

**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\$2,650 / US\$342**

Date: 27-29 October 2023 (Friday - Sunday)

Time: A 20-min timeslot (timeslot will be assigned by the Organiser)

Venue: "The FORUM", Grand Hall (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\$25,300 / US\$3,310**

Date: 27-29 October 2023 (Friday - Sunday)

Time: 1-hr timeslot (timeslot will be assigned by the Organiser)

Venue: "The FORUM", Grand Hall (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\$183 / US\$25 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 50 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 Miss Karen Cheng (email: karen.hl.cheng@hktcdc.org) by **26 September 2023**.

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

\*Please delete as appropriate

**Conditions of Participation:**

- Exhibitors are welcome to participate and introduce their products/services in the Product Demo and Launch Pad/Oasis Reception. Priority will be given to application with product launching while the application is on a first-come-first-served basis.
- A cheque made payable to “**Hong Kong Trade Development Council**” covering the cost of package 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 26 September 2023**. Post-dated cheques will not be accepted.

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

- Sessions Date and Time will be allocated by the Organiser.
- Only **one time slot** will be allocated to each exhibitor. No application/order will be accepted without the payment and information required on the application form. The Organiser reserves all rights on accepting or rejecting the application.
- Additional facilities will not be entertained **after 5 October 2023** and subject to the availability.
- The Organiser reserves the right to alter the programme without prior notice and such decision is final.
- Every exhibitor should, when submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
- 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.
- The Organiser will not be held responsible for infringement of copyright or patent law connected with present products.
- The Organiser will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
- Please provide all **presentation materials** (e.g. powerpoint/video) to HKTDC **on or before 12 October 2023**. All applications/orders are subject to confirmation by the Organiser. Please bring along your own laptop for presentation, if necessary.
- 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 for preparation.

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 Packages”, and for any other purposes as stated in the Privacy Policy Statement (available at <http://www.hktcdc.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.

\_\_\_\_\_  
Signature & Company Chop

\_\_\_\_\_  
Date

(For office use)

**Acknowledgement of Receipt by HKTDC**

Received on: \_\_\_\_\_

By: \_\_\_\_\_

表格十A

截止日期：

2023年9月26日

HKTDC Hong Kong International Lighting Fair (Autumn Edition)  
香港貿發局香港國際秋季燈飾展  
27-30/10/2023

請交回：

香港貿易發展局 (展覽及數碼業務部)  
香港灣仔皇后大道東213號  
胡忠大廈30樓  
電話：(852) 2240 5770  
電郵：karen.hl.cheng@hktdc.org  
致：鄭凱琳小姐

「參展商宣傳計劃」

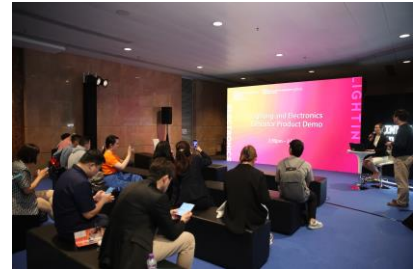
本公司 \_\_\_\_\_ (公司名稱) 欲訂購以下「參展商宣傳計劃」：

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 2,650 元 或 美元 342 元)

日期：2023 年 10 月 27 至 29 日 (星期五至日) (確實時段由主辦機構安排)

地點：大會堂 “The FORUM” <<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 25,300 元 或 美元 3,310 元)

日期：2023 年 10 月 27 至 29 日 (星期五至日) (確實時段由主辦機構安排)

地點：大會堂 “The FORUM” <<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 183 元或 美元 25 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 50 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 **2023 年 9 月 26 日**前將填妥申請表格交回予 鄭凱琳小姐 (email: [karen.hl.cheng@hktdc.org](mailto:karen.hl.cheng@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		
		# 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

\*請刪去不適用者

**參加守則：**

- 歡迎各參展商參加「產品推廣及發布會」及「Oasis 招待會」並介紹 貴公司的最新產品或服務。主辦機構會優先考慮以「產品推廣」為主之申請，並以先到先得的形式處理。
- 請於 **2023 年 9 月 26 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 (地址請參照申請表格右上角)。  
銀行：\_\_\_\_\_ 支票號碼：\_\_\_\_\_
- 推廣日期和時間將由主辦機構分配。
- 每位參展商將只獲安排**一個時段**，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。主辦機構有權接受或拒絕任何申請。
- 如欲增設額外設施，請於 **2023 年 10 月 5 日**前告知本局，大會將盡量安排及報價。
- 主辦機構保留最終更改節目的權利而不作另行通知。
- 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。
- 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。
- 如貴公司需於活動時段內播放 **簡報及短片**，請於 **2023 年 10 月 12 日**前傳送有關資料給主辦機構。主辦機構保留一切對「產品推廣及發布會」及「Oasis 招待會」的內容作最後核准之權利。如有需要，活動當天可自備手提電腦。
- 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，並於指定 **發布時段前 20 分鐘**到達會場進行綵排。

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「參展商宣傳計劃」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。

簽名及公司

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: \_\_\_\_\_