

FORM 15	HKTDC Food Expo 2017 香港貿發局美食博覽2017 17-20 / 8 / 2017	Return to : Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Attn : Miss Ceci Yuen Tel : (852) 2240-4515 Fax : (852) 3746-6726 Email: ceci.cy.yuen@hktdc.org
Deadline: 30 June 2017		

Order Form of Promotion in Exhibitors' Forum at Gourmet Zone



We, _____ (Company Name), would like to book a session at **HK\$4,695/ US\$612** of 45 minutes at Seminar Room of Gourmet Zone. The cost per session includes:

1. Basic sound system (e.g. microphone and speakers).
2. One free-standing directional signage (digital print with company name and logo).
3. One foamboard backdrop with platform
 - Please provide company name and logo in computer graphic (.ai) format for digital printing.

Schedule: Venue setup: 30 minutes before the show time; Move out: within 30 minutes after the show.

Venue: Seminar Room at Hall 3B

Please list your priorities for the timing of your program (1to 8; 1 for the 1st choice, 2 for the 2nd)

Date Time	17/8 (Thur) [Floor Setting: Theatre]	18/8 (Fri) [Floor Setting: Classroom]	19/8 (Sat) [Floor Setting: Classroom]	20/8 (Sun) [Floor Setting: Classroom]
1:30pm - 2:15pm				
3pm - 3:45pm				
4:30pm - 5:15pm				
6pm - 6:45pm				

A cheque/ bank draft* made payable to “**HONG KONG TRADE DEVELOPMENT COUNCIL**” amounting to HK\$/US\$* _____ covering the reception is enclosed. (* Please delete as inappropriate)

Company Name : _____
Booth No. : _____ Contact Person : _____
Address : _____
Telephone No. : _____ Fax No. : _____
Email : _____
Authorised Signature & Company Chop : _____ Date : _____

Conditions of Participation

1. A cheque made payable to "**Hong Kong Trade Development Council**" covering the Participation Fee should be sent to HKTDC together with the completed application form **on or before 30 June 2017 (Fri)** Post-dated cheques will not be accepted.
2. No application will be accepted without the required payment.
3. The Exhibitors' Forum is reserved on a **first-come-first-served** basis. Only one time slot will be allocated to each exhibitor. Additional requests will not be entertained unless time slots are still available after the application deadline.
4. Please provide any presentation materials (e.g. powerpoint/ video) to HKTDC at least 2 weeks in advance of the event time. **Please bring your own USB with presentation files and a laptop for presentation, if any.**
5. Participating companies must send a presenter to demonstrate and present on the spot, no moderators or emcees will be arranged for the Forum.
6. All applications / orders are **subject to acceptance by the Organiser.** No order will be accepted without the required payment and information listed on the application form.

Copyright

1. Every exhibitor should, on submitting its products, give an undertaking that the product is original and the copyright or patent of the product has not been assigned.
2. The Organiser will exercise maximum care in handling all products; however, the Organiser will assume no liability for any damage or loss of any kind.
3. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.

Terms & Conditions

1. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.
2. The Organiser reserves the right to alter the programme without prior notice.

Remarks

: The on-site contact person should arrive at the venue at least 20 minutes before their session time begins.

HKTDC address: Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong (Attn: Miss Ceci Yuen).

表格15	HKTDC Food Expo 2017 香港貿發局美食博覽2017 <i>17-20/8/2017</i>	請交回 香港貿易發展局 展覽事務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號 阮千榕小姐收 電話: (852) 2240-4515 傳真: (852) 3746-6726 電郵: ceci.cy.yuen@hktdc.org
截止日期： 2017年6月30日		

「尊貴美食區」參展商特備節目申請表



本公司 _____ (公司名稱) 現申請舉辦「尊貴美食區」參展商特備節目，每節時段 (45分鐘) 收費為 **港幣 4,600 元正/美金 600 元正**，本公司明白每節費用包括以下項目：

1. 基本音響系統 (如咪高峯、喇叭等)。^{*}
2. 宣傳/指示牌一塊。
3. 背景牌一塊及舞台。
 - 請提供貴公司名稱及商標電腦檔案(.ai 格式)供製作背景牌用。

守則：設場或綵排時間：活動開始前 30 分鐘；清理及交場時間：完場後 30 分鐘內。

地點：展覽廳 3B 「研討室」(Seminar Room)

請以優先次序選擇時段 (1-8; 1 為首選，2 為次選，如此類推)：

日期 時間	17/8 (星期四) [台下備有椅]	18/8 (星期五) [台下備有桌及椅]	19/8 (星期六) [台下備有桌及椅]	20/8 (星期日) [台下備有桌及椅]
1:30pm - 2:15pm				
3pm - 3:45pm				
4:30pm - 5:15pm				
6pm - 6:45pm				

現附上支票/匯票* 予「香港貿易發展局」，合共金額為港幣/美金* _____ 元。

**請把不適用者刪掉*

公司名稱 : _____
展台編號 : _____ 聯絡人 : _____
地址 : _____
電話 : _____ 傳真 : _____
電郵 : _____

簽名及公司蓋章 : _____ 日期 : _____

參加守則

1. 請於 **2017年6月30日前**將填妥申請表格連同劃線支票 (抬頭「香港貿易發展局」) 支付參加費用交予香港貿發局。
2. 未支付參加費用之申請將不獲接納。
3. 所有申請一律按先到先得的形式處理，每位參展商將只獲安排上述其中一個時段，任何額外時段之申請將按照申請截止日期後尚餘之時段來分配。
4. 如 貴公司需於活動時段內播放簡報，**請自備已存有簡報之 USB 指及手提電腦。**
5. 成功申請的參展商必須委派一名代表到場介紹及示範其宣傳的產品，如需司儀或主持人，敬請參展商自行安排。
6. 主辦機構有權接受或拒絕任何申請。所有未付款項或提供表格上所需資料之申請將不獲受理。

版權:

1. 參展商於申請時必須確保其產品屬原創，或其版權及專利未轉讓予其他單位。
2. 主辦機構將小心處理每件產品，但如有任何損毀或遺失，主辦機構概不負責。
3. 如有關產品屬犯版權或專利權之有關法例，主辦機構概不負責。

條件及細則:

1. 主辦機構保留一切編印、出版以及展出有關產品的資訊之權利。
2. 主辦機構保留更改節目的權利而不另通知。

備註:

: 到場代表必須於指定發布時段前 20 分鐘到達會場進行綵排。

香港貿發局展覽事務部地址：香港灣仔博覽道一號香港會議展覽中心博覽商場13號 (收件人：阮千榕小姐收)