

FORM 14**Deadline****截止日期****3 July 2026****HKTDC Food Expo PRO 2026****香港貿發局美食商貿博覽2026****13 - 15 / 8 / 2026****Return to :**Exhibitions and Digital Business Department
- HKTDCUnit 7, Expo Galleria, HKCEC,
1 Expo Drive, Wan Chai, Hong Kong

Attn: Ms Sarah Yip

Tel: (852) 2240 4245

Email: sarah.ss.yip@hktcdc.org

EXHIBITORS' PROMOTION SESSION FORM**「參展商產品介紹時段」申請表**

(Exclusive for Trade Hall Exhibitors 只供貿易館參展商填寫)

We, _____ (Company Name), would like to book the Exhibitors' Promotion Session with the following service(s):

本公司 _____ (公司名稱) 欲訂購以下「參展商產品介紹時段」:

Exhibitors' Promotion Session 參展商產品介紹時段A 30-min individual session for exhibitors to introduce and demonstrate their products at **HK\$3,525 / US\$452**一節獨立演講時段讓 貴公司作產品介紹及示範[^]。
(每節時段為 30 分鐘，收費為港幣 **3,525 元** / 美金 **452 元**)

Date 日期 : 13 – 15 Aug 2026 (Thur - Sat)

2026 年 8 月 13 日至 15 日(星期四至星期六)

Time 時間 : A 30-min time slot 一節 30 分鐘時段[#]

Venue 地點 : Hall 5 Event Area (TBC) 5 號展覽廳活動區(待定)

(#Date and time slot will be assigned by the Organiser)

(#確實日期及時段由主辦機構安排)

**The cost per session includes 費用包括以下項目:**

- 1) Audio-visual equipment (screen, microphone and speakers) 基本影音設備 (螢幕及咪高峰)
- 2) Chairs for audience 觀眾座椅
- 3) Table for demonstration 演示用桌子
- 4) Directional Signages 會場指示板
- 5) Appearance on event schedule and on fair website 網頁宣傳*

[^]Please bring your own cooking tools if needed 如有需要，請自備烹飪相關工具#Schedule: Venue setup - 20 minutes before the show time; Move out - within 10 minutes after the show.#守則：設場或綵排時間 - 活動開始前 20 分鐘；清理及交場時間 - 完場後 10 分鐘內。*When submitting the application form, please attach **company name & logo artwork** in jpeg and ai format.*當遞交表格時請一併提供 貴公司之**名稱及商標**(電腦圖片*.jpeg, ai 格式)**Optional Items:**If your company requires additional equipment, please contact us before **3 July 2026 (Friday)** and we will provide quotation on the requested item(s) separately.**附加項目:**如欲增設特別設施，請於 **2026 年 7 月 3 日 (星期五)** 或以前與香港貿發局另外洽談所需設施之詳情，貿發局將額外安排及報價。

Please return the completed form to Ms Sarah Yip (email: sarah.ss.yip@hktdc.org) by **3 July 2026 (Friday)**.

Total number of sessions requested		Preferred Date & Time: (For time, please indicate 'AM' or 'PM' only)	
Event Title	(Eng) (Chi)		
Brief Description of the event			
Company Name	(Eng) (Chi)	Booth No.	
Company Address			
Website (if any)			
Speaker Information	Name (Mr/Mrs/Ms)*	Mobile No. (For onsite communication)	
	Position Title	Company Tel No.	
	E-mail		
Contact Person Information	Name (Mr/Mrs/Ms)*	Mobile No. (For onsite communication)	
	Position Title	Company Tel No.	
	E-mail		
Presentation Slide (Please provide by 31 July in PPT 16:9 format)	Yes / No*	Presentation Language	English is preferred (Please arrange simultaneous interpretation or translation service if the presentation language is not in English)

*Please delete as appropriate

Conditions of Participation:

1. A cheque made payable to “**Hong Kong Trade Development Council**” covering the Participation Fee 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 **3 July 2026 (Friday)**. Post-dated cheques will not be accepted. No application / order will be accepted without the payment and information required on the application form.
Bank Name: _____ Cheque No.: _____
2. Additional requests will not be entertained after the application deadline and subject to the availability.
3. Event sessions will be allocated on a **first-come-first-served basis** and Session date & time will be allocated by the Organiser.
Hong Kong Trade Development Council reserves all rights in accepting or rejecting the application. Event 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. The Organiser will not be held responsible for infringement of intellectual property such as copyright, patent, trademark etc. connected with presented products.
6. Please provide any **presentation materials** (e.g. powerpoint/ video) to HKTDC in advance **by 31 July 2026 (Friday)** for screening purpose. All applications / orders are subject to confirmation by the Organiser. **Please save the presentation materials in your own USB and bring along for presentation**, if any.
7. 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. Please provide below contact information for onsite communication.
Onsite Contact Person : _____ Onsite Contact Mobile 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 Session’, 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.

Authorised Signature & Company Chop

Date

(For office use) Acknowledgement of Receipt by HKTDC
Received on: _____ By: _____

請於 **2026 年 7 月 3 日(星期五)**前將填妥之申請表格交回予葉小姐(電郵: sarah.ss.yip@hktdc.org)

擬舉辦之節目總次數		欲舉辦節目之日期及時間 (請列時間選擇為「上午」或「下午」)	
活動標題	(中文)		
	(英文)		
節目簡介			
公司名稱	(中文)	展位號碼	
	(英文)		
公司地址			
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	
	電郵地址		
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		
演示簡報 (請於 7 月 31 日前提供 16:9 格式 PPT)	有 / 沒有*	演示語言	英語優先 (若演示語言非英語, 請自行安排同聲傳譯或翻譯服務)

*請刪去不適用者

參加守則：

1. 請於 **2026 年 7 月 3 日 (星期五)** 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(地址參照申請表格右上角)。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。

銀行：_____ 支票號碼：_____

2. 如欲增設額外設施，請於 2026 年 7 月 3 日前告知本局，大會將盡量安排及報價。

3. 申請將採用先到先得之方式，推廣日期和時間將由主辦機構分配。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。主辦機構有權接受或拒絕任何申請，保留最終更改節目的權利而不作另行通知。

4. 如欲於節目中播放音樂，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。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。

6. 如 貴公司需於活動時段內播放簡報及短片須於 **2026 年 7 月 31 日 (星期五) 前** 傳送有關演示材料給主辦機構以作審核。

主辦機構保留一切對參展商介紹時段內容作最後核准之權利。活動當天請自備 USB 儲存演示材料並於攜帶到活動現場。

7. 成功申請的參展商必須委派一名代表到場介紹及演示，並於指定發布時段前 20 分鐘 到達會場進行綵排。請提供以下聯絡方式以便現場溝通。

到場代表：_____ 到場代表電話：_____

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「參展商論壇」事宜，以及用於主辦機構在私隱政策聲明 (網頁 <http://www.hktdc.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。

授權人簽名及公司蓋印

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: _____