



Special Circular: Exhibitor badge registration and collection & Hygiene measures

All exhibitors and staff members that will work on-site during the fair periods are required to meet the Vaccine Pass requirement as established by the HKSAR Government:

- i. Exhibitors and staff members will need to have received the third dose of COVID-19 vaccine. For those whose second dose was received within six months before the fair commences, their Vaccine Pass is still valid.
- ii. For those who recovered from Covid-19, if they have received the second or the third dose vaccine before infection, or are currently within six months after their recovery, there is no additional vaccination requirement to obtain the Vaccine Pass.
- iii. For individuals seeking to exempt from the vaccination requirements, please provide a valid medical exemption certificate and a negative PCR test result issued on or after 7 August 2022. (The validity of a negative test result only lasts for 7 days. Thus, if you are deployed for the full fair period (11 – 13 August), it is suggested that you undergo the COVID-19 nucleic acid test on 7 August so that the negative test result would cover the full fair period.) Exhibitors who fail to provide negative test result of COVID-19 nucleic acid test will not be able to obtain an exhibitor badge.

Exhibitor	To Provide
Vaccinated	Vaccination record of <ul style="list-style-type: none"> • 3rd dose, or • 2nd dose (if the 2nd dose was done on or after 17 Feb 2022) Please upload your Vaccination QR Code as below: <b style="background-color: #00ff00; padding: 2px;">(Complete QR code is required) <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;">  OR  </div>

Recovered within 6 months from recovery	Valid recovery record QR code downloaded via www.evt.gov.hk
With Medical Exemption Certificate	Valid Medical Exemption Certificate AND a SMS notification issued within 7-13 August 2022 containing negative result of PCR-based nucleic acid test for COVID-19

Exhibitor Badge Registration & Collection

Please complete the online exhibitor badge registration form **on or before 8 August 2022** to register for an exhibitor badge and be admitted to the exhibition venue. **The online badge registration link will be provided later individually.** Each and every exhibitor and their on-site staff should complete an individual badge registration form. You will receive an Acknowledgement email after the completion of online badge registration form.

Upon receiving the badge registration confirmation, exhibitors can collect their admission badges one working day after between **2 - 9 August (closed on 6-7 August) at the following venue:**

Venue: HKTDC SME Training Room C

Address: Unit 8, Expo Galleria, Hong Kong Convention and Exhibition Centre (New Wing), Wanchai, Hong Kong

Opening hours: 9:30 am to 12 noon ; 2pm to 5:30pm

When you collect your badge, you must bring along:

Collect in person

- Badge registration confirmation (hard copy)
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App (electronic or printed copy)
- HKID card (for identity verification purpose only)

Collect by a company representative (collect in batch on behalf of its on-site staff)

E.g.If the representative is collecting 10 badges, 10 sets of hard copies of beow documents are required:

- Badge registration confirmation of all staff (hard copy)
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App (please provide the vaccination pass record screen capture or paper record in hard copy, 1 copy for 1 staff)
- HKID card (please provide photocopy of all staff; for identity verification purpose only, the copy will not be collected)
- Company stamp and Company representative business card

The company representative will be asked to sign an undertaking when he/she collects the badges on behalf of the company and its on-site staff to declare that all the documents and information he/she provides is true and correct, please bring along with the Company stamp / Company representative business card. If any company or its representative is found to provide false information, the representative and the company are held liable.

If the exhibitor and its on-site staff are not able to submit the online exhibitor registration form by 8 August or collect the badges between the above-mentioned period, please collect badges at the temporary badge collection counters located at the Expo Drive Entrance (Near the Media Centre) at the G/F, Hong Kong Convention and Exhibition Centre (New Wing) from 10 August. As the number of counters are limited and queues are expected, to avoid long waiting time on-site during the fair period, exhibitors are strongly recommended to submit the online exhibitor registration form by 8 August or collect the badges by 9 August.

For more update information and latest requirement on "Vaccine Pass", please visit the website www.vaccinepass.gov.hk.

Hygiene Measures

To ensure the safety and health of exhibitors and visitors, exhibitors and their on-site staff are required to comply with the following hygiene measures in accordance with the related guidelines under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap.599F):

1. Maintain on-site hygiene and minimise the risk of COVID-19 transmission

- All exhibitors and visitors should wear masks; as advised by Department of Health, it is suggested to wear surgical masks, and NOT masks with exhalation valves
- All exhibitors and staff must check their body temperature daily before reporting for duty. Those with fever or respiratory symptoms should refrain from work and seek medical advice immediately. The Exhibitor should immediately notify the HKDTC if such staff is found to have a positive result for COVID-19
- Exhibitors are encouraged to arrange face shields or goggles for on-site staff
- Exhibitors should arrange disinfection of booth area and equipment regularly. Exhibitors should also avoid overcrowding and maintain appropriate social distance within booth area. If interactive activities will be conducted, queues by tag and quota system should apply to avoid crowd-gathering. Exhibitors shall disinfect booth area and equipment before and after each session of interactive activities.
- Exhibitors should provide sufficient hand sanitisers in the booth for visitors

2. NO Eating and Drinking at the exhibition venue

- **Eating and drinking is prohibited inside exhibition venue including booth areas.** Exhibitors cannot consume their own food and drinks at the venue. Exhibitors can consider enjoying food and drinks at designated HKCEC restaurants or outside the venue
- Food & beverage items for sale **must be seal-packed and no free tasting would be allowed. For exhibitors selling frozen confections, cooler bags should be offered**
- Exhibitors **shall not conduct any onsite cooking, reheating and/or processing of food and/or beverage items for sale and/or free-tasting at the fair**, regardless of whether or not any Temporary Food Factory Licence and/or other food permit or licence has or have been obtained
- Exhibitors **shall not offer, sell and/or supply liquor or alcoholic beverages by the glass or open-bottle at the fair, and/or offer or supply the same for free-tasting**, regardless of whether any Temporary Liquor Licence has been obtained
- **Onsite cooking, reheating and/or processing of food and/or beverage shall be restricted for demonstration purposes only.** Such food and/or beverage items must not be supplied to any participants or visitors at the fair, whether for free or at a charge.

Please note that the organiser will conduct inspections onsite during the fair period. Should there be violations found, the organiser have the discretion to stop the concerned sales activities. In the incidence that repeated verbal warnings are in vain, the organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect.

3. Promotional Activities

- If you are planning large scale promotional events at your booth, or arranging any public figures to visit your booth, please inform the Organiser in writing on or before 29 July 2022 with details and arrange sufficient manpower. The Organiser reserves the rights to discontinue any activities on-site.

4. Disinfection Services

- Disinfection services provided by HKCEC is available for exhibitors. Should you require the service and fees, please contact us for more details.

5. Record of Roster and Contact Details

- **Exhibitors must keep record of a duty roster and contact details of all on-site staff (full-time and part-time)** for the purpose of contact tracing when there is such need.

特別通告： 參展商工作證登記及領取及健康防疫措施

根據香港特區政府相關法例，參展商及員工須符合以下疫苗通行證的接種要求：

- i. 參展商及其攤位的工作人員必須接種三劑新冠疫苗；或於展會開展前六個月內接種兩劑疫苗，方能符合疫苗通行證接種要求。
- ii. 曾感染2019冠狀病毒病人士如在展會開展前六個月內康復；或已接種三劑或兩劑疫苗；都被視為符合疫苗通行證接種要求。
- iii. 獲醫生證明不適合接種疫苗人士，請提供有效之「新冠疫苗接種醫學豁免證明書」及於2022年8月7日或以後發出的2019冠狀病毒病的聚合酶連鎖反應核酸檢測(而有關檢測樣本必須是非自行採集的鼻腔和咽喉合併拭子樣本)陰性結果證明短訊通知。(每次的核酸檢測陰性結果有效期只為7日，因此如相關員工需要在8月11日至13日全期間於展會現場工作，該員工需於8月7日進行核酸檢測，以便核酸檢測陰性結果能覆蓋整個展期。)相關員工將於遞交核酸檢測陰性結果短訊證明後才會獲發參展商入場證。

參展商	需提交
已接種疫苗	有效疫苗接種記錄： <ul style="list-style-type: none"> • 第三針，或 • 第二針 (如於 2022 年 2 月 17 日或之後接種第二針) (請上載完整二維碼) <div style="display: flex; align-items: center; justify-content: center;">  OR  </div>
在康復後未滿 6 個月	有效康復紀錄二維碼(可透過 www.evt.gov.hk 下載)
持有醫學豁免證明書	有效的醫學豁免證明書及於 2022 年 8 月 7-13 日期間發出的 2019 冠狀病毒病的聚合酶連鎖反應核酸檢測陰性結果證明短訊通知

參展商工作證登記及領取程序

參展商請於2022年8月8日或之前遞交「參展商入場證申請」以確保符合疫苗通行證的員工能於展期內順利進入展覽場地。有關登記連結將於稍後另行發送予參展商。每一位參展商及其現場工作人員須作獨立登記。

成功遞交「參展商工作證申請」後將獲發登記確認書，參展商可於其後一個工作天起，於 **8月2日至8月9日期間(8月6-7日除外)** 到以下地點領取參展商工作證：

地址：香港貿發局中小企培訓室 C (地址：香港會議展覽中心(新翼)博覽商場 8 號)

開放時間：

8月2日至5日及	上午 9:30 至 中午 12:00 及
8月8日至9日	下午 2:00 至 5:30

領取參展商工作證時，必須攜帶以下文件：

個人領取

- 登記確認書 (列印版本)
- “安心出行” 程式內之針卡紀錄或康復紀錄 (電子或列印版本)
- 身份證 (僅供檢閱驗證身份)

公司代表領取 - 若公司代表為其 10 位工作人員領取工作證，則須提供 10 套以下提及之文件

- 登記確認書 (列印版本)
- “安心出行” 程式內之針卡紀錄或康復紀錄 (請提供所有工作人員的針卡紀錄或康復紀錄之屏幕截圖, 須為列印版本)
- 身份證 (請提供所有工作人員的身份證列印副本，僅供檢閱驗證身份，本局不會收取該副本)

公司代表於領取工作證時需簽署承諾書，承諾提供的文件屬實無誤，請攜同公司印章或公司代表名片。如有參展商或其代表提供虛假文件以獲取工作證，有關公司及其代表將負上一切可能牽涉的法律責任。

如未能於上述時段領證或於 2022 年 8 月 8 日 前遞交「參展商工作證申請」，請於 8 月 10 日起到香港會議展覽中心(新翼)地下博覽道入口(設於新聞中心外)的臨時取證櫃位領證。大會設立的臨時取證櫃位有限，為免出現排隊領證而耽誤 貴公司工作人員的時間，請儘量於 2022 年 8 月 8 日或之前遞交參展商工作證申請及 8 月 9 日或之前領取相關證件。

有關「疫苗通行證」最新資訊及接種要求，詳情請參考「疫苗通行證」專題網站 (www.vaccinepass.gov.hk)。

健康防疫措施

為保障參展商及參觀人士的安全和健康，維持會場環境衛生及減低病毒傳播風險，根據香港特區政府《預防及控制疾病（規定及指示）（業務及處所）條例》（第599F章）的相關指引，請所有參展商及其工作人員注意以下事項：

（一）保持會場環境衛生及減低病毒傳播的風險

- 所有參展商及參觀人士在會場內必須時刻佩戴口罩；而根據衛生防護中心指引，建議入場人士佩戴外科口罩，請勿佩戴有呼氣閥口罩
- 參展商及其當值職員每日出門前必須測量體溫，當出現發燒或呼吸道感染病徵，請不要前往會場並及早向醫生求診。如參展商的員工確診新型冠狀病毒，參展商必須立刻通知主辦機構
- 建議參展商為當值職員安排佩戴口罩或眼罩
 - 參展商須安排定時為展位及活動設施進行消毒，盡量避免人多聚集，保持社交距離。如會進行互動活動，可設名額或以派籌形式進行，避免人群聚集，每節互動完畢後須為活動範圍及設施進行消毒
- 參展商須於攤位內提供足夠酒精搓手液給予當值職員及參觀人士

（二）展覽場內不准飲食

- 展場範圍，包括展位內不可飲食，亦不可攜帶外來食物進場。參展商工作人員可到會展特定場地用膳，或於會展範圍外用膳
- 所有現場售賣之食品及飲品必須為密封包裝，亦禁止提供免費試飲試食，參展商如售賣冷凍甜點，應提供冰袋
- 不論是否持有任何臨時食物製造廠牌照及/或其他食物許可證或牌照，參展商均不得在展會上進行任何食品及/或飲品的現場烹調、加熱及/或處理，以供出售及/或免費品嚐
- 不論是否持有臨時酒牌，場內嚴禁以散裝杯或開瓶式提供、銷售、供應及/或免費品嚐酒類或含酒精飲料

- 任何食品及/或飲品的現場烹調、加熱及/或處理僅限於作示範用途，不論免費或收費，參展商均不得向任何在場人士供應現場烹調及/或加熱預先烹調之食品

敬請注意：主辦機構會於展覽期間進行巡查。如發現違規情況，主辦機構有權要求參展商即時停止有關銷售活動。若屢勸不效，主辦機構有權即時終止該參展商的參展資格。

(三) 推廣活動

- 如展商有計劃於展位內進行大型推廣活動，或安排知名公眾人士到訪展位，請於7月29日前以書面通知主辦機構，並安排足夠人手處理攤位秩序。主辦機構將在安全的情況下盡量提供協助，但保留中止有關活動進行之權利。

(四) 深層清潔服務

- 參展商如需為展位作深層清潔，香港會議展覽中心可為參展商提供有關服務。如欲查詢詳情及收費，請與我們聯絡。

(五) 當值職員紀錄

- 參展商必須準備一份所有當值職員(全職及兼職)的工作時間表及聯繫電話，以備隨時協助追蹤密切接觸者之用。