

FORM 13**Deadline:
3 July 2024****HKTDC Food Expo 2024****15 – 19 August 2024****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**'Entertainment Stage' Programme Request Form**

We, _____ (Company Name), would like to book a session at **HK\$4,205/ US\$540** 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: 30 minutes before the show time; Move out: within 30 minutes after the show.

Venue: Entertainment Stage (Hall 1 or 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	15/8 (Thu)	16/8 (Fri)	17/8 (Sat)	18/8 (Sun)	19/8 (Mon)
Time					
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)

Company Name	:
Booth No.	:
Contact Person	Position
Address	:
Telephone No.	Onsite Contact Phone no.
Email	:
Authorized Signature & Company Chop	Date
Title of Proposed Programme (In English & Chinese)	

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 **3 July 2024 (Wednesday)**. 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 2 weeks in advance of the event time. **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.

Acknowledgement of Receipt by HKTDC (For office use)

Received on: _____ By: _____

表格十三

香港貿發局美食博覽 2024

15 - 19 / 8 / 2024

截止日期:

2024 年 7 月 3 日

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@hktdc.org

「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 4,205 元正/美金 540 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 30 分鐘; 清理及交場時間: 完場後 30 分鐘內。

地點: 表演舞台 (展覽廳 1 或展覽廳 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	15/8 (星期四)	16/8 (星期五)	17/8 (星期六)	18/8 (星期日)	19/8 (星期一)
11:00am-2:00pm					
2:00pm-5:00pm					
5:00pm-8:00pm					

公司名稱 : _____
攤位編號 : _____
聯絡人 : _____ 職位 : _____
地址 : _____
電話 : _____ 現場聯絡電話 : _____
電郵 : _____
授權人簽名及公
司蓋章 : _____ 日期 : _____
擬定節目名稱 : _____
(中文及英文) _____

備註:

1. 請於 **2024年7月3日(星期三)** 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: _____

2. 未支付參加費用之申請將不獲接納。

3. 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。

4. 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**。

5. 如 貴公司需於活動時段內播放簡報，請於兩個星期之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。

香港貿易發展局收件確認 (由本局填寫)

收件日期: _____

收件人: _____