

FORM 20	HKTDC Hong Kong Book Fair 香港貿發局香港書展	Return to : Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong Tel : (852) 2240 4906 Fax : (852) 2169 9077 Attn : Mr Alvin Li Email: alvin.ch.li@hktdc.org
Deadline: 10 Nov 2020	16 – 22 / 12 / 2020	

Additional Exhibitor Badges Order Form

Each exhibitor will be entitled to receive **eight official badges** for every **9 sq.m.** of space taken at the Fair. 6 sq.m booth and Kiosk will be entitled to receive six and four exhibitor badges respectively. No photos are required to stick on the badge, but a barcode will be printed on each badge. Exhibitors are required to enter the fairground using specified entrances and the barcode must be scanned for record. In case that more badges are required for staff, additional exhibitor badges have to be applied at the cost of **HKD50 each** by returning this form to the Organiser **on or before 10 Nov 2020**. Maximum **five additional badges** can be applied for every **9 sq.m.** rented. For exhibitor taking up 6sqm booth or kiosk, a maximum of four additional badges can be ordered. Only valid badge holders would be allowed to enter the fair ground.

No. of Additional Exhibitor Badge(Qty)	Cost/ pcs	Total Amount
pcs.	HK\$50/pcs.	

Full payment must accompany this order form, otherwise the application will not be entertained. All cheques should be made payable to “Hong Kong Trade Development Council.” Exhibitor can collect the additional badges when pick up the exhibitor’s kit. **Exhibitors should proceed to the Fair Management office on the move-in day for any application after the deadline.**

Company Name : _____

Booth No. : _____

Authorized Signature : _____ Date : _____

Company Chop : _____

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

Notes: All exhibitors, their staff and contractors must wear their respective exhibitor badges or contractors badges at all times during move-in, move-out and during the exhibition period of the Fair. Exhibitor badge holders must have attained the age of 15 and contractor badge holders must have attained the age of 18. For general safety, exhibitors and contractors should pass the badges to their working staff only, and such badges are not allowed to be transferred or given to any other person. If the Organiser finds that any person has been using the badges inappropriately at the Venue, the Organiser shall immediately confiscate such badges, and refuse entry to such person. Exhibitor badges and contractor badges are the property of the Organiser and may not be copied by any person. If copies are found, the matter will be handed over to the police. Badge-wearers must comply with and accept the security checks procedures facilitated by the Organiser. If the Organiser has doubts regarding the identity of a badge-wearer, the Organiser has the right to require such badge-wearer to produce identification documentation. If the badge-wearer cannot provide the relevant proof of identification, the Organiser has the right to refuse entry to such person.

表格二十	HKTDC Hong Kong Book Fair 香港貿發局香港書展 16 – 22 / 12 / 2020	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 李智恆先生收 電話：(852) 2240 4906 傳真：(852) 3915 2426 電郵：alvin.ch.li@hktdc.org
截止日期： 2020年11月10日		

參展商工作證申請表格

參展商每租用9平方米的展覽用地可獲發8張工作證，6平方米展台可獲發6張，而展示專櫃則獲發4張。工作證並不需要附上照片，但每張證件將附有條碼，參展商進入會場時必須經指定入口並掃描證件上的條碼以作紀錄。如參展商需要更多工作證，可填寫本表格，於11月10日或之前向主辦機構申請，每張額外參展商工作證將收取港幣50元正，每9平方米租用地可申請不多於5張額外工作證，而租用6平方米及展示專櫃的參展商則可申請不多於4張額外工作證，只有工作證持有人方可進入會場。

額外參展商工作證(數量)	價錢/張	總額
張	每張港幣50元正	

表格必須連同劃線支票抬頭「香港貿易發展局」，否則申請將不獲處理。額外工作證可於領取參展商文件時領取。**所有截止日期後之申請，參展商須於進館日到主辦機構辦事處辦理。**

公司名稱：_____

攤位編號：_____

授權人簽名：_____ 日期：_____

公司蓋印：_____

(由本局填寫)	香港貿易發展局收件確認
收件日期: _____	收件人: _____

附註： 所有參展商及其職員和承建商，在進館、撤館及展覽期間，必須佩戴由主辦機構發出的正式工作證。持參展商工作證人士必須年滿十五歲，而持有承建商工作證人士則必須年滿十八歲。為保安理由，參展商及承建商只許派發工作證予其職員使用，此證並不得轉讓或給予他人使用。如主辦機構於現場發現任何人士不正當使用參展商及承建商工作證，主辦機構將即時沒收該證件，並有權拒絕有關人士進場。參展商及承建商工作證乃主辦機構之產物，任何人士不得複製，如有發現，將交予警方處理。持證人士必須遵從及接受主辦機構安排的保安檢查程序，如主辦機構對持證人的身份有所懷疑，有權要求持證人士出示身份證明文件。如持證人士未能提供有關證明，主辦機構有權拒絕其進場。