

Circular 2: Exhibitors Badges, Contractor Badges & Vehicles Passes

A. Exhibitor Badges

The number of exhibitor badges issued to exhibitors is in proportion to the size of the exhibition stand according to the following scale:

Booth Size (sq.m)	Entitlement
9 - 15	5
16 - 30	10
31 - 45	20
46 - 60	30
61 or above	40

All exhibitors and their staff assigned to man the booth are strictly requested to wear exhibitor badges at all times during move-in, move-out and throughout the entire exhibition period.

Exhibitor badges are issued to the representatives, agents and staff of the exhibitor only and they should not be transferred to others including visitors, guests or members. The Organiser reserves the right to verify the identity of the badge holder whenever necessary.

B. Contractor Badges

Contractor badges are only valid for admission during move-in and move-out period, and they cannot be used to enter the fairground during the exhibition period.

C. Vehicle Passes

ONE electronic Vehicle Pass will be issued to each exhibitor for entering the loading and unloading bay of the Hong Kong Convention and Exhibition Centre. The pass is only valid during the period as indicated. Should exhibitors require additional quantity of pass, please apply in writing to the Organiser on or before **8 May 2024**.

Remarks:

- Exhibitors requiring the use of the **40 ft. container size lifts** for the transport of bulky stand materials should apply in advance to the Hong Kong Trade Development Council for **special vehicle permits**.
- Please note that vehicle passes are **not** parking permit. All vehicles / trucks must leave the loading bay after the loading/unloading of their exhibits.

Hong Kong Trade Development Council

通告 2: 參展商工作證、承建商工作證及車輛許可證

A. 參展商工作證

參展商將獲發工作證，數目乃按照展覽攤位的面積計算如下：

展台面積(平方米)	工作證數量
9 - 15	5
16 - 30	10
31 - 45	20
46 - 60	30
61 or above	40

參展商及屬下負責看管攤位的職員在進場、離場和展覽舉行期間，必須時刻佩帶參展商工作證。

參展商工作證只適用於參展商攤位內當值之工作人員及代表，不得轉讓予他人/公司邀請來賓。主辦機構有權要求配帶工作證人員出示身份證明。

B. 承建商工作證

承建商工作證只適用於展會進館日及撤館日，不適用於展覽期間。

C. 車輛許可證

每名參展商均預先獲發 一張電子 車輛通行證，以便進入香港會議展覽中心的貨物裝卸區。通行證僅在指定時間內生效。參展商如需額外通行證，最遲必須於 **2024年5月8日** 以書面向主辦機構申請。

備註：

- 參展商如需使用可容納 40 呎貨櫃的升降機來搬運大型攤位用品，必須預先向香港貿易發展局申請特別車輛許可證。
- 車輛許可證 並非 泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

香港貿易發展局