

FORM 7	HKTDC Hong Kong International Lighting Fair 2017 (Spring Edition) 香港貿發局香港國際春季燈飾展2017 6-9/4/2017	Return to : Exhibitions Department Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Attn : Mr Joseph Ko Tel : (852) 2240 4357 E-mail: joseph.ko@hktdc.org
Deadline: 14 March 2017		

Order Form of Exhibitors' Promotion Packages

We, _____ (Company Name), would like to book the captioned package with the following service(s)

A) Product Demo & Launch Pad

A 20-min individual session with a professional moderator to assist in introducing and demonstrating products at
HK\$2,350/ US\$310

Date: 6-9 April 2017 (Thursday – Sunday)
 Time: A 20-min timeslot (timeslot will be assigned by the organiser)
 Venue: hktdc.com OASIS, Hall 1C (to be confirmed)

B) Oasis Reception Package

A 60-min session with a professional moderator to assist in introducing products with light refreshments (Finger food and soft drinks) served to 50 persons at **HK\$20,000 US\$2,600**

Date: 6-9 April 2017 (Thursday – Sunday)
 Time: 1-hr timeslot (timeslot will be assigned by the organiser)
 Venue: hktdc.com OASIS, Hall 1C (to be confirmed)



Please select one of the following arrangements for guest invitations:

- Self arranged
- Self arranged and TDC to assist (invitation cards/letters have to be provided to TDC **at least two weeks before** the fair commences)
 - 50 persons light refreshment like finger food, soft drinks for guests.
 - If the total number of guests at the reception is over 50, exhibitors will need to pay an extra charge of HK\$140/ US\$18 per head (for drinks only).
 - No refund will be given if the number of guests showed up is below 50.

The above Packages include:

1. Basic AV equipment (Screen, Microphone, Chairs for 30 pax)
2. Directional Signages
3. Promotion in fair website

Optional Items:

If your company requires any additional equipment, kindly liaise with us on the type and quantity required separately. TDC will then quote the relevant additional price and arrange accordingly.

Please return the completed form to Mr Joseph Ko (email: joseph.ko@hktdc.org) by **14 March 2017 (Tuesday)**.

Exhibitors' Package	<input type="checkbox"/> Product Demo		<input type="checkbox"/> Oasis Reception Package	
Company Name	(Eng) (Chi)	Booth No.		
Website (if any)				
Contact Info	Contact Person		Mobile	
	Email Address		Office Tel	
				Office Fax
#On-site Contact Person		Mobile		
Info of Product	Product Name	(Eng) (Chi)	Brand Name	(Eng) (Chi)
	Format of Presentation			
	Awards Received / Others Remarks			
	* Photo of Presented Items Please send the photo(s) with high resolution (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)			
*Promotional Video Clip	Yes / No	*Company PowerPoint	Yes / No	*Product PowerPoint
			Yes / No	

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 14 March 2017 (Tuesday)**. Post-dated cheques will not be accepted.
2. No application will be accepted without the required payment.
3. The "Product Demo & Launch Pad" speaking session / Oasis Reception Package 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 at least 2 weeks in advance of the event time.
5. Participating companies must send a presenter to demonstrate and present on the spot.
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

7. Every exhibitor should, on submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
8. 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.
9. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.

Terms & Conditions

10. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.
11. 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.

* : Please send a CD of the concerned files (e.g. video clip, PowerPoints, photos, etc) to HKTDC together with the completed application form and cheque.

HKTDC address: Unit 7, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong (Attn: Mr Joseph Ko).

Authorized Signature & Company Chop

Date

表格七

截止日期：

2017年3月14日

HKTDC Hong Kong International
Lighting Fair 2017 (Spring Edition)
香港貿發局香港國際春季燈飾展2017
6-9/4/2017

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13號
電話：(852) 2240 4357
電郵：joseph.ko@hktdc.org
致：高復生先生

「參展商宣傳計劃」

本公司 _____ (公司名稱) 欲訂購以下「參展商宣傳計劃」：

A) 產品發布及推廣：

安排專業主持人協助 貴公司介紹及示範產品。(每節時段為 20 分鐘，收費為 港幣 2,350 元 或 美金 310 元)

日期：2017 年 4 月 6 至 9 日 (星期四至日) (確實時段由主辦機構安排)

地點：展覽廳 1 hktdc.com OASIS (待定)

B) 「Oasis 招待會」：

提供 約 50 人享用之茶點 (如小吃、汽水) ^ 予 貴公司賓客，並安排專業主持人協助 貴公司介紹及示範產品。

(每節時段為 60 分鐘，收費為 港幣 20,000 元 或 美金 2,600 元)

日期：2017 年 4 月 6 至 9 日 (星期四至日) (確實時段由主辦機構安排)

地點：展覽廳 1 hktdc.com OASIS (待定)

請選擇以下其中一項嘉賓邀請安排：

自行邀請

自行邀請及要求香港貿發局協助

(參展商須於 展覽會開始前的兩星期 內把邀請函/邀請柬提供予香港貿發局)

- 50 人之茶點及飲品 (如小吃、汽水)

- 如招待會嘉賓人數超過 50 人以上，參展商必須額外支付 每人港幣 140 元 / 美金 18 元 (只限飲品)

- 若招待會人數不足50人，所繳款項將不獲發還



以上「參展商宣傳計劃」將包括提供以下項目：

1. 基本影音設備 (投射螢幕, 咪高峰, 座椅供約 30 人之用)
2. 會場指示板
3. 網頁宣傳

附加項目：

如欲增設特別設施，請與香港貿發局另外洽談所需設施之種類和數量，貿發局將報上所需價目及作出相應安排。

請於 2017 年 3 月 14 日 (星期二) 前將填妥申請表格交回予 高復生先生 (email: joseph.ko@hktdc.org) 收

「參展商宣傳計劃」		<input type="checkbox"/> 產品發布及推廣		<input type="checkbox"/> 「Oasis 招待會」	
公司名稱		(中文) (英文)	展位號碼		
網址					
聯絡資料	聯絡人		手提電話號碼		
	電郵		公司電話號碼		
			公司傳真號碼		
# 展場聯絡人		展場聯絡人 手提電話號碼			
產品資料	產品名稱	(中文) (英文)	品牌名稱		(中文) (英文)
	產品介紹模式				
	產品曾得獎項				
	* 產品相片 請傳送高解像度的相片(相片質素最低要求 1MB 以上,最大為 300 dpi。以 JPG 檔存送)				
* 宣傳短片	有 / 沒有	*公司簡報	有 / 沒有	* 產品簡報	有 / 沒有

參加守則

- 請於 2017 年 3 月 14 日 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。
- 未支付參加費用之申請將不獲接納
- 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。
- 如 貴公司需於活動時段內播放簡報。請於兩星期前提交予本局。
- 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。
- 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:

- 參展商於申請時必須確保其產品屬原創。或其版權未轉讓予其他單位。
- 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。
- 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:

- 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。
- 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前 20 分鐘到達會場進行綵排。

* : 請將資料 (如影片、投映片簡介、相片) 以光碟儲存並交予 **香港貿發局。

香港貿發局展覽事務部地址: 香港灣仔博覽道一號香港會議展覽中心博覽商場7號 (收件人: 高復生先生收)

簽署/印章

日期