

Application Procedure (For New Applicant)

Application Deadline: June 28, 2024

Application Submission

Applicants have to submit the completed application form together with your company business registration and catalogue / photos by one of the following methods on or before deadline:

- By email: hkjmashow@jewelry.org.hk OR
- By fax: (852) 2362 3647 OR
- By mail / in person to : Unit G, 2/F, Kaiser Easter Phase 2, 51 Man Yue Street, Hunghom, Hong Kong

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 only confirms that your application is accepted by HKJMA. Yet NO booth or corner is confirmed at this point. 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.

Participation Right (if required)

All new applicants can only apply for a maximum of 18 sqm standard booth. If there are insufficient booths for new applicants, Participation Right meeting will then be held to decide the booth right for successful applicants **in August 2024**. Result will be sent to applicants via email, if you do not receive any email reply from HKJMA, please contact us.

Participation Right Allotment Policy

Participation right is decided by an open drawing lot. Each NEW applicant will be entitled certain no. of point(s) and will be assigned respective number(s) for drawing in participation right meeting. Calculation as below:

- *HKJMA membership in 2024: 2 points / Non-member of HKJMA in 2024: 1 point*

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 Allotment 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 Allotment

“Booth Location Allotment” will be conducted in **September 2024**. The details of the arrangement will be dispatched 5 working days before the meeting **by Email**.

Booth Location Allotment will be divided into 2 parts:

- Part 1 - Booth Selection Sequence 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 assigned time schedule will be dispatched to all exhibitors **by email**.
- Part 2 - Booth Location Selection 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 representatives 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 is 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 size.
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 2024 will have one point.
 - Points will also be counted for each continuous participation of JMA Hong Kong in last 5 years (i.e., 2019, 2020, 2021, 2022 & 2023) 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 requests 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 hkjmashow@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 hkjmashow@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