

FORM 8	HKTDC Hong Kong International Home Textiles and Furnishings Fair 2018 香港貿發局香港國際家用紡織品展2018 20-23/4/2018	Return to : Exhibitions Department - HKTDC Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, HK Attn : Ms. Eliza Wong Tel : (852) 2240 4112 Fax : (852) 3915 2464 E-mail: eliza.ys.wong@hktdc.org
Deadline: 28 March 2018		

Order Form of Exhibitors' Promotion Packages

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

Package A. Product Demo & Launch Pad

- ☐ A 20-min session with a professional moderator to introduce and demonstrate products at **HKD2,350/ USD310**

Facilities provided by HKTDC:

1. Audio-visual equipment (projection screen, microphone and speakers)
2. Chairs for audience
3. Promotional leaflet and promotion in fair website
4. Directional Signages

Package B. Reception Package

- ☐ A 60-min session with a professional moderator to introduce products, with light refreshments (finger food and soft drinks) served to 50 persons at **HKD20,000/ USD2,600**

For **Reception Package**, the following items would also be included :

1. Facilities provided in the Product Demo & Launch Pad session.
2. Beverages and light refreshment for 50 persons like finger food, soft drinks.
 - If the total number of guests at the reception is over 50, exhibitors will need to pay an extra charge of **HKD150/ USD20** per head (for drinks only).
 - No refund will be given if the number of guests showed up is below 50.
3. HKTDC can assist to invite overseas buyers and journalists:
 - Exhibitors can choose to arrange their own invitations **OR** request HKTDC to publicise and assist to invite overseas buyers and journalists to the reception.
(Exhibitors have to prepare their own invitation cards/letters which will serve as admission to the reception.)

Please select one of the following arrangements for guest invitations:

- ☐ Self arranged
☐ Self arranged with HKTDC to assist

(invitation cards/letters have to be provided to HKTDC at least two weeks before the fair commences)

When submitting the application form, please also provide company name and logo in computer graphic format (.ai) for digital printing.

Venue: Activity Zone, Hall 3FG

Optional Items:

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

Please return the completed form to Ms Eliza Wong (email: eliza.ys.wong@hktdc.org).

Exhibitors' Package	<input type="checkbox"/> Package A (HKD2,350 / USD310) <input type="checkbox"/> Package B (HKD20,000 / USD2,600)				
Session Time	(To be assigned by Organiser)				
Company Name	(Eng) (Chi)		Booth No.		
Website (if any)					
Contact Info	Contact Person			Mobile	
	Email Address			Office Tel	
				Office Fax	
	#On-site Contact Person			On-site Mobile	
Speaker	Name	Mr. / Ms. / Mrs.		Title	
Product and presentation information	Product Name	(Eng) (Chi)		Brand Name	(Eng) (Chi)
	Presentation Language English / Putonghua / Cantonese / Others (Please specify): _____ <i>* English is highly recommended for attracting international buyers.</i>				
	Brief introduction of product features in English (and Chinese, if applicable): (please enclose at least 1 product photo with 2MB in size)				
	Awards Received / Others Remarks				
*Promotional Video Clip	Yes / No	*PowerPoint	Yes / No	*Product Demonstration	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 28 March 2018**. Post-dated cheques will not be accepted. No application will be accepted without the required payment.
2. The "Product Demo & Launch Pad" speaking session / "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.
3. Please provide any presentation materials (e.g. powerpoint/ video) to HKTDC at least 2 weeks in advance of the event time. **Please be reminded to bring along your own notebook for the presentation.**
4. Participating company must send a presenter to demonstrate and present on the spot.
5. 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

6. 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.
7. 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.
8. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.

Terms & Conditions

9. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.
10. 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 begins.
- *: Please send a CD of the concerned files (e.g. video clip, PowerPoints, photos, company logo, 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: Ms Eliza Wong).

Authorized Signature & Company Chop
Date :