

EXHIBITOR FORUM

Each exhibitor is eligible to apply for one product presentation session during the HKTDC Hong Kong International Medical and Healthcare Fair 2025, subject to availability of time slots. The details are as follows:



Date / Time	:	26-28 May 2025 (Date to be assigned by the Organiser)
Duration	:	10 minutes per session (timeslot to be assigned by the Organiser)
Location	:	Halls 3FG, Hong Kong Convention & Exhibition Centre
Basic Equipment	:	<ul style="list-style-type: none"> • One (1) Podium • One (1) LED screen • Two (2) Handheld microphones
Fee	:	All exhibitors are entitled to <u>one FREE session</u> , subject to availability of timeslots.
Publicity	:	The Exhibitor Forum will be publicised by the Organiser along with the publicity campaign of the HKTDC Hong Kong International Medical and Healthcare Fair 2025. There will also be information panels with the forum schedule set up on-site for visitors' reference.
Application	:	<p>Please return the <u>Completed Application Form</u> to us <u>on or before 24 April 2025 (Thursday)</u>.</p> <p>Please provide any presentation materials (e.g. powerpoint/ video) to HKTDC on or before <u>6 May 2025 (Tuesday)</u> or bring along the materials with you on the event date. Please bring your own laptop for presentation, if necessary.</p>
Conditions	:	<ul style="list-style-type: none"> • The forum sessions will be assigned on a <u>first-come-first-served basis</u> and exhibitors will be informed by email if their application is successful and which session time is assigned. • The Organiser reserves all rights in accepting or rejecting any application. Application forms without completed information will not be accepted. • The Organiser reserves the right to make changes to the venue and time slots for exhibitor forums.

FORM 8	HKTDC Hong Kong International Medical and Healthcare Fair 2025 26-28 / 5 / 2025	Please return to: Exhibitions & Digital Business Department, Hong Kong Trade Development Council 30/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong Attn: Ms Vivian Share Tel: (852) 2240 5805 E-mail: vivian.kl.share@hktdc.org
Deadline: 24 April 2025 (Thursday)		

Exhibitor Forum Application Form

We, _____ (Company Name), would like to apply for a speaking session at the Exhibitor Forum.

A) Presentation Title

(Please use no more than 90 characters in English and 30 characters in Chinese)

English: _____
 Chinese: _____

B) Abstract (Please introduce the session in 50-100 words)

English:	
Chinese:	

C) Speaking Language

☐ Cantonese
 ☐ English
 ☐ Putonghua

D) Information of Speaker(s)

1. Name:	_____	(English)
	_____	(Chinese)
Title:	_____	(English)
	_____	(Chinese)
2. Name:	_____	(English)
	_____	(Chinese)
Title:	_____	(English)
	_____	(Chinese)

E) Company Information

Company Name	: (English)	_____
	(Chinese)	_____
Contact Person	: _____	Booth No : _____
Address	: _____	Position : _____
	_____	Office No : _____
Email	: _____	Mobile No : _____

Conditions of Participation:

1. Exhibitors are welcome to participate and introduce their products/services in the Exhibitor Forum. The application is on a first-come-first-served basis.
2. Sessions Date and Time will be allocated by the Organiser.
3. Only **one time slot** will be allocated to each exhibitor. No application/order will be accepted without information required on the application form. The Organiser reserves all rights on accepting or rejecting the application.
4. Additional facilities are subject to the availability and quotation. Any requests **after 24 April 2025** will not be entertained.
5. The Organiser reserves the right to alter the programme without prior notice and such decision is final.
6. Every exhibitor should, when submitting its products, give an undertaking that the product is original and the copyright or the product has not been assigned, or have been authorised by the copyright owner.
7. The Organiser will not be held responsible for infringement of copyright or patent law connected with present products.
8. The Organiser will retain all rights for printing, publishing and exhibiting the submitted information at its discretion.
9. The Organiser will exercise maximum care in handling all products; however, the Organiser will assume no liability for any damage or loss of any kind.
10. Please provide all **presentation materials** (e.g. powerpoint/video) to HKTDC **on or before 6 May 2025**. All applications/orders are subject to confirmation by the Organiser. Please bring along your own laptop for presentation, if necessary.
11. 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.

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 Exhibitor Forum, and for any other purposes as stated in the Privacy Policy Statement (available at <https://home.hktdc.com/en/s/privacy-policy-statement>). 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: _____