

Circular 3: Special Move-in & Move-out Arrangement

Special traffic arrangements will be implemented to minimise pressure to traffic caused on the move-in day (13 August 2025) and move-out day (16 August 2025) of the HKTDC Hong Kong International Tea Fair. These measures would be beneficial to both our valued exhibitors as well as the general public. Exhibitors may use their own vehicles or other forwarder's service. **Move-in and move-out permit with specificied times would be issued to each exhibitor accordingly in early August.** Exhibitors are recommended to pay attention to the details of the new arrangement as below:

Special Move-in Arrangement (For ALL exhibitors)

All roads of the Hong Kong Convention and Exhibition Center (HKCEC) will be blocked off for move-in from **9:00 a.m. on 13 August 2025 (move-in day)**. Control point will be set-up at the entrance, only the following vehicles will be allowed to enter HKCEC loading area:

i) Large Vehicle / Lorry / Light Goods Vehicle

Move-in procedure

1. Hong Kong Trade Development Council (HKTDC) will issue a Move-in Vehicle Permit **for 13 August 2025** to all exhibitors.
2. Under the new arrangement of HKCEC, **drivers will need to DOWNLOAD and REGISTER their e-Vehicle permit via the newly launched HKCEC Marshalling App named "Go HKCEC"** before entering HKCEC loading area.
3. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and **obtain a Queue Ticket**.
4. On the **13 August 2025 (Move-in day)**, **when the Queue Ticket is called, an in-App Notification will be sent to driver when loading is ready for the Truck with an Entry QR Code. They are REQUIRED to queue up at Kwai Chung vehicle marshalling area before get in to the loading area.**

- **Only by showing QR code on the e-vehicle permit by phone/ tablet or in printed version will NOT be allowed for entry, the e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP.**

- **Each e-Vehicle permit is for one-time access on the date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry.**

ii) Private Car / Taxi

Move-in procedure

Private cars and taxis entering HKCEC Phase II will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC Phase II **via Expo Drive** (opposite to Grand Hyatt Hong Kong) and unload their goods at the Expo Drive Entrance. **NO waiting or parking at the HKCEC Phase II is allowed.**

Special Move-Out Arrangement

i) Large Vehicle / Lorry / Light Goods Vehicle

Move-out procedure

1. Hong Kong Trade Development Council (HKTDC) will issue a Move-out Vehicle Permit for **16 August 2025** to all exhibitors.
2. Under the new arrangement of HKCEC, **drivers will need to DOWNLOAD and REGISTER their e-Vehicle permit via the newly launched HKCEC Marshalling App named "Go HKCEC"** before entering HKCEC loading area.
3. After completion of the registration, drivers can scan QR code on the e-vehicle permits issued by the organiser via the App and **obtain a Queue Ticket**.
4. On the **16 August 2025 (Move-out day)**, **when the Queue Ticket is called, driver is required to stay out of restricted area to check-in and will receive a pop-up message**. Drive to HKCEC before the time as shown in the Guide. CEC Staff will scan the entry QR code and allow access if the scanning is successful.

- **Only by showing QR code on the e-vehicle permit by phone/ tablet or in printed version will NOT be allowed for entry, the e-Vehicle permit is ONLY FOR REGISTRATION PURPOSE VIA THE APP.**

- **Each e-Vehicle permit is for one-time access on the date only (i.e., one QR Code for one entry only) and will be invalid after the exact date of entry.**

ii) Other Transportation

Private vehicles and **taxis** will be allowed to enter into the HKCEC at the discretion of the traffic control attendants during the move-out period. No waiting or parking at the HKCEC is allowed.






HKCEC Marshalling App "Go HKCEC" <New>



To safeguard smooth traffic around HKCEC to minimize the waiting of truck, HKCEC has launched a new App called "Go HKCEC". Through this App, lorries/ light goods vehicles can obtain queuing ticket, check-in at designated locations and obtain QR code for accessing the HKCEC loading area.

ALL lorries/ light goods vehicles that needs to access the HKCEC loading area MUST obtain a ticket via this App before entering HKCEC.

- Download “Go HKCEC” App from the [App Store](#), [Google Play](#), or via [APK file](#)

“Go HKCEC”			
			

Move-in /out Arrangement <IMPORTANT>

- Move-in Day** **13-August 2025:** **Offsite Mode : TY***
 * They are **REQUIRED** to queue up at **Kwai Chung vehicle marshalling area**.
- Move-out Day** **16-August 2025:** **Offsite Mode : FF#**
#When the Queue Ticket is called, driver is required to stay out of restricted area to check-in and will receive a pop-up message.

Types of Entry Mode

Please look for remarks under “Time of Entry” on vehicle pass

Offsite Mode (TY)

- Vehicle is required to get **Queue Ticket** from the App by scanning the e-Vehicle permit.
- Drive to **Kwai Chung vehicle marshalling area** when the queue ticket is called.
- Security Staff will scan the App QR Code at the vehicle marshalling area.
- Drive to HKCEC after successful scanning.

GF Mode (GF)

- Allow Notification access.
- Vehicle is required to get **Queue Ticket** from the App by scanning the e-Vehicle permit.
- When the Queue Ticket is called, User will receive in-app pop up notification. The status of the vehicle will change to Check-in. Click “Check-in”.
- Click “View Map” to see the restricted area. Driver is required to stay out of restricted area to “check-in”.
- Pop up message will show the Check-in is successful. Click “OK”.
- Drive to HKCEC before the time as shown in the Guide. CEC Staff will scan the entry QR code and allow access if the scanning is successful.



FOR REGISTRATION ONLY
此證只作登記用途 不可進場

DELIVERY VEHICLE ENTRY PASS
送貨車輛許可證

No.: RP-206402 QR Code (Please Scan)
送貨車輛許可證號碼 請掃描此QR碼

Event 活動名稱:
(S4010) Hong Lung Properties Limited Management Conference

Venue 場地:
(L1) H1ABC

Time of Entry & Remarks 進場時間及備註:
(TY) 21 August 2023 0800-2359hrs;
(GF) 22 August 2023 0800-2359hrs;
(FF) 23 August 2023 0800-2359hrs

Download “Go HKCEC” mobile app for entry QR code
下載“香港國際茶展”手機應用程式以獲取入場二維碼

e-Vehicle Permit Sample (For Ref only)

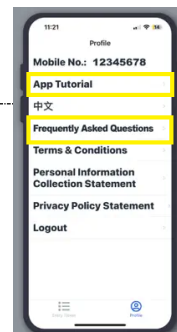
- **“Go HKCEC” User Guide Video**

- <https://www.youtube.com/watch?v=4p00gv9hQgs>



- **Browse App tutorial and other useful information on the App**

- Click “Profile”
- Click “App Tutorial” and “Frequently Asked Questions”



“Go HKCEC” Hotline: 2582 8888

The e-Vehicle permit is for loading and unloading only. No Parking is allowed. Private vehicles are not permitted to enter the loading area. Drivers are required to use either Octopus Card / Visa Card or Mastercard to clock-in time at the automated entry machine when entering the HKCEC loading / unloading area.

With an aim of alleviating the traffic congestion due to a high usage of loading/unloading facilities, the free-of-charge loading/unloading time during the fair period is limited to 1st 60-minutes. Payment (if any) will be debited directly from the same Octopus Card / Visa Card / Mastercard. Official receipt can be printed from the automated exit machine.

According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.

Exhibitors requiring the use of the 40 ft. container size lifts for the transport of bulky stand materials should apply in advance with the HKTDC for special vehicle permits.

Please note that vehicle passes are not parking permits. All vehicles / trucks must leave the loading bay after the loading of their exhibits.

For enquiries, please call HKTDC customer service hotline: **(852) 1830-668**.

Hong Kong Trade Development Council

通告 3: 進館及撤館交通安排

主辦機構將於香港國際茶展之**進館日(2025年8月13日)**及**撤館日(2025年8月16日)**實行特別交通安排，以舒緩其引起之交通擠塞及為各參展商及公眾人士帶來更大的方便。各參展商可選用閣下之貨車或貨運代理。**進館及撤館的車輛通行証(包括指定入場時間)將於8月上旬以電郵發放給各參展商。**敬請留意電郵及以下詳情：

進館交通安排 (適用於所有參展商)

將於**2025年8月13日上午9時起**(進館日)封閉香港會議展覽中心(會展中心)附近路段及設置控制點，只准以下

i. 大型車輛/貨車/輕型客貨車

進場程序

1. 香港貿易發展局(貿發局)將向各參展商發出**2025年8月13日**之進場車輛通行證。
2. 根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記。
3. 司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼並取得籌號。
4. **進館日(2025年8月13日)**當天手機應用程式將依次叫號，**司機於籌號被叫後需根據提示的時間前往葵涌車輛報到處，報到並獲得進場二維碼後，方可進入香港會議展覽中心之裝卸區。**

- 參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code)並不能直接入場。
- 各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。)登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

ii. 私家車/的士

進場程序

進入會展中心第二期之私家車及的士不需要持有車輛通行證或到車輛等候處報到，惟所有私家車及的士必須經博覽道入口(即君悅酒店對面)進入會展中心第二期，並只能於博覽道正門進行落貨。司機於落貨後必須盡快離開會展中心第二期，不得停留或候客。

撤館交通安排

各參展商可選用閣下之貨車或貨運代理。

i) 大型車輛/貨車/輕型客貨車

撤場程序

1. 香港貿易發展局(貿發局)將向各參展商發出撤館日(2025年8月16日)之進場車輛通行證。
 2. 根據香港會議展覽中心的最新安排，所有貨車/輕型貨車進入卸貨區前，司機須先下載「會展快運易」手機應用程式並完成簡單登記。
 3. 司機透過此手機應用程式掃描由主辦單位發出電子版車輛通行證上的二維碼並取得籌號。
 4. 撤館日(2025年8月16日)司機於籌號被叫後需根據提示的時間前往禁區外打卡報到，並獲得進場二維碼後，方可進入香港會議展覽中心之裝卸區。
- 參展商獲發的車輛許可證只適用於手機應用程式「會展快運易」上之登記用途，單憑出示電子車證上的二維碼 (QR Code) 並不能直接入場。
 - 各張電子版車輛通行證只限於指定日期使用一次*，逾期無效。(*如該張電子車輛通行證已於指定日子使用一次進入卸貨區，即二維碼已被掃描一次，承建商或貨運代理將不能於當天再次使用同一張電子版車輛通行證進入卸貨區。) 登記成功後，即可根據手機應用程式上的提示及入場二維碼前往香港會議展覽中心。

ii) 其它交通安排

於撤館其間，將酌情准許私家車及的士駛入會展新翼範圍，但不得停留或候客。

「會展快運易」手機應用程式 <新>



展覽期間為了保持香港會議展覽中心週邊交通暢通，香港會議展覽中心推出全新手機應用程式「會展快運易」(Go HKCEC) 以節省貨車/輕型客貨車的等候時間。透過此應用程式，活動相關車輛可領取排隊籌號、按指示到指定地點打卡及獲取入場二維碼，再前往香港會議展覽中心。

所有需要進入會展中心一期或二期裝卸區的活動相關車輛，於進入香港會議展覽中心裝卸區前，必須透過「會展快運易」手機應用程式領取排隊籌號。

- 請於 [App Store](#)、[Google Play 商店](#) 或 [APK 檔案](#) 下載「會展快運易」手機應用程式。

Apple Store	Google Play	APK 檔案 (Huawei / Xiaomi / VIVO)
		
		

進場/撤館程序 <重要>

- 進館日 8 月 13 日：葵涌模式 (TY Mode)*
*貨車/輕型客貨車必須先到葵涌車輛報到處。
- 撤館日 8 月 16 日：禁區外打卡模式 (GF Mode)#
#籌號被叫後根據提示時間前往禁區外打卡，獲得進場二維碼後入場

入場模式 請留意許可證上「進場時段」的標示

葵涌模式 (TY Mode)

- 司機需要在手機應用程式上掃描電子版車輛通行證並取籌。
- 籌號被叫後根據提示的時間前往葵涌車輛報到處。
- 職員將於葵涌車輛報到處掃描用戶手機程式中的二維碼。
- 用戶可於成功掃描後前往灣仔會展中心。
- 會展中心職員將於灣仔會展中心卸貨區再次掃描用戶手機程式中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。



撤館模式 請留意許可證上「進場時段」的標示

禁區外打卡模式 (GF Mode)

- 請允許程式使用送達訊息及定位系統權限。
- 司機需要在手機應用程式上掃描電子版車輛通行證並取籌。
- 當籌號已到，用戶將收到訊息，根據提示的時間到禁區外按「請打卡」報到。
- 按「檢視地圖」以查看禁區範圍。
- 成功打卡後頁面會出現「打卡成功」。按「OK」。
- 根據提示的時間前往灣仔會展中心。
- 會展中心職員將於灣仔會展中心卸貨區再次掃描以下頁面中的二維碼。如顯示有效，貨車將可以進入卸貨樓層。

電子車證樣本 (僅供參考)

• 「會展快運易」教學影片

➤ <https://www.youtube.com/watch?v=pgphCJWVvsQ>



「會展快運易」熱線: 2582 8888

• 於「會展快運易」手機應用程式上瀏覽使用教學及其他詳細資訊

- 點擊「帳戶」
- 選擇「使用教學」及「常見問題」



電子車輛許可證只供上落貨之用。嚴禁泊車。私家車不可駛入卸貨區。當車輛進入會展貨物起卸區時，司機須使用八達通卡 / Visa / 萬事達卡拍卡進場。為有效舒緩當日貨物起卸區交通緊張的情況，免費上落貨限時為**60分鐘**。如需繳交費用，將直接從同一張八達通卡 / Visa / 萬事達卡扣除。正式收據可以從自動出閘機列印。

於進場及撤場當日，警方將視乎灣仔北及周邊一帶之交通情況，
酌情採取交通管制及改道措施

參展商如需使用可容納40呎貨櫃的升降機來搬運大型攤位用品，必須預先向貿易發展局申請特別車輛通行證。

車輛通行證並非泊車證，所有車輛/貨車在裝卸展品後，必須駛離貨物裝卸區。

如有疑問，參展商可致電香港貿易發展局客戶服務熱線 **(852) 1830-668**查詢。

香港貿易發展局