

FORM 11	Hong Kong International Stationery Fair 2015 12 – 15 / 1 / 2015	Return to : Ms Kammy Wun/ Ms. Bianca Lee Exhibitions Department- Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, Hong Kong Tel : (852) 2240 4112 Fax : (852) 3521 3100 E-mail: kammy.sh.wun@hktcdc.org / bianca.my.lee@hktcdc.org
Deadline: 19 December 2014	Exhibitor Forum Application Form	

Golden Opportunity to Promote Your Products!



Exhibitor Forum

A 20-mins individual **Product Demonstration Session** for exhibitors to introduce and demonstrate their products.

Date: 12 January 2015 (Monday)
Time: 11am- 1pm
Venue: Hong Kong Convention and Exhibition Centre
Deposit: HK\$500 / US\$65 (for reservation and will be returned after the Fair)
Facilities provided: 1. Audio-visual equipment (projection screen, microphone and speakers)
2. Chairs and basic furniture for attendees
3. Event promotional leaflet and promotion in fair official website
4. Directional Signages
Remarks: Exhibitor's representative will be invited to speak and introduce their products.

Company name	(Eng) (Chi)	Booth no.	
Website (if any)			
Contact info	Contact person		Mobile
	Email		Office tel
	Onsite contact person		Office fax
			Onsite mobile
Topic	(Eng) (Chi)		
Representative	(Eng) (Chi)		
Title of Rep.	(Eng) (Chi)		
Language	English / Mandarin / Cantonese / Others (please state): _____ # To appeal to international buyers, English is recommended.		

Session time	(For Office Use)		
Product and presentation information	Product type	(Eng) (Chi)	
	Brand name	(Eng) (Chi)	
	Presentation video clip	Yes / No	
	Presentation PowerPoint	Yes / No	
	Demonstration products	Yes / No	
	Brief introduction of product features in English (and Chinese, if applicable): (please enclose at least 1 product photo in 300dpi jpeg format)		
	Awards received / other remarks for product(s) to be showcased in the session:		

Conditions of participation

1. A cheque covering the deposit (HK\$500 / US\$65) made payable to “**Hong Kong Trade Development Council**” should be sent to HKTDC together with the completed application form **on or before 19 December 2014 (Friday)**. Post-dated cheque will not be accepted. *The deposit will be returned upon successful completion of the presentation. For any cancellation raised by the applicant once the timeslot is assigned, the cheque will not be returned.*

Bank Name: _____ Cheque No.: _____

2. Please email or send a CD of the concerned files (e.g. video clip, PowerPoints, product photos) to the Organisers **on or before 2 January 2015 (Friday)**.

Postal address: Hong Kong Trade Development Council
Unit 7, Expo Galleria, HKCEC
1 Expo Drive, Wan Chai, Hong Kong
Attn: Ms Kammy Wun/ Ms Bianca Lee

Email: kammy.sh.wun@hktdc.org / bianca.my.lee@hktdc.org

3. Exhibitor Forum session will be assigned on a first-come-first-served basis, the Organisers reserve all rights on accepting or rejecting an application, and timeslot allocation.
4. Participating exhibitors must send at least 1 representative to present and introduce the products. Representative(s) should arrive at the event venue **at least 15 minutes before** their session beginning time.
5. There will be no refunds on participation fee for cancellation or no show for the assigned session.

Copyright

1. The Organisers will exercise maximum care in handling all products; however, the Organisers shall not be liable for any damage or loss of any kind.
2. The Organisers will not be held responsible for infringement of copyright or patent law connected with products submitted.

Terms & conditions

1. The Organisers will retain all rights for printing, publishing and exhibiting the submitted information and product samples at their discretion.
2. The Organisers reserve the right to alter the programme without prior notice.

Authorised Signature & Company Stamp

Date

(For office use)

Acknowledgement of Receipt by HKTDC and Messe Frankfurt (HK) Ltd

Received on: _____

By: _____