

Special Circular: Arrangements for Tropical Cyclone & Black Rainstorm Warning Signals (Tea Fair)

All exhibitors are requested to note the emergency measures under the following situations. The measures will be implemented should there be a Tropical Cyclone (commonly known as “typhoon”) or Black Rainstorm Warning Signal during the HKTDC Hong Kong International Tea Fair.

A. Special Arrangements for Tropical Cyclone Warning Signal

I. During Move-in, Move-out

1. If a Pre-No. 8 Special Announcement or Tropical Cyclone Warning Signal No. 8 (or above) is issued during the **move-in (16 August 2023)** and/or **move-out (19 August 2023)** period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. 17-19 August 2023

If a Pre-No. 8 Special Announcement is **issued before 8:15 a.m.**, the fair will remain **closed**. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued before 8:15 a.m. without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply.

2. 17-18 August 2023

If a Pre-No. 8 Special Announcement is **issued between 8:15am and 10:00am**, the fair will remain closed. In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is **issued between 8:15am and 10:00am** without a Pre-No. 8 (or above) Special Announcement, the same arrangement will apply. Exhibitors who have arrived at the exhibition venue for booth decoration should leave as soon as possible.

3. 19 August 2023

If a Tropical Cyclone Warning Signal No. 8 is **cancelled at or before 2:00 p.m.**, the fair will re-open to the public **two hours after** the Tropical Cyclone Warning Signal No. 8 is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Tropical Cyclone Warning Signal No. 8 is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Tropical Cyclone Warning Signal No. 8 is **cancelled after 2:00 p.m.**

III. During Opening Hours

1. Once the Hong Kong Observatory issues a **Pre-No. 8 Special Announcement**, giving advance notice to the public that a Tropical Cyclone Warning Signal No. 8 will be issued during the fair's opening hours, the fair will close in two hours. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed 30 minutes after the pre-announcement is made. Exhibitors and visitors will be requested to leave the exhibition venue as soon as possible.
2. **In the rare situation when a Tropical Cyclone Warning Signal No. 8 (or above) is issued without a Pre-No. 8 (or above) Special Announcement**, the fair will close immediately. The Organiser will make an announcement, urging the public not to go to the exhibition centre. The ticket office will close and no further admissions will be allowed. Exhibitors and visitors will be requested to leave the exhibition venue immediately.

B. Special Arrangements for Black Rainstorm Warning Signal

I. During Move-in, Move-out

1. If a Black Rainstorm Warning Signal is issued during the **move-in (16 August 2023)** and/or **move-out (19 August 2023)** period, the move-in and move-out procedure will continue if situation allows.

II. Prior to Opening Hours

1. 17-19 August 2023

If a Black Rainstorm Warning Signal is **issued before 8:15 a.m.**, the fair will remain **closed**.

2. 17-18 August 2023

If a Black Rainstorm Warning Signal is **issued between 8:15am and 10:00am**, the fair will remain closed. Exhibitors will be encouraged to stay in the exhibition venue for their own safety.

3. 19 August 2023

If a Black Rainstorm Warning Signal is **cancelled at or before 2:00 p.m.**, the fair will re-open to the public **two hours after** the Black Rainstorm Warning Signal is cancelled. Exhibitors will be allowed to enter the fairground for preparation **30 minutes after** the Black Rainstorm Warning Signal is cancelled if situation allows. Exhibitors are reminded to return to their booths before the fair re-opens to the public. The fair, however, will remain closed if the Black Rainstorm Warning Signal is **cancelled after 2:00 p.m.**

III. During Opening Hours

1. If a Black Rainstorm Warning Signal is issued during the fair's opening hours, the fair will **remain open**. Exhibitors and visitors will be encouraged to stay in the exhibition venue for their own safety.

C. Other Issues

1. Admission tickets (including VIP tickets and complimentary tickets) that cannot be used because of the temporary closure of the fair may be used during the remaining fair days. Alternatively, ticket holders can request a refund upon presentation of unused valid tickets. Refund arrangements will be announced and handled after the fair. VIP tickets and complimentary tickets are not eligible for refunds.
2. The Organiser will make an announcement on the above special arrangements through the fair website and the mass media, including radio and television stations. Exhibitors may call the HKTDC customer service hotline, at (852) 1830670, should they have any questions concerning the above arrangements.
3. Implementation of the above special arrangements may be adjusted at the time, depending on the actual conditions or upon request by the police officer in charge or security unit of the Hong Kong Convention and Exhibition Centre. The Organiser will announce the changes, if any, as soon as possible.

Hong Kong Trade Development Council

特別通告：熱帶氣旋及黑色暴雨警告信號下之安排 (茶展)

敬請各參展商留意以下熱帶氣旋（俗稱“颱風”）或黑色暴雨警告信號下，主辦機構於香港貿發局香港國際茶展所作出之特別安排。

甲、熱帶氣旋警告信號下之特別安排

(一) 進館日、撤館日

1. 如八號預警或八號（或以上）熱帶氣旋警告信號於**進館日(2023年8月16日)**及/**或撤館日(2023年8月19日)**發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. **8月17-19日**
如八號預警於上午8時15分前發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時15分前懸掛，展覽會同樣暫時關閉。
2. **8月17-18日**
如八號預警於上午8時15分至上午10時期間發出，展覽會將暫時關閉。在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下於上午8時15分至上午10時期間懸掛，展覽會同樣暫時關閉。已到達會場佈置展位的參展商應盡快離開。
3. **8月19日**
如八號熱帶氣旋警告信號於下午2時之前取消，展覽會將會在八號熱帶氣旋警告信號取消兩小時後重開予參觀人士。在情況許可下，參展商可以在八號熱帶氣旋警告信號取消30分鐘後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若八號熱帶氣旋警告信號於下午2時後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. **當香港天文台發出八號預警**提醒公眾八號熱帶氣旋警告信號將於展覽會進行期間懸掛，主辦機構將立刻作出廣播，宣布展覽會將於兩小時後關閉，呼籲市民不要前往會場。現場售票處將於八號預警發出30分鐘後關閉及停止進場。主辦機構將逐步疏散現場參展商及參觀人士，要求他們盡快離開會場。
2. **在罕有情況下，如八號（或以上）熱帶氣旋警告信號在未有發出預警下懸掛**，主辦機構將立刻作出廣播，宣布展覽會即時關閉，呼籲市民不要前往會場。現場售票處亦將即時關閉及停止進場。主辦機構將疏散現場參展商及參觀人士，要求他們立即離開會場。

乙、黑色暴雨警告信號下之特別安排

(一) 進館日、撤館日

1. 如黑色暴雨警告信號於**進館日(2023年8月16日)**及/**或撤館日(2023年8月19日)**發出，進館及撤館程序將在情況許可下繼續進行。

(二) 展覽會開放前

1. **8月17-19日**
如黑色暴雨警告信號於上午**8時15分**前發出，展覽會將暫時關閉。
2. **8月17-18日**
如黑色暴雨警告信號於上午**8時15分**至上午**10時**期間發出，展覽會將暫時關閉。已到達會場佈置展位的參展商應留在會場，以策安全。
3. **8月19日**
如黑色暴雨警告信號於下午**2時**之前取消，展覽會將會在黑色暴雨警告信號取消**兩小時**後重開予參觀人士。在情況許可下，參展商可以在黑色暴雨警告信號取消**30分鐘**後進入會場準備。請各參展商於展覽會重開前盡快返回工作崗位。若黑色暴雨警告信號於下午**2時**後取消，展覽會將繼續關閉。

(三) 展覽會進行期間

1. 如黑色暴雨警告信號於展覽會進行期間發出，展覽會將**繼續舉行**，主辦機構將立刻作出廣播，呼籲在場參展商及參觀人士留在會場，直至到黑色暴雨警告信號取消為止，以策安全。

丙、其他注意事項

1. 入場券（包括貴賓票及贈券）如因展覽會暫停開放而無法使用，可在餘下開放日如常使用。或者，持票人士可憑未經使用及完整無缺的入場票申請退票。有關退票安排將於展覽會結束後公布及處理。退票不適用於貴賓票及贈券。
2. 主辦機構會透過展覽會網頁、電台及電視台等各傳播媒介公布以上特別安排。參展商如有任何疑問，可致電香港貿發局客戶服務熱線查詢，電話：**(852) 1830670**。
3. 主辦機構可能因應現場實際情況，或因應現場警方或會展中心保安組要求而調整以上安排。如有任何改動，主辦機構會盡快公布有關細節。

香港貿易發展局