

FORM 12

**Deadline
18 Sep 2026****Eco Expo Asia 2026
26-29/10/2026****Return to :**Hong Kong Trade Development Council
Unit 7, Expo Galleria,
HKCEC, 1 Expo Drive,
Wan Chai, Hong Kong**Attn:**

Ms Sarah Yip

Tel: (852) 2240 4245

✉ sarah.ss.yip@hktcdc.org

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 to introduce and demonstrate products at
HK\$2,890 / US\$373.

Date : 26 – 29 October 2026 (Mon-Thu)

Time : A 20-min individual session

Venue : Green Technology Hub, Asia-World Expo

(Date and time slot will be assigned by the Organisers)*

**Packages covers:**

1. Audio-visual equipment (projection screen, microphone and speakers)
2. Chairs for audience
3. Promotion in fair website
4. Directional Signages

Optional Items:

If your company requires additional equipment, please contact us directly and we will provide you a tailor-made quotations accordingly.

Please return the completed form to Ms Sarah Yip (email: sarah.ss.yip@hktcdc.org by **18 September 2026 (Friday)**).

Presentation Title	(Eng)				
	(Chi)				
Brief Description					
Company Name	(Eng)			Booth No.	
	(Chi)				
Company Address					
Website					
Speaker Information	Name* (Dr./ Mr./ Ms.)			Mobile No.	
	Job Title			Company Tel No.	
	E-mail				
Contact Person Information	Name* (Dr./ Mr./ Ms.)			Mobile No.	
	Job Title			Company Tel No.	
	E-mail				
Information of Product(s)	Product 1	Name	(Eng)	Brand	(Eng)
			(Chi)		(Chi)
		Product Descriptions			
	Product 2	Name	(Eng)	Brand	(Eng)
			(Chi)		(Chi)
		Product Descriptions			
	Award(s) Received / Others Remarks				
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)					
Presentation Slide (Please provide by 16 Oct in PPT 16:9 format)	Yes / No*	Presentation Language	English / Mandarin / Cantonese (<i>Please cross out as appropriated</i>) Remarks: No Interpretation Service will be provided. To appeal to international buyers, English is preferred.		

*Please delete as appropriate

Conditions of Participation:

- 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. Priority will be given to application with product launching while the application is on a first-come-first-served basis.
- Sessions Date and Time will be allocated by the Organisers.
- 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 Organisers reserve all rights on accepting or rejecting the application.
- The Organisers reserve the right to alter the programme without prior notice and such decision is final.
- The Organisers will not be held responsible for infringement of copyright or patent law connected with present products.
- The Organisers will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
- Please provide all **presentation materials** (e.g. powerpoint / video) to HKTDC **on or before 16 October 2026 (Friday)**. All applications / orders are subject to confirmation by the Organisers. **Please save the presentation materials in your own USB and bring along for presentation, if any.**
- 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 15 minutes before their session time** begins for preparation. Please provide below contact information for onsite communication.
Onsite Contact Person : _____ Onsite Contact Mobile No. : _____
- Additional requests will not be entertained after the application deadline and subject to the availability.
- 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 corner of the form) together with the **completed application form on or before 18 September 2026 (Friday)**. Post-dated cheques will not be accepted.
Bank Name: _____ Cheque No.: _____

I agree that the above information may be used by the Organisers 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.hktcdc.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: _____

表格12

截止日期
2026年9月18日國際環保博覽
26-29/10/2026

請交回：

香港貿易發展局

香港灣仔博覽道1號

香港會議展覽中心

博覽商場7號

葉小姐收

電話: (852) 2240 4245

✉ sarah.ss.yip@hktcdc.org

「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」：

☐ 產品推廣及發布會

20 分鐘時段介紹及示範 貴公司產品。

(收費為 **2,890 港元 / 373 美元**)

日期：2026 年 10 月 26 日至 29 日 (星期一至星期四)

時間：每節時段為 20 分鐘

地點：亞洲國際博覽館 綠色技術交流區

(*確實日期及時段由主辦機構安排)



參加以上「參展商宣傳計劃」大會將提供以下項目：

1. 基本影音設備 (投射螢幕及咪高峰)
2. 觀眾座椅
3. 網頁宣傳
4. 會場指示板

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 **2026 年 9 月 18 日(星期五)**前將填妥之申請表格交回予葉小姐 (電郵: sarah.ss.yip@hktdc.org) 收

演講標題	(中文)				
	(英文)				
演講簡介					
公司名稱	(中文)		展台號碼		
	(英文)				
公司地址					
網址					
講者資料	名稱*(先生/女士/小姐)		流動電話		
	職銜		公司電話		
	電郵				
聯絡人資料	名稱*(先生/女士/小姐)		流動電話		
	職銜		公司電話		
	電郵				
產品資料	產品 1	名稱	(中文)	品牌	(中文)
			(英文)		
		簡介			
	產品 2	名稱	(中文)	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)					
演示簡報 (請於 10 月 16 日 前提供 16:9 格式 PPT)	有 / 沒有*	演示語言	英語/廣東話/普通話* 備註：不提供傳譯服務，建議使用英語以吸引國際買家。		

*請刪去不適用者

參加守則：

- 歡迎各參展商參加「產品發布及推廣」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。
- 推廣日期和時間將由主辦機構分配。
- 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。
- 主辦機構保留最終更改節目的權利而不作另行通知。
- 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。
- 如 貴公司需於活動時段內播放**簡報及短片**，請於 **2026 年 10 月 16 日 (星期五) 前** 傳送有關資料給主辦機構。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 USB 儲存演示材料並於攜帶到活動現場。
- 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 15 分鐘** 到達會場進行綵排。請提供以下聯絡方式以便現場溝通。
到場代表：_____ 到場代表電話：_____
- 如欲增設**額外設施**，請於 **2026 年 9 月 18 日前告知本局**，大會將盡量安排及報價。
- 請於 **2026 年 9 月 18 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: _____