

For exhibitors of Hong Kong, India, Japan, Chinese Mainland, Korea, Thailand and Vietnam,
please complete, sign and return to:

香港、中國內地、印度、日本、韓國、泰國及越南之參展商請填妥參加表格交回：

Hong Kong Trade Development Council

Exhibitions Department

Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong.

香港貿易發展局

展覽事務部

香港灣仔博覽道一號香港會議展覽中心博覽商場十三號

Tel 電話：(852) 2584 4333 Fax 傳真：(852) 2824 0249 Email 電子郵件：exhibitions@hktdc.org

Application Form 參加表格

For Official Use

O/N

A/N

Hong Kong International Stationery Fair 香港國際文具展

11 – 14 / 1 / 2016

Application Deadline 截止申請日期：28 / 8 / 2015

Important:

- Information supplied will be used in the Official Fair Catalogue and other official promotional materials.
- All information must be completed in **English**.
- The "Company Name" should be the same as appeared on the Business Registration Certificate and will be used to produce fascia board at your stand.
- Exhibitors email address will be put on the fair website. You may as a result receive inquiries directly from interested buyers.
- Please submit completed application form, photocopy of Business Registration Certificate, the latest product catalogue & payment before deadline.

請注意:

- 貴公司所提供之資料，將用於展覽會場刊及其他大會宣傳資料內。
- 所有資料請用英文填寫。
- 「公司名稱」必須與商業登記證上所列之相同，並將作為製作展台名牌之用。
- 各參展商之電郵地址將放在是次展覽會之網頁上，讓參展商可直接收到買家發出的電子諮詢郵件。
- 請於截止日期前遞交已填妥之參加表格、商業登記證副本、最新之產品目錄及參展費用。

Part I 第一部份 Company Information 公司資料

Company information to be used in the Official Fair Catalogue for receiving general inquiries 用於展覽會場刊內之公司聯絡資料

1. Company Name : _____

公司名稱 (中文) : _____

2. Address 地址 : _____

City/Town 市鎮 : _____ State/Province 州/省 : _____

Postal Code 郵編 : _____ Country/Territory 國家/地區 : _____

3. Tel No. 電話 : _____ / _____ / _____ Fax No. 圖文傳真 : _____ / _____ / _____
Country code 國家號碼 City/Area code 區域號碼 Number 電話號碼 Country code 國家號碼 City/Area code 區域號碼 Number 傳真號碼

4. Email 電子郵件 : _____

5. Web Site 網址 : http:// _____

Contact information for fair related matters only 負責有關展覽事宜之聯絡人資料

6. Contact Person (Mr. / Ms.) 聯絡人(先生/小姐) : _____

7. Position 職位 : _____

8. Contact No. 聯絡電話 : _____ / _____ / _____
Country code 國家號碼 City/Area code 區域號碼 Direct tel number 直線號碼 Country code 國家號碼 Mobile number 手機號碼

9. Email 電子郵件 : _____

Please make sure the email address you provided is a valid and frequently used email. The Organisers will communicate with your company via this email address only.

If you would like to communicate with us via fax, please ☒ this box ☐

請確保以上填寫的電子郵箱為常用及有效，主辦機構日後只會以電子郵件方式與貴公司聯繫。如需要以傳真作為溝通及資訊交流，請在此空格內加上☒號。☐

10. Business Nature (tick all that apply) 業務性質 (請選擇合適者) :

☐ 01 Manufacturer 製造商

☐ 02 OEM/ODM Company OEM/ODM 公司

☐ 03 Sole Agent/Agent, Wholesaler, Distributor 獨家代理/代理商，批發商，經銷商

☐ 04 Product Designer 產品設計師

☐ 05 Publisher 出版商

☐ 06 Others, please specify 其他，請註明 _____

11. Exhibit Brand Name(s) 展品品牌 : _____

12. Exhibit / Product / Service Description (maximum 50 words) 展品/產品/服務簡介 (最多五十個字) :

13. Business Registration No. 商業登記証號碼 : _____

14. Will your company source at the fair 貴公司會否在此展覽中進行採購？ ☐ Yes 會 ☐ No 否

Part II 第二部份 Product Listing in the Fair Catalogue & Product Zone 產品索引及產品專區

a. PRODUCT ZONE (Optional) 產品專區 (選擇性)

I would like to have my booth(s) in the following product zone 請把我司之展台安排於下列產品專區內：
(Please tick ONE product zone, the Organisers reserve the right to allocate exhibitor in a designated product zone 請選擇下列其中一個產品專區，主辦機構保留分配產品專區之最終決定權。)

☐ DIY Supplies 創意手工	☐ Gift Stationery 禮品文具	☐ Kids & School 學童用品	☐ Pen & Paper 書寫設備及紙品	☐ Smart Office 卓越辦公
Includes materials and tools for DIY and handicraft usage 包括創意手工及手工藝的材料和工具	Includes greeting cards, promotional stationery, gift box, ribbon and bow etc. 包括賀卡、宣傳文具、禮品盒、絲帶及蝴蝶結等	includes Artist supplies, and Children stationery & school supplies 包括美術用品、兒童文具及學校用品	includes Paper & printing products, and Writing equipment 包括紙品及印刷品、書寫設備	includes Computer peripherals, consumables & related accessories, and Office supplies 包括辦公室設備用消耗品、電腦周邊設備及配件、辦公室用品

b. PRODUCT LISTING (Please tick where appropriate) 請選擇貴公司擬刊登之產品類別廣告

One general entry of company details and up to **five product listings** will be provided to each exhibitor **free-of-charge**. **Additional entries** will be charged at **HK\$120 / US\$15 each**. The same information will be used in the Exhibitors Locator System at the fairground. Please tick the appropriate product listing that your company wishes to be listed.

各參展商之公司資料及**最多5項產品類別廣告**將**免費刊登**於展覽會場刊內。若參展商需要刊載多於5項產品類別廣告，則**每項額外產品類別**需另加**港幣120元 / 美金15元**。所有資料將同時用於會場內之「參展商索引系統」內，以供買家查閱。請選擇合適之產品類別作以上用途。

Artist supplies 美術用品

- ☐ Artist box 畫箱
- ☐ Artist materials 美術材料
- ☐ Canvas for artist 繪畫帆布
- ☐ Colouring pen 彩色筆
- ☐ Crayon 蠟筆
- ☐ Easel 美術用畫架
- ☐ Embossing seal 壓花封印
- ☐ Paint brush 畫筆
- ☐ Paper for artist 繪畫紙
- ☐ Paste & glue 漿糊及膠水
- ☐ Playdough 泥膠/黏土
- ☐ Scissors 剪刀
- ☐ Sponge dish 海綿碟
- ☐ Sticker 標貼
- ☐ Water colour dish 水彩調色碟
- ☐ Water colour for painting 繪畫水彩

Children stationery & school supplies
兒童文具及學校用品

- ☐ Blackboard 黑板
- ☐ Blackboard chalk 粉筆
- ☐ Bookmark 書籤
- ☐ Compass 圓規
- ☐ Correction fluid / tape 塗改液/修正帶
- ☐ Demonstration equipment for medical education 醫療教育器材
- ☐ Eraser 擦紙膠
- ☐ Laser pointer 鐳射指示器
- ☐ Lunch box 飯盒
- ☐ Map 地圖
- ☐ Model for teaching purpose 教學用模型
- ☐ Pencil box & bag 筆盒及筆袋
- ☐ Pencil sharpener 鉛筆刨
- ☐ Pencil top 鉛筆頭
- ☐ Projector 投影機
- ☐ Protractor & set-square 量角器及三角尺
- ☐ School bag 書包
- ☐ School stationery set 學校文具套裝
- ☐ Slide album 幻燈片簿
- ☐ Specimen for teaching purpose 教學用標本
- ☐ Stamp album 郵票簿
- ☐ Water bottle 水瓶
- ☐ Writing board 寫字板
- ☐ Writing board duster 寫字板粉擦

Computer peripherals, consumables & related accessories
辦公室設備用消耗品、電腦周邊設備及配件

- ☐ CD-R/CD-RW/DVD-R/DVD-RW 可讀寫電腦光碟
- ☐ Computer bag 電腦袋
- ☐ Computer printer 電腦打印機
- ☐ Computer software 電腦軟件
- ☐ Disc holder 光碟架/簿
- ☐ Headset 耳機
- ☐ Ink for copier & printer 影印/打印機用油墨
- ☐ Ink for printing 印刷用油墨
- ☐ Keyboard 鍵盤
- ☐ Memory card reader 磁卡/聰明卡/記憶卡閱讀機
- ☐ Mouse 滑鼠
- ☐ Mouse pad 滑鼠墊

- ☐ Paper for printer & copier 印表機及影印機用紙
- ☐ Paper roll for fax & cash register 傳真機及收銀機用紙卷
- ☐ Ribbon for office equipment 辦公室設備用色帶
- ☐ Scanner 素描器
- ☐ Screen filter 螢幕過濾鏡
- ☐ Speaker 揚聲器
- ☐ Toner 炭粉
- ☐ Toner cartridge 打印機碳粉盒
- ☐ USB product USB產品
- ☐ Web camera 網絡攝影機

Gift stationery 禮品文具

- ☐ Desktop gift 案頭文具禮品
- ☐ Gift box 禮品盒
- ☐ Gift stationery set 禮品文具套裝
- ☐ Gift writing equipment 禮品書寫設備
- ☐ Greeting cards 賀卡
- ☐ Licensed stationery 授權文具
- ☐ Promotional stationery 宣傳文具
- ☐ Ribbon and bow 絲帶及蝴蝶結

Office supplies 辦公室用品

- ☐ Abacus 算盤
- ☐ Badge / ID holder 證件套
- ☐ Banking equipment 銀行設備
- ☐ Binding divider 釘裝分類紙
- ☐ Binding machine 釘裝機
- ☐ Book binding materials 釘裝耗材
- ☐ Book ends / rest / stand 書靠 / 書座
- ☐ Book rack 書架
- ☐ Briefcase 公事包 / 手提箱
- ☐ Calculator 計算機
- ☐ Cash / cheque handling machines 現金 / 支票處理機
- ☐ Cash register 收銀機
- ☐ Clip board 連夾寫字板
- ☐ Copying machine 影印機
- ☐ Counterfeit banknote detector 偽鈔驗測機
- ☐ Desk caddy / organiser 案頭套裝文具
- ☐ Desk set 案頭文儀用具
- ☐ Desk top globe 座檯地球儀
- ☐ Document tray 公文格
- ☐ Ergonomic equipment 人體工學設備
- ☐ Facsimile machine 圖文傳真機
- ☐ File and folder 文件夾
- ☐ File binder 文件夾扣
- ☐ File holes reinforcement 文件孔貼紙
- ☐ Flipchart stand 活頁圖表架
- ☐ Forceps 鉗
- ☐ Handheld labeller 手持式標籤機
- ☐ Labeller 標籤機
- ☐ Laminator 過膠機
- ☐ Letter opener 開信刀
- ☐ Magazine box 雜誌架
- ☐ Magnetic memo holder 磁力備忘夾
- ☐ Magnifier 放大鏡
- ☐ Mailing machine 郵件處理機
- ☐ Memo / letter holder 紙座 / 信件座
- ☐ Microfilm reader & recorder 顯微膠片閱讀器及縮微攝影機
- ☐ Name card holder 名片套

- ☐ Name card stand 案頭名片座
- ☐ Paper clip 曲別針
- ☐ Paper clip holder 曲別針容器
- ☐ Paper cutter 切紙刀
- ☐ Paper shredder 碎紙機
- ☐ Paper weight 紙鎮
- ☐ Parts for office equipment 辦公室設備零件
- ☐ Pen stand 筆座
- ☐ Pin & push pin 大頭針及大頭釘
- ☐ Point of sales 零售系統
- ☐ Rubber band 橡皮圈
- ☐ Ruler 間尺
- ☐ Stamp / chop / seal 印章
- ☐ Stamp pad 印台
- ☐ Stapler, staple & staple remover 釘書機, 釘書釘及除釘器
- ☐ Stationery label 文具標籤
- ☐ Stationery punch 打孔機
- ☐ Stationery scale 辦公室磅
- ☐ Tack 金屬平頭釘
- ☐ Tape dispenser 膠紙座
- ☐ Telephone index 電話記錄簿
- ☐ Telephone shoulder rest 電話肩墊
- ☐ Telephone stand 電話座
- ☐ Time recorder 打咕鐘
- ☐ Typewriter 打字機
- ☐ Whiteboard 白板

Paper & printing products 紙品及印刷品

- ☐ Adhesive memo pad 黏貼便條紙
- ☐ Calendar 日曆
- ☐ Corrugated paper 瓦通紙
- ☐ Desk calendar 座檯日曆
- ☐ Newsprint 印報刊用的新聞紙
- ☐ Notebook, exercise book and diary 筆記簿, 練習簿及日記簿
- ☐ Paper bag 紙袋
- ☐ Paper box 紙盒
- ☐ Paper transfer 移印紙
- ☐ Photo album 相簿
- ☐ Postcard 明信片
- ☐ Recycled paper 再造紙
- ☐ Scrapbook 貼紙簿
- ☐ Sketch book 草稿簿
- ☐ Special paper / materials 特種紙 / 特殊印料
- ☐ Wrapping paper 包裝用紙
- ☐ Writing pad & memo pad 寫字簿及記事簿

Writing equipment 書寫設備

- ☐ Ball pen 原子筆
- ☐ Chinese style ink pad 墨硯
- ☐ Chinese writing brush 毛筆
- ☐ Felt-tip pen 氈頭筆
- ☐ Fountain pen/pens 墨水筆/鋼筆
- ☐ Highlighter 螢光筆
- ☐ Mechanical pencil 鉛芯筆
- ☐ Pencil 鉛筆
- ☐ Permanent marker 箱頭筆
- ☐ Whiteboard marker 白板筆
- ☐ Writing ink 書寫用墨水

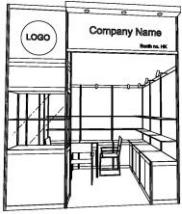
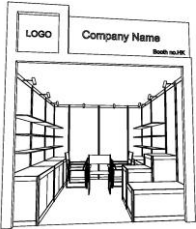
No. of Additional Listing(s) 額外產品索引	x HK\$120 / US\$15 x 港幣 120 元 / 美金 15 元 =	Cost of Additional Listings 額外產品索引費用
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Part III 第三部份 Specification 展台規格

a. BOOTH SPECIFICATION 展台規格

Booth service fee includes: space, partition wall (2.5m H), wall to wall carpet, fascia board including company name, booth number and country, 1 table, 3 chairs, 1 waste basket, security, stand cleaning & catalogue entry. (The booth specification for 12 sq.m. and 15 sq.m. booth will be provided upon request.)

展台服務費包括：空地、圍板(2.5米高)、地毯、公司名牌(包括公司名稱、展台號碼及國家)、檯1張、椅3張、廢紙箱1個、保安費、清潔費及展會場刊資料。(如需十二及十五平方米展台規格，請與主辦機構聯絡。)

9 sq.m. Standard Booth A 九平方米標準展台 A	9 sq.m. Premium Booth A 九平方米特級展台 A	9 sq.m. Premium Booth B 九平方米特級展台 B
5 spotlights w/ 23 watt energy saving lamp (yellow) 3m cabinets 8m (flat) shelves 射燈(23瓦特恆電燈膽)(黃光) 5支 3米儲物櫃 8米平放陳列架 	6 longarmed spotlights w/ 23 watt energy saving lamp (yellow) 5.5m cabinets in beige sticker lamination 12m (flat) shelves 1 tall showcase in beige sticker lamination 1 power socket 1 company logo 	8 longarmed spotlights w/ 23 watt energy saving lamp (yellow) 5m cabinets in purple-blue sticker lamination 15m (flat) shelves 3 display podiums in purple-blue sticker lamination 1 power socket 1 company logo 
9 sq.m. Standard Booth B 九平方米標準展台 B	長臂射燈(23瓦特恆電燈膽)(黃光) 6支 5.5米米色地櫃 12米平放陳列架 米白色高身陳列飾櫃1個 電插座 1 個 公司商標 1 個	長臂射燈(23瓦特恆電燈膽)(黃光) 8支 5米紫藍色地櫃 15米平放陳列架 紫藍色陳列平台3個 電插座1個 公司商標1個

b. CUSTOM-BUILD PARTICIPATION SPECIFICATION 特裝參展規格

Custom-build participation service fee includes: space, carpet, security, stand cleaning and catalogue entry. 特裝參展規格服務費包括：空地、地毯、保安費、清潔費及展覽會場刊資料。

Part IV 第四部份 Booth Size and Options 展台面積及類別

Please put a tick where appropriate (booth size must be multiple of 3). 請在適當的格上加“√”(展台面積必須為3的倍數)。

Booth Options 展台類別	Booth Service Fee (HKD / USD) 展台服務費 (港元 / 美元)	No. of Booth(s) 租用數目	Rental Cost 租金
a. Standard Booth 標準展台	☐ 9sq.m. 九平方米 HKD 港元 29,754 USD 美元 3,843	☐ 12sq.m. 十二平方米 HKD 港元 39,672 USD 美元 5,124	☐ 15sq.m. 十五平方米 HKD 港元 49,590 USD 美元 6,405
b. Premium Booth A 特級展台 A	☐ 9sq.m. 九平方米 HKD 港元 38,259 USD 美元 4,941	☐ 12sq.m. 十二平方米 HKD 港元 51,012 USD 美元 6,588	☐ 15sq.m. 十五平方米 HKD 港元 63,765 USD 美元 8,235
c. Premium Booth B 特級展台 B	☐ 9sq.m. 九平方米 HKD 港元 39,024 USD 美元 5,040	☐ 12sq.m. 十二平方米 HKD 港元 52,032 USD 美元 6,720	☐ 15sq.m. 十五平方米 HKD 港元 65,040 USD 美元 8,400
d. Custom-build participation 特裝參展	HKD 港元 2,895 / USD 美元 373 per sq.m. 每平方米 (minimum 18 sq.m. 最少十八平方米)		

Payment: 50% deposit required with application. Balance payment due on 28 August 2015. For bank account details see "Specific Terms and Conditions" Part 6 "Terms of Payment". 付款方式：參加表格連同訂金(總參展費之50%) 遞交，其餘參展費須於2015年8月28日或之前付清。詳情請參閱「參展細則及條款」第6項「付款方式」

Please type or print applicant's last name, first name, title and sign below 請以正楷填寫申請人姓名、職位及簽名：

Name 姓名：_____ Title 職位：_____

We hereby agree to abide by the Rules and Regulations and the Specific Terms and Conditions. 本公司同意遵守展覽會規則、參展細則及條款。

Signature with company chop 簽名及公司印章：_____ Date 日期：_____

Specific Terms and Conditions 參展細則及條款：

- Organisers**
Hong Kong Trade Development Council
Unit 13, Expo Galleria, Hong Kong Convention & Exhibition Centre,
1 Expo Drive, Wan Chai, Hong Kong.
Tel: (852) 2584 4333 Fax: (852) 2824 0249
Email: exhibitions@hktcdc.org
and Messe Frankfurt (HK) Ltd.
- Exhibition Venue**
Hong Kong Convention and Exhibition Centre,
1 Expo Drive, Wanchai, Hong Kong
- Date of Event**
11 - 14 January 2016
- Opening Hours**
11 - 13 January 2016 from 9:30a.m. to 6:30p.m.
14 January 2016 from 9:30a.m. to 5:00p.m.
- Registration and Confirmation**
Application for acceptance as an exhibitor at the event must be made by submitting the completed and signed application form.
Acceptance of the application will be confirmed in writing by Hong Kong Trade Development Council for Hong Kong, India, Japan, Chinese Mainland, Korea, Thailand and Vietnam exhibitors.
- Terms of Payment**
For exhibitors from **Hong Kong, India, Japan, Chinese Mainland, Korea, Thailand and Vietnam**, payment can be paid by one of the following methods and please send with your application form to Exhibitions Department, Unit 13, Expo Galleria, Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong.
Cheque: Please issue two crossed cheques payable to "Hong Kong Trade Development Council", one equivalent to 50% of the participation fee for immediate payment, and the remaining 50% balance in form of a post-dated cheque dated 28 August 2015.
Bank Draft: Bank draft should be made payable to "Hong Kong Trade Development Council".
Remittance: Remittance should be paid by telegraphic transfer to:
Hong Kong Trade Development Council, USD Account Number
006-391-17819296 with Citibank, N.A., Hong Kong Branch. Bank receipt should be sent to HKTDC for verification. (All banking charges, if any, are to be borne by the applicant.)
- Cancellation**
If any applicant withdraws, for whatever reason, his application before receipt by him of a rejection of his application or after his application has been approved, the application fee paid will be forfeited. Should the exhibitor under contract inform the Organisers that he will not be participating at the event and providing the Organisers are able to resell the stand without loss, the payment to be made by the exhibitor will be reduced to a handling fee of USD1,000 irrespective of the exhibitor's full liability for additional costs, catalogue fees, etc.
- Whether an application will be accepted depends on a number of factors, including space availability. In case of over subscription of space, applicants will be placed on a waiting list and will be notified accordingly. Applicants on the waiting list will be prioritized according to the dates of the applications and the history of participation. Allocation of booth location will be at the discretion of the Organisers.**
- 1. 主辦機構**
香港貿易發展局
香港灣仔博覽道一號香港會議展覽中心博覽商場十三號
電話：(852) 2584 4333 傳真：(852) 2824 0249
電子郵件：exhibitions@hktcdc.org
及法蘭克福展覽(香港)有限公司
- 2. 展覽會地點**
香港灣仔博覽道一號香港會議展覽中心
- 3. 展覽日期**
2016年1月11至14日
- 4. 展覽時間**
2016年1月11至13日 上午九時三十分至下午六時三十分
2016年1月14日 上午九時三十分至下午五時
- 5. 申請及確認參展**
申請者必須遞交簽妥之參加表格。
所有香港、中國內地、印度、日本、韓國、泰國及越南之申請公司一經確認後，香港貿易發展局將發確認信給各申請公司，以確認其參展資格。
- 6. 付款方式**
所有**香港、中國內地、印度、日本、韓國、泰國及越南**之參展商請以下列其中一項付款方法將參展費連同參加表格交回香港貿易發展局 — 香港灣仔博覽道一號香港會議展覽中心博覽商場十三號展覽事務部收。
支票付款
請附上劃線支票兩張，一張為現付票(佔參展費五成)，另一張為2015年8月28日期票(佔參展費五成)，支票抬頭請註明“香港貿易發展局”。
本票
本票抬頭請註明“香港貿易發展局”。
電匯
如電匯付款請把費用直接存入本局之美元賬戶，花旗銀行香港分行(賬戶號碼：006-391-17819296)。請將匯款收據寄回或傳真致香港貿易發展局。(有關匯款之銀行收費需由申請人負責)
- 7. 取消參展**
主辦機構發出確認信後或未發出拒絕信之前，若申請公司不論任何原因退出參展，則其已繳付之參展訂金將不獲退還。
若參展商退展而主辦機構能於無任何損失的情況下出售該展位，主辦機構將收取1,000美元作手續費(不包括參展商所需付的額外費用及場刊名錄等費用)。
- 8. 申請會否被接納取決於多種因素，包括可供使用空間的情況。在超額申請使用攤位的情況下，申請人會被列入輪候名單並據此接獲通知。在輪候名單上的申請人會按遞交申請日期及過往參與記錄順序處理。主辦機構有權分配展位位置。**

