FORM 10 **Deadline** **截止日期** **16 Oct 2026**	**HKTDC Hong Kong International Optical Fair** **香港貿發局香港國際眼鏡展** ***4-6 / 11 / 2026***	**Return to :** Hong Kong Trade Development Council Unit 7, Expo Galleria, HKCEC, 1 Expo Drive, Wan Chai, Hong Kong Attn: Mr Adrian Lam Tel: (852) 2240 4357 Email:adrian.th.lam@hktdc.org

Advertising & Promotion Opportunities

Order Form of Exhibitors' Promotion Packages
「參展商宣傳計劃」

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

本公司_____ (公司名稱) 欲訂購以下「參展商宣傳計劃」:

Product Demo & Launch Pad 產品推廣及發布會

A 20-min session for individual exhibitors to introduce and demonstrate products with the assistance of a professional moderator at **HK$2,890 / US$373**

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 **2,890 元 / 美金 373 元**)

Date 日期 : 4 - 6 November 2026 (Wed-Fri)
Time 時間 : A 20-min time slot
Venue 地點 : BNG Rendezvous, Grand Hall (TBC)

(Date and time slot will be assigned by the Organiser)*
*(*確實日期及時段由主辦機構安排)*



Packages cover 大會將提供以下項目:

1) Audio-visual equipment (screen, microphone and speakers) 基本影音設備 (螢幕及咪高峰)
2) Chairs for audience 觀眾座椅
3) Directional Signages 會場指示板
4) Appearance on event schedule and on fair website 網頁宣傳

*When submitting the application form, please attach **company name & logo artwork** in jpeg and ai format.
當遞交表格時請一併提供 貴公司之名稱及商標**(電腦圖片*.jpeg, ai 格式)以供參考之用*

Optional Items: If your company requires additional equipment, please contact us before 16 Oct 2026 and we will provide quotation on the requested item(s) separately.

附加項目:
如欲增設特別設施，請於2026年10月16日或以前與香港貿發局另外洽談所需設施之詳情，貿發局將額外安排及報價。

Please return the completed form to Mr Adrian Lam (email: adrian.th.lam@hktdc.org) by **16 October 2026 (Friday)**.

<table>
<tr><td>Exhibitors' Package</td><td colspan="5">☐ Product Demo & Launch Pad</td></tr>
<tr><td>Company Name</td><td colspan="2">(Eng)
(Chi)</td><td colspan="2">Booth No.</td><td></td></tr>
<tr><td>Website (if any)</td><td colspan="5"></td></tr>
<tr><td rowspan="2">Speaker Information</td><td colspan="2">Name* (Mr/Mrs/Miss)</td><td colspan="2">Mobile</td><td></td></tr>
<tr><td colspan="2">Title</td><td colspan="2">Company Tel No.</td><td></td></tr>
<tr><td rowspan="3">Contact Person Information</td><td colspan="2">Name* (Mr/Mrs/Miss)</td><td colspan="2">Mobile</td><td></td></tr>
<tr><td colspan="2">Title</td><td colspan="2">Company Tel No.</td><td></td></tr>
<tr><td colspan="2">E-mail</td><td colspan="3"></td></tr>
<tr><td rowspan="5">Information of Product(s)</td><td rowspan="2">Product 1</td><td>Name</td><td>(Eng)
(Chi)</td><td>Brand</td><td>(Eng)
(Chi)</td></tr>
<tr><td>Product Descriptions</td><td colspan="3"></td></tr>
<tr><td rowspan="2">Product 2</td><td>Name</td><td>(Eng)
(Chi)</td><td>Brand</td><td>(Eng)
(Chi)</td></tr>
<tr><td>Product Descriptions</td><td colspan="3"></td></tr>
<tr><td colspan="5">Award(s) Received / Others Remarks</td></tr>
<tr><td colspan="5">Photo(s) of Product(s)
Please send the photo(s) with high resolution (i.e. with file size larger than 1MB & minimum 300 dpi, JPG format)</td></tr>
<tr><td>*Promotional Video Clip</td><td colspan="2">Yes / No</td><td>* PowerPoint</td><td>Yes / No</td><td>*Language</td><td>English/Cantonese/Mandarin</td></tr>
</table>

*Please delete as appropriate

Conditions of Participation:

1. Exhibitors with tangible product display or service/testing demonstration are welcome to participate and introduce their products/services in the Product Demo and Launch Pad/Oasis Reception. Priority will be given to application with product launching while the application is on a first-come-first-served basis.
2. Session date and time will be allocated by the Organiser.
3. Only one time slot will be allocated to each exhibitor. No applications / orders will be accepted without the payment and information required on the application form. The Organiser reserves all rights on accepting or rejecting the application.
4. The Organiser reserves the right to alter the programme without prior notice and such decision is final.
5. The Organiser will not be held responsible for infringement of intellectual property such as copyright, patent, trademark etc. connected with presented products.
6. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
7. Please provide all ***presentation materials*** (e.g. powerpoint / video) to HKTDC ***on or before 23 October 2026 (Friday)*** for screening purpose. All applications / orders are subject to confirmation by the Organiser. Please bring along your own laptop for presentation, if any.
8. Participating companies must send a presenter to demonstrate and conduct the presentation on-site. The on-site contact person should arrive at the venue ***at least 20 minutes before their session time*** begins for preparation.
9. Additional requests will not be entertained after the application deadline and subject to the availability.
10. A cheque made payable to **"Hong Kong Trade Development Council"** covering the cost of package should be sent to HKTDC (address stated in the top right hand concer of the form) together with the ***completed application form on or before 16 October 2026 (Friday).*** Post-dated cheques will not be accepted.
    Bank Name: _____ Cheque No.: _____

I agree that the above information may be used by the Organiser for incorporation in all or any of its database for processing the application of 'Exhibitors' Promotion Packages', and for any other purposes as stated in the Privacy Policy Statement (available at http://www.hktdc.com/mis/pps/en). I confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein.

_____ _____

Signature & Company Chop **Date**

(For office use) **Acknowledgement of Receipt by HKTDC**

Received on: _____ By:_____

請於 **2026 年 10 月 16 日(星期五)前**將填妥之申請表格交回予林先生 (電郵: adrian.th.lam@hktdc.org) 收

「參展商宣傳計劃」	☐ 產品推廣及發布會				
公司名稱	(中文) (英文)			**展位號碼**	
網址 (如有)					
講者資料	**名稱*(先生/女士/小姐)**			**手提電話**	
	職銜			**公司電話**	
聯絡人資料	**名稱*(先生/女士/小姐)**			**手提電話**	
	職銜			**公司電話**	
	電郵地址				
產品資料	**產品 1**	**名稱**	(中文) (英文)	**品牌**	(中文) (英文)
		簡介			
	產品 2	**名稱**	(中文) (英文)	**品牌**	(中文) (英文)
		簡介			
	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)				
*** 宣傳視訊短片**	有 / 沒有	*** 公司簡報**	有 / 沒有	*** 語言**	英語 / 粵語 / 普通話

***請刪去不適用者**

參加守則：

1. 歡迎各參展商參加「產品發布及推廣」及「Oasis 招待會」並介紹 貴公司的最新產品或服務。主辦機構會將優先考慮以「產品推廣」為主之申請，並以先到先得的形式處理。
2. 推廣日期和時間將由主辦機構分配。
3. 每位參展商將只獲安排上述其中**一個**時段，所有未付款項或未能提供表格上所需資料之申請將不獲受理。主辦機構有權接受或拒絕任何申請。
4. 主辦機構保留最終更改節目的權利而不作另行通知。
5. 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。
6. 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。
7. 如 貴公司需於活動時段內播放***簡報及短片***須於 ***2026 年 10 月 23 日前***傳送有關資料給主辦機構以作審核。主辦機構保留一切對產品推廣及發布會內容作最後核准之權利。活動當天請自備手提電腦。
8. 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，並於指定***發布時段前 20 分鐘***到達會場進行綵排。
9. 如欲增設***額外設施***，請於 ***2026 年 10 月 16 日前告知本局***，大會將盡量安排及報價。
10. 請於 ***2026 年 10 月 16 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 (地址參照申請表格右上角)。

    銀行：_____ 支票號碼：_____

本人同意主辦機構可將上述資料編入其全部或任何資料庫內以處理「參展商宣傳計劃」事宜，以及用於主辦機構在私隱政策聲明（網頁 http://www.hktdc.com/mis/pps/tc）中所述之其他用途。本人確認已獲得此表格上所述人士同意，將其個人資料提供予主辦機構。

_____ _____

簽名及公司 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: _____