

**Hong Kong Council for Testing and Certification**  
**Local Exhibition Programme 2025**  
**Participation in the Fashion InStyle**

**I. Purpose and Scope**

The Hong Kong Council for Testing and Certification (HKCTC) was established in 2009 to advise the Government on the overall development strategy of the testing and certification (T&C) industry. The Innovation and Technology Commission (ITC) provides secretariat support to HKCTC.

2. HKCTC would like to invite accredited T&C organisations providing services locally to jointly promote Hong Kong's T&C services at the major local trade exhibitions as and when opportunities arise. Fashion InStyle 2025 is one of these selected trade exhibitions, with details as set out in paragraph 3 below. To participate in this event, interested T&C organisations may apply to HKCTC to have staff members stationed at the HKCTC booth set up in the exhibition venue during specified period, subject to the arrangements as agreed with HKCTC.

**II. Selected Trade Exhibition**

3. Details of Fashion InStyle 2025 are as follows (updated information as of 17 February 2025):

<b><u>Fashion InStyle 2025</u></b>	
Date:	27 – 30 April 2025 (4 days)
Venue:	Hong Kong Convention and Exhibition Centre (HKCEC), Wanchai
Theme:	Textile and apparel related products including clothing, fashion & clothing accessories, garment related products, services
Host:	Hong Kong Trade Development Council (HKTDC)
Features:	<ul style="list-style-type: none"><li>● In 2024, Fashion InStyle was held concurrently with Home InStyle, having attracted close to 24 000 buyers from over 100 countries and regions</li><li>● This year, Fashion InStyle, being Asia's leading fashion event located in Hong Kong, will continue to form a comprehensive one-stop platform to connect exhibitors, buyers and all members of the trade around the world.</li></ul> <p>(Please visit HKTDC's website at <a href="https://www.hktdc.com/event/fashioninstyle/en">https://www.hktdc.com/event/fashioninstyle/en</a> for more details.)</p>

**III. Roles and Responsibilities of HKCTC and Participating T&C Organisations**

4. HKCTC will set up an exhibition booth at the Fashion InStyle 2025 during the entire exhibition period, bearing the so-incurred enrolment fees, design and production costs of the exhibition booth, as well as coordinating the overall logistical arrangements. HKCTC has already earmarked an 18-square metre booth

at the event with HKTDC. The exact location of our booth will be known at a later stage.

5. Participating T&C organisations shall –

- (a) deploy staff member(s) as set out in the application form to jointly promote Hong Kong's T&C services at the HKCTC booth inside the exhibition venue;
- (b) bear all expenditures related to the staff deployment as set out in (a) above (including but not limited to travelling expenses, meals and other self-arranged promotional materials (such as pamphlets of the participants));
- (c) provide inputs for the booth design or promotional materials upon request by HKCTC, if necessary;
- (d) complete and return a post-event questionnaire to HKCTC within a month after the end of the exhibition period;
- (e) ensure the on-site staff member(s) will also help promote the T&C industry in Hong Kong and provide related information to booth visitors; and
- (f) work closely with HKCTC representative(s) for operation of the booth.

6. Alternatively, participants may pass the promotional materials to HKCTC for display/distribution at the fair without deploying their staff to the HKCTC booth. In such case, helpers of HKCTC will ask visitors to contact the participants separately should there be any enquiries.

7. The tentative work arrangement is as below:

### **(A) Before the Exhibition**

#### **(I) Submit details of promotional materials and exhibits**

7.1 Details (e.g. design and contents) of promotional materials (e.g. brochures, booklets, leaflets, souvenirs, exhibits, etc.) to be displayed/ distributed at booth should be submitted to HKCTC for vetting purpose. In case exhibits will be displayed, details shall also be provided. All of the finalised information should be submitted to HKCTC **on or before 21 March 2025 (Fri)**. HKCTC reserves the right to exercise its discretion and reject the display/ distribution of promotional materials proposed by participants. Participants should accept and act in accordance with the final decision made by HKCTC representative(s).

#### **(II) Delivery services between office of HKCTC Secretariat and booth at exhibition venue**

7.2 HKCTC will commission a contractor to carry out the design and production work of the exhibition panels. The contractor will provide a round-trip delivery service between office of HKCTC Secretariat and the booth at the exhibition venue. Participants can make use of such delivery service free of charge. All the materials should be packed properly no more **than FOUR A4 size boxes** and sent to HKCTC Secretariat **on or before 23 April 2025**, at the following address:

Secretariat, Hong Kong Council for Testing and Certification

Units 801-04, 8/F, The Hub,  
23 Yip Kan Street, Wong Chuk Hang, Hong Kong

7.3 The above delivery service for promotional materials and/ or exhibits is optional. Participants can choose to arrange their own delivery. Please note that participants have to make their own delivery arrangement in case their materials cannot reach the above office address stated in paragraph 7.2 by the deadline specified in paragraph 7.2. HKCTC will not be responsible for whatsoever damage/ loss to the promotional materials and/ or exhibits during the free delivery. As such, participants are advised to arrange adequate insurance coverage for their exhibits as appropriate.

(III) Onsite briefing

7.4 An onsite briefing will be given on the commencement date of the Fashion InStyle 2025 to staff member(s) of the participants on details of the operations and logistical arrangements of the event.

**(B) During the Exhibition**

7.5 Participants who have deployed staff member(s) to station at the HKCTC booth should ensure that their assigned area within the booth is properly manned and furnished with displays/ exhibits at specified period during the opening hours of the physical trade fair. HKCTC will not be responsible for whatsoever damage to/ loss of the exhibits during the exhibition. Opening hours of trade fair for visitors (tentative as of February 2025) are set out as follows:

<b>Trade Fair</b>	<b>Opening Hours</b>
Fashion InStyle 2025	<u>27 – 29 April 2025 (Sunday – Tuesday)</u> 9:30 am – 6:30 pm <u>30 April 2025 (Wednesday)</u> 9:30 am – 5:00 pm

8. HKCTC is the sole exhibitor of the booth and the participation of T&C organisations does not constitute a sub-letting arrangement. Neither the participants nor their staff members are employees or agents of HKCTC or ITC, and no one from the participants should portray themselves as employees or agents of HKCTC or ITC. Staff member(s) of the participants should provide information to visitors of the HKCTC booth as representative(s) of the T&C industry in Hong Kong and not just the staff members of the participating T&C organisations, although they may take the opportunity to also introduce services of the participants to visitors. They may also use the area assigned within the HKCTC booth to meet potential clients and/ or business partners. HKCTC will arrange display of its own leaflets and/ or brochures at the booth. Staff members of the participants are **NOT ALLOWED** to promote any T&C services they provide outside Hong Kong at the HKCTC booth. If anyone is found promoting T&C services provided outside Hong Kong at the HKCTC booth, HKCTC reserves its right to take whatever action it deems necessary to stop such activities.

9. For the avoidance of doubt, participants are liable for the conduct of their staff members and responsible for their behaviour at the exhibition venue or outside. HKCTC may request the participants concerned to replace the staff members deployed at the HKCTC booth and the participants must comply with the request within a reasonable time and bear all expenses (including but not limited to travelling expenses and accommodation expenses (if applicable) as a consequence. Participants must deploy their own staff members at the exhibition and no sub-contracting is allowed. Participants and their staff members must also abide by the rules and regulations set by the trade fair organiser and HKTDC relating to participation in the event.

10. Participants must ensure that they own the copyright of their promotional materials and exhibits, including, but not limited to logos, photos, graphics and text, etc., being displayed or distributed at the booth. The participants should bear all the consequences in relation to any disputes and liabilities arising from the violation of intellectual properties of a third party.

11. Participants who are selected but then unable to attend must notify the HKCTC Secretariat in writing at least 10 working days in advance, and the HKCTC reserves all rights to recover all costs and charges in relation to the absence/ withdrawal. Any other changes must also be conveyed to the HKCTC Secretariat in writing at least 10 working days before the exhibition commences.

12. HKCTC shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made between the participants and other parties during or as a result of the participation in the HKCTC Local Exhibition Programme.

13. In the event that HKTDC decides to change the dates of the exhibition, cancel the exhibition, temporarily close the exhibition venue, or suspend the operation, the HKCTC Secretariat will discuss with the participants on necessary follow-up action that is mutually acceptable. However, participants will have to bear the additional travelling and other expenses, if any, arising from these new developments.

#### **IV. Eligibility of Applicants**

14. To be eligible, a T&C organisation must satisfy all the following conditions:

- (a) it is located in Hong Kong with T&C services provided locally; and
- (b) it is accredited by the Hong Kong Accreditation Service (HKAS) (via the HOKLAS, HKCAS or HKIAS schemes) or other accreditation bodies having Mutual Recognition Arrangements with HKAS for services provided in Hong Kong relevant to the theme of Fashion InStyle 2025.

#### **V. Booth Arrangement and Selection Priority among Eligible Applicants Who Have Chosen to Deploy Their Staff Member(s) to Station at the HKCTC Booth**

15. The details of the HKCTC booth in the fair are as follows:

<b>Trade Fair</b>	<b>Booth Size</b>	<b>Maximum Capacity of the Booth</b>
Fashion InStyle 2025	18-square metre	3 Participants

Where there are no more than three eligible applications received, all eligible participants can deploy staff members at the HKCTC booth throughout the entire exhibition period.

16. In case there are more than three eligible applications received, HKCTC would work out a roster (e.g. half-day interval(s)) so that all eligible participants would be allocated with roughly the same timespan for deploying their staff members at our booth.

17. For the case mentioned in paragraph 16, to facilitate the allocation of timeslots among all eligible participants, HKCTC would accord priority to participants which (i) have attained HKAS accreditation for services relevant to the exhibition; AND (ii) are not participating with a separate booth at the same exhibition while lower priority to applicants with (iii) poor track records (say misconducts/ absence) in previous similar exercises. These prioritised participants may first choose their preferred timeslot combination. If more than one prioritised participant has selected the same timeslot combination, the allocation will be made through balloting.

18. After all the above prioritised participants have been allocated their preferred timeslot combinations, other non-prioritised eligible participants (i.e. those who did not meet the requirements as set out in paragraph 17 (i) and/ or (ii) above) may then choose from the remaining available timeslot combination.

19. Under all circumstances, HKCTC shall exercise the final discretion on the booth arrangements and all relevant matters.

## **VI. Application and Timeline**

20. Interested and eligible T&C organisations should return the completed application form(s) at **Annex** to the HKCTC Secretariat by fax ((852) 3691 8655) or email ([secretariat\\_hkctc@itc.gov.hk](mailto:secretariat_hkctc@itc.gov.hk)) **at or before 6:00pm on 3 March 2025 (Monday)**. Incomplete/ late applications will not be considered.

21. Below is the HKCTC programme timeline regarding the Fashion InStyle 2025:

<b>Event</b>	<b>Responsible Party</b>	<b>Timeline</b>
Open for applications		February 2025
<b>Application deadline</b>		<b>6:00pm, 3 March 2025</b>
Notify successful applicants	HKCTC	Early March 2025
Submit details of promotional materials and exhibits to be distributed/ displayed at booth to HKCTC	Participants	21 March 2025

Secretariat for consideration		
Deliver all promotional materials (packed in no more than four A4 size boxes) to HKCTC Secretariat	Participants	23 April 2025
Carry out on-site promotional activities at the exhibition	Participants	27 – 30 April 2025
Return post-event questionnaire to HKCTC Secretariat	Participants	30 May 2025

22. For enquiries, please contact the following officers at the HKCTC Secretariat:

Miss Katrina LEE  
Assistant Manager (Testing and Certification) 1  
Tel: 2180 9086  
Email: [katrina.lee@itc.gov.hk](mailto:katrina.lee@itc.gov.hk)

Miss Hazel CHONG  
Assistant Clerical Officer (Testing and Certification) 1  
Tel: 2180 9169  
Email: [hazel.chong@itc.gov.hk](mailto:hazel.chong@itc.gov.hk)

**Secretariat, Hong Kong Council for Testing and Certification**  
**February 2025**

**HKCTC Local Exhibition Programme Application Form  
for Fashion InStyle 2025**

<b><u>(A) Applicant's Information</u></b>				
Name of T&C Organisation	:	(in English)		
	:	(in Chinese)		
HOKLAS / HKCAS / HKIAS No.	:		Accreditation by other accreditation bodies (if applicable)	:
Address	:			
Telephone No.	:		Facsimile No.	:
Contact Person / Position	:		Email	:
<b><u>(B) Information for reference of HKCTC</u></b>				
(i) We intend to deploy a total of ___(number) staff to support the event with the following details: (a) Professional/Managerial Level: ___(b) Sales/Officer Level: ___(c) Part-time/Junior Level: ___				
(ii) We <u>will/will not*</u> distribute promotional materials at the event (*please select)				
(iii) We <u>will/will not*</u> set up a separate booth at the same exhibition (*please select)				
<b><u>(C) Declaration</u></b>				
I, being the authorised signatory of the applicant, hereby agree to abide by the requirements set out by the Hong Kong Council for Testing and Certification (HKCTC) and/or the Innovation and Technology Commission(ITC) if being accepted to participate in the Fashion InStyle 2025, and bear the related expenditure and responsibilities. I confirm that my company has full understanding of the relevant conditions and guidelines including but not limited to the applicant's eligibility and selection procedures, where applicable. We understand that ITC under the Government of the Hong Kong Special Administrative Region has the final discretion upon the entire arrangements including each and every part, and also the right to recover all the costs and charges in relation to the participation in the exhibition in case of false declaration or other damage caused. We also understand HKCTC and/or ITC will not be responsible for whatsoever damage/loss/casualty/injury/death caused to any applicant/T&C organisation or any of its employees.				

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Stamp &

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All completed applications must be submitted **at or before 6:00pm on 3 March 2025** to the HKCTC Secretariat by fax ((852) 3691 8655) or email ([secretariat\\_hkctc@itc.gov.hk](mailto:secretariat_hkctc@itc.gov.hk)). Incomplete/late applications will not be considered.