

Circular 4 Use of Badges and Electronic Vehicle Permits

(A) Use of Badges

In a bid to step up the security at the fairground, access to the venue has been tightened and only badge holders are allowed to enter the exhibition area. Exhibitors and contractors must wear proper badges to enter the fairground during the move-in and move-out periods.

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	No. of Exhibitor Badges
6 - 12 sq.m.	5
18 sq.m.	10
27 sq.m.	15
36 - 45 sq.m	20
54 sq.m or above	30

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.

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

(B) Use of Electronic Vehicle Permits

ONE electronic vehicle permit will be issued to each exhibitor for entering the loading/unloading area of the Hong Kong Convention and Exhibition Centre on the move-in day and move-out day (i.e. 2 November and 5 November 2023) and for replenishment during the fair period (i.e. 3 November to 5 November 2023).

Vehicles will be given a ticket with the clock-in time when entering the loading/unloading area on 2–5 November. With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, **the free-of-charge loading/unloading time is limited to 60 minutes in Phase 1 and 45 minutes in Phase 2.** The HKCEC will impose charges on vehicles with extended stay **on 2–5 November 2023**. The charges are as follows:

Phase 1	Phase 2	Charge
1 st 60 minutes	1 st 45 minutes	Free
First 2 hours after 60 minutes	First 2 hours after 45 minutes	HK\$100/30 mins or part thereof
After 3 hours	After 2 hours and 45 minutes	HK\$150/30 mins or part thereof
Lost Ticket	Lost Ticket	HK\$500 (per ticket per day)

Payment (if any) will be collected at the exit control booth in the Truck Marshalling Area with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

The above measure has been implemented in a number of exhibitions, and was proven to alleviate the traffic congestion. Please contact the Organiser for any further inquiries. Thank you for your understanding and cooperation.

Hong Kong Trade Development Council

通告 4 參展商 及 承建商 及 電子車輛許可證之使用

一) 工作證之使用

為提升展覽會場之保安，主辦機構將加強對進出會場人員之檢查。唯持有有效工作證件之人士方可進出展覽會場。參展商及承建商均須配戴有關工作證，方可於展品進場及離場時間進入會場。

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：

攤位面積	參展商獲發的工作證數目
6 - 12 平方米	5 個
18 平方米	10 個
27 平方米	15 個
36 - 45 平方米	20 個
54 平方米或以上	30 個

參展商及其下負責看管攤位的職員在進場、離場和展覽舉行期間，必須配戴參展商工作證。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戴工作證人員出示身份證明。

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。

二) 電子車輛許可證之使用

每間參展商均會獲發一張電子車輛許可證，方便於展品進場日及離場日（即 2023 年 11 月 2 日 及 5 日）及展覽期間（即 2023 年 11 月 3 至 5 日）進入香港會議展覽中心之裝卸區。

於展品進場日、離場日及展覽期間（即 2023 年 11 月 2 至 5 日），當車輛進入會展貨物裝卸區時，司機會收到一張印上進場時間的計時卡。為有效舒緩當日貨物裝卸區交通緊張的情況，一期車場之免費上落貨限時為 60 分鐘，而二期車場之免費上落貨限時為 45 分鐘。

香港會議展覽中心將於 **2023 年 11 月 2 至 5 日** 實施進場車輛使用時間收費計劃。有關收費如下：

會展一期	會展二期	每半小時收費
車輛進場後首一小時	車輛進場後首 45 分鐘	免費
其後兩小時內 (或不足半小時)	其後兩小時內 (或不足半小時)	港幣\$100
超過三小時內 (或不足半小時)	其後兩小時及 45 分鐘內 (或不足半小時)	港幣\$150
遺失進場計時咭 (每張/每日)	遺失進場計時咭 (每張/每日)	港幣\$500

繳交費用(如適用)將於貨車調車區出口管制處辦理，並同時發還收據。車輛許可證並非泊車證，此證亦不適用於私家車。

以上的安排已在早前的數個展覽會實施，並能有效地舒緩當日的交通情況。如有查詢，請與主辦機構聯絡。多謝各參展商之諒解及合作。

香港貿易發展局