

Form 9

**HKTDC Hong Kong Watch &
Clock Fair and Salon de TIME**
香港貿發局香港鐘表展及國際名表薈
萃
1-5/9/2026

**Deadline
21 Aug 2026**

Return to :

Exhibitions and Digital Business Department
Hong Kong Trade Development Council
30/F, Wu Chung House, 213 Queen's Road East
Wan Chai, Hong Kong
Tel : (852) 2240 5809/ 2240 5968
Attn : Shirley Cheung/ Gabriel Mak
Email: shirley.ty.cheung@hktdc.org/
gabriel.ty.mak@hktdc.org

Use of Overnight Storage Facility

All Exhibitors who plan to use the overnight storage facilities must submit the application form in advance

Exhibitors may reserve space for overnight storage of valuable exhibits at the exhibition venue.
Please go through the attached **Terms & Conditions** before completing this form.

- Attention:**
- Only the below listed company authorised representatives will be allowed to process deposits/withdrawals.**
 - Please note that each authorised staff MUST present the Exhibitor badge in order to have access to the overnight storage service.
(Please refer to the following page for details).**
 - ALL FIELDS IN BELOW TABLE ARE COMPULSORY AND SAME AS PRINTED IN PASSPORT / ID.**

1. The following are details of authorised staff members of our company for performing deposit and withdrawal procedures.

	Authorised Staff (1)	Authorised Staff (2)	Authorised Staff (3)
Full Name on Passport/HKID			
Passport/ ID No.:			
Nationality :			

2. No. of container box(es) : _____
3. Dimensions of container box(es) : _____
4. Estimated value of exhibits : _____

We understand and agree that:-

- We have read through **Terms & Conditions** in the appendix and fully note the conditions of using this overnight storage facility before we fill in and submit this form.
- We shall strictly follow the procedures in using this overnight storage facility as set out by the Organiser.
- We understand and agree that we should place all our valuable product(s) inside the locked container box(es), and secure them at our booth(s) before we place them at the overnight storage facility.
- We understand that the Hong Kong Trade Development Council shall not be liable to any loss or damage caused to our belongings, claims, demands, cost, charges and expenses whatsoever resulting from the use of the overnight storage facility as stipulated in **Terms & Conditions** in the appendix.
- We understand that we should be responsible for taking out appropriate insurance policy to cover all risks on our valuable exhibits throughout the exhibition including the overnight storage period.
- Only the persons named above are authorised by us to deposit and withdraw all and any of our property from the overnight storage facility.

Company Name : _____

Booth No. : _____ Contact Person : _____

Company Tel. : _____ Mobile : _____

Signature : _____ Date : _____

HKTDC Hong Kong Watch & Clock Fair and Salon de TIME

Terms & Conditions of “Use of Security Storage Facility”

Overnight Storage Facility

To facilitate exhibitors' storage of precious exhibits during the fair, the Organiser will provide overnight storage facility arrangement to all exhibitors.

Format

Secured / Storage rooms will be arranged at the exhibition venue. Exhibitors should place their exhibits inside **locked** container boxes before putting their exhibits in the secured / storage rooms. Each exhibitor will be assigned a designated area in the secured / storage rooms for putting the container. Exhibitors may only deposit their containers in the designated area.

Cost

Use of the secured / storage room is free of charge. However, the area allocated for each exhibitor will be subject to space availability. Exhibitors should select only valuable exhibits for the storage.

Deposit & Withdrawal Procedure & Time Schedule

All exhibitors using this overnight storage facility are reminded that they must present their Exhibitor Badge in order to be eligible for using such facility.

Hall 1 Exhibitors

Storage Location: G104-G105 (Hall 1B Entrance)

Date	Deposit	Withdrawal
31 August 2026	3:00pm – 8:00pm	-----
1-4 September 2026	6:30– 7:30pm	9:00am – 11:00am
5 September 2026	-----	9:00 am – 11:00am

Hall 3 Exhibitors

Storage Location: V302 (Hall 3G Entrance)

Date	Deposit	Withdrawal
31 August 2026	3:00pm – 8:00pm	-----
1-4 September 2026	6:30pm – 7:30pm	9:00am – 11:00am
5 September 2026	-----	9:00 am – 11:00am

The secured / storage rooms will be closed during day time and exhibitors **must withdraw all their**

container boxes before 11:00 am.

Usage of Overnight Storage Facility

All exhibits should be locked and sealed in a case **no larger than 70cm x 60cm x 40cm**. Cases must be provided by exhibitors themselves. As the storage space in the Centre is limited, only valuable exhibits should be stored. **NO PERSONAL BELONGINGS AND FURNITURE** are allowed. Only **TWO CASES** per 9 m² booth will be allowed. If an exhibitor has more than two cases of valuable items for overnight storage in Overnight Storage Facility, the exhibitor must ensure that appropriate arrangements for overnight storage of the excess items are made. If exhibitors require overnight storage before the exhibition period, please kindly contact the official forwarder (for valuable items) in advance for details.

Please note that the applications to use the Overnight Storage Facility are handled on a first-come-first-served basis. No exhibits can be deposited or withdrawn beyond the time schedule stated above. No exhibits can be kept in the Overnight Storage Facility during the exhibition opening hours as the room will be closed.

Please be reminded that all property stored in the Overnight Storage Facility at any time is stored entirely at Exhibitors' own risk and Exhibitors are solely responsible for having the appropriate insurance policy to cover all risks on their valuable exhibits throughout the exhibition including the overnight storage period.

We / I agree that, in consideration of HKTDC providing us / myself with storage space in the Strong Room at the Hong Kong Convention and Exhibition Centre ("HKCEC") free of charge for the duration of the HKTDC Hong Kong Watch & Clock Fair 2026 ("Fair"), all goods and properties ("Property") are stored at our / my sole risk and responsibility, and that we / I shall be solely responsible for and bear the sole risk of any and all loss, damage to and/or deterioration of the Property, including without limitation to those caused by theft, fire, accident, electrical power failure, etc. WE / I AGREE THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, HKTDC AND ITS OFFICERS, EMPLOYEES, REPRESENTATIVES AND/OR AGENTS SHALL NOT BE LIABLE FOR ANY LOSS, LIABILITY, DAMAGES, CLAIMS, COSTS OR EXPENSES (INCLUDING LEGAL EXPENSES) AND/OR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL LOSS AND/OR DAMAGES OF ANY KIND ARISING FROM OUR / MY ACCESS AND/OR USE OF THE STRONG ROOM, except for death or personal injury caused by HKTDC's negligence to the extent that it cannot be excluded or restricted at law. We / I shall also indemnify the HKTDC and/or its officers, employees, representatives, agents and/or any users of the Strong Room for all claims, demands, liabilities, damages, costs and expenses (including legal expenses) incurred by any or all of them which arise out of our / my access to and/or use of the Strong Room.

As a condition of using the Strong Room, we / I agree and confirm that there is in place valid and adequate insurance against the Property within the HKCEC including, without limitation, to the exhibition booth assigned to us as well as other premises of the Fair. We / I agree that any Property left in the Strong Room after the conclusion of the Fair shall be deemed abandoned and shall be disposed of by HKTDC at its sole discretion at our / my expense. All proceeds (if any) of such disposal shall be retained by HKTDC and HKTDC shall not be obliged to account to proceeds to us / me.

Exhibitors' Responsibility on Security Measures

All exhibitors using this storage facility should be reminded that they should bear all the risks, including loss or damage to their products, resulting from the usage of the overnight storage facility. Exhibitors are advised to take out insurance coverage on their products throughout the exhibition, including the move-in, move-out and overnight storage period.

Exhibitors who wish to use the overnight storage facility should complete the **"Use of Overnight Storage Facility" form** and return it to the Organizer by **21 August 2026**. Exhibitors are reminded that at most three of their authorised staff members with names, Passport / I.D. Card No.'s, nationality and signature specimens shown on the form will be allowed to use the secured / storage room for deposit and withdrawal of exhibits.

Overnight storage of valuable exhibits can be arranged through the Organizer free of charge during the exhibition period at the Hong Kong Convention and Exhibition Centre. **All property(ies) of an exhibitor stored in the Overnight Storage Facility at any time is stored at the exhibitor's own risk. Each exhibitor is responsible for the safety of its property(ies) at all times. Each exhibitor must have, at all times, valid and adequate insurance cover against theft, fire, public liability, damage to property, personal injury, third party loss, accidents, natural calamities, acts of God and such other risks normally insured against by exhibitors and/or as the Organiser may require including, without limitation, use of the Overnight Storage Facility.** The Organiser (including their employees, directors, officers and agents) shall not be liable for any losses (including consequential losses), damages, demands, costs, claims, charges or other expenses of any kind suffered or incurred by any exhibitor or any other person arising in connection with the Exhibition including, without limitation, and theft, fire, use of

the Overnight Storage Facility Service or defect in the Exhibition Centre howsoever caused. It is recommended that exhibitors have their own security guards to escort their exhibits in and out of the Exhibition Centre during the moving in and moving out periods.

If liability on the part of the Hong Kong Trade Development Council shall arise from the use of the Overnight Storage Facility (provided at no charge) at the HKTDC Hong Kong Watch & Clock Fair by the Exhibitor (whether under the express or implied terms of this contract, or at common law, or in any other way), such liability of Hong Kong Trade Development Council, all Officers, Directors, Employees and other Representatives shall be limited to the aggregate of One Hundred Thousand Hong Kong Dollars (HK\$100,000.00) for loss, theft, damage or destruction (through negligence) of all property placed in the Overnight Storage Facility throughout the HKTDC Hong Kong Watch & Clock Fair including the overnight storage period. The parties herein are neither insurers nor indemnifiers of any loss. None of foregoing provisions shall, however, limit the liability of any individual who may be personally guilty of theft, willful damage or destruction of the property. The Exhibitor shall be responsible for taking out appropriate insurance policy to cover all risks on the Valuable exhibits throughout the HKTDC Hong Kong Watch & Clock Fair including the overnight storage period.

截止日期 2026年8月21日	HKTDC Hong Kong Watch & Clock Fair and Salon de TIME 香港貿發局香港鐘表展及國際名表薈萃 1-5/9/2026	Return to : 香港貿易發展局 展覽及數碼業務部 香港灣仔皇后大道東213號胡忠大廈30樓 電話 : (852) 2240 5809/ 2240 5968 聯絡人 : Shirley Cheung/ Gabriel Mak 電郵: shirley.ty.cheung@hktdc.org / gabriel.ty.mak@hktdc.org

通宵展品儲存服務申請表

所有擬使用通宵展品儲存服務之參展商，必須提前提交本申請表。

參展商可於展覽場地預留空間存放貴重展品。

填寫本表前，請細閱隨附之條款及細則。

注意事項:	1. 僅限以下列出的授權代表可辦理存取手續。 2. 每位授權員工必須出示參展商證件方可使用存放設施。（詳情請參閱下一頁。） 3. 下表所有資料必須填寫，並須與護照或身份證明文件一致。
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1. 以下為本公司授權員工辦理存放及提取手續之資料。

	授權員工 (1)	授權員工 (2)	授權員工 (3)
護照 / 身份證 姓名			
證件號碼:			
國籍:			

2. 貨箱數量：_____

3. 貨箱尺寸：_____

4. 展品估計價值：_____

本人 / 本公司明白並同意:

- 詳閱附錄中的**條款及細則**，並於提交本申請前完全了解通宵展品儲存服務之使用條件。
- 將嚴格遵守主辦機構所制定之相關程序。
- 所有貴重展品須放置於已上鎖之容器內，並於展位妥善保管後，方可存放於存放設施。
- 我們明白香港貿易發展局對於因使用通宵保安儲存設施而導致本公司之任何財物損失或損壞，以及由此引起之一切申索、要求、費用、收費及開支概不負責；均須按照附錄所載之**條款及細則**辦理。
- 參展商須自行購買適當保險，以保障展品於整個展覽期間，包括通宵儲存期間的所有風險。
- 僅上述人士獲授權存取相關物品。

公司名稱：_____

展位號碼：_____ 聯絡人：_____

公司電話：_____ 手提電話：_____

簽署：_____ 日期：_____

香港貿發局香港鐘表展及國際名表薈萃

通宵展品儲存服務使用條款

通宵展品儲存服務

為方便參展商於展覽期間存放貴重展品，主辦機構將為所有參展商提供通宵展品儲存服務。

使用方式

展覽場地將設有保安儲存室。展品必須放置於上鎖容器內。每位參展商將獲分配指定位置，只可存放於指定區域。

收費

免費使用。但空間有限，建議只存放貴重物品。

存取程序及時間安排

所有使用夜間保安存放設施的參展商須注意，必須出示參展商證件，方可使用該設施。

展覽廳 1 參展商

儲存地點: G104-G105 (Hall 1B 入口)

日期	存放	提取
2026 年 8 月 31 日	下午 3:00 至 下午 8:00	-----
2026 年 9 月 1-4 日	下午 6:30 至 下午 7:30	上午 9:00 至上午 11:00
2026 年 9 月 5 日	-----	上午 9:00 至上午 11:00

展覽廳 3 參展商

儲存地點: V302 (Hall 3G 入口)

日期	存放	提取
2026 年 8 月 31 日	下午 3:00 至 下午 8:00	-----
2026 年 9 月 1-4 日	下午 6:30 至 下午 7:30	上午 9:00 至上午 11:00
2026 年 9 月 5 日	-----	上午 9:00 至上午 11:00

儲存室於日間關閉，所有箱必須於上午 11:00 前提取。

通宵展品儲存服務使用規則

所有展品須存放於已上鎖及封存之箱內（尺寸不超過 70×60×40 厘米），並須由參展商自行提供。由於儲存空間有限，只限存放貴重展品，嚴禁放置個人物品及傢具。每個 9 平方米攤位最多可使用兩個儲存箱，超出部分須自行安排儲存。如需於展覽前使用服務，請提前聯絡指定承運商。

請注意，隔夜存放設施之申請將按先到先得方式處理。所有展品之存入及提取，必須嚴格按照上述時間表進行，逾時概不受理。由於儲存室於展覽開放時間內將會關閉，展品不得於展覽開放期間存放於隔夜存放設施內。

謹此提醒，任何時間存放於隔夜存放設施內之物品，均由參展商自行承擔全部風險，參展商須全權負責為其貴重展品投保足夠及適當之保險，以保障展覽期間（包括通宵展品儲存服務）之一切風險。

本人／本公司同意，鑒於香港貿易發展局（「貿發局」）於「香港貿發局香港鐘表展 2026」（「展覽」）期間，免費提供香港會議展覽中心（「會展中心」）保安儲存室之存放空間，所有貨品及財產（「財產」）均由本人／本公司自行承擔風險及責任存放。本人／本公司並同意就該等財產之任何損失、損毀及／或變質（包括但不限於因盜竊、火災、意外、電力中斷等原因所引致），承擔全部責任及風險。在法律允許的最大範圍內，本人／本公司同意貿發局及其職員、僱員、代表及／或代理，對因本人／本公司使用或進出保安儲存室所引致之任何損失、責任、損害、索償、費用或開支（包括法律費用），以及任何直接、間接、特別、附帶或相應而生之損失或損害，概不負責，惟因貿發局疏忽而導致之死亡或人身傷害（且根據法律不得排除或限制之責任）則除外。本人／本公司亦須就因使用或進出保安儲存室而引致之任何索償、要求、責任、損失、費用及開支（包括法律費用），向貿發局及／或其職員、僱員、代表、代理及／或任何使用該設施之人士作出彌償。

作為使用保安儲存室之條件之一，本人／本公司確認已於會展中心範圍內（包括但不限於本公司獲分配之展位及展覽場地其他範圍）就相關財產購買有效及充足之保險。本人／本公司同意，任何於展覽結束後仍留置於保安儲存室內之財產，將被視為棄置物品，並可由貿發局全權酌情處理，而相關費用由本人／本公司承擔。該等處置所得（如有）將歸貿發局所有，而貿發局毋須向本人／本公司交代。

參展商的保安措施責任

所有使用本存放設施之參展商須知悉，其產品因使用隔夜存放設施而引致之任何損失或損壞風險，均須由參展商自行承擔。建議參展商為其展品購買全面保險，保障範圍應涵蓋進場、撤場及通宵展品儲存服務。

參展商如有意使用隔夜存放設施之參展商，須填妥「**通宵展品儲存服務申請表**」，並於 **2026 年 8 月 21 日或之前**交回主辦機構。請注意，每間參展商最多只可委派三名授權職員（須於表格上填寫姓名、護照／身份證號碼、國籍及簽署樣本）辦理展品之存入及提取。

於展覽期間，主辦機構可於香港會議展覽中心免費為參展商安排貴重展品之通宵展品儲存服務。凡任何時間存放於通宵展品儲存服務內之參展商財產，均由參展商自行承擔一切風險，並須對該等財產之保管及安全負全責。各參展商必須於任何時間持有有效及充足之保險保障，包括但不限於失竊、火災、公眾責任、財物損壞、人身傷害、第三者損失、意外、自然災害、不可抗力及其他一般參展商通常投保之風險，以及主辦機構可能要求之風險（包括但不限於使用通宵展品儲存服務）。主辦機構（包括其僱員、董事、高級職員及代理）對任何參展商或其他人士因或與展覽有關而招致或承受之任何損失（包括相應或間接損失）、損害、索償、費用、要求或其他任何性質之開支，概不承擔任何責任；該等情況包括但不限於失竊、火災、使用夜間儲存服務或展覽場地存在任何缺陷（不論原因為何）所引致之損失。建議參展商於進場及撤場期間，自行安排保安人員護送其展品進出香港會議展覽中心。

倘若香港貿易發展局因參展商於香港貿發局香港鐘表展期間使用（免費提供）夜間存放設施而須承擔任何責任（不論基於本合約之明示或默示條款、普通法或其他任何形式），則香港貿易發展局及其所有高級職員、董事、僱員及其他代表之責任總額，僅限於港幣拾萬元（HK\$100,000.00），作為整個香港貿發局香港鐘表展期間（包括夜間儲存期間）所有存放於夜間存放設施內之財產因疏忽所導致之遺失、失竊、損壞或毀壞之最高賠償額。各方均非任何損失之保險人或賠償保證人。惟上述條文並不限制任何個人如涉及盜竊或故意損毀或毀壞財產時須承擔之責任。參展商須自行投保適當保險，以全面保障其於整個香港貿發局香港鐘表展期間（包括夜間儲存期間）之貴重展品的所有風險。