

**FORM C-2****Deadline:  
3 March 2017****HKTDC International ICT Expo 2017  
香港貿發局國際資訊科技博覽2017  
13 -16 / 4 / 2017****Return to :**Exhibitions Department  
Hong Kong Trade Development Council  
Unit 13, Expo Galleria, HKCEC  
1 Expo Drive, Wan Chai, Hong Kong  
Tel : (852) 2240 4540  
Fax : (852) 3521 3280  
Attn : Mr Anson Wong  
Email: [anson.ck.wong@hktdc.org](mailto:anson.ck.wong@hktdc.org)**Order Form of Exhibitors' Promotion Package**

We, \_\_\_\_\_ (Company Name), would like to book the captioned package with the following service(s)

**I) Software Application & IT Solution Launch Pad**

- A) A 20-min session with a professional moderator to introduce and demonstrate products at **HK\$ 2,350**
- B) A 30-min session with a professional moderator to introduce and demonstrate products, with drinks served to 50 persons at **HK\$ 9,680**

**II) Oasis Reception**

- C) A 60-min session with drinks for 50 persons at **HK\$7,260**
- D) A 60-min session with light refreshments (finger food and soft drinks) for 50 persons at **HK\$ 17,545**
- E) A 60-min session with a professional moderator to introduce products, with light refreshments (finger food and soft drinks) served to 50 persons at **HK\$ 20,000**

**III) Product Briefing Session**

- F) A 60-min session to introduce products and services in a meeting room (Room rental subject to quotation from HKCEC)

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

- One free-standing directional signage (digital print with company name and logo).
- Basic sound system (microphone & speakers).  
When submitting the application form, please also provide company name and logo in computer graphic format (\*.ai) for digital printing.
- Light refreshment (finger food, soft drinks) for 50 persons.
  - If the total number of guests at the reception is over 50, exhibitors will need to pay an extra charge of **HK\$150 per head** (for drinks only).
  - No refund will be given if the number of guests showed up is below 50.
- 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.

**Venue: Hall 3 F G****Please select two preferred time slots for organising your event ( 1 for the 1<sup>st</sup> choice, 2 for the 2<sup>nd</sup> ) :****Software Application & IT Solution Launch Pad**13 April 2017(Thu)  11:00 – 12:30  14:00 – 17:30  
15 April 2017 (Sat)  11:00 – 12:30  14:00 – 17:30**Oasis Reception**14 April 2017 (Fri)  11:00 – 12:30  14:00- 17:30  
16 April 2017 (Sun)  11:00 – 12:30**For applicants of Oasis Reception Package, please select one of the following arrangements for guest invitations:**

- Self arranged
- Self arranged and HKTDC to assist (invitation cards/letters have to be provided to HKTDC **at least two weeks before** the fair commences)

**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 Mr Anson Wong (anson.ck.wong@hktdc.org) by **2 March 2017**.

<b>Exhibitors' Package</b>	<input type="checkbox"/> Package A <input type="checkbox"/> Package B <input type="checkbox"/> Package C <input type="checkbox"/> Package D <input type="checkbox"/> Package E <input type="checkbox"/> Package F					
<b>Session Time</b>	(To be assigned by Organiser)					
<b>Company Name</b>				<b>Booth No.</b>		
<b>Website (if any)</b>						
<b>Contact Info</b>	<b>Contact Person</b>				<b>Mobile</b>	( ) -
	<b>Email Address</b>				<b>Office Tel</b>	( ) -
					<b>Office Fax</b>	( ) -
	<b># On-site Contact Person</b>				<b>Mobile</b>	( ) -
<b>^ Info of Product / Software Application / IT Solution</b>	<b>Product Name</b>					
	<b>Format of Presentation</b>					
	<b>Awards Received / Others Remarks</b>					
	<b>* Photo of Presented Items</b> Please send the photo(s) with high resolution (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)					
<b>*Promotional Video Clip</b>	Yes / No	<b>*Company PowerPoint</b>	Yes / No	<b>*Product PowerPoint</b>	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 2 March 2017**. Post-dated cheques will not be accepted.
2. No application will be accepted without the required payment.
3. The “Software Application & IT Solution Launch Pad” speaking session / Oasis 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.
4. Please bring your laptop if you wish to use “PowerPoint” and software application presentation.
5. Participating companies must send on-site presenters to demonstrate and present.
6. All applications / orders are subject to acceptance by the Organiser.

**Copyright**

7. Every exhibitor should, on submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
8. 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.
9. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.

**Terms & Conditions**

10. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.
11. 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 time begins.
- ^ : For applicants of packages with product demonstration, please send your product sample to HKTDC two weeks before the fair. (i.e. by 30 March 2017).
- \* : 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 13, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wan Chai, HK (Attn: Mr Anson Wong).**

\_\_\_\_\_  
Authorized Signature & Company Chop

\_\_\_\_\_  
Date