

※※ **Special Circular (8)** ※※
Limited Free Storage Service

To enable an efficient and smooth running of the limited free storage service, please make sure you would **COMPLY TO THE REGULATIONS OF THE FAIR AND RESTRICT YOUR EXHIBIT SIZE NOT TO EXCEED THE LIMIT OF THE ALLOCATED AREA.** Thanks for your co-operation.

1. Exhibitors may register at their designated storage with the confirmation letter on the move-in day (16 July 2019). **Exhibitors must bring the temporary storage working permit with photos along with the confirmation letter in order to enter the storage area.** If the exhibitor would like to apply the temporary storage access permit onsite, **please bring along the recent photos of the designated staffs to Fair Management office at Room G204-205.**
2. To avoid any confusion, please clearly label all goods placed inside the storage room with your company name and booth number.
3. The opening hour of the temporary storage is as follows:

Date	Opening Hour
16 / 7 / 2019	8:30 – 22:00
17-18 / 7 / 2019	8:30 – 22:00
19-20 / 7 / 2019	8:30 – 00:00 (Hall 1) 8:30 – 23:00 (Hall 3 & 5)
21-22 / 7 / 2019	8:30 – 22:00
23 / 7 / 2019	8:00 – 18:00

4. Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**
5. Any exhibits found being placed in public areas or outside of the designated storage area will be confiscated by the HKTDC without notification. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged with a disposal fee. (The fee will be deducted from the deposit)**
6. Exhibitors must not place any exhibits outside the assigned booth. The HKCEC staff will check regularly and dispose any exhibits found violating the above policy, and the exhibitor will be **charged with a disposal fee. (The fee will be deducted from the deposit)**
7. Please note that the temporary storage area allotted would be available during the Fair period, and exhibitors can replenish daily according to need. Exhibitors DO NOT need to transport all the exhibits at one time on the day of move-in (16 July 2019)
8. To avoid any miscommunication or confusion, please kindly ensure that your logistic service provider is fully informed with the above information.

Other Important Notes

1. Exhibitors could transfer their exhibits from the temporary storage to their booth(s) **90 minutes before the fair opens during 17-22 July 2019** and **60 minutes before the fair starts on 23 July**. Starting from 30 minutes before the opening of the fair until the fair officially close every day, exhibitors are required to utilise trolley equipped with rubber protection borders and here must be two accompanying staff when transporting your goods at the exhibition venue. Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing stocks. The Organiser reserves the right to require exhibitors to follow additional safety measures or even prohibits exhibitors from using trolley to replenish stock if the fairground is too crowded.
2. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room with HKCEC as private storage for safety purposes.
3. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes, and shall produce such policy of insurance to the Organiser upon request.
4. The Exhibitor shall take out insurance policies to cover itself against all potential liabilities imposed on it in these Conditions as well as possible legal liability for negligence and shall produce such policy of insurance to the Organiser upon request. Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its agents, representatives, contractors, freight forwarder or employees to any property of the Exhibition Venue, the other Exhibitors or the Organiser. For exhibitors with precious exhibits, they are requested to take out insurance coverage and/or special security service at the exhibitors' expense for overnight storage.