

Important Circular: Move-in and Move-out Arrangement

(1) Move-in and Move-out Arrangement

(i) e-Vehicle Permits for Lorries / Light Goods Vehicles

Vehicle Marshalling Area for Move-in on 12 October 2023

An e-Vehicle Permit will be sent by Hong Kong Trade Development Council to exhibitors by late September 2023.

1. Based on the designated time on the e-Vehicle Permit issued by HKTDC, exhibitors who use lorries/ vans for move-in are required to pass the valid e-Vehicle permits to their vehicle drivers queueing up at the Vehicle Marshalling Area at **Tsing Yi** before they come to the HKCEC loading area. The vehicle marshalling area will be opened at **8:00 a.m.** until all the move-in activities finished.
2. At appropriate time, a Trip Ticket will be issued to driver at the Vehicle Marshalling Area.
3. Lorries/ vans will only be allowed to enter the HKCEC loading area via Expo Drive or Convention Avenue within 2 hours with a valid **e-Vehicle Permit issued by HKTDC AND a Trip Ticket issued at the Vehicle Marshalling Area**. Please refer to the map shown on the e-vehicle permit for the vehicle marshalling area.
4. e-Vehicle Permit and Trip Ticket are NOT required for exhibitors who use private cars / taxis for move-in. However, drivers must enter HKCEC area **via Expo Drive** (opposite to Grand Hyatt Hong Kong) **or Harbour Road** to load/ unload their goods at the Expo Drive Entrance or Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

Vehicle Marshalling Area for Move-out on 16 October 2023

Similar arrangements will apply on the move-out day on **October 16**, 2023. For **exhibitors who use their own lorries/vans or other forwarders to move out**, please note the arrangements as follows:

1. Control point will be set-up at the entrance of HKCEC loading area, only vehicles with the **a. Move-out e-Vehicle Permit issued by the HKTDC AND b. Trip Ticket issued at the Tsing Yi vehicle marshalling area** are allowed to enter the HKCEC loading area **after 5:00 p.m. on 16 October**.
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **vehicle marshalling area (at Tsing Yi** - Please refer to the attached map). The vehicle marshalling area will **open from 4:00 p.m. on 16 October** and operate until all move-out activities have finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the e-Vehicle Permit issued by HKTDC, Drivers should then queue up and wait for the further instructions. The waiting time at the vehicle marshalling area may vary and depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. At appropriate time on the **16 October**, a **Trip Ticket** will be issued to the driver. The driver must then proceed to HKCEC loading area **via Expo Drive or Convention Avenue** (as specified on the Move-out e-Vehicle Permit) **within 2 hours with a. HKTDC e-Vehicle Permit AND b. Trip Ticket**.
5. If the vehicle marshalling area becomes overloaded, further measures will be implemented at discretion.
6. For enquiries regarding the move-out arrangement, please contact HKTDC customer service hotline: (852) 1830-668.

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With the aim of alleviating traffic congestion in the area, the free-of-charge loading/unloading time during the fair period is limited to **60 minutes at Phase 1 (Old Wing) & 45 minutes at Phase 2 (New Wing)** respectively. The HKCEC will impose

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charges on vehicles with extended stay on **12 October** and **16 October**. The charges are as follows:**Phase 1 (Old Wing)**

First 60-mins (after clock in):	Free
First 2 hours after 60 minutes:	HK\$100 / Every 30 mins or part thereof
After 3 hours:	HK\$150 / Every 30 mins or part thereof
Each lost ticket:	HK\$500

Phase 2 (New Wing)

First 45-mins (after clock in):	Free
First 2 hours after 45 minutes:	HK\$100 / Every 30 mins or part thereof
After 2 hours & 45 minutes:	HK\$150 / Every 30 mins or part thereof
Each lost ticket:	HK\$500

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

ii) Private Car / Taxi

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers must enter HKCEC area **via Expo Drive** (opposite to Grand Hyatt Hong Kong) **or Harbour Road** to load/ unload their goods at the Expo Drive Entrance or Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

Remarks: According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.

(2) Transportation Worker

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter exhibition venues via other entry points during the same day. Workers without a valid hand band will be asked to leave the venue at once.

重要通告：進館、撤館之交通安排

(1) 進館/撤館安排

(i) 貨車 / 輕型客貨車 電子車輛許可證

10月12日進館日之特別交通安排

香港貿易發展局於3月下旬將會向各參展商發出**10月12日**之電子進場車輛許可證。

1. 如參展商使用貨車及輕型客貨車，在進入會展中心貨物起卸區前，必須根據由香港貿發局所發出的電子車證上之指定時間到**青衣車輛等候處**報到及輪候。車輛等候處將於**10月12日上午8時**開放，直至所有進場程序完成。
2. 在車輛等候處的工作人員會於適當時候向輪候之司機發出一張**往來證明書**。
3. 司機必需同時持有由香港貿發局所發出之電子車證及由**青衣車輛等候處**所發出之往來證明書於兩小時內經博覽道或會議道前往會展中心貨物起卸區進場（詳細地點請參閱車證上地圖之位置）。
4. 如使用私家車或的士進場的參展商，進入會展中心範圍則不需要持有電子車輛許可證及往來證明書，惟所有私家車及的士必須經**博覽道或港灣道**進入會展中心範圍，並於博覽道正門或港灣道入口進行上落貨。司機於落貨後必須盡快離開會展中心範圍，**不得停留或等候**。

10月16日撤館日之特別交通安排

安排大致與進館日相同，**自行撤館之參展商**，請留意以下**撤館程序**：

1. 於撤館當日臨於香港會議展覽中心貨物起卸區前將設置控制點，只准同時持有 **a) 由香港貿易發展局所發出之電子撤館車輛許可證** 及 **b) 由青衣車輛等候處所發出之往來證明書**之貨車於**下午5時後**駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前，所有車輛**必須先到車輛等候處**（青衣區 - 請參閱後頁之地圖）報到。車輛等候處將於**2023年10月16日，由下午4時**開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後，必須**出示由貿發局發出適用於該時段之電子車輛許可證**，並於車輛等候處**排隊**等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 青衣車輛等候處根據交通情況於適當時候向輪候之司機發出一張**往來證明書**。司機應攜同 **a. 電子車輛許可證** 及 **b. 往來證明書**於**2小時內經博覽道或會議道**前往會展中心貨物起卸區（根據車輛許可證之類別而定）。
5. 如車輛等候超出可停泊車輛數目時，主辦機構將酌情採取進一步措施。
6. 如對撤館的安排有疑問，參展商可致電香港貿易發展局客戶服務熱線：1830-668 查詢。

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當車輛進入會展貨物起卸區時，司機會收到一張由會展中心發出並印上進場時間的計時咭。為有效舒緩當日貨物起卸區緊張的交通情況，免費上落貨限時為**會展中心第一期(舊翼)60分鐘及第二期(新翼)45分鐘**。香港會議展覽中心將於**10月12及16日**實施進場車輛使用時間收費計劃。有關收費如下：

第一期(舊翼)

車輛進場後首 60 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過三小時:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時卡 (每張):	港幣 500 元

第二期(新翼)

車輛進場後首 45 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過兩小時及四十五分鐘:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時卡 (每張):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理，並同時發還收據。由貿發局發出之車輛許可證及由車輛等候處發出之往來證明書並非泊車證，亦不適用於私家車。

(ii) 私家車 / 的士進場程序

進入會展中心範圍之私家車及的士不需要持有電子車輛通行證或到車輛等候處報到，惟所有私家車及的士必須**經博覽道或港灣道**進入會展中心範圍，並於博覽道正門或港灣道入口進行上落貨。司機於上落貨後必須盡快離開會展中心範圍，**不得停留或候客**。

註：於進場及撤場當日將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

(2) 運送工人

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發一手帶以作識別。工人取得當天的手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

Location of the Vehicle Marshalling Area at Tsing Yi

青衣車輛等候處位置圖



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