

18 July 2021

HKTDC Food Expo 2022

Exhibitor Badge Registration & Collection, Hygiene Measures and Exhibitor Meal Box
Pre-order

Dear Exhibitors,

Thank you for your support to the HKTDC Food Expo 2022. The Expo will take place from 11 to 15 August 2022 (Trade Zone: 11 to 13 August; Gourmet Zone: 11 to 14 August) at the Hong Kong Convention & Exhibition Centre. All exhibitors and staff members that will work on-site during the fair periods are required to meet the Vaccine Pass requirement as established by the HKSAR Government:

- i. Exhibitors and staff members will need to have received the third dose of COVID-19 vaccine. For those whose second dose was received within six months before the fair commences, their Vaccine Pass is still valid.
- ii. 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, there is no additional vaccination requirement to obtain the Vaccine Pass.
- iii. For individuals seeking to exempt from the vaccination requirements, please provide a valid medical exemption certificate and a negative PCR test result issued on or after 9 August 2022. (The validity of a negative test result only lasts for 7 days. Thus, if you are deployed for the full fair period (11 – 15 August), it is suggested that you undergo the COVID-19 nucleic acid test on 9 August so that the negative test result would cover the full fair period.) Exhibitors who fail to provide negative test result of COVID-19 nucleic acid test will not be able to obtain an exhibitor badge.

Exhibitor	To Provide
Vaccinated	Vaccination record of <ul style="list-style-type: none"> • 3rd dose, or • 2nd dose (if the 2nd dose was done on or after 17 Feb 2022) Please upload your Vaccination QR Code as below: <u>(Complete QR code is required)</u>



OR



Recovered within 6 months from recovery	Valid recovery record QR code downloaded via www.evt.gov.hk
With Medical Exemption Certificate	Valid Medical Exemption Certificate AND a SMS notification issued within 9-15 August 2022 containing negative result of PCR-based nucleic acid test for COVID-19

Exhibitor Badge Registration & Collection

Please complete the online exhibitor badge registration form **on or before 8 August 2022** to register for an exhibitor badge and be admitted to the exhibition venue. **The online badge registration link will be provided later individually.** Each and every exhibitor and their on-site staff should complete an individual badge registration form. You will receive an Acknowledgement email after the completion of online badge registration form.

Upon receiving the badge registration confirmation, exhibitors can collect their admission badges one working day after between **2 - 9 August (closed on 6-7 August) at the following venue:**

Venue: HKTDC SME Training Room C

Address: Unit 8, Expo Galleria, Hong Kong Convention and Exhibition Centre (New Wing), Wanchai, Hong Kong

Opening hours: 9:30 am to 12 noon ; 2pm to 5:30pm

When you collect your badge, you must bring along:

Collect in person

- Badge registration confirmation (hard copy)
- Vaccination or Recovery Record - QR Code in “LeaveHomeSafe” App (electronic or printed copy)
- HKID card (for identity verification purpose only)

Collect by a company representative (collect in batch on behalf of its on-site staff)

E.g.If the representative is collecting 10 badges, 10 sets of hard copies of below documents are required:

- Badge registration confirmation of all staff (hard copy)
- 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)
- HKID card (please provide photocopy of all staff; for identity verification purpose only, the copy will not be collected)
- Company stamp and Company representative business card

The company representative will be asked to sign an undertaking when he/she collects the badges on behalf of the company and its on-site staff to declare that all the documents and information he/she provides is true and correct, please bring along with the Company stamp / Company representative business card. If any company or its representative is found to provide false information, the representative and the company are held liable.

If the exhibitor and its on-site staff are not able to submit the online exhibitor registration form by 8 August or collect the badges between the above-mentioned period, please collect badges at the temporary badge collection counters located at the Expo Drive Entrance (Near the Media Centre) at the G/F, Hong Kong Convention and Exhibition Centre (New Wing) from 10 August. As the number of counters are limited and queues are expected, to avoid long waiting time on-site during the fair period, exhibitors are strongly recommended to submit the online exhibitor registration form by 8 August or collect the badges by 9 August.

For more update information and latest requirement on “Vaccine Pass”, please visit the website www.vaccinepass.gov.hk.

Hygiene Measures

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 related guidelines 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 should wear masks; as advised by Department of Health, it is suggested to wear surgical masks, and NOT masks with exhalation valves
- All exhibitors and staff must check their body temperature daily before reporting for duty. Those with fever or respiratory symptoms should refrain from work and seek medical advice immediately. The Exhibitor should immediately notify the 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. If interactive activities will be conducted, queues by tag and quota system should apply to avoid crowd-gathering. Exhibitors shall disinfect booth area and equipment before and after each session of interactive activities.
- Exhibitors should provide sufficient hand sanitisers in the booth for visitors

2. NO Eating and Drinking at the exhibition venue

- **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
- Food & beverage items for sale **must be seal-packed and no free tasting would be allowed. For exhibitors selling frozen confections, cooler bags should be offered**
- Exhibitors **shall not conduct any onsite cooking, reheating and/or processing of food and/or beverage items for sale and/or free-tasting at the fair**, regardless of whether or not any Temporary Food Factory Licence and/or other food permit or licence has or have been obtained
- Exhibitors **shall not offer, sell and/or supply liquor or alcoholic beverages by the glass or open-bottle at the fair, and/or offer or supply the same for free-tasting**, regardless of whether any Temporary Liquor Licence has been obtained
- **Onsite cooking, reheating and/or processing of food and/or beverage shall be restricted for demonstration purposes only.** Such food and/or beverage items must not be supplied to any participants or visitors at the fair, whether for free or at a charge.

Please note that the organiser will conduct inspections onsite during the fair period. Should there be violations found, the organiser have the discretion to stop the concerned sales activities. In the incidence that repeated verbal warnings are in vain, the organiser may terminate the exhibitors' right to continue participating in the Fair with immediate effect.

3. Promotional Activities

- If you are planning large scale promotional events at your booth, or arranging any public figures to visit your booth, please inform the Organiser in writing on or before 29 July 2022 with details and arrange sufficient manpower. The Organiser reserves the rights to discontinue any activities on-site.

4. Disinfection Services

- Disinfection services provided by HKCEC is available for exhibitors. Should you require the service and fees, please contact us for more details.

5. Record of Roster and Contact Details

- **Exhibitors must keep record of a duty roster and contact details of all on-site staff (full-time and part-time)** for the purpose of contact tracing when there is such need.

Exhibitor Meal Box Pre-order

Given that eating and drinking is prohibited inside exhibition venue and exhibitors cannot consume their own food and drinks at the venue, Hong Kong Convention and Exhibition Centre (HKCEC) offer meal box pre-order service to facilitate exhibitors' dining arrangement. Designated dining area (Hall 5E) will be open to exhibitors ordering HKCEC meal boxes. If you are interested, please order online via <https://preordermealbox.hkcec.com/> (password: HKTDC AUG22) on or before 28 July. For more details, you may refer to the email being sent to you on 12 July 2022.

Should there are any queries, please feel free to contact our project team members:

Food Expo	Contact	Telephone	Email
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We wish you every success in the upcoming Food Expo!

Hong Kong Trade Development Council