

**FORM 14****Hong Kong International Tea Fair****2025****香港國際茶展2025****14 - 16 / 8 / 2025****Deadline  
11 July 2025****Return to :**

Exhibitions and Digital Business Development  
 Hong Kong Trade Development Council  
 Unit 13, Expo Galleria, HKCEC,  
 1 Expo Drive, Wan Chai, Hong Kong  
 Tel : (852) 2240 4870  
 Email: harris.wh.chu@hktcdc.org  
 Attn : Mr Harris Chu

**Limited Free Storage Service & Reply Form**

Exhibitors are reminded to read carefully the storage requirement of exhibits at the Fair as of below:

1. Exhibitors are strongly recommended to plan their replenishment arrangement of exhibits during the Tea Fair. According to rules and regulations of the Tea Fair, exhibits should be kept within the booth area of the exhibitors and no blockage of visitor aisles and other public area would be allowed.
2. Exhibitors using the standard booth structure provided by the HKTDC can make full use of the cabinet facilities to keep the stock for sales at the Tea Fair.
3. A daily replenishment of large-sized exhibits is allowed before the commencement of the Fair each day at the time slots indicated hereby:

**August 14 – 16      08:15 – 09:30**  
**\*(Pallet trucks are prohibited after 9:30am)**

In case any exhibitors need to transport their exhibits from the storage area to their own booth, the exhibitor should exercise safety measures to ensure no person will be injured during the transportation. During the transportation of exhibits, it is compulsory that the trolley used should be escorted and monitored by at least two working staff at the front and the back of the trolley, and the trolley should be protected by rubber protection at its rims. Should circumstance requires, the Organiser has the right to demand the exhibitor concerned to conduct extra safety measures and/or to suspend any exhibit transfer for replenishment.

4. To facilitate the exhibitors' need to keep reasonable amount of exhibits at the fairground, HKTDC is providing LIMITED Free Exhibit Storage Service for exhibitors, upon the consent and approval of the HKTDC, to store the exhibits at the temporary storage area near the exhibition hall on a first-come-first-served basis.

Details of the storage size provision are as follow:

	<b>Booth Size</b>	<b>Maximum allotted pallets *</b>
1	9 sq.m. or above	1

\*Pallet size (1\*1.3m)

5. Please note that the temporary storage area allotted would be available during the fair period, and exhibitors DO NOT need to transport all the exhibits at one time on the day of move-in (13 August, 2025).
6. The above service is free of charge but exhibitors need to pre-register in advance by filling this Reply Form and return to the HKTDC **on or before 11 July 2025**. In view of the limited storage space, this service will be available **on a first-come-first-served basis**, and the HKTDC reserves the absolute discretion in the arrangement of the allotment.
7. **NO on-site request during the Fair period will be entertained.**
8. 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.

9. 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 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.

To: Hong Kong Trade Development Council  
Attn: Mr Harris Chu  
Email: [harris.wh.chu@hktdc.org](mailto:harris.wh.chu@hktdc.org)

**Application Deadline: 11 July 2025 (Friday)**

**Terms & Conditions**

*In consideration of the use of this overnight storage service at Hong Kong International Tea Fair 2025 without charge or other form of consideration, I acknowledge and agree that the Organiser of Tea Fair 2025, the Exhibition Venue and all Offices, Directors, Employees, and other representatives of each of them, have no liability for any loss, theft, damage or destruction (through negligence or otherwise) of all property placed therein and that the parties before named are neither insurers or indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of my property.*

I have read the above statement and I agree to the terms thereof.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Company Tel: \_\_\_\_\_ #Mobile Tel: \_\_\_\_\_

No. of Pallets: \_\_\_\_\_

Signature and Company Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

# Required Information



表格十四	Hong Kong International Tea Fair 2025 香港國際茶展2025 14 - 16 / 8 / 2025	請交回 香港貿易發展局 香港貿易發展局展覽及數碼業務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號 電話:(852)2240-4870 電郵: harris.wh.chu@hktdc.org 朱永軒先生收
截止日期 2025年7月11日		

**香港國際茶展 2025  
限量展品儲存服務及回條**

1. 各參展商請計劃在展覽期間展品補充的安排。根據大會的規定，所有在會場的展品必須擺放在攤位的範圍內，不可阻塞行人通道或其他公眾地方。
2. 如參展商使用大會的標準攤位，將備有儲物櫃設施，作儲存展品之用。
3. 在展會舉行期間，參展商只可於下列時間運送供即場發售的大型展品存貨進入會場：

**8月14 - 16日                      08:15 - 09:30**  
**\*(於上午9:30後，腳車不得進入展覽館)**

參展商如需在展覽開放時間內將貨物由臨時儲存倉運往攤位，必須採取一切安全措施，以免傷及參觀人士。由於現場通道擠逼，在運送貨物時，必須有最少 2 名工作人員前後照顧及使用設有防撞圍邊之手推車。大會有權視乎現場情況要求參展商遵守額外安全措施或暫停參展商使用手推車補貨。多謝合作。

4. 為向各參展商提供更完善的服務，主辦機構將提供免費的展品儲存服務，由於展品儲存倉供應有限，將會以先到先得為原則。詳情如下：

	展位面積	獲分配的儲存板數上限 *
1	9 平方米或以上	1

\*卡板面積為 (1X 1.3 米)

5. 儲存倉將於展會期間供獲分配的參展商使用，相關參展商不必於 8 月 13 日把全部貨品運送到儲存倉。
6. 以上展品儲存服務完全免費，但參展商必須預先登記，有意使用儲存倉服務的展商請填妥此回覆通知書，並於 **7 月 11 日前**傳真回本局。由於儲存倉空間有限，此服務將以**先到先得**的形式安排。
7. 注意：**所有現場申請將不會受理。**
8. 參展商必須自行購買保險，投保範圍包括(但不限於)為其陳列品、展品及展台因失竊、火災、水災、公眾(包括佔用者責任)及其他任何自然原因引致的損失或毀壞，並須按主辦機構要求出示有關保單。
9. 參展商必須就本細則可能對其構成的所有潛在責任，以及可能因疏忽而招致的法律責任購買保險，並須按主辦機構要求出示有關保單。任何因參展商或其代理、代表、承包商或僱員的行為或遺漏對展覽場地、其他參展商或主辦機構的任何財產造成的損失或毀壞，概由參展商負責賠償。

香港貿易發展局 香港國際茶展 2025

朱永軒先生收

電郵：[harris.wh.chu@hktfdc.org](mailto:harris.wh.chu@hktfdc.org)

**截止日期：2025 年 7 月 11 日 (星期五)**

**條 款**

基於主辦機構在香港國際茶展 2025 中的展品儲存服務屬免費提供，本人接受並同意主辦機構、展覽場地及其所有辦事處、職員等其他代表，將不會就所有寄存物資因遺失、盜竊、疏忽而導致的損失或損毀負上任何責任及作出賠償。（以上條款只供參考，並以英文版本為準。）

本人已閱讀以上條款並同意遵守。

公司名稱： \_\_\_\_\_  
 聯絡人： \_\_\_\_\_ 展台編號： \_\_\_\_\_  
 公司電話： \_\_\_\_\_ #手提電話： \_\_\_\_\_  
 板數： \_\_\_\_\_（板）

簽名及公司蓋章： \_\_\_\_\_ 日期： \_\_\_\_\_

**#必須提供**