

<b>FORM 11A</b>	<b>HKTDC Hong Kong Houseware Fair 2017 World of Pet Supplies 20-23/4/2017</b>	<b>Return to :</b> Exhibitions Department - HKTDC Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, HK Attn : Mr Kevin Koo Tel : (852) 2240 4124 E-mail : <a href="mailto:kevin.wh.koo@hktdc.org">kevin.wh.koo@hktdc.org</a>
<b>Deadline: 2 March 2017</b>		

## Order Form of Exhibitors' Promotion Packages

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

- Product Demo & Launch Pad - World of Pet Supplies**  
A 20-min individual session with a professional moderator to introduce and demonstrate products at **HK\$2,350 / US\$310.**

Date : 20 -22 April 2017 (TBC)  
Time : A 20-min time slot (time slot will be assigned by the Organiser)  
Venue : Atrium, Hall 1A (TBC)

- Oasis Reception Package - World of Pet Supplies**  
A 60-min session with a professional moderator to introduce products with light refreshments (finger food and soft drinks) for 50 persons at **HK\$20,000 / US\$2,600.**

Date : \*  20 April 2017 (Thur) or  21 April 2017 (Fri)  
Time : A 60-min time slot (time slot will be assigned by the Organiser)  
Venue : Atrium, Hall 1A (TBC)

\*Please ✓ the box to select the preferred time slot for organising the reception.



### Both Packages cover:

- Basic AV equipment (screen, microphone, seating for 30 pax)
- Directional signage (given adequate information to the Organiser before certain period)
- Promotion on fair website (given adequate information to the Organiser before certain period)

### Oasis Reception Package would also include:

- 50-person light refreshment like finger food, soft drinks for guests.
  - If the total number of guests at the reception is over 50, an extra of **HK\$140 / US\$18 per head** (for drinks only) will be charged to the exhibitor.
  - No refund will be allowed if the number of guests at the reception 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. HKTDC does not guarantee the actual attendance of overseas buyers and journalists.
  - Please select **ONE** of the following arrangements of guest invitations:
    - Self-arranged **OR**
    - Self-arranged and HKTDC to assist  
(Exhibitors have to prepare their own invitation cards / letters which will serve as admission to the reception and should reach the Organiser two weeks before the fair.)

### Optional Items:

If your company requires additional equipment, please contact us directly and we will provide you a tailor-made quotations accordingly.

Please return the completed form to Mr Kevin Koo (email: [kevin.wh.koo@hktdc.org](mailto:kevin.wh.koo@hktdc.org)) by **2 March 2017 (Thursday)**.

<b>Exhibitors' Package</b>	<input type="checkbox"/> Product Demo & Launch Pad		<input type="checkbox"/> Oasis Reception Package		
<b>Session Time</b>	<i>(To be assigned by the Organiser)</i>				
<b>Company Name</b>	(Eng) (Chi)		<b>Booth No.</b>		
<b>Website (if any)</b>					
<b>Contact Information</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>On-site Mobile</b>		
<b>Information of Product(s)</b>	<b>Product 1</b>	<b>Name</b>	(Eng) (Chi)	<b>Product Descriptions</b>	
		<b>Brand</b>	(Eng) (Chi)		
	<b>Product 2</b>	<b>Name</b>	(Eng) (Chi)	<b>Product Descriptions</b>	
		<b>Brand</b>	(Eng) (Chi)		
	<b>Award(s) Received / Others Remarks</b>				
	<b>* Photo(s) of Product(s)</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:**

1. A cheque made payable to "Hong Kong Trade Development Council" covering the cost of package 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. The "Product Demo & Launch Pad" 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 subject to the availability of time slots after the application deadline.
3. All applications / orders are **subject to confirmation by the Organiser**. No order will be accepted without the payment and information required on the application form.
4. Please provide all presentation materials (e.g. PowerPoint / video) to HKTDC at least 2 weeks in advance of the event time. **Please bring along your own laptop for presentation, if any.**
5. Participating companies **must** send a presenter to demonstrate and conduct the presentation on-site.
6. 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.
7. The Organiser reserves the right to alter the programme without prior notice and such decision is final.

**Copyright:**

8. Every exhibitor should, when submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned.
9. The Organiser will not be held responsible for infringement of copyright or patent law connected with products submitted.
10. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information and product samples at its discretion.

**Remarks:**

- # : The on-site contact person should arrive at the venue **at least 20 minutes before their session time** begins for preparation.
- \* : Please send a CD of the concerned files (e.g. video clip, PowerPoints, photos, etc) to HKTDC together with the completed application form and cheque.

**HKTDC address: Unit 7, Expo Galleria, Hong Kong Convention & Exhibition Centre, 1 Expo Drive, Wan Chai, Hong Kong (Attn: Mr Kevin Koo).**

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

## 表格 11A

截止日期：

2017年3月2日

香港貿發局香港家庭用品展2017  
寵物用品世界  
20-23/4/2017

## 請交回：

香港貿易發展局 (展覽事務部)  
香港灣仔博覽道1號  
香港會議展覽中心博覽商場7號  
電話：(852) 2240 4124  
電郵：[kevin.wh.koo@hktdc.org](mailto:kevin.wh.koo@hktdc.org)  
致：古偉雄先生

## 「參展商宣傳計劃」

本公司 \_\_\_\_\_ (公司名稱) 欲訂購以下「參展商宣傳計劃」：

 **產品發布及推廣 - 寵物用品世界**

安排專業主持人從旁協助介紹及示範 貴公司產品。

(每節時段為 20 分鐘，收費為港幣 2,350 元 / 美金 310 元)

日期：2017 年 4 月 20-22 日 (TBC)

時間：每節時段為 20 分鐘 (確實時段由主辦機構安排)

地點：展覽廳 1A 大堂 Atrium (TBC)

 **「Oasis 招待會」- 寵物用品世界**

提供約 50 人享用之茶點 (如小吃、汽水) 予 貴公司賓客，並安排專業主持人從旁協助介紹及示範 貴公司產品。

(每節時段為 60 分鐘，收費為港幣 20,000 元 / 美金 2,600 元)

日期：\*  2017 年 4 月 20 日 (星期四) 或  2016 年 4 月 21 日 (星期五)

時間：每節時段為 60 分鐘 (確實時段由主辦機構安排)

地點：展覽廳 1A 大堂 Atrium (TBC)

\* 請以√ 號表示欲舉辦招待會日期。



以上「參展商宣傳計劃」將包括提供以下項目：

1. 基本影音設備 (投射螢幕、咪高峰、座椅 30 張)
2. 會場指示板 (適用於限期前提交所有資料的參展商)
3. 網頁宣傳 (適用於限期前提交所有資料的參展商)

「Oasis 招待會」將包括提供以下項目：

1. 50 人之茶點及飲品 (如小吃、汽水)
  - 如招待會嘉賓人數超過 50 人以上，參展商必須額外支付每人港幣 140 元 / 美金 18 元 (只限飲品)
  - 若招待會人數不足 50 人，所繳款項將不獲發還。
2. 香港貿發局可協助邀請海外買家及記者：
  - 參展商可選擇自行邀請來賓 或 要求香港貿發局協助邀請海外買家及記者出席招待會。唯買家及記者將自行決定是否參與。
  - 請選擇以下其中一項嘉賓邀請之安排：
    - 自行邀請  或
    - 自行邀請及要求香港貿發局協助
 (參展商須於展覽會開始兩星期前把活動邀請函或邀請柬提供予大會，以作招待會入場之用。)

附加項目：

如欲增設特別設施，請與香港貿發局另外洽談所需設施之詳情，大會將額外安排及報價。

請於2017年3月2日(星期四)前將填妥申請表格交回予 古偉雄先生(電郵: [kevin.wh.koo@hktdc.org](mailto:kevin.wh.koo@hktdc.org)) 收

「參展商宣傳計劃」		<input type="checkbox"/> 產品發布及推廣		<input type="checkbox"/> 「Oasis 招待會」	
活動時段		(由主辦機構安排)			
公司名稱		(中文) (英文)	展位號碼		
網址 (如有)					
聯絡資料		聯絡人		手提電話號碼	
		電郵		公司電話號碼	
				公司傳真號碼	
# 展場聯絡人		展場聯絡人 手提電話號碼			
產品資料		產品 1	名稱	(中文) (英文)	產品簡介
			品牌	(中文) (英文)	
		產品 2	名稱	(中文) (英文)	產品簡介
			品牌	(中文) (英文)	
		產品曾得獎項 / 備註			
* 產品相片 請傳送高解像度的相片(相片質素最低要求 1MB 以上, 最大為 300 dpi。以 JPG 檔存送)					
* 宣傳短片		有 / 沒有	* 公司簡報	有 / 沒有	* 產品簡報
有 / 沒有					

**參加守則：**

1. 請於 2017 年 3 月 2 日前將填妥申請表格連同劃線支票 (抬頭「香港貿易發展局」) 支付參加費用交予 香港貿發局。
2. 所有申請一律按**先到先得**的形式處理, 每位參展商將只獲安排上述其中**一個**時段, 任何額外時段之申請將按照申請截止日期後尚餘之時段來分配。
3. **主辦機構有權接受或拒絕**任何申請。所有未付款項或提供表格上所需資料之申請將不獲受理。
4. 如 貴公司需於活動時段內播放簡報, **請自備手提電腦**, 並於活動開始兩星期前傳送有關資料給主辦機構。
5. 成功申請的參展商**必須**委派一名代表到場介紹及示範其宣傳的產品。
6. 主辦機構將小心處理每件產品, 但如有任何損毀或遺失, 主辦機構概不負責。
7. 主辦機構保留最終更改節目的權利而不作另行通知。

**版權：**

8. 參展商於申請時必須確保其產品屬原創, 或其版權未轉讓予其他單位。
9. 如有關產品屬犯版權或專利權之有關法例, 主辦機構概不負責。
10. 主辦機構保留一切編印、出版以及展出有關產品的資訊之權利。

**備註：**

- # : 到場代表必須於指定發布時段前 20 分鐘到達會場進行綵排。  
\* : 請將資料 (如影片、投映片簡介、相片) 以光碟儲存並交予 香港貿發局。

香港貿發局展覽事務部地址：香港灣仔博覽道1號香港會議展覽中心博覽商場7號 (收件人：周蓓欣小姐收)

簽署及印章

日期