

FORM 22	HKTDC Food Expo 香港貿發局美食博覽 14-18 / 8 / 2025	Return to : Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong Tel : (852) 2240-4314 Fax : (852) 2270-5779 Attn : Ms. Keira Chan Email: keira.yj.chan@hktdc.org
Deadline: 16 July 2025		

One-day Working Badge Order Form

Each exhibitor will be entitled to receive official badges with refer to the booth space taken at Public Hall / Trade Hall / Gourmet Zone in Food Expo. In case that more badges are required for their temporary working staff, additional temporary badges have to be applied by returning this form to the Organiser before **16 July 2025**. A maximum of three additional temporary badges per fair day can be offered to every 12 sq.m. at Public Hall / 9 sq.m. at Trade Hall / 6 sq.m. at Gourmet Zone rent space, and such temporary badge is only valid for one day. Only the badge holder is allowed to enter the exhibition hall. For general safety, exhibitors should pass the badges to their working staff only, and such working badges are not allowed for transfer to any non-exhibitors for admission to the halls. The Organiser reserves the right to verify staff identity whenever necessary. If exhibitor apply more than three temporary badges, please submit the below information in excel file by e-mail.

We hereby designate the following temporary staff to man our booth(s) on _____ **August 2025** on behalf of the company.

1. Name: _____
 HKID # _____ Signature: _____
2. Name: _____
 HKID # _____ Signature: _____
3. Name: _____
 HKID # _____ Signature: _____

Company Name: _____

Booth No.: _____

Designated By: _____ Position: _____

Address: _____

Tel: _____ Fax: _____

Authorised Signature: _____ Date: _____

Company Chop: _____

(For office use)

Acknowledgement of Receipt by HKTDC

Received on: _____ By: _____

表格二十二	HKTDC Food Expo 香港貿發局美食博覽 14-18/8/2025	請交回 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號 香港貿易發展局展覽事務部 陳映竹小姐收 電話: 2240-4314 傳真: 2270-5779 電郵: keira.yj.chan@hktdc.org
截止日期: 2025年7月16日		

單日工作證申請表格

參展商工作証根據租用公眾館 或 貿易館 (美食商貿博覽) 或 尊貴美食區展覽用地可獲發相應數量工作證，因多聘用臨時員工而需要索取更多工作證時，可填寫本表格，於 **2025 年 7 月 16 日** 或以前向主辦機構申請臨時工作證，每公眾館 12 平方米或貿易館 (美食商貿博覽) 9 平方米或尊貴美食區 6 平方米租用地，可申請**不多於 3 張**臨時工作證，而該證只可適用於展覽會其中一日，只有工作證持有人方可進入會場。為保安理由，參展商只許派發工作證予其職員使用，此證並不得轉讓或給予一般非參展工作人員使用進場參觀。如參展商申請多於 3 張臨時工作證，請將以下資料以 Excel 檔電郵給本局。

現委派下列臨時職員於 **2025 年 8 月**_____日協助本公司管理屬下攤位。

1. 姓名: _____

香港身份證號碼: _____ 簽名: _____

2. 姓名: _____

香港身份證號碼: _____ 簽名: _____

3. 姓名: _____

香港身份證號碼: _____ 簽名: _____

公司名稱: _____

攤位編號: _____

委派人: _____ 職位: _____

地址: _____

電話: _____ 傳真: _____

授權人簽名: _____ 日期: _____

公司蓋印: _____

(由本局填寫)	香港貿易發展局收件確認
收件日期: _____	收件人: _____