

***** Notice to Exhibitors (5) *******Limited Free Storage Service****Allocation Method for the Limited Free Storage Service**

1. 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. The HKTDC will send a confirmation letter to exhibitors who have applied for the service and indicate clearly 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. **NO on-site request during the Fair period will be entertained.**

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

1. Exhibitors may register at their designated storage with the confirmation letter on the move-in day (15 July 2025). **Exhibitors must bring the storage badge along with the confirmation letter in order to enter the storage area.** If the exhibitor has not applied for the storage badge, please complete the online form and upload staff photo to register for the badge. If the exhibitor would like to apply for the storage badge onsite, **please go to temporary badge registration counter at Hall 1D entrance on 15 Jul or go to Fair Management office at Room G204-205 from 16 Jul onwards.**
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
15 / 7 / 2025	8:30 – 22:00
16-21 / 7 / 2025	8:30 – 22:30
22 / 7 / 2025	8:00 – 18:00

16 - 22 / 7 / 2025

Circular – Book2025

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 (15 July 2025).
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 16 - 21 July 2025 and 60 minutes before the fair starts on 22 July 2025.** Exhibitors could also replenish their exhibits by vehicles daily to the temporary storage area. 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.