

**Special Circular - Security Measures Against Thefts and Losses at the Fair**

As part of our continuing effort to improve security measures against potential thefts and losses of exhibitors' goods and displays at the fair, the Hong Kong Trade Development Council (HKTDC) will put in place the following measures and revised procedures:

**1. Opening Hours of the Fair**

The opening hours for exhibitors to enter the fairground will be as follows:

	<u>For Exhibitors</u>	<u>For Visitors</u>
October 27, 2014 (Mon)	8:30 am	9:30 am
October 28-30, 2014 (Tue-Thur)	8:30 am	9:30 am

**2. Strengthen Security Patrol**

Extra security staff will be deployed in all the halls during daily morning set-up and end of fair move-out periods. As most past incidences of thefts and losses, although few in numbers, had occurred during the set-up and move-out periods, exhibitors are advised to be extra vigilant during these periods.

**3. Exhibitors' Badge**

Enlarged prints will be used for the booth number on all exhibitors' badges for easy identification.

**4. Booth Curtain**

Curtains for standard booths and premium booths exhibitors will be provided in the exhibitor check-in kit. Please use the curtains for retaining privacy of your exhibits during non-opening hours.

**These measures are designed to improve security against losses and thefts but are by no means full-proof. Therefore, we will continue to rely on your co-operation and vigilance. Exhibitors are also reminded that the responsibilities for ensuring sufficient insurance cover against any losses or damages rest on the exhibitors and not the organiser.**

Thank you for your continuing support and we wish you every success at the forthcoming fair.

## 特別通告 - 有關防止展品遺失或盜竊的保安措施

香港貿易發展局(香港貿發局)一向不遺餘力改善保安措施,以防止各參展商的展品遺失或遭盜竊。為更有效保障各參展商於展覽期間的財物安全,本局特作出下列的保安預防措施:

### 1. 展覽會開放時間

各參展商每日之進館時間為:

	參展商	參觀人士
2014年10月27日(星期一)	上午八時三十分	上午九時三十分
2014年10月28至30日(星期二至四)	上午八時三十分	上午九時三十分

### 2. 加強保安巡邏

本局將於每日早上進館及晚上離館期間額外聘用更多保安護衛,加強保安巡邏會場以確保場館及展品安全。由於以往展品遺失或盜竊事件通常發生於進館及離館時間,參展商亦必須特別提高警覺。

### 3. 參展商工作証

為更有效地識別各參展商的身份及所屬之攤位,本局將採用較大字體列印參展商工作証上的攤位號碼,以方便分辨各參展商的身份。

### 4. 攤位布簾

本局將提供攤位布簾給標準攤位及特級攤位的參展商,以保障各攤位內於非開放時間的私隱。

為更有效及全面地防止展品遺失或盜竊,除配合以上的保安措施外,最終還有賴各參展商的合作及提高警覺。參展商亦應替其展品投購保險,以減低展品遺失或盜竊之損失。

多謝各參展商支持,謹預祝展出成功。