

HKTDC Hong Kong Sports and Leisure Expo 2018

Limited Free Storage Service

Allocation Method for the Limited Free Storage Service

The HKTDC will continue to utilise a reservation system and will allocate the temporary storage space in accordance with the booth area, distribution of booths within the hall, and the storage available as below:

| Booth Size | Maximum allotted pallets * |
|-------------------|-----------------------------------|
| 6 – 35 sq.m | 1 |
| 36 – 71 sq.m | 2 |
| 72 – 107 sq.m | 3 |
| 108 – 143 sq.m | 4 |
| 144 – 179 sq.m | 5 |
| 180 – 215 sq.m | 6 |
| 216 – 251 sq.m | 7 |
| 252 – 287 sq.m | 8 |
| 288 sq.m.or above | 9 |

*Pallet size (1x1.5m)

1. The above service is free of charge but **exhibitors need to pre-register and pay the deposit in accordance with the size of the exhibitor's booth, being HK\$1,000 per 9 square metre. Exhibitor of 6 square metre booth should also pay a deposit of \$1,000.** If exhibitors want to utilise this service, please return "Form 13A – Limited Free Storage Service" enclosed together with the deposit cheque to the HKTDC Exhibitions Department, Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong (Ref: HKSLE2018 Storage Deposit) on or before **6 Jun 2018**. The cheque should be payable to "Hong Kong Trade Development Council" and please put down your company name and application ID on the back of the cheque.
2. The HKTDC will then send a confirmation letter to exhibitors indicating the allotted storage area and location. The application of this temporary storage service will not be accepted if the requested deposit is not paid. Please note: The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.
3. If the exhibitor does not utilise the reserved storage space or contravenes any relevant storage rules and regulations, the deposit will not be returned. If there have been no contravention of rules, the deposit will be returned after the exhibition period of the Fair.
4. In view of the limited storage space, the HKTDC reserves the absolute discretion in the arrangement of the allotment. In addition, the HKTDC does not guarantee that the allotted storage area will be located at the same floor as the exhibitor's booth. All storage areas will be allotted by the HKTDC and exhibitors are not allowed to select any specific storage area or swap the storage location with other exhibitors.
5. The limited free storage area is inadequate in satisfying the needs of all exhibitors. Therefore, the HKTDC strongly encourages exhibitors to place all exhibits within their booths and plan their replenishments ahead of time. This will greatly reduce the stress on the limited free storage service which will benefit all exhibitors.
6. The Organiser reserves the right to amend and/or add to the terms and conditions in relation to the temporary storage service, or to terminate such additional service without any compensation.

On-site Operation and Procedures of the Limited Free Storage Service

1. Based on the time indicated on the vehicle permit, exhibitors may transport their exhibits to the allotted storage room on the move-in day (17 July 2018)
2. Exhibitors carrying the temporary storage working permit may register at their designated storage with the confirmation letter. **Exhibitors must bring the temporary storage working permit with photos along with the confirmation letter in order to enter the storage area.** If the exhibitor has not applied for the temporary storage access permit, please fill out the “**Form 13B – Temporary Storage Working Permit**” enclosed and return it together with the recent photos of the designated staffs on or before 15 June.
3. To avoid any confusion, please clearly label all goods placed inside the storage room with your company name and booth number.
4. The opening hour of the temporary storage is as follows:

| Date | Opening Hour |
|------------------|--------------|
| 17 / 7 / 2018 | 8:30 – 18:00 |
| 18-23 / 7 / 2018 | 8:30 – 22:00 |
| 24 / 7 / 2018 | 8:00 – 18:00 |

5. Exhibitors must only place their exhibits within the area designated by the number of pallets allotted. If the allotted storage area is inadequate, please place all extra exhibits within the booths. **Please note that exhibits over the allotted pallet(s) will not be permitted to enter the storage areas.**
6. Any exhibits found being placed in public areas or outside of the designated storage area will be confiscated by the HKTDC without notification. To retrieve the confiscated exhibits, the responsible exhibitor must complete the formalities and pay the fine (HK \$500 per pallet). If exhibitors do not retrieve the confiscated exhibits within 24 hours, the HKCEC staff will dispose all the goods and the exhibitor will be **charged with a disposal fee. (The fee will be deducted from the deposit)**
7. Exhibitors must not place any exhibits outside the assigned booth. The HKCEC staff will check regularly and dispose any exhibits found violating the above policy, and the exhibitor will be **charged with a disposal fee. (The fee will be deducted from the deposit)**
8. Please note that the temporary storage area allotted would be available during the Fair period, and exhibitors can replenish daily according to need. Exhibitors DO NOT need to transport all the exhibits at one time on the day of move-in (17 July 2018)
9. To avoid any miscommunication or confusion, please kindly ensure that your logistic service provider is fully informed with the above information.

Other Important Notes

1. Exhibitors could transfer their exhibits from the temporary storage to their booth(s) **90 minutes before the fair opens during 18-23 July 2018** and **60 minutes before the fair starts on 24 July 2018**. Starting from 30 minutes before the opening of the fair until the fair officially close every day, exhibitors are required to utilise trolley with two or more staff members to cover the front and back of the trolley when replenishing goods to their booth(s). Exhibitors have to take all precautions to avoid causing danger to the visitors when replenishing stocks The Organiser reserves the right to require exhibitors to follow additional safety measures or even prohibits exhibitors from using trolley to replenish stock if the fairground is too crowded.
2. Due to the high amount of traffic flow at the temporary storage warehouse, exhibitors with precious exhibits are strongly recommended to rent a meeting room with HKCEC as private storage for safety purposes.
3. 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.
4. 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, freight forwarder 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.

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|---------------------------------------|---|---|
| FORM 13A | HKTDC Hong Kong Sports and Leisure Expo 香港貿發局香港運動消閒博覽 | Return to : Hong Kong Trade Development Council Unit 13, Expo Galleria, 1 Harbour Road Wanchai, Hong Kong Tel : (852) 2240 4055 Attn : Mr. Nick Cheng Email: nick.tc.cheng@hktdc.org (Please mail the form together with the cheque to the above address.) |
| Deadline: 6 Jun 2018 | 18 – 24 / 7 / 2018 | |

Limited Free Storage Service

Our company * **requires / does not require** the temporary storage service. (* **Delete where appropriate**)

Our Company applied for _____ (pallets) and agrees to adhere to the rules & regulations of the limited free storage service and would place our goods within the allotted pallets at the designated storage area. As the temporary storage service at the Hong Kong Sports and Leisure Expo 2018 is free provided, our company acknowledge that the Organiser and the exhibition venue operators' employees or representatives, etc. 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, wilful damage or destruction of our property. Our Company will not place any exhibits outside the assigned booth.

Remarks:

- 1) Please return "Form 13A – Limited Free Storage Service" together with the deposit cheque to the HKTDC Exhibitions Department, Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong (Ref: HKSLE2018 Storage Deposit) on or before **6 June 2018**. The cheque should be payable to "Hong Kong Trade Development Council" and please put down your company name and application ID on the back of the cheque.
- 2) The HKTDC will then send a confirmation letter to exhibitors indicating the allotted storage area and location. The application of this temporary storage service will not be accepted if the requested deposit is not paid. Please note: The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.
- 3) If the exhibitor does not utilise the reserved storage space or contravenes any relevant storage rules and regulations, the deposit will not be returned. If there have been no contravention of rules, the deposit will be returned after the exhibition period of the Fair.
- 4) The HKTDC will not accept any application after deadline and no on-site request during the Fair period will be entertained.

Company Name: _____

Application ID: _____ Booth No.: _____

Contact Person: _____ Company Tel: _____

#Mobile Tel (Onsite Contact): _____ **# Must be provided**

Signature and Company Chop : _____ Date : _____

| | | |
|----------------------------------|--|--|
| FORM 13B | HKTDC Hong Kong Sports and Leisure Expo 香港貿發局香港運動消閒博覽 18 – 24 / 7 / 2018 | Return to : Hong Kong Trade Development Council Unit 13, Expo Galleria, 1 Harbour Road Wanchai, Hong Kong Tel : (852) 2240 4055 Attn : Mr. Nick Cheng (Please mail the form together with the photos. to the above address.) |
| Deadline: 15 Jun 2018 | | |

Temporary Storage Working Permit Application Form

If your company would like to utilize the temporary storage, please apply the temporary storage working permit for designated staff by filling in the form below and provide 2 recent photos of each designated staff. **Please write down Staff name and company name at the back of the photos. Photo must be passport photo and scanned copies will not be accepted.**

Our company certifies the below information is true and we hereby designate the below staff to access the temporary storage to deposit or withdraw exhibits during the fair period on behalf of the company.

- | | |
|-------------------------------|------------------|
| 1. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 2. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 3. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |
| 4. Name: _____ | Position: _____ |
| HKID # (first 4 digits) _____ | Signature: _____ |

Company Name : _____

Application ID: _____ Booth No. : _____

Tel. : _____

Signature : _____ Date : _____

Company Chop : _____

Remarks: Please use photo copy in case of insufficient space

| | |
|--------------------|--|
| (For office use) | Acknowledgement of Receipt by HKTDC |
| Received on: _____ | By: _____ |