

<b>FORM 10</b>	<b>HKTDC Hong Kong International Outdoor and Tech Light Expo 2023</b> 香港貿發局香港國際戶外及科技照明博覽2023 <b>26-29/10/2023</b>	<b>Return to :</b> Exhibitions & Digital Business Department Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Attn : Ms Tavia Tang Tel : (852) 2240 4251 E-mail: <a href="mailto:tavia.wl.tang@hktdc.org">tavia.wl.tang@hktdc.org</a>
<b>Deadline: 25 September 2023</b>		

**Order Form of Exhibitors' Promotion Packages**

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

**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: 26 - 29 October 2023 (Thursday - Sunday)

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

Venue: The Forum, Asia World Expo

***The above Packages include:***

1. Basic AV equipment (Screen, Microphone, Chairs for 30 pax)
2. Directional Signages
3. Promotion in Fair website
4. Professional moderator (to facilitate the presentation and interpret in English or Putonghua when necessary)

***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 Ms Tavia Tang (email: [tavia.wl.tang@hktdc.org](mailto:tavia.wl.tang@hktdc.org)) by **25 September 2023**.

<b>Exhibitors' Package</b>	Product Demo			
<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 2MB in 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:**

1. Exhibitors are welcome to participate and introduce their products/services in the Product Demo and Launch Pad. Priority will be given to application with product launching while the application is on a first-come-first-served basis.
2. Sessions Date and Time will be allocated by the Organiser.
3. 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.
4. The Organiser reserves the right to alter the programme without prior notice and such decision is final.
5. 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.
6. 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.
7. The Organiser will not be held responsible for infringement of copyright or patent law connected with present products.
8. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
9. Please provide all **presentation materials** (e.g. powerpoint/video) to HKTDC **on or before 18 October 2023**. All applications/orders are subject to confirmation by the Organiser. Please bring along your own laptop for presentation, if necessary.
10. 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.
11. Additional facilities will not be entertained after 9 October 2023 and subject to the availability.
12. 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 25 September 2023**. Post-dated cheques will not be accepted.

Bank Name: \_\_\_\_\_ Cheque 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 Packages", 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.

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

\_\_\_\_\_  
**Date**

(For office use)

**Acknowledgement of Receipt by HKTDC**

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

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

<b>表格十</b>	<b>HKTDC Hong Kong International Outdoor and Tech Light Expo 2023</b>	<b>請交回：</b> 香港貿易發展局(展覽及數碼業務部) 香港灣仔博覽道一號 香港會議展覽中心博覽商場7號 電話：(852) 2240 4251 電郵：tavia.wl.tang@hktdc.org 致：鄧穎琳小姐
<b>截止日期： 2023年9月25日</b>	<b>香港貿發局香港國際戶外及科技照明博覽2023 26-29/10/2023</b>	

「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」：

**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 26 日至 29 日 (星期四至日)

(確實時段由主辦機構安排)

地點：亞洲國際博覽展館 The Forum

**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
4. 專業主持人 (從旁協助介紹及提供簡短英語或普通話翻譯)

**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 25 日 (星期一)前將填妥申請表格交回予 鄧穎琳小姐(email: tavia.wl.tang@hktdc.org)收

<b>「參展商宣傳計劃」</b>	產品發布及推廣		
<b>公司名稱</b>	(中文) (英文)	<b>展位號碼</b>	
<b>網址</b>			
<b>聯絡資料</b>	<b>聯絡人</b>		<b>手提電話號碼</b>
	<b>電郵</b>		<b>公司電話號碼</b>
	<b># 展場聯絡人</b>		<b>展場聯絡人 手提電話號碼</b>
<b>產品資料</b>	<b>產品名稱</b>	(中文) (英文)	<b>品牌名稱</b> (中文) (英文)
	<b>產品介紹模式</b>		

	產品曾得獎項				
	* 產品相片 請傳送高解像度的相片 (相片格式應為 jpg, 檔案大小為 2MB 以上)				
* 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：**

1. 歡迎各參展商參加「產品推廣及發布會」介紹 貴公司的最新產品或服務並以先到先得的形式處理。
2. 推廣日期和時間將由主辦機構分配。
3. 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。
4. 主辦機構保留最終更改節目的權利而不作另行通知。
5. 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。
6. 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。
7. 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。
8. 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。
9. 如貴公司需於活動時段內播放 簡報及短片，請於 **2023年10月18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」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。
10. 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。
11. 如欲增設額外設施，請於 2023年10月9日前告知本局，大會將盡量安排及報價。
12. 請於 **2023年9月25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：\_\_\_\_\_

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: \_\_\_\_\_