FORM 10 **Deadline** **24 June 2017**	**Hong Kong International Tea Fair 2017** 香港國際茶展2017 **17-19 / 8 / 2017**	**Return to :** Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Tel: (852) 2240-4239 Email: vincci.wc.chung@hktdc.org Attn: Ms Vincci Chung

Advertising & Promotion Opportunities

Press Conference Submission Form

PRESS CONFERENCE
Date : 27 July 2017 (Thur)
Time : 2:30 – 4:00pm
Venue : Hall 3B,
Hong Kong Convention and Exhibition Centre

(Please choose EITHER 1 OR 2, then answer 3)

1. □ We would like to **send representatives** to participate in the Press Conference. (HKTDC will provide a desk of size: 30" X 6'). Participation details as below:

1.1 Product Type: (☐ Newly launched in 2017?)

_____

_____

1.2 Tea Brewing:

We *** will / will not** brew tea at the press conference. ***(*Delete whichever is inapplicable)***.

Each tea brewing exhibitor is entitled to have **10** (Chinese / Western) tea cups, **1** (Chinese / Conventional) tea pot, **2** pots of water and a warmer. Please choose your preferred style of tea cup and tea pot. Photos below are for reference only.

Tea cup: ☐ Chinese ☐ Western Tea pot: ☐ Chinese ☐ Conventional

1.3 Electricity Socket:

We *** need / do not need** a socket. ***(*Delete whichever is inapplicable).***

- Electrical appliance:

  Type: _____ Quantity: _____

  Amount of electricity/power socket required (in Watt) for each appliance:

  _____

- Please note that HKTDC will provide **one 1,000W socket** (which is equivalent to HK$500) for each exhibitor upon request. If your electrical appliance requires over 1,000W electricity, or if you need additional sockets, please place order as per the below table. Kindly note that the costs will have to be borne by the exhibitor with the total bill deductible by HK$500 for each exhibitor.

- Please check accurately the power watts that your electrical appliance needs. No make-up arrangement can be made during the press conference. Exhibitor is required to confirm the total amount of electricity order during this application process for HKTDC to arrange in advance:

Socket # (with power consumption)	Costs (HK$)	Quantity required
500W socket	250	
1,000W socket	500	
1,200W socket	650	
1,500W socket	750	
2,000W socket	850	
2,200W socket	950	
3,000W socket	1,100	

 # Complimentary electricity provided is one 1,000W (maximum) socket. If the exhibitor needs higher power supply or requires more sockets, please order the relevant sockets which suffices your use.

A **30% surcharge will have to be borne by the exhibitor for any electricity order submitted to HKTDC after **14 July 2017**.*

**Onsite electricity order will NOT be accepted on the press conference day.*

**Please send a cheque payment of the additional order along with this application form submission with the details below:*

Payment by crossed cheque / bank draft shall be made payable to "Hong Kong Trade Development Council" and submitted together with the completed form. Please write the company name and booth number on the back of the cheque/bank draft, and mark "Tea Fair Press Conference" on the envelope.

Please mail to the address below:
Attention to: Ms Vincci Chung
Unit 13, Expo Galleria, 1 Expo Drive, HKCEC, Wanchai, Hong Kong

For enquiries, please call 2240-4239.

2. □ We will **not** send representatives to attend the Press Conference but would like to display our **product samples** and/or **brochures** at the Press Conference.

Product Type:

_____

_____

3. □ We would like to **send product souvenir** (maximum of 100 pcs) for the journalists. HKTDC will include your souvenir in a bag to be distributed to the journalists at the Press Conference.

Note: Products will be kept under room temperature until the Press Conference. Please make sure the product will be in proper condition for consumption. Whether your materials will be picked up for publishing is totally at the media's discretion. All submitted materials will not be returned. Late submission will not be entertained.

Product Type:

_____

Quantity: _____

Please deliver your product souvenir / samples & brochures (for display) to Ms Coral Lo at the following address ***between 18 July to 21 July 2017***. *Late delivery will not be accepted.*

Attention to: Ms Coral Lo
Tel: (852) 2240 4073
Exhibitions Department
Hong Kong Trade Development Council
Unit 13, Expo Galleria, HKCEC,
1 Expo Drive, Wanchai, Hong Kong

Company Name: _____ Booth No.: _____

Contact Person: _____ Job Title: _____

Address：_____

Tel: _____ Mobile (for onsite contact):_____Fax：_____

Email：_____

Signature with Company Chop：_____ Date: _____

(For office use) **Acknowledgement of Receipt by HKTDC**
Received on: _____ By: _____

表格十 **截止日期:** **2017 年** **6 月 24 日**	**Hong Kong International Tea Fair 2017** **香港國際茶展2017** **17-19 / 8 / 2017**	**請交回** 香港貿易發展局 展覽事務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號 電話:(852)2240-4239 電郵: vincci.wc.chung@hktdc.org **鍾慧慈小姐收**	**廣告及推廣機會**

記者招待會申請表

記者招待會

日期 ： 2017 年 7 月 27 日 (星期四)

時間 ： 2:30 – 4:00pm

地點 ： 香港會議展覽中心 展覽廳 3B

(請從第 1、2 兩項，任擇其一，然後查看第 3 項。)

1. □ 本公司**將會**派員參加記者招待會 (大會將提供一張桌子，尺吋：30" x 6')

參與詳情如下：

1.1 產品類別 / 名稱：**(□ 於2017年新發布或推出的產品？)**

_____

_____

1.2 即場沖茶示範：

本公司 *** 會 / 不會** 於記者招待會上即席沖茶。 *(* 請將不適用者刪去)*

為方便展商，大會為每家需要沖茶的展商提供 **10** 隻茶杯(中式/西式)、**1** 個茶壺(中式/普通)及 **2** 壺熱水(放在熱爐上)。請依參考圖片選擇茶杯及茶壺款式。

茶杯： ☐中式 ☐西式 茶壺： ☐中式 ☐普通

1.3 電源插座：

本公司 * **需要 / 不需要** 電源插座。 *(* 請將不適用者刪去)*

- ❖ 電器用具：

  種類：_____

  數量：_____

  每種電器所需電量 (Watt)：_____

- ❖ 香港貿發局將為有需要的參展商提供**一個最大 1,000W 電源的插座** (相等於港幣 500 元)。若參展商所使用的電器需要多於 1,000W 的電源，或需要兩個或以上的電源插座，參展商需向貿發局申請相關的插座 (見以下列表之費用)。參展商需要支付相關費用，當中可扣除貿發局免費提供的 1,000W 電源(相等於港幣 500 元)的電源費用。
- ❖ 請核對所攜電器的 watt 數並盡快申請。於記者會現場，大會將***不會安排***後補電源。參展商需要在遞交申請表時，註明所需要的電源插座：

電源插座 # **(插座連電源供應)**	**費用 (港幣$)**	**數量**
500W	250	
1,000W	500	
1,200W	650	
1,500W	750	
2,000W	850	
2,200W	950	
3,000W	1,100	

 # 大會將提供一個最大 1,000W 電源的插座，如展商所需電源高於 1,000W 或需要兩個或以上的插座，則須另付費申請符合其用電量的插座。

任何在 **7 月 14 日後遞交的額外電源申請，參展商須支付 **30%的附加費用**。*

記者招待會當日所要求的額外電源，將不獲受理**。*

**請在遞交申請表的同時，附上繳付額外電量費用的支票，詳情如下：*

請將填妥之表格連同劃線支票或本票一併遞交，抬頭請註明「香港貿易發展局」，並在支票或本票背後寫上參展商的公司名稱及攤位編號。在郵寄信封上，註明「茶展記者招待會」。

請郵寄到以下地址：

鍾慧慈小姐收

香港灣仔會議展覽中心 博覽商場 13 號

如有查詢, 請致電：(852) 2240 4239

2. □ 本公司將**不**會派員參加記者招待會，只會陳列宣傳單張及以下產品：

_____

_____

3. □ 本公司希望送出贈品（最多 100 件）給出席記者會的傳媒代表。大會將把贈品放於紀念品包發給傳媒。

註：紀念品將會被存放於室溫下直至記者會當天。如贈品是食品或飲品，請確保產品可安全食用。貴公司送交之資料能否被採用或刊登，全由媒體自行決定。所交贈品，概不發還。

3.1 產品類別

_____

_____

請於***7月18日至21日期間***將贈品 / 陳列的宣傳單張和產品 送往以下地址，遲交者概不受理。

盧嘉敏小姐 Ms Coral Lo

電話：(852) 2240 4073
香港貿易發展局 展覽事務部
香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號

公司名稱：_____攤位編號：_____

聯絡人：_____ 職位：_____

地址：_____

電話：_____手提電話 (供記者會當天聯絡)：_____

傳真：_____電郵：_____

簽名及公司蓋印：_____ 日期：_____

(由本局填寫) **香港貿易發展局收件確認**

收件日期: _____ 收件人: _____