

FORM C1 表格 C1	HKTDC Hong Kong Electronics Fair (Autumn Edition) 2024 香港貿發局香港秋季電子產品展2024 13-16 / 10 / 2024	
Deadline 截止日期 1 Sep 2024	Please return to: Exhibitions and Digital Business Department – Hong Kong Trade Development Council Address: Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Attn: Ms Cynthia Leung	請交回至: 展覽及數碼業務部 — 香港貿易發展局 地址: 香港灣仔博覽道1號香港會議展覽中心博覽商場7號舖 收件人: 梁婷恩小姐
Tel 電話: (852) 2240 4251 E-mail 電郵: cynthia.ty.leung@hktdc.org		

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 「產品推廣及發布會」

A 20-min individual session with a professional moderator to introduce products at **HK\$2,720 / US\$351**

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 **2,720 元 / 美金 351 元**)

- * Date 日期: 13 – 16 / 10 / 2024 (Sun – Wed 星期日至三)
- * Time 時間: A 20-min timeslot 每節時段為 20 分鐘
- Venue 地點: TBC



Oasis Reception Package 「Oasis 招待會」

A 60-min session with a professional moderator to introduce products with light refreshments (finger food and soft drinks) for 50 persons at **HK\$27,830 / US\$3,645.**

提供約 50 人享用之茶點 (如小吃、汽水) 予 貴公司賓客 · 並安排專業主持人從旁協助介紹及示範 貴公司產品。
(每節時段為 60 分鐘 · 收費為港幣 **27,830 元 / 美金 3,645 元**)

- * Date 日期: 13 – 16 / 10 / 2024 (Sun – Wed 星期日至三)
- * Time 時間: A 60-min timeslot 每節時段為 60 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)

Both packages cover 參加以上「參展商宣傳計劃」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
- 5) Professional moderator (to facilitate the presentation and interpret in English or Putonghua when necessary) 專業主持人 (從旁協助介紹及提供簡短英語或普通話翻譯)

Oasis Reception Package would also include 「Oasis 招待會」將同時包括提供以下項目：

1) 50-person light refreshment (like finger food, soft drinks for guests)

- If the total number of guests at the reception is over 50, an additional HK\$202 / US\$28 per head (for non-alcoholic drinks only) will be charged to the exhibitor.
- No refund will be allowed if the number of guests at the reception is below 50.

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 202 元 / 美金 28 元 (只限非酒精類飲品)。
- 若招待會人數不足 50 人，所繳款項將不獲發還。

2) HKTDC can assist to invite overseas buyers and journalists:

- Exhibitors can choose to arrange their own invitations OR request HKTDC to assist in inviting overseas buyers and journalists to the reception. HKTDC does not guarantee the actual attendance of overseas buyers and journalists.
- Please select ONE of the following arrangements of guest invitations:
 - Self-arranged; OR
 - Self-arranged and HKTDC to assist (Exhibitors have to prepare their own invitation cards / letters which will serve as admission to the reception. These materials should reach the Organiser two weeks before the fair commences.)

香港貿發局可協助邀請海外買家及記者：

- 參展商可選擇自行邀請來賓 或 要求香港貿發局協助邀請海外買家及記者出席招待會。唯買家及記者將自行決定是否參與。
- 請選擇以下 其中一項 嘉賓邀請安排：
 - 自行邀請； 或
 - 自行邀請及要求香港貿發局協助 (參展商須於 展覽會開始兩星期前 把活動邀請函或邀請柬提供予大會，以作招待會入場之用。)

Optional Items: If your company requires additional equipment, please contact us before 1 Sep 2024 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 2024 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 digital copy of the completed form to email: cynthia.ty.leung@hktdc.org by 1 Sep 2024.

Please also attach your company logo in png or ai format.

Exhibitors' Package	<input type="checkbox"/> Product Demo & Launch Pad		<input type="checkbox"/> Oasis Reception Package		
Session Date & Time	<i>(To be assigned by the Organiser)</i>				
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)	Brand	(Eng) (Chi)
		Product Descriptions			
	Product (2)	Name	(Eng) (Chi)	Brand	(Eng) (Chi)
		Product Descriptions			
	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	*PowerPoint	Yes / No	*Language	English / Cantonese / Mandarin

Conditions:

- The digital copy of the completed application form should be sent to the email address mentioned above **on or before 1 Sep 2024**.
- A cheque made payable to "Hong Kong Trade Development Council" covering the package cost should be sent to the address mentioned above together with the original copy of the completed application form **on or before 1 Sep 2024**. Post-dated cheques will not be accepted.
- Both Exhibitors' Promotion Packages listed above are reserved on a **first-come-first-served** basis. While the Date and Time will be assigned by the Organiser, only **one** time slot will be allocated to each exhibitor. Additional requests may not be entertained and are subject to the time slot availability after the deadline.
- Please provide all presentation materials (e.g. PowerPoint / video) to HKTDC via digital means **at least 2 weeks in advance** of the event. **Please bring along your own laptop for presentation, if any.**
- Participating companies must send a presenter to demonstrate and conduct the presentation on-site.
- All applications / orders are **subject to confirmation by the Organiser**. No applications / orders will be accepted without the full payment and information required on this application form by the above-mentioned deadline.
- The Organiser reserves the right to alter the programme without prior notice and such decision is final.

Copyright:

- 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 any infringement of copyright or patent law connected with products submitted.
- The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.

Remarks:

- #: The presenter should arrive at the venue at least **20 minutes before** their session begins.
 *: Please send all the concerned files (e.g. video clip, PowerPoint, photos, etc.) to HKTDC via digital means.

By signing this application form, 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 <https://home.hktdc.com/en/s/privacy-policy-statement>). 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:

請於 2024 年 9 月 1 日前將已填妥的申請表格之電子副本發送至電郵：cynthia.ty.leung@hktdc.org。請一併提供 貴公司之商標 (png 或 ai 格式)。

「參展商宣傳計劃」	<input type="checkbox"/> 「產品推廣及發布會」		<input type="checkbox"/> 「Oasis 招待會」		
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)	品牌	(中文) (英文)
		產品簡介			
	產品 2	名稱	(中文) (英文)	品牌	(中文) (英文)
		產品簡介			
	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, 格式為 JPG)				
* 宣傳短片	有 / 沒有	* 簡報	有 / 沒有	* 語言	廣東話 / 普通話 / 英文

參加守則：

- 請於 **2024 年 9 月 1 日或之前**將已填妥的申請表格之電子副本發送至上述的電子郵箱。
- 請於 **2024 年 9 月 1 日或之前**將劃線支票 (抬頭「香港貿易發展局」) 連同已填妥的申請表格之正本交至上述地址。
- 所有申請一律按**先到先得**的形式處理。推廣日期和時間將由主辦機構分配, 而每個參展商最多可獲安排**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。
- 如 貴公司需於活動時段內播放簡報及短片, 請於活動開始**前兩星期**透過電子途徑將有關資料交予主辦機構。如 貴公司須於活動時段內播放簡報, **請自備手提電腦**。
- 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。
- 主辦機構有權接受或拒絕**任何申請。如在截止日期前仍有未付款項或申請表格上有資料缺漏, 申請將不獲受理。
- 主辦機構保留最終更改節目的權利而不另行通知。

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。
- 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：

#：到場代表必須於活動時段開始前 20 分鐘到達活動地點。

*：請將所有相關資料 (如影片、投映片簡介、相片) 以電子途徑交予 香港貿發局。

簽署此申請表格, 即代表您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 <https://home.hktdc.com/tc/s/privacy-policy-statement>) 中所述之其他用途, 亦代表您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。

公司負責人簽署 / 印章
日期：