

FORM 14

Deadline:
3 July 2024

HKTDC Food Expo PRO 2024 香港貿發局美食商貿博覽2024

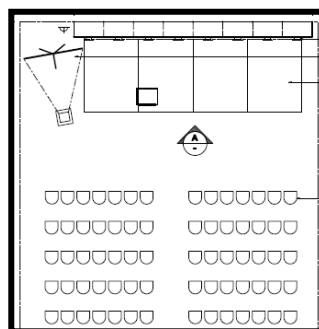
15 - 17 / 8 / 2023

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

Exhibitors' Promotion Session Form

(Exclusive for Trade Hall Exhibitors)



Event Area:

Hall 5

(Graphics shown are for reference only, subject to change)

Equipment List:

	Qty:
Stage Unit – 6' x 8' x 8"	x 1
Rectangular Table - 30" x 6' x 29"	x 2
Chairs for Audience	x 70
Lectern/Podium – Floor rectangular type	x 1
TV wall/LED screen	x 1

Event Format: Seminar

(Graphics shown are for reference only, subject to change)

Equipment List:

	Qty:
Wireless Hand-held Microphones	x 3
Audio Trolley Set (with 2 Loudspeakers)	x 1
Electrical Induction Cooker (with a Pot)	x 1

Application Fee per Session (30 minutes): HK\$3,235/ US\$415. *The cost per session includes:*

1. Promotion on fair website
2. 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.

(1) Name of Proposed Programme:

(2) Brief description of the proposed Programme:

(3) Total number of sessions requested throughout the fair period:

(4) Preferred performance date & time*: (* For time, please indicate 'AM' or 'PM' only)

Company Name : _____

Booth No. : _____

Contact Person : _____ Position : _____

Address : _____

Tel. : _____ Fax : _____

Email : _____ Date : _____

Authorised Signature & Company Chop : _____

Please use photocopy in case of insufficient space

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: _____

表格十四

截止日期：
2024年7月3日

HKTDC Food Expo PRO 2024 香港貿發局美食商貿博覽2024

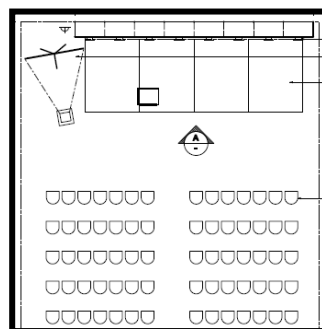
15 - 17 / 8 / 2024

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

參展商產品介紹時段申請表

(只供貿易館參展商填寫)



節目場地：展覽廳 5

(上圖只供參考)

活動形式：研討會

(上圖只供參考)

所提供設備：

搭建式舞台 – 6' x 8' x 8"

長方形枱 – 30" x 6' x 29"

座椅

長方形講台

電視牆/LED顯示屏

數量：

x1

x2

x70

x1

x1

所提供設備：

無線麥克風

擴音器連喇叭

電磁爐 (連鍋 1 個)

數量：

x3

x1

x1

每節時段申請費用(30分鐘)：港幣3,235元正 / 美金415元正。費用包括以下項目：

1. 網頁宣傳
2. 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。

(1) 節目名稱：

(2) 節目簡介：

(3) 擬舉辦之節目總次數：

(4) 欲舉辦節目之日期及時間*：(*請列時間選擇為「上午」或「下午」)

公司名稱： _____

攤位編號： _____

聯絡人： _____ 職位： _____

地址： _____

電話： _____ 傳真： _____

電郵： _____ 日期： _____

授權人簽名及公司蓋印： _____

註：如有需要，請用影印本填寫。

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」申請許可證。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: _____