

FORM 13	HKTDC Food Expo 2025 14 – 18 August 2025	Return to: Exhibitions Department Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Tel: (852) 2240 4932 Attn: Ms Marit Lau Email: marit.wm.lau@hktdc.org
Deadline: 4 July 2025		

‘Entertainment Stage’ Programme Request Form



We, _____ (Company Name), would like to book a session at **HK\$4,440 / US\$571** of 30 minutes at the **Entertainment Stage**. The cost per session includes:

1. Basic Audio-visual equipment (screen, microphone and speakers)
2. Promotion on fair website
3. Company logo exposure on directional signage and backdrop
 - Please provide company name and logo in computer graphic (.ai) format

Schedule: Venue setup: 15 minutes before the show time; Move out: within 10 minutes after the show.

Venue: Entertainment Stage (Hall 3)

Please select **four** preferred dates (1 for the 1st choice, 2 for the 2nd choice, 3 for the 3rd choice, 4 for the 4th choice)

Date \ Time	14/8 (Thu)	15/8 (Fri)	16/8 (Sat)	17/8 (Sun)	18/8 (Mon)
11:00am- 2:00pm					
2:00pm-5:00pm					
5:00pm- 8:00pm					

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)

Event Title	(Eng)		
	(Chi)		
Company Name	(Eng)		Booth No.
	(Chi)		
Speaker Information	Name (Mr/Mrs/Miss)		Mobile
	Title		Company Tel No.
	E-mail		
Contact Person Information	Name (Mr/Mrs/Miss)		Mobile
	Title		Company Tel No.
	E-mail		
Presentation Slide (Please provide by 1 Aug in 16:9 ratio)	Yes / No	Language	English / Cantonese / Mandarin

Note:

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 **4 July 2025 (Friday)**. Post-dated cheques will not be accepted.

Bank Name: _____ Cheque No.: _____

2. No application will be accepted without the required payment.
3. Performance sessions will be allocated on a **first-come-first-served basis** and Hong Kong Trade Development Council reserves all rights in accepting or rejecting the application. Performance content is subject to the Council’s final approval.
4. If you will use music for your programme, you are required to apply permits from “The Composers & Authors Society of Hong Kong Ltd.” and “Phonographic Performance (South East Asia) Ltd”. Please refer to **Forms 28 & 29** for more details. Organiser will not be responsible for any copyright infringement.
5. Please provide any presentation materials (e.g. PowerPoint/ video) to HKTDC **by 1 Aug 2025 (Friday)**. **Please bring your own USB with presentation files and a laptop for presentation**, if any. The on-site contact person should arrive at the venue at least **20 minutes before** their session time begins.

Signature & Company Chop

Date

Acknowledgement of Receipt by HKTDC (For office use)

Received on: _____ By: _____

表格十三	香港貿發局美食博覽 2025 14 – 18 / 8 / 2025	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 7 號 劉蕙明小姐收 電話: (852) 2240 4932 電郵: marit.wm.lau@hktcdc.org
截止日期: 2025 年 7 月 4 日		

「表演舞台」節目時段申請表



本公司 _____ (公司名稱) 現申請於**表演舞台**舉辦參展商特備節目時段。每節時段 (30 分鐘) 收費為**港幣 4,440 元正/美金 571 元正**，本公司明白每節費用包括以下項目：

1. 基本影音設備 (螢幕、咪高峰及揚聲器)
2. 網頁宣傳
3. 於活動指示牌及背景顯示 貴公司之商標。
 - 請提供 貴公司名稱及商標電腦檔案(.ai 格式)。

守則：設場或綵排時間：活動開始前 **15** 分鐘；清理及交場時間：完場後 **10** 分鐘內。

地點: 表演舞台 (展覽廳 3)

請填上四個貴公司所適合的日期及時間 (1 為首選，2,3 為次選，4 為最後選擇):

日期 時間	14/8 (星期四)	15/8 (星期五)	16/8 (星期六)	17/8 (星期日)	18/8 (星期一)
11:00am-2:00pm					
2:00pm-5:00pm					
5:00pm-8:00pm					

活動標題	(中文)		
	(英文)		
公司名稱	(中文)	展位號碼	
	(英文)		
講者資料	名稱(先生/女士/小姐)	手提電話	
	職銜	公司電話	
	電郵地址		
聯絡人資料	名稱(先生/女士/小姐)	手提電話	
	職銜	公司電話	
	電郵地址		
演示簡報 (請於 8 月 1 日前提供 16:9 簡報)	有 / 沒有	語言	英語 / 廣東話 / 普通話

備註:

- 請於 **2025 年 7 月 4 日 (星期五)** 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。
銀行: _____ 支票號碼: _____
- 未支付參加費用之申請將不獲接納。
- 申請將採用**先到先得**之方式分配。主辦機構保留拒絕接納個別申請及對表演內容作最後核准之權利。
- 如欲於表演節目中播放音樂，必須向「香港作曲家及作詞家協會」及「香港音像版權有限公司」申請許可証。詳情請參閱**表格二十八及二十九**。
- 如 貴公司需於活動時段內播放簡報，請於 **2025 年 8 月 1 日 (星期五)** 前傳送有關資料給主辦機構，並**自備已存有簡報之 USB 及手提電腦**。到場代表必須於指定發布時段 **20 分鐘前** 到達會場進行綵排。

簽名及公司

日期

香港貿易發展局收件確認 (由本局填寫)

收件日期: _____

收件人: _____