FORM 22	**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 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong Tel : (852) 2240-4372 Fax : (852) 2169-9492 Attn : Ms. Yannes Ng Email: yannes.ty.ng@hktdc.org
Deadline: **15 July 2024**		

One-day Working Badge Order Form

Each exhibitor will be entitled to receive official badges with refer to the booth space taken in Food Expo PRO. 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 **15 July 2024**.   A maximum of three additional temporary badges per fair day can be offered to every 9 sq.m. 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 summit the below information in excel file by e-mail.

We hereby designate the following temporary staff to man our booth(s) on _____ **August 2024** 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: _____

單日工作證申請表格

參展商工作証根據租用美食商貿博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 **2024 年 7 月 15 日**或以前向主辦機構申請臨時工作證，每 9 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 **2024 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: ＿＿＿＿＿＿＿＿＿