

FORM 8	HKTDC Home InStyle 2025 27-30/4/2025	Return to : Exhibitions & Digital Business Department Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, HK Attn: Ms Cynthia Leung Tel: (852) 2240 4251 E-mail: cynthia.ty.leung@hktdc.org
Deadline: 17 March 2025		

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

A 20-min individual session with a professional moderator to introduce and demonstrate products at **HK\$2,805 / US\$362**.

Date : 27-30 April 2025 (Sun-Wed)
 Time : A 20-min time slot will be assigned by the Organiser
 Venue : Event area at the fairground



Oasis Reception Package

A 60-min session with a professional moderator to introduce products with light refreshments (finger food and soft drinks) for 50 persons at **HK\$32,570 / US\$4,265**.

Date : 27-30 April 2025 (Sun-Wed)
 Time : A 60-min time slot will be assigned by the Organiser
 Venue : Event area at the fairground



Both Packages cover:

1. Basic AV equipment (screen and microphone)
2. Chairs for audience
3. Directional signages (given adequate information to the Organiser before a certain period)
4. Promotion on the fair website (given adequate information to the Organiser before a certain period)

Oasis Reception Package would also include:

1. 50-person light refreshments like finger food and soft drinks for guests.
 - If the total number of guests at the reception is over 50, an extra of **HK\$227 / US\$32 per head** (for non-alcoholic drinks only) will be charged to the exhibitor.
 - No refund will be allowed if the number of guests at the reception is below 50.
2. HKTDC can assist to invite overseas buyers and journalists:
 - Exhibitors can choose to arrange their own invitations **OR** request HKTDC to publicise and assist in inviting 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 for 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:

Kindly liaise with us separately if any additional equipment is required for the event. HKTDC will provide a quotation on the charge of the additional equipment and arrange accordingly.

Please return the completed form to Ms Cynthia Leung (email: cynthia.ty.leung@hktdc.org) by **17 March 2025**.

Exhibitors' Package	<input type="checkbox"/> Product Demo & Launch Pad		<input type="checkbox"/> Oasis Reception Package		
Session Time	<i>(To be assigned by the Organiser)</i>				
Company Name	(Eng) (Chi)	Booth No.			
Website (if any)					
Contact Information	Contact Person		Mobile		
	Email Address		Office Tel		
			Office Fax		
# On-site Contact Person		On-site Mobile			
Information of Product(s)	Product 1	Name	(Eng) (Chi)	Product Descriptions	
		Brand	(Eng) (Chi)		
	Product 2	Name	(Eng) (Chi)	Product Descriptions	
		Brand	(Eng) (Chi)		
	Award(s) Received / Others Remarks				
* Photo(s) of Product(s) Please provide high-resolution photo(s) (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)					
*Promotional Video Clip	Yes / No	*Company PowerPoint	Yes / No	*Product PowerPoint	Yes / No

Conditions:

1. A cheque made payable to "Hong Kong Trade Development Council" covering the cost of the package should be sent to HKTDC together with the completed application form **on or before 17 March 2025**. 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. Please provide the presentation materials (e.g. powerpoint/ video), if any, to HKTDC **on or before 7 April 2025**. You may bring along your own notebook for the presentation, if any.
4. Participating companies **must send a presenter** to demonstrate and conduct the presentation on-site.
5. 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.
6. All applications / orders **are subject to the acceptance by the Organiser**. Without the prescribed payment and information listed on the application form, no order will be accepted.
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** begins for preparation.
 * : Please email the concerned files (e.g. video clip, PowerPoints, photos, etc) to cynthia.ty.leung@hktdc.org.

Authorized Signature & Company Chop
 Date

表格 8

截止日期：

2025年3月17日

香港貿發局
香港時尚家品及家紡展2025
27-30/4/2025

請交回：

香港貿易發展局 (展覽及數碼業務部)
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 4251
電郵：cynthia.ty.leung@hktdc.org
致：梁婷恩小姐

「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」：

 產品發佈及推廣

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 2,805 元 / 美金 362 元**)

日期：2025 年 4 月 27-30 日 (星期日至三)
時間：每節時段為 20 分鐘 (確實時段由主辦機構安排)
地點：展覽廳內活動場地

 「Oasis 招待會」

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 32,570 元 / 美金 4,265 元**)

日期：2025 年 4 月 27-30 日 (星期日至三)
時間：每節時段為 60 分鐘 (確實時段由主辦機構安排)
地點：展覽廳內活動場地



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)
2. 觀眾座椅
3. 會場指示板 (適用於限期前提交所有資料的參展商)
4. 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 227 元 / 美金 32 元** (只限非酒精飲品)
 - 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 **2025年3月17日前** 將填妥申請表格交回予 梁婷恩小姐 (電郵: cynthia.ty.leung@hktcd.org)

「參展商宣傳計劃」		<input type="checkbox"/> 產品發佈及推廣		<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：

- 請於 **2025年3月17日或之前**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。
- 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。
- 如 貴公司需於活動時段內播放簡報或其它多媒體, 請於 **2025年4月7日或之前**交予本局, 如有需要請**自備手提電腦**。
- 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。
- 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。
- 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。
- 主辦機構保留最終更改節目的權利而不作另行通知。

版權：

- 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。
- 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。
- 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**發佈時段前 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) 電郵至 cynthia.ty.leung@hktcd.org。

簽署及印章

日期