

**FORM 15****Deadline:  
3 July 2024****HKTDC Food Expo 2024  
香港貿發局美食博覽2024  
15 - 19 / 8 / 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](mailto:marit.wm.lau@hktdc.org)**Order Form of Promotion in Exhibitors' Forum at Gourmet Zone**

We, \_\_\_\_\_ (Company Name), would like to book a session at **HK\$4,965/ US\$647** of 45 minutes at the **Gourmet Stage** of Gourmet Zone. 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: Gourmet Stage (Hall 3)**

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

Date \ Time	15/8 (Thu)	16/8 (Fri)	17/8 (Sat)	18/8 (Sun)	19/8 (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)

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)	:	

### **Conditions of Participation**

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 (Wed)**. Post-dated cheques will not be accepted.

Bank Name: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

2. No application will be accepted without the required payment.
3. The Exhibitors' Forum is reserved on a **first-come-first-served** basis. Only one time slot will be allocated to each exhibitor. Additional requests will not be entertained unless time slots are still available after the application deadline.
4. 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.**
5. Participating companies must send a presenter to demonstrate and present on the spot, no moderators or emcees will be arranged for the Forum.
6. All applications / orders are **subject to acceptance by the Organiser**. No order will be accepted without the required payment and information listed on the application form.

### **Copyright**

1. Every exhibitor should, on submitting its products, give an undertaking that the product is original and the copyright or patent of the product has not been assigned.
2. 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.
3. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.

### **Terms & Conditions**

1. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.
2. The Organiser reserves the right to alter the programme without prior notice.

### **Remarks**

# : 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: \_\_\_\_\_

<b>表格15</b>	<b>HKTDC Food Expo 2024</b> <b>香港貿發局美食博覽2024</b> <b>15 - 19 / 8 / 2024</b>	<b>請交回</b> 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13號 劉蕙明小姐收 電話: (852) 2240 4932 電郵: <a href="mailto:marit.wm.lau@hktdc.org">marit.wm.lau@hktdc.org</a>
<b>截止日期：</b> <b>2024年7月3日</b>		

### 「尊貴美食區」參展商特備節目申請表



本公司 \_\_\_\_\_ (公司名稱) 現申請於「尊貴美食區」**美饌舞台**舉辦參展商特備節目，每節時段 ( 45 分鐘 ) 收費為港幣 4,965 元正/美金 647 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: 美饌舞台 ( 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):*

Date	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)
Time					
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) \_\_\_\_\_

### 參加守則

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. 所有申請一律按**先到先得**的形式處理，每位參展商將只獲安排上述其中一個時段，任何額外時段之申請將按照申請截止日期後尚餘之時段來分配。
4. 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**。
5. 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，如需司儀或主持人，敬請參展商自行安排。
6. **主辦機構有權接受或拒絕任何申請**。所有未付款項或提供表格上所需資料之申請將不獲受理。

### 版權:

1. 參展商於申請時必須確保其產品屬原創，或其版權及專利未轉讓予其他單位。
2. 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。
3. 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。

### 條件及細則:

1. 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。
2. 主辦機構保留更改節目的權利而不另通知。

### 備註:

# :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: \_\_\_\_\_