

FORM 8

**Deadline:
17 March 2017**

HKTDC Hong Kong Gifts & Premium Fair 2017 香港貿發局香港禮品及贈品展2017 27 - 30 / 4 / 2017

Return to :
Exhibitions Department - HKTDC
Unit 7, Expo Galleria, HKCEC,
1 Expo Drive, Wan Chai, HK
Attn : Ms Tiffany Chow
Tel : (852) 2240 4676
E-mail: tiffany.py.chow@hktdc.org

Advertising & Promotion Opportunities

Order Form of Exhibitors' Promotion Packages

We, _____ (Company Name), would like to book the captioned package with the following service(s):

Product Demo & Launch Pad

A 20-min individual session with a professional moderator to introduce and demonstrate products at **HK\$2,350/ US\$310**.

Date: * 27 April 2017 (Thu) or 28 April 2017 (Fri)

Time: A 20-min time slot (time slot will be assigned by the Organiser)

Venue: Product Launch Area, Hall 1E (TBC)

*Please ✓ the box to select the preferred time slot.

Oasis Reception Package

A 60-min session with a professional moderator to introduce products with light refreshments (finger food and soft drinks) for 50 persons at **HK\$20,000 / US\$2,600**.

Date: * 27 April 2017 (Thu) or 29 April 2017 (Sat)

Time: A 60-min time slot (time slot will be assigned by the Organiser)

Venue: Product Launch Area, Hall 1E (TBC)

*Please ✓ the box to select the preferred time slot.



Both Packages cover:

1. Audio-visual equipment (projection screen, microphone and speakers)
2. Chairs for audience
3. Promotional leaflet and promotion in fair website
4. Directional Signages
5. Professional moderator (to facilitate the presentation and interpret in English or Putonghua when necessary)

Oasis Reception Package would also include:

1. 50-person light refreshment like finger food, soft drinks for guests.
 - If the total number of guests at the reception is over 50, an extra of **HK\$150 / US\$20 per head** (for drinks only) will be charged to the exhibitor.
 - No refund will be allowed if the number of guests at the reception is below 50.
2. HKTDC can assist to invite overseas buyers and journalists:
 - Exhibitors can choose to arrange their own invitations **OR** request HKTDC to publicise and assist to invite overseas buyers and journalists to the reception. HKTDC does not guarantee the actual attendance of overseas buyers and journalists.
 - Please select **ONE** of the following arrangements of guest invitations:
 - Self-arranged **OR**
 - Self-arranged and HKTDC to assist
(Exhibitors have to prepare their own invitation cards / letters which will serve as admission to the reception and should reach the Organiser two weeks before the fair.)

Optional Items:

If your company requires additional equipment, please contact us directly and we will provide you a tailor-made quotations accordingly.

Please return the completed form to Ms Tiffany Chow (email: tiffany.py.chow@hktdc.org) by **17 March 2017 (Fri)**.

Exhibitors' Package	<input type="checkbox"/> Product Demo & Launch Pad		<input type="checkbox"/> Oasis Reception Package		
Company Name	(Eng)		Booth No.		
	(Chi)		Website (if any)		
Speaker Information	Name *(Mr/Mrs/Miss)		Mobile		
	Title		Company Tel No.		
Contact Person Information	Name *(Mr/Mrs/Miss)		Mobile		
	Title		Company Tel No.		
	E-mail				
Information of Product(s)	Product 1	Name	(Eng)	Brand	(Eng)
			(Chi)		(Chi)
		Product Descriptions			
	Product 2	Name	(Eng)	Brand	(Eng)
			(Chi)		(Chi)
		Product Descriptions			
Award(s) Received/Others Remarks					
Photo(s) of Product(s) Please send the photo(s) with high resolution (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)					
*Promotional Video Clip	Yes/No	*PowerPoint	Yes/No	*Language	English/Cantonese/Mandarin

*Please delete as appropriate

Conditions of Participation:

- Exhibitors are welcome to participate and introduce their products/services in the Product Demo and Launch Pad/Oasis Reception. Priority will be given to application with product launching while the application is on a first-come-first-served basis.
- Sessions Date and Time will be allocated by the Organiser.
- Only **one time slot** will be allocated to each exhibitor. No applications/orders will be accepted without the payment and information required on the application form. The Organiser reserves all rights on accepting or rejecting the application.
- The Organiser reserves the right to alter the programme without prior notice and such decision is final.
- Every exhibitor should, when submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
- 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.
- The Organiser will not be held responsible for infringement of copyright or patent law connected with present products.
- The Organiser will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
- Please provide all **presentation materials** (e.g. powerpoint/video) to HKTDC **on or before 31 March 2017 (Friday)**. All applications/orders are subject to confirmation by the Organiser. Please bring along your own laptop for presentation, if any.
- Participating companies must send a presenter to demonstrate and conduct the presentation on-site. The on-site contact person should arrive at the venue **at least 20 minutes before their session time** begins for preparation.
- Additional requests** will not be entertained after the application deadline and subject to the availability.
- A cheque made payable to "**Hong Kong Trade Development Council**" covering the cost of package should be sent to HKTDC (address stated in the top right hand corner of the form) together with the **completed application form on or before 17 March 2017 (Friday)**. Post-dated cheques will not be accepted.

Bank Name: _____ Cheque No.: _____

I agree that the above information may be used by the Organiser for incorporation in all or any of its database for processing the application of "Exhibitors' Promotion Packages", and for any other purposes as stated in the Privacy Policy Statement (available at <http://www.hktdc.com/mis/pps/en>). I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein.

Signature & Company Chop

Date

(For office use)

Acknowledgement of Receipt by HKTDC

Received on: _____

By: _____

表格八

截止日期：

2017年3月17日

HKTDC Hong Kong
Gifts & Premium Fair 2017
香港貿發局香港禮品及贈品展2017
27 - 30 / 4 / 2017

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
電話：(852) 2240 4676
電郵：tiffany.py.chow@hktdc.org
致：周蓓欣小姐

「參展商宣傳計劃」

本公司 _____ (公司名稱) 欲訂購以下「參展商宣傳計劃」：

產品推廣及發布會

安排專業主持人從旁協助介紹及示範 貴公司產品。

(每節時段為 20 分鐘，收費為 **港幣 2,350 元 / 美金 310 元**)

日期：* 2017 年 4 月 27 日 (星期四) 或 2017 年 4 月 28 日 (星期五)

時間：每節時段為 20 分鐘 (確實時段由主辦機構安排)

地點：展覽廳 1E 產品推廣及發布區 (TBC)

* 請以✓ 號表示欲舉辦發布會日期。

「Oasis 招待會」

提供約 50 人享用之茶點 (如小吃、汽水) 予 貴公司賓客。

並安排專業主持人從旁協助介紹及示範 貴公司產品。

(每節時段為 60 分鐘，收費為 **港幣 20,000 元 / 美金 2,600 元**)

日期：* 2017 年 4 月 27 日 (星期四) 或 2017 年 4 月 29 日 (星期六)

時間：每節時段為 60 分鐘 (確實時段由主辦機構安排)

地點：展覽廳 1E 產品推廣及發布區 (TBC)

* 請以✓ 號表示欲舉辦招待會日期。



參加以上「參展商宣傳計劃」大會將提供以下項目：

1. 基本影音設備 (螢幕、咪高峰及揚聲器)
2. 觀眾座椅
3. 宣傳小冊子及網頁宣傳
4. 會場指示板
5. 專業主持人 (從旁協助介紹及提供簡短英語或普通話翻譯)

「Oasis 招待會」將包括提供以下項目：

1. 50 人之茶點及飲品 (如小吃、汽水)
 - 如招待會嘉賓人數超過 50 人以上，參展商必須額外支付 **每人港幣 150 元 / 美金 20 元** (只限飲品)
 - 若招待會人數不足 50 人，所繳款項將不獲發還。
2. 香港貿發局可協助邀請海外買家及記者：
 - 參展商可選擇自行邀請來賓 或 要求香港貿發局協助邀請海外買家及記者出席招待會。唯買家及記者將自行決定是否參與。
 - 請選擇以下 其中一項 嘉賓邀請之安排：
 - 自行邀請 或
 - 自行邀請及要求香港貿發局協助
 (參展商須於 **展覽會開始兩星期前** 把活動邀請函或邀請柬提供予大會，以作招待會入場之用。)

附加項目：

如欲增設特別設施，請與香港貿發局另外洽談所需設施之詳情，大會將額外安排及報價。

請於2017年3月17日(星期五)前將填妥申請表格交回予周蓓欣小姐(電郵: tiffany.py.chow@hktcdc.org) 收

「參展商宣傳計劃」		<input type="checkbox"/> 產品推廣及發布會		<input type="checkbox"/> 「Oasis 招待會」	
公司名稱	(中文)		展位號碼		
	(英文)		網址(如有)		
講者資料	名稱 *(先生/女士/小姐)		手提電話		
	職銜		公司電話		
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				
產品資料	產品 1	名稱	(中文)	品牌	(中文)
			(英文)		
		簡介			
	產品 2	名稱	(中文)	品牌	(中文)
			(英文)		
		簡介			
產品曾得獎項/備註					
產品相片 請傳送高解像度的相片 (相片質素最低要求 1MB 以上, 最大為 300 dpi。以 JPG 檔存送)					
* 宣傳視訊短片	有/沒有	* 簡報	有/沒有	* 語言	英語/粵語/普通話

*請刪去不適用者

參加守則：

1. 歡迎各參展商參加「產品推廣及發布會」及「Oasis 招待會」並介紹 貴公司的最新產品或服務。主辦機構會優先考慮以「產品推廣」為主之申請，並以先到先得的形式處理。
2. 推廣日期和時間將由主辦機構分配。
3. 每位參展商將只獲安排 **一個時段**，所有未付款項或未能提供表格上所需資料之申請將不獲受理。主辦機構有權接受或拒絕任何申請。
4. 主辦機構保留最終更改節目的權利而不作另行通知。
5. 參展商於申請時必須確保其產品屬原創，或其版權未轉讓予其他單位。
6. 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。
7. 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。
8. 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。
9. 如貴公司需於活動時段內播放 **簡報及短片**，請於 **2017年3月31日前** 傳送有關資料給主辦機構。主辦機構保留一切對「產品推廣及發布會」及「Oasis 招待會」的內容作最後核准之權利。活動當天請自備手提電腦。
10. 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，並於指定 **發布時段前 20 分鐘** 到達會場進行綵排。
11. 如欲增設 **額外設施**，請於 **2017年3月17日前告知本局**，大會將盡量安排及報價。
12. 請於 **2017年3月17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 (地址請參照申請表格右上角)。

銀行：_____ 支票號碼：_____

本人同意主辦機構可將上述資料編入其全部或任何資料庫內以處理「參展商宣傳計劃」事宜，以及用於主辦機構在私隱政策聲明 (網頁 <http://www.hktcdc.com/mis/pps/tc>) 中所述之其他用途。本人確認已獲得此表格上所述人士同意，將其個人資料提供予主辦機構。

簽名及公司

日期

(由本局填寫)

香港貿易發展局收件確認

收件日期: _____

收件人: _____