

Important Circular: Hygiene measures and Exhibitor badge registration & collection

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 directions 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 are required to wear masks at all times. As advised by the Centre for Health Protection (CHP), it is recommended to wear surgical masks, and NOT masks with exhalation valves;

2) Scan LeaveHomeSafe (LHS) QR Code and comply with the Vaccine Pass requirement and Disease Prevention Regulations

- The Organiser supports the "**LeaveHomeSafe**" COVID-19 exposure notification mobile app initiative. Exhibitors and visitors who have downloaded the mobile app can scan the QR code at fair entrance. **Exhibitors and visitors should have a "Blue code" or an "Amber code" in their LeaveHomeSafe App to enter the exhibition area. Anyone bearing a "Red code" would not be allowed to enter the exhibition area.**
- In general, exhibitors and staff members need to have received 3rd dose of COVID-19 vaccine. For those whose 2nd dose was received within 5 months before the fair commences, i.e. on or after 18 May 2022, their Vaccine Pass is still valid.
- 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, i.e. on or after 18 Apr 2022, there is no additional vaccination requirement to obtain the Vaccine Pass. Valid recovery record QR code could be downloaded via www.evt.gov.hk.
- All exhibitors and staff members (including recovered person or staff members holding COVID-19 Vaccination Medical Exemption Certificates) must conduct rapid antigen test (RAT) with negative test result within 24 hours before entering the exhibition area. The relevant exhibitors and staff members shall mark his/her name as well as the date and time of taking the test on the RAT testing kit. He/she shall take a photo of the testing kit and save it in his/her mobile phone. Anyone who fail to provide negative test result of RAT will not be able to obtain an exhibitor badge.
- *The validity of a negative test result only lasts for 3 days. Thus, if you are deployed for the full fair period (11-16 Oct), you shall undergo the RAT on 11 Oct and 14 Oct, so that the negative test result would cover the full fair period.*
- If the exhibitors and staff members possess a SMS notification (mobile phone text message) containing the negative result of a PCR test, issued within 48 hours preceding his/her entry into the exhibition area, then he/she would be taken to have complied with the requirements pertaining to undergoing the RAT. Exhibitors can conduct the PCR test by one of the following options:

<p>Community Testing Centres</p>	<ul style="list-style-type: none"> • Currently there are 18 community testing centres. • SMS notification of test results will be issued within 24-48 hours • For details and timeslots available for testing, please refer to below link: https://www.communitytest.gov.hk/en/
<p>Self-arrange Test</p>	<ul style="list-style-type: none"> • Exhibitors can also choose to take COVID-19 nucleic acid test that are provided by private laboratories as recognised by the Department of Health. • The fees of which vary, depending on individual providers. • SMS notification of the test result will be issued (within 24-48 hours). • Please refer to the link below for the list of private providers: https://www.coronavirus.gov.hk/pdf/List_of_recognised_laboratories_RTTPC_R.pdf

Please note that:

1. The Organiser and Venue Operator reserve the right to check the exhibitors' Vaccine Pass, recovery record QR code, negative result of RAT or PCR test during the fair period. All staff of exhibitors must comply with the regulations of Cap. 599F and complete the test before entering the premises. Otherwise, exhibitors and/or their staff will not be allowed to enter the premises.
2. If exhibitors and staff members would conduct a PCR test before entering the exhibition area, please reserve enough time to complete the test in order to get the result during the period specified. Exhibitors are recommended to register the testing service through the community testing centre booking system three weeks in advance.
3. Please refer to https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf for the other COVID-19 Vaccines information.
4. If any exhibitor's staff who is working and/or needs to work onsite is feeling unwell and has developed any symptoms, please immediately seek medical attention and refrain from going to the exhibition venue. The Exhibitor should immediately notify HKTDC if such staff is found to have a positive result for COVID-19.

3) Important Notes for Exhibitors

- **Exhibitors must keep record of the roster and contact details of on-site staff (full-time and part-time)** for the purpose of strengthening the contact tracing.
- All exhibitors and staff must **check their body temperature** daily before reporting duty. Those with fever or respiratory symptoms should refrain from work and seek medical advice immediately. The Exhibitor should immediately notify HKTDC 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.
- Exhibitors should **provide sufficient hand sanitisers in the booth for visitors.**
- **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.

Exhibitor Badge Registration and Collection Procedures

1. All staff of exhibitors must comply with the regulations of Cap. 599F. Please refer to the 1st page of this circular regarding "Scan LeaveHomeSafe (LHS) QR Code and comply with the Vaccine Pass requirement and Disease Prevention Regulations".
2. Exhibitors should register for their fair admission badge online on or before 10 Oct 2022. HKID no. (for Hong Kong residents), passport no. (for non-Hong Kong residents), and valid Vaccine Pass, recovery record QR code or COVID-19 Vaccination Medical Exemption Certificates will be required in your registration. You will receive a registration confirmation after the completion of your online badge registration form. The online badge registration link will be provided in due course. Each and every exhibitor and their on-site staff should complete an individual badge registration form.



3. Upon receiving the badge registration confirmation, exhibitors can collect their admission badges at our **temporary badge collection office**:

Date : 6-7 Oct (Thu-Fri) and 10-11 Oct (Mon-Tue)
Time : 09:30 – 12:30 and 14:00 – 17:00
Address : HKTDC SME Training Room C (Unit 8, Expo Galleria, HKCEC (New Wing), Wanchai)

4. When you collect your badge, you **must** bring along:

Collect in person

- Badge registration confirmation
- HKID card (for Hong Kong residents) or passport (for non-Hong Kong residents) for identity verification purpose
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App

Collect by a company representative

- Badge registration confirmation (hard copy)
- HKID card/ passport (photocopy of all onsite staff's HKID/ passport for identity verification purpose; HKID/ passport copy will not be collected)
- 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)
- Company stamp or Company representative business card

* If any companies or its representative is found to provide false information, the representative and the company will be held liable.

* If the exhibitor and its on-site staff have not obtained the fair admission badges via the procedures outlined above, the concerned staff might not be able to obtain the exhibitor badge in time before the fair opens. Though a limited number of temporary badge collection counters will be setup on 12 Oct (move-in date) and 13 Oct onwards at Hall 1E Concourse and Fair Management Office (G204, Mezzanine), it is expected that there will be queues. **Thus, to avoid long waiting time on-site during the fair period, exhibitors are strongly recommended to collect the badges in advance on 6-7 Oct & 10-11 Oct.** Grateful for your understanding.

5. Under current special circumstances brought by the pandemic, the Organiser will provide 2 times the number of exhibitor badges as compared to normal times. Each exhibitor will be entitled 10 exhibitor badges for every 9 sq.m. exhibition space taken at the Fair / for each showcase. In case more exhibitor badges are required, additional badges can be arranged at the cost of HKD50 each. Fees will be collected when the exhibitor pick up the additional badges.

If you have any questions, please feel free to contact our project team:

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重要通告：健康防疫措施及參展商工作證登記及領取

為保障參展商及參觀人士的安全及健康，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，所有參展商及其工作人員均須遵守以下各項措施：

(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。

(二) 掃描「安心出行」二維碼並遵從疫苗通行證的接種要求及最新防疫規例

- 主辦機構已參與「安心出行」流動應用程式計劃，屆時已下載應用程式的參展商及參觀人士可掃描於展會現場入口展示的二維碼以進入會場。所有參展商及參觀人士持有「安心出行」流動應用程式的「藍碼」或「黃碼」均可進入會場。任何被區分為「紅碼」人士，均不得進場。
- 所有參展商及其攤位的工作人員必須接種三劑新冠疫苗；或於展會開展前五個月內，即2022年5月18日或之後接種第二劑疫苗，方能符合疫苗通行證接種要求。
- 曾感染2019冠狀病毒病人士如在展會開展前六個月內康復(即2022年4月18日或之後)；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。有效康復紀錄二維碼可透過www.evt.gov.hk下載。
- 所有參展商及其攤位的工作人員(包括康復者或持有接種疫苗醫學豁免證明書人士)，必須於進場前24小時內進行快速抗原測試，並出示陰性結果，在該測試棒上標有其姓名和測試日期及時間，再拍攝照片並儲存在其手機。相關員工將於遞交快速抗原測試陰性結果短訊證明後才會獲發參展商入場證。
- 每次的快速抗原測試結果有效期只為3日，因此如相關員工需要在10月11日至16日全期間於展會現場工作，該員工需於10月11日及14日進行快速抗原測試，以便快速抗原測試陰性結果能覆蓋整個展期。
- 如參展商及其攤位的工作人員持有於進場前48小時內取得的核酸檢測陰性結果的電話短訊通知，可視為已遵從進行快速抗原測試規定。參展商可透過以下途徑進行核酸檢測：

<p>社區檢測中心</p>	<ul style="list-style-type: none"> ● 目前提供服務的共有18個社區檢測中心 ● 檢測結果約於24-48小時內以短訊形式通知 ● 有關社區檢測中心的資訊及預約情況，請參閱以下連結： https://www.communitytest.gov.hk/zh-HK/
<p>自行安排檢測</p>	<ul style="list-style-type: none"> ● 參展商亦可接受由衛生署認可的本地醫療檢測機構提供的檢測服務 ● 不同檢測機構將收取不同費用 ● 檢測結果以短訊形式通知(一般約需24-48小時) ● 請參閱連結獲取相關資訊： https://www.coronavirus.gov.hk/pdf/List_of_recognised_laboratories RTP CR.pdf

敬請注意：

1. 主辦機構及會展中心於展會期間，有權隨時檢查參展商工作人員的疫苗通行證、康復紀錄、核酸檢測或快速抗原測試陰性結果。所有參展商必須於進入展會場前完成第599F章的規例下之指引。否則，將會被拒絕進入展會場地。
2. 如參展商及其攤位的工作人員於進場前進行核酸檢測，請預留足夠時間完成檢測以於指定時間內取得結果。參展商可於檢測前3星期透過「社區檢測中心預約系統」預約。
3. 香港以外接種之疫苗請參閱
https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf。
4. 參展商及 / 或其需於展會現場工作的員工，如有不適及出現病徵，應立即求醫，並切勿前往展會場地。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。

(三) 參展商其他注意事項

- 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，以備必要時有助追蹤密切接觸者之用。
- 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。
- 參展商須於攤位內提供足夠酒精搓手液給予參觀人士。
- 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。

參展商工作證登記及領取程序

1. 所有參展商及其現場工作人員必須遵守第 599F 章的規例，詳情請參閱此通告第一頁關於「掃描「安心出行」二維碼並遵從疫苗通行證的接種要求及最新防疫規例」之說明。
2. 所有參展商及其現場工作人員須於 2022 年 10 月 10 日或之前於網上登記參展商工作證，登記時須提供身份證號碼(香港居民) 或 護照號碼(非香港居民) 及 有效之疫苗接種記錄、康復紀錄二維碼或醫學豁免證明書。成功登記後會獲發確認書。有關登記連結將於稍後時間提供予參展商。每一個參展商及其現場工作人員須作獨立登記。



3. 獲發登記確認書後，參展商須於臨時參展商工作證領取辦公室領取參展商工作證：
日期：10月6日至7日(星期四至五)及10月10日至11日(星期一至二)
時間：09:30 – 12:30 及 14:00 – 17:00
地址：香港貿發局中小企培訓中心 C 室 (灣仔香港會議展覽中心(新翼)博覽商場 8 號)



4. **個人領取**

- 登記確認書
- 身份證(香港居民) 或 護照(非香港居民) (僅供檢閱驗證身份)
- “安心出行” 程式內之針卡二維碼或康復紀錄

公司代表領取

- 登記確認書 (列印版本)
- 身份證(香港居民) 或 護照(非香港居民) (所有現場工作人員的身份證/護照副本，副本僅供檢閱驗證身份，本局不會收取任何身份證/護照副本)
- “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 或 列印版本)
- 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。

* 如參展商或其工作人員未能於上述期間領取參展商工作證，他們或未能於展期第一日開展前取得有效的證件進場工作。鑑於防疫安排及預計入場人士擠擁，雖大會於 10 月 12 日 (進館日) 及展會期間於會議展覽中心展覽廳 1E 大堂及主辦機構辦事處 (二樓中層 G204 室) 設立臨時取證櫃位，然而櫃位有限，排隊領証等候時間難以預計，為免耽誤 貴司工作人員入場，故建議展商於 10 月 6 至 7 日及 10 月 10 至 11 日前來領證。

5. 在疫情這特殊時期，大會將特別安排派發雙倍的工作證數量予參展商，以方便其現場工作。參展商每租用 9 平方米的展覽用地或每展櫃可獲發 10 張工作證。如參展商需要更多工作證，每張額外參展商工作證將收取港幣 50 元正。額外工作證費用將於貴司代表/員工前來領取工作證時收取。

如有任何疑問，歡迎隨時與我們聯絡：

聯絡人	電話	電郵
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