

## Special Circular 2: Special Arrangement on Exhibitor Move-In Day

Dear Exhibitors,

Thank you for participating in the Hong Kong International Jewellery Show 2025. Please be informed that the **Booth Curtain Pick Up Counter (for Standard Booth, Premium Booth and Deluxe Booth only)** as well as the **Exhibitor Badge Issuing Counter** for the HKTDC Hong Kong International Jewellery Show 2025 will be located at **Expo Drive Entrance** on Ground Level of the Hong Kong Convention & Exhibition Centre. In order to avoid a long queue waiting for picking up exhibitor badges and booth curtains on the Move-in Day, the following measures will be implemented:

- 1) **Pre-registered exhibitor badges and new badge registration could be collected at the Exhibitor Badge Issuing Counter.** Please make sure to bring along these badges for admission to the fairground.

If you have lost or have forgotten to bring your exhibitor badges to the fairground, or need to make onsite replacement requests, a cost of HK\$ 25 / US\$ 3 per badge will be charged. **Please also note that the exhibitor badge is only valid during 3 – 8 March 2025.**  
**No early admission to the fairground is permitted.**

- 2) Exhibitors may bring along the enclosed **Exhibitor Booth Curtain Pick Up Form with business card** and proceed to the Booth Curtain Pick Up Counter at **ANY TIME** during **10:00am - 8:00pm on the Move-in Day (3 March 2025)** at the **Expo Drive Entrance on Ground Level of the Hong Kong Convention & Exhibition Centre** to collect booth curtain and important on-site circulars and exhibitor badge lanyards.

### Opening Hours of Booth Curtain Pick Up Counter and Exhibitor Badge Issuing Counter

Please proceed to below locations at specified timeslots to collect the badges and booth curtain:

	Location	Opening Time
	<b>On Move-In Day</b>	
<b>Hong Kong International Jewellery Show 2025</b>  <b>Hong Kong Convention &amp; Exhibition Centre</b>	<b>Booth Curtain Pick Up Counter</b> <i>(for Standard Booth, Premium Booth and Deluxe Booth only)</i>  <b>Expo Drive Entrance</b>	<b>3 March 10am - 8pm</b>  <b>For pick up of booth curtain only</b>
	<b>Exhibitor Badge Issuing Counter</b>  <b>Expo Drive Entrance, Located next to Media Centre</b>	<b>3 March 10am - 8pm</b>  <b>For new registration and pick up of pre-registered exhibitor badges</b>
	<b>During Show Period</b>	
	<b>Exhibitor Badge Issuing Counter</b>  <b>Hall 1A Concourse</b>	<b>4 - 7 March 8am – 6:30pm</b> <b>8 March 8am – 5:30pm</b>  <b>For new registration and pick up of pre-registered exhibitor badges</b>

When you collect your badge, you **must** bring along:

**Collect all badges on behalf of your company**

Please bring the below items and show to our staff upon collection

- Printed copy of badge collection undertaking (with company stamp)
- Company representative business card

**Collect your own badge in person**

Please bring the below items and show to our staff upon collection

- Passport (for identity verification purpose)
- Business card

\* The company representative will be asked to sign an undertaking when he/she collects the badges on behalf of the company and its on-site staff to declare that all the documents and information he/she provides is true and accurate. If any company or its representative is found to provide false information, the company and its representative will be held liable.

Should there are any queries, please contact the below team:

Contact	Telephone	Email
Ms. Hebe Chong	(852) 2240 4128	Hebe.cy.chong@hktdc.org
Ms. Michelle Leung	(852) 2240 4012	Michelle.pm.leung@hktdc.org
Mr. Calvin Chan	(852) 2240 4016	Calvin.tk.chan@hktdc.org
Ms. Polly Chak	(852) 2240 4880	Polly.cm.chak@hktdc.org

## 特別通告 2

## 有關參展商於進館日之特別安排

致參展商,

感謝 貴公司參加香港貿發局香港國際珠寶展 2025。香港貿發局香港國際珠寶展 2025 之**展台掛簾領取處**（只限標準展台、特級展台及特色展台）以及參展商工作證登記處將設於香港會議展覽中心地下博覽道入口大堂。為免參展商於進館日在同一時間排隊輪候領取參展商工作證，主辦機構將實施以下特別安排：

- 1) 已於網上申請工作證或有需要申請新的工作證之參展商可以前往**參展商工作證登記處**領取參展商工作證。如參展商遺失或忘記帶同參展商工作證而需現場補領，製作每個額外參展商工作證須付港幣 25 元 / 美金 3 元。**參展商工作證只限於 2025 年 3 月 3 至 8 日期間使用，不可在 3 月 3 日前提早進館。**
- 2) 參展商可以在 3 月 3 日上午 10 時至下午 8 時之**任何時間**內，憑附上之**展台掛簾領取登記表格及公司名片**前往於**香港會議展覽中心地下博覽道入口大堂**設置之**「展台掛簾領取處」**登記領取展台掛簾、重要通告及工作證掛繩等。

## 進館日

請依照以下時間及地點領取參展商工作證及展台掛簾：

	地點	開放時間
	<b>進館日</b>	
香港國際珠寶展 2025 香港會議展覽中心	<b>展台掛簾領取處</b> (只限標準展台、特級展台 及特色展台)  博覽道入口	3 月 3 日上午 10 時至下午 8 時  (只是適用於領取展台掛簾)
	<b>參展商工作證登記處</b>  博覽道入口 (新聞中心旁)	3 月 3 日上午 10 時至下午 8 時  (申請新的工作證或領取或 已於網上申請之工作證)
	<b>展覽期間</b>	
	<b>參展商工作證登記處</b>  展覽廳 1A 大堂	3 月 4 至 7 日 上午 8 時至下午 6 時 30 分 3 月 8 日 上午 8 時至下午 5 時 30 分  (申請新的工作證或領取或 已於網上申請之工作證)

請攜帶以下資料領取參展商工作證:

### 由公司代表領取

請帶同以下物品並於領證時出示給工作人員

- 領證承諾書的副本 (需有公司印章)
- 公司代表卡片

### 親自領取證件

請帶同以下物品並於領證時出示給工作人員

- 身分證或護照 (只用作核對身份)
- 公司卡片

公司代表必須在領證承諾書上確認所提供的所有文件和信息真實準確，並簽署作實。如果發現任何公司或其代表提供虛假信息，該公司及其代表將承擔責任。

如有任何疑問，請與以下職員聯繫：

聯絡人	電話	電郵
莊卓盈小姐	(852) 2240 4128	Hebe.cy.chong@hktdc.org
梁珮汶小姐	(852) 2240 4012	Michelle.pm.leung@hktdc.org
陳子健先生	(852) 2240 4016	Calvin.tk.chan@hktdc.org
翟靜雯小姐	(852) 2240 4880	Polly.cm.chak@hktdc.org

香港貿易發展局

## Exhibitor Booth Curtain Pick Up Form 參展商展台掛簾領取登記表格

Welcome to HKTDC Hong Kong International Jewellery Show 2025. Please fill in your company information below and **bring along this form and your business card** to the **Exhibitor Booth Curtain Pick Up Counter** for collecting fair materials such as booth curtain. The Exhibitor Booth Curtain Pick Up Counter location and opening hours are listed as follow:

Date : 3 March 2025 (Move-in Day)  
Time : 10:00 am – 8:00 pm  
Location : Expo Drive Entrance, Ground Level,  
Hong Kong Convention & Exhibition Centre

We wish you every success at the fair.

歡迎參加香港貿發局香港國際珠寶展 2025。請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「展台掛簾領取處」領取大會物資，如展台掛簾等。「展台掛簾領取處」的開放時間及地點如下：

日期： 2025 年 3 月 3 日 (進館日)  
時間： 上午 10 時至下午 8 時  
地點： 香港會議展覽中心地下博覽道大堂

敬祝 貴司參展成功！

Company name 公司名稱: \_\_\_\_\_

Booth no. 攤位號碼: \_\_\_\_\_

Contact person 聯絡人: \_\_\_\_\_

Contact no. 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_