



2015 CONTRACT HONG KONG – AUSTRALIA & NEW ZEALAND HOSTING FORM

Invitations are open only for HKTB registered Tourism Services Providers

Please return the completed form to quote.peggy.cheung@hktb.com by **5:00pm on 21 April 2015 (Tuesday)**

Contact Person		Title	
Company Name			
Address			
Direct Tel		E-mail	
Signature		Date	

We are interested in hosting the following:

<i>Item(s)</i>	<i>Period of Stay No. of Pax</i>	<i>13-17 June, 2015 (4 nights) (22 buyers & escorts)</i>
<input type="checkbox"/> Hotel accommodation with daily breakfast (FOC)		<input type="checkbox"/> 22 single rooms with breakfast for 4 nights
<input type="checkbox"/> Hotel accommodation only (FOC)		<input type="checkbox"/> 22 single rooms with breakfast for 4 nights <input type="checkbox"/> Daily breakfast at HK\$_____/person
<input type="checkbox"/> Hotel accommodation at a special rate		<input type="checkbox"/> 22 single rooms with breakfast for 4 nights with breakfast at HK\$_____/room/night
<input type="checkbox"/> Venue(s), including F&B for full-day meeting (15 June 2015) ^{Note 3} Requirements include the following: 1. 22 meeting tables with 4 chairs for day use, including waiting area with chairs for 40 pax 2. AV system, projector and screen 3. Lunch and two coffee breaks with refreshments for 110-120 pax 4. Drinks reception (tentative time: 1730-1830) for 25-30 pax		<i>For 110-120 pax, details as follows:</i> _____ _____ _____ _____ _____
<input type="checkbox"/> Ground transfers. <i>Please specify details.</i>		<i>For 22 pax, details as follows:</i> _____
<input type="checkbox"/> Tour(s). <i>Please specify details.</i>		<i>For 22 pax, details as follows:</i> _____
<input type="checkbox"/> Product inspections / Meals / Others <i>Please specify details.</i>		<i>For 22 pax, details as follows:</i> _____

Notes:

1. Hosting selection is subject to the final discretion of the Hong Kong Tourism Board (HKTB).
2. The HKTB reserves the right to arrange product inspections according to the interests of the group.
3. Selection criteria for the venue will be based on cost (70%), logistics considerations, *such as meeting and lunch venue capacity, layout, etc.* (15%), location (10%), new hotel (5%)