

FORM 10	HKTDC Tea Fair 2022 11-13/ 8 / 2022	Return to: Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Tel: (852) 2240-4542 Fax: (852) 2169-9517 Attn: Ms Krystal Sze Email: krystal.lk.sze@hktdc.org
Deadline: 6 July 2022		

Application Form for Press Conference

PRESS CONFERENCE

Date: 2 August 2022 (Tue)

Time: 2:30pm – 4:00pm

Venue: Hall 5G, Hong Kong Convention and Exhibition Centre

Remarks: Eating or drinking, including sample tasting, are not allowed at the event

Exhibitors who meet the requirements set in attached form are welcome to submit application form in writing or through email to krystal.lk.sze@hktdc.org **by 6 July 2022**.

Due to space limitation, only selective exhibitors will be able to join the Press Conference. Applications are subjected to review by HKTDC based on a first-come-first-served basis as well as the below information provided, booth size, availability of media souvenirs, etc. Final confirmation will be at the sole discretion of the HKTDC.

Those who do not hear from us in two weeks after submission deadline may consider their application unsuccessful.

Part I. Press Conference Participation

Please ✓ below requirements where appropriate and fill in the information for our consideration.

1. Product to be featured:

Newly launched in 2022?

2. Live cooking demonstration? (If yes, please check the below)

Pan-fried Steamed Stewed

Others (please state clearly): _____

*Remarks:

- 1. Onsite cooking, reheating and/or processing of food and/or beverage items shall be restricted **for demonstration purposes only**. Such food and/or beverage items must not be supplied to any participants or visitors at the Press Conference*
- 2. HKCEC does not allow deep-fried, Yakitori way of cooking or open-flame cooking in the venue. If found any such activity during the Press Conference, the exhibitor will be asked to leave immediately. To comply with cooking restriction set by venue operator, additional safety measures might be required. Detailed requirements will be stated clearly on the confirmation letter if necessary.*

3. Will your products require electrical appliances to demonstrate?

No electricity is required Yes, please note and fill in the below:

❖ Electrical appliance:

Type: _____ Quantity: _____

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

- ❖ Please note that HKTDC will provide **one 500W socket** (which is equivalent to HK\$260) for exhibitor **upon request**.
- ❖ If your electrical appliance requires **over 500W** 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\$260.
- ❖ Please check the accurate 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	260	
1,000W socket	515	
1,200W socket	670	
1,500W socket	770	
2,000W socket	875	
2,200W socket	980	
3,000W socket	1,130	

Complimentary electricity provided is one 500W (maximum) socket upon request.
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 **22 July 2022**.

*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 Krystal Sze

Unit 13, Expo Galleria, 1 Expo Drive, HKCEC, Wanchai, Hong Kong

For enquiries, please call 2240-4542.

4. Supplementary information regarding your featured products:

Product Awards won previously: _____

Published media coverage (please attach the scanned coverage):

Part II. Media Souvenir

We would like to send product samples as souvenirs (maximum 100 pcs) to the journalists for their further promotion. The 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 products 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.

Name and type of the product sample:

Size of the product: _____

Quantity: _____

Please deliver your products to Ms Leila Cheng at the following address **between 28 July to 29 July 2022**. *Late delivery will not be accepted.*

Attention to: Ms Leila Cheng
Tel: (852) 2240 4049
Exhibitions & Digital Business 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: _____

表格十九

截止日期：
2022年7月6日

香港貿發局國際茶展2022
11-13/ 8 / 2022

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

施樂琪小姐收
電話: (852) 2240-4542
傳真: (852) 2169-9517
電郵: krystal.lk.sze@hktdc.org

記者招待會申請表

記者招待會

日期：2022年8月2日(星期二)
時間：2:30pm – 4:00pm
地點：香港會議展覽中心 展覽廳 5G
備註：招待會範圍不可飲食或提供試食

歡迎參展商填妥資料並於 **2022年7月6日前**寄回或電郵至 krystal.lk.sze@hktdc.org，遞交申請。

由於空間有限，大會只能安排部分參展商參與記者招待會。大會將根據先到先得方式及其他因素包括下頁所提供的資料、展位大小、媒體紀念品等，以審視 貴公司之申請。香港貿易發展局保留展商參與的最終決定權。

如 貴公司於截止日期後兩星期內未有收到大會通知，即表示 貴司之申請不成功。

第一部分：參加記者會

請✓適用之選項並填妥資料：

1. 於記者會展示的產品 (□ 於2022年新發佈或推出的產品?)

簡介： _____

2. 即場煮食示範? (如是，請✓以下選項)

蒸 煎 沸水煮 炆 / 燉

其他 (請註明)： _____

*備註：

1. 現場烹調、加熱及/或處理食品及/或飲品**僅限於以作示範用途**。參展商不得向任何記者會的在場人士供應現場烹調、加熱及/或處理預先烹調之食品及/或飲品。
2. 會議展覽中心嚴禁一切明火、油炸、串燒或燒烤形式的煮食示範。如發現，大會將即場取消展商的參加資格。因應會場管理公司的規定，現場煮食的展商或須安裝附加安全設施。如有需要，大會將在確認書上清楚列明所需安排。

3. 產品是否需要電器用具來作展示?

不需要 需要，請細閱並填寫下列各項：

❖ 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 500W 電源的插座** (相等於港幣 260 元)，有需要的參展商**請事先向貿發局申請**。
- ❖ 若參展商所使用的電器需要**多於 500W** 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 500W 電源(相等於港幣 260 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	260	
1,000W	515	
1,200W	670	
1,500W	770	
2,000W	875	
2,200W	980	
3,000W	1,130	

大會將提供一個最大 500W 電源的插座 (請事先向貿發局申請)，如展商所需電源高於 500W 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22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「國際茶展記者招待會」。

請郵寄到以下地址：

施樂琪小姐收

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 4542

5. 產品補充資料：

產品所得獎項： _____

媒體報導(請附上報導副本)： _____

第二部分：媒體紀念品

- 本公司希望送出贈品(最多 100 件)予出席是次記者會的傳媒代表，方便他們宣傳。大會將把贈品放於紀念品包內，派給到場出席的傳媒。

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及其質素。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。

產品類別：

產品大小：_____

數量：_____

請於 **7月28日至29日期間** 將贈品送往以下地址，遲交者概不受理。

Ms Leila Cheng

電話：(852) 2240 4049

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: _____