

## **Application Procedure (For Current Exhibitors)**

### **Application Deadline: July 30, 2021**

#### **Application Submission**

To complete application, applicants have to login to the Online Exhibitor Registration and upload the company business registration on or before deadline.

#### **Payment Instruction**

1. A debit note with payment details will be sent to the email as stated on your application form within 7 working days upon receipt of your application.
2. Please arrange your payment in full according to the payment methods indicated on the debit note.
3. Bank Draft / Crossed Cheque payable to "Hong Kong Jewelry Manufacturers' Association Ltd"
4. If you settle the participation fee by wire transfer / bank deposit, it is necessary to email/fax your payment record for verification. The Organizer is not liable for any rejected application due to absence of payment notification.
5. If payment is not received by the said due date, the application will be canceled automatically without prior notice. Or if payment is received after due date, your application will be considered as late application and booth will not be guaranteed.

#### **Application Confirmation**

A confirmation will be sent via email once your payment is received. The confirmation is to confirm your application only, it does not mean your booth expansion / corner(s) request is accepted, please see related information below. If you do not receive any confirmation after making payment, please contact us. After the said due date, you cannot change your application including but not limited to exhibiting company name, booth size, no. of corner and product zone.

##### **Notes:**

- Application with incomplete / unclear information / invalid contact details or without proper documents will not be processed.
- Application form / required document / full payment received by HKJMA after the deadline, will be considered as late applicant. Booth will not be guaranteed.
- The date of your application will be decided by the date when the application is received by HKJMA.

#### **Booth Expansion Right (if required)**

Exhibitors who apply for booth size larger than her size in 2020 is considered as request of booth expansion. The current exhibitor can only expand for a maximum of 18 sqm booth sizes per year. The upper limit of the booth size is 72 sqm. Booth expansion is on request only and is subject to availability. A draw of Booth Expansion right, if required, will be held to confirm the success of booth expansion in **August 2021**. Refund for expansion payment will be made for exhibitors who fail to obtain expansion right.

#### **Corner Right**

Corner(s) are not guaranteed and are subject to availability. The usage right of corner booth(s) will be decided in the Booth Location Assignment based on the allotment policy. Exhibitors succeed to obtain corner booth(s) must select corner booth. Please be reminded all corner booth request will become final & could not be withdrawn or cancelled upon release of booth allotment grouping documents; the last corner booth will be assigned "As Is" for the last drawn applicant without recourse. Refund of corner charge will be made for exhibitors who fail to obtain corner(s).

### **Booth Location Assignment**

“Booth Location Assignment” will be conducted in **August 2021**. The details of the arrangement will be dispatched 5 working days before the meeting **by Email**.

### **Booth Location Assignment will be divided into 2 parts:**

#### **- Part 1 - Booth Selection Sequence Assignment Meeting**

The booth selection sequence will be decided by an open computer drawing program and supervised by representatives from the Association. Exhibitors are welcome to attend the meeting. A time will be assigned to each exhibitor according to the sequence result. The Result of the Booth Selection Sequence and the assigned time schedule will be dispatched to all exhibitors **by email**.

#### **- Part 2 - Booth Location Selection Assignment Meeting**

Exhibitors are highly recommended to attend this part according to the date and time assigned in Part 1 of the meeting as they will select their booth locations during the meeting based on the available booth in the floor plan.

If exhibitors are unable to attend the Booth Location Selection Meeting, they have to submit their preferences by sending us the completed Preference Form by the due date. HKJMA representative will select the booth locations on behalf of the exhibitors according to their preferences, but the final booth location is subject to availability. HKJMA has absolute discretion to choose the booth location on behalf of the exhibitor whose preferences are out or does not submit the preference form or who does not present at the relevant time for the booth location assignment meeting.

### **Booth Allotment Policy**

1. Exhibitor who has larger exhibition space will have priority to choose the booth location over exhibitor who has smaller exhibition space.
2. If two or more exhibitors applied the same size of exhibition space, exhibitor who applied for more corners will have priority to choose the booth location over exhibitor who applied for fewer corners.
3. Should companies have the same booth size and number of corners, the priority of booth selection is decided by a point system.
4. The point system consists of two parts: HKJMA membership & Participation history of JMA Hong Kong.
  - Companies holding the Original / Associate membership of the Hong Kong Jewelry Manufacturers' Association (HKJMA) in 2021 will have one point.
  - Points will also be counted for each continuous participation of JMA Hong Kong in last 5 years (i.e. 2016, 2017, 2018, 2019 & 2020) and the maximum is 5 points. All discontinuous records will not be considered.
5. Companies with more points will have priority to choose the booth location over companies with fewer points.
6. If two or more exhibitors have the same number of points, then the priority will be drawn by a computer program. Exhibitors will choose the booth location according to this sequence.
7. Exhibitors who succeed to obtain corner(s) must select corner booth(s) during the meeting. Please be reminded all corner booth request will become final & could not be withdrawn or cancelled upon release of booth allotment grouping documents; the last corner booth will be assigned “As Is” for the last drawn applicant without recourse.

*The policy is for your reference only. HKJMA has the right to alter the allotment policy when deem necessary and the latest version shall prevail*

#### **Note:**

- If you wish to update or change your submitted information, please inform us by email at [hkjshow@jewelry.org.hk](mailto:hkjshow@jewelry.org.hk)
- Make sure your email address is correct for receiving the confirmations and updates from us, and your email account will not block correspondence from us.

**❖Please contact us immediately at [hkjshow@jewelry.org.hk](mailto:hkjshow@jewelry.org.hk), if you do not receive feedback or reply from us during the application procedures.**

\* 如需要中文版本請向本會職員聯絡