

FORM 11	HKTDC Hong Kong International Jewellery Show 2024 香港貿發局香港國際珠寶展 2024 29/2 – 4/3/2024	Return to : Exhibitions & Digital Business Department Hong Kong Trade Development Council Unit 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wan Chai, Hong Kong Attn : Michelle Leung Tel : (852) 2240 4012 Fax : (852) 3746 6782 Email: michelle.pm.leung@hktdc.org
Deadline 15 Jan 2024		

Exhibitor Badges Order Form

Each exhibitor will be given a certain number of badges subject to their booth size. Please submit the badge order online form **by 15 Jan** and the link will be sent to exhibitor in a separate email.

Booth Size (sq.m.)	Entitlement
9	5
18	10
27	15
36	20
46 - 60	30
61 or above	40

Additional Exhibitor Badge

Once exhibitor submitted the badge order form and would like to apply for additional badges later, please email to michelle.pm.leung@hktdc.org with staff name list, position, passport / I.D. No. and nationality in the format below **by 15 Jan**. Issue of additional badges is subject to the discretion of the Organiser. Exhibitors with exhibition space below 45 sq.m. can apply for a maximum of 5 additional badges. Those with over 45 sq.m. can apply for 10 additional badges utmost.

No. of Additional Exhibitor Badge	Cost/pcs.	Total Amount
	x HK\$25 (US\$3)/ pcs.	

Format:

	Date of Birth (Compulsory)	Passport/HKID Card No. (Compulsory)	Nationality (Compulsory)	Gender (Compulsory)
Staff Name as Printed in <u>Passport/HKID Card</u>				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

* ***The identity card/passport numbers are required for security and crime prevention purposes. It will not be disclosed to third parties, unless requested by the Police.***

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 submit the form. Each company will be entitled for maximum 3 pieces of overnight badges. Please note that if an applicant has applied for the storage badge, there is no need to apply for the exhibitor badge.

Please submit the badge order online form **by 15 Jan** and the link will be sent to exhibitor in a separate email.

HKTDC Hong Kong International Jewellery Show 2024

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
28 Feb 2024	- - - - -	13:00 – 19:00 hrs
29 Feb - 3 Mar 2024	08:00 – 10:00 hrs	18:30 – 20:30 hrs
4 Mar 2024	08:00 – 10:00 hrs	* 17:30 – 18:30 hrs
5 Mar 2024	* 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 online registration form and submit it to the Organiser before **15 January 2024**. Exhibitors are reminded that at most three of their authorised staff members with names, Passport / I.D. Card Nos., nationality 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 & 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. For details, please contact Mr Gary Chow of the Hong Kong Convention and Exhibition Centre at (852) 2582 7198; email: garychow@hkcec.com.

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 2024 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.

表格十一	HKTDC Hong Kong International Jewellery Show 2024 香港貿發局香港國際珠寶展 2024 29/2 – 4/3/2024	請交回 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號 香港貿易發展展覽及數碼業務部 梁珮汶小姐 電話: (852) 2240 4012 傳真: (852) 3746 6782 電郵: michelle.pm.leung@hktdc.org
截止日期 2024年1月15日		

參展商工作證申請表

每家參展商可根據其攤位面積獲發給一定數量之工作證。請於 **1月15日或之前** 提交線上表格，鏈結將以電子郵件方式發送給參展商。

展台面積(平方米)	工作證數量
9	5
18	10
27	15
36	20
45 - 60	30
61或以上	40

額外參展商工作證

參展商如在提交線上表格後想申請額外的參展商工作證，請於 **1月15日或之前** 電郵至 michelle.pm.leung@hktdc.org 並參照以下格式附上職員姓名、職位、護照/身份證號碼及國籍。主辦機構有權拒絕加發參展商工作證。攤位面積四十五平方米以下的參展商可申請最多五個加發工作證。四十五平方米以上的參展商可申請十個加發工作證。

額外參展商工作證數量	價錢/張	總額
	每張港幣25元或3美元	

格式:

職員姓名 (如證件上例明)	出生日期 (必須填寫)	護照/身份證號碼 (必須填寫)	國籍 (必須填寫)	性別 (必須填寫)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

* 所要求之個人資料只作保安用途。除警方要求外，有關閣下之個人資料將絕對保密。

通宵貯存服務申請表

參展商可申請使用通宵貯存服務，於展場內保險庫存放展覽用之貴重珠寶。請於填寫本表格前先細閱參展商手冊第5.1及5.2段。每家參展商可申請最多**3張**貯存倉證。請注意，如果申請人已經申請了貯存倉證，則無需申請參展商工作證。

請於 **1月15日或之前** 提交線上表格，鏈結將以電子郵件方式發送給參展商。

節錄自參展商手冊第 5.1 段

通宵貯存服務

為方便參展商於展覽期間晚上貯存貴重展品起見，主辦機構將免費提供通宵貯存服務。

服務方式

主辦機構將於香港會議展覽中心館設置保險庫及貯物室。參展商應先將展品放置在貯物箱內**鎖好**，然後才存放於保險庫或貯物室內。參展商可獲分配指定的貯物空間，貯物箱只可存放於指定位置。

費用

參展商在保險庫或貯物室中貯存展品均毋須繳費，但分配貯物空間則須視乎保險庫或貯物室是否有足夠空位而作出安排。參展商應選擇貴重之珠寶存入保險庫。

展品存取

參展商必須出示附有照片之貯存倉證方可使用此服務。

存取時間表

日期	提取	貯存
2024 年 2 月 28 日	-----	13:00 – 19:00 hrs
2024 年 2 月 29 至 3 月 3 日	08:00 – 10:00 hrs	18:30 – 20:30 hrs
2024 年 3 月 4 日	08:00 – 10:00 hrs	* 17:30 – 18:30 hrs
2024 年 3 月 5 日	* 08:00 – 10:00 hrs	
* 貯存服務只提供給海外參展商使用		

保險庫及貯物室於日間不予開放。參展商**必須於上午 10 時前**取出所有貯物箱。

使用通宵貯存服務

所有展品應封存於由參展商自備，大小不超過 70cm x 60cm x 40cm 的箱內。由於香港會議展覽中心內只有有限的地方可供存放物品，所以只應存放貴重展品。不得存放個人物品及家具。每一 9m² 攤位只可有**兩個箱**。如參展商有超過兩箱貴重物品需放於通宵貯存保險庫或貯物室內，參展商必須確保有適當安排，將超額的物品通宵存放。如參展商需在展覽期前，將物品通宵存放，請先(就貴重物品)與大會貨運代理聯絡，取得有關詳情。

請注意：使用保險庫或貯物室的申請是按先到先得的方式處理。展品不得在時間表所示時間以外的時間提取或存放。在展覽開放的時間，保險庫或貯物室會關閉，所以展品不得留存在保險庫或貯物室內。

請注意：參展商在保險庫或貯物室存放物品所涉及的一切風險，在任何時候均由參展商一力承擔。參展商必須為展出之珠寶購買適當保險，保障展覽及通宵貯存展品期間可能造成的任何損失。

節錄自參展商手冊第 5.2 段

參展商的保安責任

參展商須知，在保險庫中貯存珠寶，如有任何遺失或損壞，概須自行負責。參展商應為展出珠寶及物品購買保險，以保障展覽（包括進館、撤館以及通宵貯存期間）可能造成的任何損失。

參展商如有意使用通宵貯存服務，請必須網上申請附有照片的參展證，於 2024 年 1 月 15 日或之前完成申請。參展商只可委派最多三名職員使用貯存室存取展品，而該三名職員的姓名、護照或身份證號碼和國籍，均須於網上申請時填報。

參展商可與主辦機構安排，在展覽於香港會議展覽中心舉行期間，將貴重展品通宵貯存於保險庫或貯物室內，不收費。參展商在保險庫或貯物室存放物品所涉及的風險，在任何時候均由參展商負責。每名參展商在任何時候均須對其財產的安全負責。參展商必須在任何時候，就盜竊、火災、公眾責任、財產損毀、人身傷害、第三者損失、意外、自然災害、不可抗力以及參展商一般都會投保及/或主辦機構規定須投保的其他風險(包括但不僅限於使用保險庫或貯物室)，投購有效及充分的保險。

對於參展商或任何其他人就展覽(包括但不限於盜竊、使用保險庫或貯物室服務或展覽中心因任何原因出現缺陷)而蒙受或招致任何損失(包括相應損失)、損毀、索求、費用、申索、收費或任何種類的其他開支，主辦機構(包括其職員、董事、高級人員及代理人)一概不負任何責任。為防止任何損失或損毀，參展商可自費聘用保安護衛人員，在遷進及遷出期間內，護送展品進出博覽館。詳情請聯絡香港會議展覽中心保安部。電話：(852) 2582 7198 電郵：garychow@hkcec.com 聯絡人：周振邦先生。假若香港貿易發展局因參展商於香港貿發局香港國際珠寶展 2024 期間使用免費通宵貯存服務而須負上法律責任（不論是否根據本合約的明示或默示條款、普通法或任何其他方式），香港貿易發展局、全體高級職員、總監、僱員及其他代表對於香港貿發局香港國際珠寶展期間（包括通宵貯存期間）存放於通宵貯存設施內一切財物的損失、盜竊、損壞或毀壞（由於疏忽引致）所須承擔的法律責任概不超過總額港幣拾萬圓正（HK\$100,000.00）。本合約各方均非任何損失的承保人或賠償人。然而，任何人士因個人觸犯盜竊、蓄意損壞或毀壞財物罪行而招致的法律責任，則不受前述條文限制。參展商必須負責購買適當保險，就其珠寶展品在香港貿發局香港國際珠寶展期間（包括通宵貯存期間）所涉的一切風險提供保障。