

<b>FORM 7</b>	<b>Hong Kong International Stationery &amp; School Supplies Fair 2024</b> 香港國際文具及學習用品展 2024 <b>8-11/1/2024</b>	<b>Return to:</b> Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, Hong Kong
<b>Deadline</b> <b>15 Dec 2023</b>	<b>Exhibitors' Forum Application Form</b>	Attn: Mr Ben Ng Tel: (852) 2240 4029 Fax: (852) 3521 3108 E-mail: <a href="mailto:ben.cy.ng@hktdc.org">ben.cy.ng@hktdc.org</a>

## 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:** 9 January 2024 (Tuesday)
- 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.

We would like to take part in Exhibitors' Forum session:

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

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

### 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 Organisers together with the completed application form **on or before 15 December 2023 (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 (i.e. video clip, PowerPoints, product photos) to the Organisers **on or before 15 December 2023 (Friday)**.

**Postal address:** Hong Kong Trade Development Council  
Unit 13, Expo Galleria, HKCEC  
1 Expo Drive, Wan Chai, Hong Kong  
Attn: Mr Ben Ng

**Email:** [ben.cy.ng@hktdc.org](mailto:ben.cy.ng@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 MFHK**

Received on: \_\_\_\_\_

By: \_\_\_\_\_