

FORM 11	Hong Kong International Stationery Fair 2016 11 – 14 / 1 / 2016	Return to: Ms Raven Leung Tel : (852) 2240 4251 Fax : (852) 2270 5793 E-mail: raven.ht.leung@hktdc.org
Deadline: 11 December 2015	Exhibitors' Forum Application Form	Exhibitions Department- Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, Hong Kong

Golden Opportunity to Promote Your Products!



Exhibitor Forum

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

Date and Time: 11 January 2016 (Monday) 11am – 1pm OR
13 January 2016 (Wednesday) 12nn – 3pm

Venue: Hong Kong Convention and Exhibition Centre

Deposit: HK\$500 / US\$65 (for reservation and will be returned after the Fair)

Facilities provided: Audio-visual equipment (projection screen, microphone and speakers)
Chairs and basic furniture for attendees
Event promotional leaflet and promotion in fair official website
Directional signages

Remarks: Exhibitor's representative will be invited to speak and introduce their products.
(* tailored-made logistics and demo format can be arranged on special request with further quotations)

Company name	(Eng) (Chi)	Booth no.	
Website (if any)			
Contact info	Contact person		Mobile
	Email		Office tel
			Office fax
	Onsite contact person		Onsite mobile
Topic	(Eng) (Chi)		
Representative	(Eng) Dr / Mr / Ms / Mrs (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 11 December 2015 (Friday)**. Post-dated cheque / incomplete application form / late application form 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 (i.e. video clip, PowerPoints, product photos) to the Organisers **on or before 24 December 2015 (Thursday)**.

Postal address: Hong Kong Trade Development Council
Unit 7, Expo Galleria, HKCEC
1 Expo Drive, Wan Chai, Hong Kong
Attn: Ms Raven Leung

Email: raven.ht.leung@hktcdc.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 MFHK
Received on: _____	By: _____