

January 2025

**HKTDC Hong Kong International Jewellery Show (HKIJS)**  
香港貿發局香港國際珠寶展  
**Important Circulars 1**  
**重要通告 1**

Dear Exhibitors,

Thank you for your participation in the **HKTDC Hong Kong International Jewellery Show 2025**. Grateful for your attention of the below circulars. If you have any questions, please feel free to contact our colleagues below.

Thank you for your attention and wish you every success in the Fair.

Hong Kong Trade Development Council

各位參展商：

感謝 貴公司參加**香港貿發局香港國際珠寶展2025**，煩請細閱以下內容。如有任何疑問，請與以下同事聯絡。

預祝 展出成功！

香港貿易發展局 謹啟  
2025年1月

Contact 聯絡人	Email 電子郵件	Tel 電話
Mr. Woody Leong 梁浩軒先生	<a href="mailto:woody.hh.leong@hktdc.org">woody.hh.leong@hktdc.org</a>	(852) 2240 4354
Ms. Iki Wong 王羨潼小姐	<a href="mailto:iki.st.wong@hktdc.org">iki.st.wong@hktdc.org</a>	(852) 2240 4633
Ms. Casey Leung 梁嘉敏小姐	<a href="mailto:casey.km.leung@hktdc.org">casey.km.leung@hktdc.org</a>	(852) 2240 4616
Ms. Mirror Wong 王素婷小姐	<a href="mailto:mirror.st.wong@hktdc.org">mirror.st.wong@hktdc.org</a>	(852) 2240 4234
Mr. Calvin Chan 陳子健先生	<a href="mailto:calvin.tk.chan@hktdc.org">calvin.tk.chan@hktdc.org</a>	(852) 2240 4016
Ms. Cindy She 佘敬敏小姐	<a href="mailto:cindy.km.she@hktdc.org">cindy.km.she@hktdc.org</a>	(852) 2240 4560

**Download Exhibitors' Manual and Order Forms from the Fair Website 於大會網頁下載參展商手冊及申請表格**

Please note that the electronic version of Exhibitors' Manual and Order Forms is now available at the Fair Website for your review and downloading. The web link is as below:

參展商手冊及額外設施及服務申請表格現已上載到展會網站，供各參展商細閱及下載。網址如下：

**Exhibitors' Manual 參展商手冊:**<https://www.hktdc.com/event/hkjewellery/en/exhibitors-manual>**Order Forms 額外設施及服務申請表格:****Deadline: 21 Jan 2025****截止日期: 2025年1月21日**<https://www.hktdc.com/event/hkjewellery/en/additional-facilities-services-order-form>

(20% surcharge for late order received after 21 Jan 2025 and 30% surcharge for late order received after 18 Feb 2025. 於2025年1月21日後交回需附加百分之二十之附加費，於2025年2月18日後交回需附加百分之三十之附加費。)

(Remarks: Hardcopy will NOT be distributed 備註: 印刷本將不會派發)

The Exhibitors' Manual outlines details of the exhibition and will assist you in preparing your participation in the fair. Please read through the manual carefully and observe all the rules and deadlines specified on the Order Forms for Additional Facilities and Services.

參展商手冊詳細刊載了今屆展覽會的有關資料，對貴公司籌備參展甚有幫助。請詳閱手冊內所列各項規則，並留意額外設施及服務申請表格上所列明的截止呈交日期。

	Item 資料項目	Circular No 通告
a.	Checklist of Important Dates 重要日期清單	Special Circular 特別通告
b.	HKCEC Parking Discount Package 會展中心優惠泊車服務	Special Circular (1) 特別通告 (1)
c.	e-Badge for Exhibitors and Buyers 參展商及買家電子入場證	Special Circular (2) 特別通告 (2)
d.	Updates Regarding Pre-arrival Registration (PAR) for Indian Nationals 關於印度國民預辦入境登記的更新	Special Circular (3) 特別通告 (3)
e.	Important Notice on Insurance 保險相關注意事項	Special Circular (4) 特別通告 (4)
f.	Caution on Arranging Payment and Fraudulent Emails 請小心處理有關繳付參展費用之安排及欺詐電郵騙案	Special Circular (5) 特別通告 (5)
g.	Invoices Issued to Buyers (Trade Description Ordinance) 有關<商品說明條例>中產品銷售之發票內容	Special Circular (6) 特別通告 (6)
h.	Statutory Requirement for Non-Hong Kong Precious Metals and Stones (non-HK PMS) Dealers to submit Cash Transaction Report to Hong Kong Customs 非香港貴金屬及寶石交易商提交現金交易報告的法定要求	Special Circular (7) 特別通告 (7)
i.	Guidelines for Exhibition or Demonstration of Irradiating Apparatus 有關展示或演示輻照儀器之指引	Special Circular (8) 特別通告 (8)
j.	Special Safety Reminder for Standard Booth and Premium Booth Design 標準攤位及特裝攤位設計之特別安全提示	Circular 1 通告 1
k.	Measures on Custom-built Participation 特裝參展措施	Circular 2 通告 2
l.	Restriction on Custom-built Stand Height 特裝展位高度限制	Circular 3 通告 3
m.	Guidance to Custom Built exhibitors for on-site usage of electricity 特裝參展商注意事項-現場使用電力指引	Circular 4 通告 4
n.	Guidance to exhibitors for on-site usage of electricity and fair system and furniture 現場使用電力及攤位設施及傢俱安全指引	Circular 5 通告 5
o.	Safety Measures on On-site Construction and Dismantling Work 展覽活動施工場地安全守則	Circular 6 通告 6
p.	Special Events Organised by Exhibitors during the Shows 有關於攤位內舉行的特別節目之事宜	Circular 7 通告 7
q.	Buyer Nominations for Incentive Programmes 買家專享贊助推薦計劃	Circular 8 通告 8
r.	Move in/out Arrangement & Use of Vehicle Pass 進館、撤館及交通安排及貨車許可證之使用須知	Circular 9 通告 9

s.	Move-out Regulations 撤館規則	Circular 10 通告 10
t.	Green Tips to Exhibitors 參展商綠色小貼士	Circular 11 通告 11
u.	Join HKTDC social media channels and get up-to-date fair information 通過香港貿發局的社交平台獲取最新展覽會資訊	Circular 12 通告 12
v.	Fair Notices 展會通告	Circular 13 通告 13
w.	Exhibitor's Brief on Protection of Intellectual Property Rights (IPR) 有關保護知識產權措施及參展商須知	Appendix 1 附件一
x.	Brochure of SME Export Marketing Fund 中小企業市場推廣基金小冊子 <i>(Applicable to Hong Kong Exhibitor 只適用於香港公司)</i>	-

**\*Arrangement of Exhibitor Badges Collection and Electronic Vehicle Entry Permit** will be announced later.

\*有關參展商工作證領取及電子車輛入場許可證安排將於稍後另行電郵予貴公司。

**\*\*\*Fair Dates & Opening Hours 展覽日期及開放時間:**

Fair Date 展覽日期	Opening Hours 開放時間	Buyer Registration Hours 買家登記時間
3 March (Mon) 3 月 3 日 (星期一)	Nil 不適用	10:00 – 18:00
4 March (Tue) 3 月 4 日 (星期二)	10:30 – 18:30	10:00 – 18:00
5 - 7 March (Wed – Fri) 3 月 5 日至 7 日 (星期三至五)	10:00 – 18:30	09:30 – 18:00
8 March (Sat) 3 月 8 日 (星期六)	10:00 – 17:30	09:30 – 15:30