

**Circular 8****Use of Badges and Vehicle Permits****(A) Use of Badges**

In a bid to step up the security at the fairground, access to the venue has been tightened; only badge holders are allowed to enter the exhibition area. Exhibitor 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:

<b>Booth Size</b>	<b>No. of Exhibitor Badges</b>
6 - 9 sq.m.	5
12 sq.m.	10
18 - 27 sq.m.	15
30 - 36 sq.m	20
45 - 48 sq.m	30
60 sq.m. 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 Organizer 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) Delivery and Exit of Exhibits**

Regarding delivery and exit of exhibits during move-in and move-out, please note that **only small vans are allowed to temporarily stop at the Harbour Road entrance** of the HKCEC. Please ensure the exhibits are manageable in size and weight to be carried or transported with self-arranged small carts to and from the exhibition hall.

For delivery and exit of large exhibits **by trucks**, they should be done at **Loading Dock (Phase 1)** of the HKCEC. A **Delivery Vehicle Entry Pass (送貨車輛許可證)** is required for

**EACH delivery truck** to access the Loading Dock. Please inform us ASAP if such arrangement is required for your booth.

**NOTE:**

The *Delivery Vehicle Entry Pass* (送貨車輛許可證) is no longer available in printed format. Instead, a **unique QR code** will be created for EACH delivery truck to access the Loading Dock.

All e-vehicle pass must be registered into CEC's new launched app "**Go HKCEC**" before it's usage.

Please ensure such information is sent to the truck drivers well in advance to download the app and is ready to be **followed the instruction and presented on their mobile phones** at the security check-point upon arrival.

Please check the training video of the "**Go HKCEC**" / 「會展快運易」 in Youtube:

中文: [「會展快運易」手機應用程式使用簡介](#)

English: ["Go HKCEC" Mobile App User Guide](#)

Hong Kong Trade Development Council

## 通告 8

參展商、承建商及車輛許可證之使用

## (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 - 9 平方米	5 個
12 平方米	10 個
18 - 27 平方米	15 個
30 - 36 平方米	20 個
45 - 48 平方米	30 個
60 平方米或以上	40 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) 車輛許可證之使用

每間參展商均會獲發一張車輛許可證，方便於展品進場日及離場日(即 2024 年 4 月 26 日及 29 日)進入香港會議展覽中心之裝卸區。此證必須貼於 貴公司所派貨車之擋風玻璃上，並只適用於許可證上指定之日期及時間。

於展品進場日及離場日(即 2024 年 4 月 26 日及 29 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，**免費上落貨限時亦為 45 分鐘**。

香港會議展覽中心將於 **2024 年 4 月 26 至 29 日** 實施進場車輛使用時間收費計劃。有關收費如下：

車輛進場後首 45 分鐘	: 免費
其後兩小時內(或不足半小時)	: 每半小時港幣 100 元
超過兩小時及四十五分鐘(或不足半小時)	: 每半小時港幣 150 元
遺失進場計時卡(每張/每日)	: 港幣 500 元

如使用貨運車輛運送及運離大型展品，應在香港會議展覽中心的裝卸區（第一期）進行。每輛貨運車輛進入裝卸區均需持有貨運車輛許可證。如果您的展位需要這樣的安排，請盡快通知我們。

**注意：**

送貨車輛入境通行證（貨運車輛許可證）不再提供印刷版。相反，將為每輛送貨卡車創建一個唯一的二維碼以進入裝卸區。

所有電子車輛通行證必須在 CEC 新推出的應用程式「**Go HKCEC**」中註冊才能使用。

請確保提前將此類資訊發送給貨車司機以下載應用程序，並準備好按照說明進行操作，並在抵達安檢點時在手機上出示這些資訊。

請在 Youtube 觀賞「**Go HKCEC**」/「**會展快運易**」的訓練影片：

中文: [「會展快運易」手機應用程式使用簡介](#)

English: ["Go HKCEC" Mobile App User Guide](#)

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