

<b>FORM C1</b> <b>表格 C1</b> <b>Deadline</b> <b>截止日期</b> <b>1 Sep 2023</b>	<b>HKTDC Hong Kong Electronics Fair</b> <b>(Autumn Edition) 2023</b> <b>香港貿發局香港秋季電子產品展2023</b> <b>13-16 / 10 / 2023</b>	<b>Return to請交回:</b> Exhibitions and Digital Business Department - HKTDC Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, HK Attn: Mr Kevin Koo Tel : (852) 22404124 E-mail: <a href="mailto:kevin.wh.koo@hktdc.org">kevin.wh.koo@hktdc.org</a>
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## Order Form of Exhibitors' Promotion Package

### 「參展商宣傳計劃」

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

本公司 \_\_\_\_\_ (公司名稱) 欲訂購以下「參展商宣傳計劃」:

- ☐ **Product Demo & Launch Pad 產品推廣及發佈會**  
 A 20-min individual session with a professional moderator to introduce products at **HK\$2,650 / US\$342**

安排專業主持人從旁協助介紹及示範 貴公司產品。  
 (每節時段為 20 分鐘，收費為港幣 **2,650 元 / 美金 342 元**)

Date 日期: 13 – 16 / 10 / 2023 (Fri – Mon 星期五至一)

Time 時間: A 20-min timeslot 每節時段為 20 分鐘

Venue 地點: TBC

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

(\*確實日期及時段由主辦機構安排)



**Packages cover 大會將提供以下項目:**

- 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) Directional Signages 會場指示板
- 4) Appearance on event schedule and on fair website 網頁宣傳

\*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)以供參考之用

**Optional Items:** If your company requires additional equipment, please contact us before 1 Sep 2023 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2023年9月1日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 (email: [kevin.wh.koo@hktdc.org](mailto:kevin.wh.koo@hktdc.org)) by **1 September 2023**.

Session Date & Time		(To be assigned by the Organiser)				
Company Name		(Eng) (Chi)		Booth No.		
Website (if any)						
Contact Information		Contact Person		Mobile		
		Email Address		Office Tel		
		# On-site Contact Person		Office Fax		
Product Information		Product (1)	Name	(Eng) (Chi)	Product Descriptions	
			Brand	(Eng) (Chi)		
		Product (2)	Name	(Eng) (Chi)	Product Descriptions	
			Brand	(Eng) (Chi)		
		Format of Presentation				
		Awards Received / Others Remarks				
		* Photo(s) of Product(s) Please provide high-resolution photo(s) (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:**

1. A cheque made payable to "Hong Kong Trade Development Council" covering the package cost should be sent to HKTDC together with the completed application form **on or before 1 September 2023**. Post-dated cheques will not be accepted.
2. No applications will be accepted without the payment required by the above-mentioned deadline.
3. Exhibitors' Promotion Package is reserved on a **first-come-first-served** basis. Only **one** time slot will be allocated to each exhibitor. Additional requests may not be entertained, subject to the time slot availability after the deadline.
4. Please provide all presentation materials (e.g. PowerPoint / video) to HKTDC **at least 2 weeks in advance** of the event time. **Please bring along your own laptop for presentation, if any.**
5. Participating companies must send a presenter to demonstrate and conduct the presentation on-site.
6. All applications / orders are **subject to confirmation by the Organiser**. No order will be accepted without the payment and information required on this application form.
7. The Organiser reserves the right to alter the programme without prior notice and such decision is final.

**Copyright:**

8. 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.
9. 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.
10. The Organiser will not be held responsible for any infringement of copyright or patent law connected with products submitted.
11. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.

**Remarks:**

#: The on-site contact person should arrive at the venue at least 20 minutes before their session time begins.

\*: Please send a CD/ an USB drive containing all the concerned files (e.g. video clip, PowerPoint, 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 Kevin Koo

\_\_\_\_\_  
Authorised Signature & Company Chop  
Date:

請於 2023 年 9 月 1 日前將填妥申請表格交回 (電郵: [kevin.wh.koo@hktdc.org](mailto:kevin.wh.koo@hktdc.org))

活動日期及時段	(由主辦機構安排)				
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 1	名稱	(中文) (英文)	產品簡介	
		品牌	(中文) (英文)		
	產品 2	名稱	(中文) (英文)	產品簡介	
		品牌	(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：**

1. 請於 **2023 年 9 月 1 日前**將填妥之表格連同劃線支票 (抬頭「香港貿易發展局」) 交予 香港貿發局。
2. 未於上述日期前支付參加費用之申請將不獲接納。
3. 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**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。大會將於 9 月中或下旬以電郵聯絡參展商，以確認有關申請所獲分配時段之資料及詳情。
4. 如 貴公司須於活動時段內播放簡報，**請自備手提電腦**。
5. 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。
6. **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。
7. 主辦機構保留最終更改節目的權利而不另行通知。

**版權：**

8. 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。
9. 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。
10. 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。
11. 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。

**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 ) 以光碟或 U 盤形式儲存並交予 香港貿發局。

香港貿發局展覽及數碼業務部地址：

香港灣仔博覽道1號

香港會議展覽中心博覽商場7號

( 收件人：古偉雄先生 )

公司負責人簽署 / 印章

日期：