

HKTDC Book Fair 2018

Limited Free Storage Service

Allocation Method for the Limited Free Storage Service

The HKTDC will continue to utilise a reservation system and will allocate the temporary storage space in accordance with the booth area, distribution of booths within the hall, and the storage available as below:

Booth Size	Maximum allotted pallets *
6 – 35 sq.m	1
36 – 71 sq.m	2
72 – 107 sq.m	3
108 – 143 sq.m	4
144 – 179 sq.m	5
180 – 215 sq.m	6
216 – 251 sq.m	7
252 – 287 sq.m	8
288 sq.m.or above	9

*Pallet size (1x1.3m)

1. The above service is free of charge but **exhibitors need to pre-register and pay the deposit in accordance with the size of the exhibitor's booth, being HK\$1,000 per 9 square metre. Exhibitor of 6 square metre booth should also pay a deposit of \$1,000.** If exhibitors want to utilise this service, please return "Form 19A – Limited Free Storage Service" enclosed together with the deposit cheque to the HKTDC Exhibitions Department, Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong (Ref: HKBF2018 Storage Deposit) on or before **28 May 2018**. The cheque should be payable to "Hong Kong Trade Development Council" and please put down your company name and application ID on the back of the cheque.
2. The HKTDC will then send a confirmation letter to exhibitors indicating the allotted storage area and location. The application of this temporary storage service will not be accepted if the requested deposit is not paid. Please note: The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.
3. If the exhibitor does not utilise the reserved storage space or contravenes any relevant storage rules and regulations, the deposit will not be returned. If there have been no contravention of rules, the deposit will be returned after the exhibition period of the Fair.
4. In view of the limited storage space, the HKTDC reserves the absolute discretion in the arrangement of the allotment. In addition, the HKTDC does not guarantee that the allotted storage area will be located at the same floor as the exhibitor's booth. All storage areas will be allotted by the HKTDC and exhibitors are not allowed to select any specific storage area or swap the storage location with other exhibitors.
5. The limited free storage area is inadequate in satisfying the needs of all exhibitors. Therefore, the HKTDC strongly encourages exhibitors to place all exhibits within their booths and plan their replenishments ahead of time. This will greatly reduce the stress on the limited free storage service which will benefit all exhibitors.
6. The Organiser reserves the right to amend and/or add to the terms and conditions in relation to the temporary storage service, or to terminate such additional service without any compensation.

On-site Operation and Procedures of the Limited Free Storage Service

1. Based on the time indicated on the vehicle permit, exhibitors may transport their exhibits to the allotted storage room on the move-in day (17 July 2018)
2. Exhibitors carrying the temporary storage working permit may register at their designated storage with the confirmation letter. **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 has not applied for the temporary storage access permit, please fill out the “**Form 19B – Temporary Storage Working Permit**” enclosed and return it together with the recent photos of the designated staffs on or before 15 June.

3. To avoid any confusion, please clearly label all goods placed inside the storage room with your company name and booth number.
4. The opening hour of the temporary storage is as follows:

Date	Opening Hour
17 / 7 / 2018	8:30 – 22:00
18-19 / 7 / 2018	8:30 – 22:00
20-21 / 7 / 2018	(Level 1) 8:30 – 00:00
	(Level 3) 8:30 – 23:00
22-23 / 7 / 2018	8:30 – 22:00
24 / 7 / 2018	8:00 – 18:00

5. 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.**
6. 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)**
7. 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)**
8. 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 (17 July 2018)
9. 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 18-23 July 2018** and **60 minutes before the fair starts on 24 July 2018**. Starting from 30 minutes before the opening of the fair until the fair officially close every day, exhibitors are required to utilise trolley with two or more staff members to cover the front and back of the trolley when replenishing goods to their booth(s). 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.

FORM 19A	HKTDC Hong Kong Book Fair 香港貿發局香港書展	Return to : Hong Kong Trade Development Council Unit 13, Expo Galleria, 1 Harbour Road Wanchai, Hong Kong Tel : (852) 2240 4018 Attn : Miss Samantha Lung (Please mail the form together with the cheque to the above address.)
Deadline: 28 May 2018	18 – 24 / 7 / 2018	

Limited Free Storage Service

Our company * **require / does not require** the temporary storage service. (* **Delete where appropriate**)

Our Company applied for _____ (pallets) and agree to adhere to the rules & regulations of the limited free storage service and would place our goods within the allotted pallets at the designated storage area. As the temporary storage service at the Book Fair 2018 is free provided, our company acknowledge that the Organiser and the exhibition venue operators' employees or representatives, etc. have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, wilful damage or destruction of our property. Our Company will not place any exhibits outside the assigned booth.

Remarks:

- 1) Please return "Form 19A – Limited Free Storage Service" together with the deposit cheque to the HKTDC Exhibitions Department, Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong (Ref: HKBF2018 Storage Deposit) on or before **28 May 2018**. The cheque should be payable to "Hong Kong Trade Development Council" and please put down your company name and application ID on the back of the cheque.
- 2) The HKTDC will then send a confirmation letter to exhibitors indicating the allotted storage area and location. The application of this temporary storage service will not be accepted if the requested deposit is not paid. Please note: The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.
- 3) If the exhibitor does not utilise the reserved storage space or contravenes any relevant storage rules and regulations, the deposit will not be returned. If there have been no contravention of rules, the deposit will be returned after the exhibition period of the Fair.
- 4) The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.

Company Name: _____

Application ID: _____ Booth No.: _____

Contact Person: _____ Company Tel: _____

#Mobile Tel (Onsite Contact): _____ **# Must be provided**

Signature and Company Chop : _____ Date : _____

FORM 19B	HKTDC Hong Kong Book Fair 香港貿發局香港書展	Return to : Hong Kong Trade Development Council Unit 13, Expo Galleria, 1 Harbour Road Wanchai, Hong Kong Tel : (852) 2240 4018 Attn : Miss Samantha Lung (Please mail the form together with the photos. to the above address.)
Deadline: 15 Jun 2018	18 – 24 / 7 / 2018	

Temporary Storage Working Permit Application Form

If your company would like to utilize the temporary storage, please apply the temporary storage working permit for designated staff by filling in the form below and provide 2 recent photos of each designated staff. **Please write down Staff name and company name at the back of the photos. Photo must be passport photo and scanned copies will not be accepted.**

Our company certifies the below information is true and we hereby designate the below staff to access the temporary storage to deposit or withdraw exhibits during the fair period on behalf of the company.

- | | |
|-------------------------------|------------------|
| 1. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 2. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 3. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 4. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |

Company Name : _____

Application ID: _____ Booth No. : _____

Tel. : _____

Signature : _____ Date : _____

Company Chop : _____

Remarks: Please use photo copy in case of insufficient space

(For office use)	Acknowledgement of Receipt by HKTDC
Received on: _____	By: _____

香港貿發局香港書展

限量展品儲存服務

限量展品儲存服務的分配辦法

本局將沿用預先登記的形式，並根據展覽廳的分佈、參展商的攤位面積及可使用的倉庫的空間作出評估後按以下原則分配：

展位面積	獲分配的儲存板數上限 *
6 – 35 平方米	1
36 – 71 平方米	2
72 – 107 平方米	3
108 – 143 平方米	4
144 – 179 平方米	5
180 – 215 平方米	6
216 – 251 平方米	7
252 – 287 平方米	8
288 平方米或以上	9

*卡板面積為 (1x1.3 米)

1. 以上展品儲存服務完全免費，但參展商必須預先登記，並按參展商的攤位面積繳付保證金，保證金為每九平方米港幣 1,000 元。6 平方米的參展商亦需繳付港幣 1,000 元作保證金。有意使用儲存倉服務的參展商請填妥以下之表格 19A，並於 5 月 28 日前連同劃線支票交回香港灣仔博覽道一號香港會議展覽中心博覽商場 13 號香港貿發局展覽事務部。(Ref: HKBF2018 Storage Deposit)。支票抬頭請註明"香港貿易發展局"，而支票背面請註明參展公司名稱及申請編號。
2. 本局稍後將發確認信通知參展商獲分配的倉庫位置。如參展商未能於截止日期前繳付保證金，申請將不獲接納。請注意：本局將不會受理任何截止日期後遞交或於現場的即時申請。
3. 如參展商於展覽期間並未使用已預留的倉庫空間或違反有關展品儲存的條款及規定，保證金將被沒收。如無任何違規事宜，所有保證金將於展會後退回。
4. 由於儲存倉空間有限並涉及不同樓層之倉庫，本局並不保證獲分配的儲存倉庫與參展商的攤位位於同一樓層。所有倉庫的位置由貿發局中央分配，參展商不得選擇任何倉庫的位置，或自行與個別參展商調換倉庫位置。
5. 供免費儲存貨物的倉庫空間並不足以完全應付所有參展商的需要，因此請各參展商務必自律並盡量將貨物置於攤位內，並每天以貨車補充存貨，以舒緩儲倉服務的壓力。
6. 主辦機構保留最終權利更改臨時儲存服務的條款、加添新條件及規定，或取消是項額外服務而無需作出任何賠償。

限量展品儲存服務的現場操作及安排

1. 參展商請根據車證上的時間於進館日(7月17日)將貨物運往所屬的倉庫。
2. 配有臨時倉工作證的參展商請攜同通知書前往所屬之倉庫登記。**參展商必須出示附有照片之臨時倉工作證及有效之通知書方可進入倉庫。**如欲辦理臨時倉工作證，請填妥附上的表格十九B，並於6月15日前遞交委派職員的近照兩張以完成辦理程序。
3. 請於存放在臨時倉庫之貨物上清楚註名公司名稱及攤位號碼以資識別。
4. 臨時倉的開放時間如下：

日期	開放時間
17 / 7 / 2018	8:30 – 22:00
18-19 / 7 / 2018	8:30 – 22:00
20-21 / 7 / 2018	(一樓展館) 8:30 – 00:00
	(三樓展館) 8:30 – 23:00
22-23 / 7 / 2018	8:30 – 22:00
24 / 7 / 2018	8:00 – 18:00

5. 參展商必須根據獲分配的板數將貨物置於倉庫中，任何超出預定板數之貨物，請放置於攤位之內。**本局絕對不會容許超出指定數量之貨物進入倉庫。**
6. 如參展商於非指定倉庫或公眾地方放置貨物，本局將沒收有關貨物而不另行通知。參展商必須辦理手續並繳交罰款(每板港幣500元)以取回被沒收之貨物。如參展商於24小時內未有領取沒收之貨物，會展中心的工作人員將**棄置有關物品**，並**收取垃圾處理費用**。(該費用將由保證金內扣除)
7. 參展商不可將貨物置於攤位範圍外。會展中心的工作人員將定時巡邏並**棄置**所有放置於攤位範圍以外的物品，並**收取垃圾處理費用**。(該費用將由保證金內扣除)
8. 儲存倉將於整個展會期間開放供獲分配的參展商使用，因此相關參展商不必於進館日(7月17日)把全部貨品運送到儲存倉。參展商可按需要每日分批送抵以補充存貨。
9. 敬請參展商務必把以上安排清楚告知有關運輸公司，以確保屆時現場操作順利及避免不必要的爭拗。

其他注意事項

1. 參展商於 **18-23/7** 期間可以於展覽開始前 **90 分鐘**較大規模地將展品由臨時倉庫運送入會場內的攤位，而 **24/7** 則可於 **60 分鐘前**補充展品。參展商同時可於展覽開放期間每天以貨車補充存貨。展覽會開始前 30 分鐘直至展會結束期間參展商如需要將貨物由臨時存貨區運往攤位，必須使用設有防撞圍邊之手推車，並有最少 2 名工作人員前後照顧及運送貨物。參展商補充展品時必須採取一切安全措施，以免傷及參觀人士。大會有權視乎現場情況要求參展商遵守額外安全措施甚或暫停參展商使用手推車補貨。
2. 由於進出臨時倉庫的人數眾多，如參展商之貨物價值較高，本局強烈建議參展商自行向會展中心租用會議室作儲存倉庫之用。
3. 主辦機構對涉及參展商/參觀者、其個人物品及展品的任何風險，概不負財務或法律責任。參展商應自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞。
4. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商、運輸公司或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

表格十九A

HKTDC Hong Kong Book Fair
香港貿發局香港書展

截止日期：
2018年5月28日

18 – 24 / 7 / 2018

請交回

香港貿易發展局
香港灣仔博覽道一號
香港會議展覽中心
博覽商場13號
龍穎欣小姐收
電話：(852) 2240 4018
(必須連同支票郵寄至以上地址)

限量展品儲存服務

本公司* 有意 / 無意申請使用展品儲存服務。(*刪取不適用)

本公司申請的板數為_____ (板)，並同意遵守展品儲存服務的守則，並將按獲分配之板數及倉庫的地點儲存展品。基於展品儲存服務屬免費提供，主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物品資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。另外，本公司將不會將貨物置於攤位範圍外。

注意：

- 1) 請於 5 月 28 日前連同劃線支票(抬頭"香港貿易發展局")交回香港灣仔博覽道一號香港會議展覽中心博覽商場 13 號香港貿發局展覽事務部。(Ref: HKBF2018 Storage Deposit)。支票背面請註明參展公司名稱及申請編號。
- 2) 本局稍後將發確認信通知參展商獲分配的倉庫位置。如參展商未能於截止日期前繳付保證金，申請將不獲接納。
- 3) 如參展商於展期間內並未使用已預留的倉庫空間或違反有關展品儲存的條款及規定，保證金將被沒收。如無任何違規事宜，所有保證金將於展會後退回。
- 4) 本局將不會受理任何截止日期後遞交或於現場的即時申請。

公司名稱： _____

申請編號： _____ 攤位號碼： _____

聯絡人： _____ 公司電話： _____

#手提電話(現場聯絡人)： _____

簽名及公司蓋章： _____ 日期： _____

#必須提供

表格十九B

截止日期：
2018年6月15日

HKTDC Hong Kong Book Fair

香港貿發局香港書展

18 – 24 / 7 / 2018

請交回

香港貿易發展局
香港灣仔博覽道一號
香港會議展覽中心博覽商場13號
龍穎欣小姐收
電話：(852) 2240 4018
(必須連同相片郵寄至以上地址)

臨時倉工作證申請表格

參展商請為負責進入臨時倉的職員辦理臨時倉工作證以存取展品。

請填寫以下的表格並遞交委派職員的近照兩張以完成辦理程序。請於相片背後寫上姓名及公司名稱，而照片必須為證件相片，素描版本恕不接受。

本公司同意委派以下職員於展覽期間代表本公司進入臨時倉庫存取展品，並承諾以下填寫的資料全部屬實。

1. 姓名：_____ 職位：_____

香港身份證號碼(首4個位)：_____ 簽名：_____

2. 姓名：_____ 職位：_____

香港身份證號碼(首4個位)：_____ 簽名：_____

3. 姓名：_____ 職位：_____

香港身份證號碼(首4個位)：_____ 簽名：_____

4. 姓名：_____ 職位：_____

香港身份證號碼(首4個位)：_____ 簽名：_____

公司名稱：_____

申請編號：_____ 攤位編號：_____

負責人：_____ 職位：_____

電話：_____

負責人簽名：_____ 日期：_____

公司蓋印：_____

註：如有需要，請用影印本填寫。

(由本局填寫)

香港貿易發展局收件確認

收件日期：_____ 收件人：_____