

Fuji Xerox (HK) Ltd. is the Official Business Centre Operator at the HKTDC Hong Kong International Jewellery Show 2014.

**Fuji Xerox (HK) Ltd.**

10/F., Zung Fu Industrial Building, 1067 King's Road, Quarry Bay, H.K.

Tel : (852) 3650 6563 Fax : (852) 2505 3762

Website : [www.fujixerox.com.hk](http://www.fujixerox.com.hk)

Contact Person: Mr Ken Lee

Email: [ken.wy.lee@hkg.fujixerox.com](mailto:ken.wy.lee@hkg.fujixerox.com)

#### **5.15. Stand Cleaning**

The organiser will be responsible for the general cleaning of stands (excluding exhibits) and hall passage way each day after the Exhibition.

#### **5.16. Public Parking**

Hourly car-park is situated in the basement of the Hong Kong Convention and Exhibition Centre. The main entrance to the car-park is at the Harbour Road.

#### **5.17. Internet Access at the Fair**

To ensure smooth Internet access during the fair period for business usage that requires stable connection (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, exhibitors are advised to order a dedicated Broadband Line inside your booth, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **Form 6** in the "Order Forms").

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

If you encounter any problem with the Wireless LAN service onsite, please proceed to the Customer Service counter at Expo Drive Entrance or call the Wireless LAN Service Hotline at (852) 2582 1846 / 2582 1849 for technical support and assistance.

#### **5.18. Free Publicity Arrangement**

Exhibitors are encouraged to promote their companies or products by supplying around 30 sets of press kits (including press release and photos) to the "Media Centre" on the first day of the fair. International and local media can freely collect materials available there for their reference and use. This service is free of charge for exhibitors.

Whether your materials will be picked up for publishing is totally at the media's discretion. All submitted materials will not be returned.

Should you have any queries, please feel free to contact Ms Syria Choi at tel: (852) 2240 4135, fax: (852) 2169 9199 or email: [syria.choi@hktdc.org](mailto:syria.choi@hktdc.org).

## 5.19. Official Freight Forwarder

Achieve Freight (HK) Limited is the Official Freight Forwarder and Customs Broker for the HKTDC Hong Kong International Jewellery Show 2014 and can provide a comprehensive range of services including: customs clearance, insurance and transportation.

The agreed shipping arrangements between the Official Freight Forwarder and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Centre well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

Overseas exhibitors or authorised agents should apply to the address listed below for full information on forwarding procedures. The Official Freight Forwarder will issue individual Exhibition Transport Guidelines to exhibitors.

### **Important**

Please **do not** consign shipments to the Hong Kong Trade Development Council office.

### **Achieve Freight (HK) Limited**

9/F, Sunward Commercial Building,  
27 Fuk Wa Street, Sham Shui Po, Hong Kong  
Tel: (852) 2396 2518  
Fax: (852) 3615 6302  
Contact : Mr Garrick Leung  
E-mail: [garrick.leung@achievefreight.com](mailto:garrick.leung@achievefreight.com)