

HK REWARDS! 2016/17 – APPLICATION FORM (For Meeting & Incentive)

- **Please allow 15 working days in advance for processing the privileges, except**
 - **The complimentary hotel cocktail reception:** Please book the complimentary hotel cocktail reception when booking the hotel rooms. Complimentary cocktail reception is only valid at participating hotels.
 - **Hong Kong Disneyland privilege:** Please allow at least 4 weeks in advance for processing the request.
- **Please complete and return the form to MEHK by email: hkrewards@hktb.com**

Eligibility of Meeting & Incentive Groups

1. Valid only for groups with a minimum of 20 non-Hong Kong participants staying at least two (2) consecutive nights in Hong Kong.

Definition of a Qualified Meeting / Incentive Event

For Meeting Event:

1. Corporate meetings organised by commercial corporations for business purposes.
2. The event proceedings should comprise at least one half-day meeting (minimum 2 hours in total) in the meeting programme.
3. Participants should be non-Hong Kong employees and invited guests of the commercial corporation that organises the corporate meeting.

For Incentive Event:

1. The trip should be paid or sponsored by a commercial corporation to reward its employees or business associates for performance motivation and recognition, and team building.
2. The event proceedings should comprise at least one special event participating by the group (e.g. team building activity, gala dinner and sharing session, etc)
3. Participants should be non-Hong Kong employees or business associates of the commercial corporation that organises the incentive group.

SECTION A – Event Details

Event/Group Name:			
Event Type: Meeting / Incentive <i>(please delete as appropriate)</i>			
Event Date: From:	(DD/MM/YY)	To:	(DD/MM/YY)
Company Name:			
Company Website (if any):			
Company Industry/Business Nature:			
Event/Meeting Venue:			
Hotel:			
Major Carrier (if any):			
Frequency in HK:	<input type="checkbox"/> One-off	<input type="checkbox"/> First time	<input type="checkbox"/> Annual <input type="checkbox"/> Biennial
	<input type="checkbox"/> Others (please specify): _____		
Programme :	<input type="checkbox"/> Hong Kong ONLY		
	<input type="checkbox"/> Hong Kong AND Other Destination (please specify Date/City/No. of nights):		
Expected attendance with market breakdown:			
Total Estimated No. of Participants:	_____	Total No. of Overseas Participants:	_____
Main Source of Key Markets:	1. _____ (%)	2. _____ (%)	
	3. _____ (%)	4. _____ (%)	

SECTION B – Applicant/Organiser Details

Role:	<input type="checkbox"/> Event Owner	<input type="checkbox"/> Local DMC/Hotel
	<input type="checkbox"/> Overseas Agent	<input type="checkbox"/> Others (please specify):
Company Name:		
Contact Name:		Job Title:
Tel:	Mobile:	Fax:
Email:		Website:
Address:		Country:

SECTION C – Privileges from MEHK

At least 20 overseas participants

A. MEHK Welcome Gift Set (*Welcome gift set consists of complimentary Hong Kong street map, welcome souvenir, free admission coupons covering 1) Hong Kong Heritage Museum, 2) Hong Kong Museum of History and 3) Hong Kong Wetland Park offers*)

Required Number of set(s)		Versions (please circle)	English / Simplified Chinese
Company Name		Delivery Date (Mon-Fri, 9am-6pm)	
Contact Person		Contact Tel	
Delivery Address *Hong Kong Only			

*Delivery will be arranged **one time only** and **not be available on Sat, Sun and public holiday**

For 50 overseas participants or above

A. MEHK Welcome Gift Set (*Please fill in details on above table*)

B. Digitalised airport welcome message displayed at Hong Kong International Airport HKTB Visitor Centre

Display Period (for maximum 2 days only)	From: _____ (DD/MM/YY)	To: _____ (DD/MM/YY)
Display Wordings	Event Name	
	Event Date (DD/MM – DD/MM)	
<p>Please note the display of your event's message is not exclusive, and will be on rotation basis, looped with other events happening during the same period.</p>		

For 100 overseas participants or above

A. MEHK Welcome Gift Set (Please fill in details on page 2)

B. Digitalised airport welcome message displayed at Hong Kong International Airport HKTB Visitor Centre (Please fill in details on page 2)

C. One of the following Superior Offers (Please ✓)

<input type="checkbox"/> Acrobat & kung fu show (15 mins) <input type="checkbox"/> Lion dance performance (10 mins) <input type="checkbox"/> Three cultural extravaganzas (2 hrs) - Chinese rainbow calligraphy - Chinese knotting - Flour doll making	Date		Performance Time	
	On-site Contact Person		On-site Contact Tel	
	Venue / Address		Remarks	
Please note the performers will arrive at the venue 30 minutes prior to performance time for set up. Please indicate any special request in the Remarks section.				
<input type="checkbox"/> One group airport welcome for VIPs with chaperon service (for a maximum of 8 passengers). Guests arriving at Gate 25-80 at Public Terminal One will get a shuttle or electric golf cart service	Date		No. of People	
	Arrival Flight No.		Arrival Flight Time	
	On-site Contact Person		On-site Contact Tel	
	Group Name on Welcome Signboard			
On arrival, a dedicated chaperon will meet your group at the air bridge. Signage will be tailor-made to your corporate event. The chaperon will accompany arriving groups to immigration point and guide the group through baggage collection and customs and all the way to the Greeters Arrival Hall.				

For 300 overseas participants or above

A. MEHK Welcome Gift Set (Please fill in details on page 2)

B. Digitalised airport welcome message displayed at Hong Kong International Airport HKTB Visitor Centre (Please fill in details on page 2)

C. One of the Superior Offers (Please ✓)

<input type="checkbox"/> Acrobat & kung fu show (15 mins) <input type="checkbox"/> Lion dance performance (10 mins) <input type="checkbox"/> Three cultural extravaganzas (2 hrs) - Chinese rainbow calligraphy - Chinese knotting - Flour doll making	Date		Performance Time	
	On-site Contact Person		On-site Contact Tel	
	Venue / Address		Remarks	
Please note the performers will arrive at the venue 30 minutes prior to performance time for set up. Please indicate any special request in the Remarks section.				
<input type="checkbox"/> One Group airport welcome for VIPs with chaperon service (for a maximum of 8 passengers). Guests arriving at Gate 25-80 at Public Terminal One will get a shuttle or electric golf cart service	Date		No. of People	
	Arrival Flight No.		Arrival Flight Time	
	On-site Contact Person		On-site Contact Tel	
	Group Name on Welcome Signboard			
On arrival, a dedicated chaperon will meet your group at the air bridge. Signage will be tailor-made to your corporate event. The chaperon will accompany arriving groups to immigration point and guide the group through baggage collection and customs and all the way to the Greeters Arrival Hall.				

D. One of the following Deluxe Offers (Please ✓)			
<input type="checkbox"/> Face changing performance (5-8 mins) <input type="checkbox"/> Chinese quartet (2 hours) <input type="checkbox"/> Chinese drum show (10 mins)	Date		Performance Time
	On-site Contact Person		On-site Contact Tel
	Venue / Address		Remarks
	Please note the performers will arrive at the venue 30 minutes prior to performance time for set up. Please indicate any special request in the Remarks section.		
<input type="checkbox"/> One group airport welcome with chaperon service (for a maximum of 300 people)	Date		No. of People
	Arrival Flight No.		Arrival Flight Time
	On-site Contact Person		On-site Contact Tel
	Group Name on Welcome Signboard		
	On arrival, at least one dedicated chaperon (subject to group size) will meet your group at the air bridge. Signage will be tailor-made to your corporate event. The chaperon will accompany arriving groups to immigration point and guide the group through baggage collection and customs and all the way to the Greeters Arrival Hall.		

<i>For 700 overseas participants or above</i>
<input type="checkbox"/> Please contact us (email to hkrewards@hktb.com) for customised privileges

SECTION D – Privileges from Trade Partners (Please ✓)

SECTION D1 – Privileges at Residing Hotel

<input type="checkbox"/> Complimentary Cocktail Reception at Hotel - When booking hotel rooms, please contact the hotel for reservation and quote the reference code- “HKR1617” - Complimentary cocktail reception is only valid at participating hotels, please refer to the list of participating hotels at www.mehongkong.com/eng/products-and-offers/hong-kong-rewards/At-Your-Hotel.html for details
For groups with at least 50 overseas participants who stay in the participating hotel for two consecutive nights or more: <ul style="list-style-type: none"> ● Complimentary cocktail reception offered by about 40 local hotels from high-end luxurious to high-quality budget ones. ● Offered at a designated hotel venue with a mix of beverages (including beer, wine, soft drinks, juices, etc.) and light refreshments

SECTION D2 – Privileges at Attractions

Remarks: Applicant’s booking confirmation with the attraction is required.

<input type="checkbox"/> Discovery Bay			
Visit Date		No. of Visitors	Arrival Time
Tour Guide / Contact Person			Contact Tel
Redeemable upon visit to Discovery Bay For groups with at least 50 overseas participants: <ul style="list-style-type: none"> ● Destination guide booklet ● Welcome message on e-signage upon arrival (at Discovery Bay pier) ● One way free ferry ride between Discovery Bay and Central (on regular ferries and subject to ferry schedule) For groups with 100 overseas participants or above: <ul style="list-style-type: none"> ● Above offer PLUS ● A tailor-made welcome banner for group photo-taking ● A 30-min photo session with the horse-drawn carriage (at Discovery Bay North Plaza) 			

<input type="checkbox"/> Harbour Cruise Bauhinia					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide / Contact Person				Contact Tel	
For groups with at least <u>20</u> overseas participants: <ul style="list-style-type: none"> ● Meet and greet session with welcome drink at the pier before embarking* ● Welcome message and souvenir (* Only applies to North Point Pier. Groups embarking at Hung Hom Ferry Pier will receive welcome drinks on board.)					

<input type="checkbox"/> Hong Kong Disneyland					
- Please allow at least 4 weeks in advance for processing the Hong Kong Disneyland privilege.					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide / Contact Person				Contact Tel	
For groups with at least <u>100</u> overseas participants <ul style="list-style-type: none"> ● Main gate priority group entry ● Group photo moments with Disney character(s), and one commemorative framed photo plus a free digital download ● Priority seating at “Festival of the Lion King” ● Complimentary Disney-themed gift for each guest ● Merchandise discount offer For groups with <u>300</u> overseas participants or above <ul style="list-style-type: none"> ● Above offer PLUS ● Group welcome refreshments served at a designated park restaurant For groups with <u>700</u> overseas participants or above <ul style="list-style-type: none"> ● Above offer PLUS ● Exclusive CEO procession moment with a 15-minute company programme at a theatre in the park 					

<input type="checkbox"/> Jumbo Kingdom					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide / Contact Person				Contact Tel	
For groups with at least <u>20</u> overseas participants and minimum spending at HK\$10,000 <ul style="list-style-type: none"> ● Welcome drink For groups with at least <u>300</u> overseas participants and minimum spending at HK\$100,000 <ul style="list-style-type: none"> ● Above offer PLUS ● Cultural showcase (selected arts and craft demonstrations) 					

<input type="checkbox"/> Madame Tussauds Hong Kong					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide / Contact Person				Contact Tel	
<ul style="list-style-type: none"> ● For minimum purchase of 100 tickets, 10 free tickets will be offered for groups with <u>100</u> overseas participants or above ● For minimum purchase of 300 tickets, 30 free tickets will be offered for groups with <u>300</u> overseas participants or above ● For minimum purchase of 700 tickets, 70 free tickets will be offered for groups with <u>700</u> overseas participants or above 					

<input type="checkbox"/> Ngong Ping 360				
Visit Date		No. of Visitors		Arrival Time
Tour Guide / Contact Person				Contact Tel
Redeem at Groups Counter at Tung Chung Ticketing Office upon purchasing return cable car ride ticket For groups with at least <u>50</u> overseas participants <ul style="list-style-type: none"> ● NP360 souvenir ● 10% discount coupon on any NP360 branded merchandise at Ngong Ping 360 Souvenir Shops ● 10% discount coupon at Ngong Ping Garden Restaurant and AOK Hong Kong Café with a minimum spending of HK\$100 ● 10% discount coupon on Ngong Ping 360 photo products For groups with <u>300</u> overseas participants or above <ul style="list-style-type: none"> ● Above offer PLUS ● A welcome banner ● A free group photo service at Ngong Ping Village with soft copy of the photo emailed to rewards company after leaving Hong Kong 				

<input type="checkbox"/> Ocean Park Hong Kong				
Visit Date		No. of Visitors		Arrival Time
Tour Guide / Contact Person				Contact Tel
For groups with at least <u>50</u> overseas participants <ul style="list-style-type: none"> ● Express admission to the park ● Ocean Park-themed souvenir ● Welcome drink PLUS the following in-park discount coupons <ul style="list-style-type: none"> - Buy-one-get-one-free offer on afternoon tea set at Panda Café - 20% discount at restaurants - HK\$5 discount coupon at food kiosks - HK\$30 and HK\$100 discount voucher at souvenir shops - Get one skill game for free For groups with <u>100</u> overseas participants or above <ul style="list-style-type: none"> ● Above offer PLUS ● Welcome by an Ocean Park Mascot for 15 minutes upon arrival at the Main Entrance (Remarks: This arrangement will be cancelled in the event of inclement weather.) 				

<input type="checkbox"/> sky100 Hong Kong Observation Deck				
Visit Date		No. of Visitors		Arrival Time
Tour Guide / Contact Person				Contact Tel
Redeemable upon visit to sky100 Observation Deck For groups with at least <u>50</u> overseas participants <ul style="list-style-type: none"> ● sky100 HK Observation Deck souvenir ● Welcome message displayed at Customer Service Counter ● 20% discount on any sky100 HK Observation Deck branded merchandise at souvenir shop ● 20% discount on Kodak photo in the Kodak photo booth ● 20% off at Café for any consumption ● Welcome message displayed on 103" TV at 2/F entrance (with the exception on event day) 				

SECTION D3 – Privileges at Hong Kong International Airport

<input type="checkbox"/> Hong Kong International Airport - Shopping & Dining Coupons
For groups with at least <u>20</u> overseas participants Shopping and dining coupons worth up to HK\$2,000 offered by Hong Kong International Airport

<input type="checkbox"/> Cathay Pacific and Dragonair			
Arrival Date and Flight No.		No. of Passengers	
Departure Date and Flight No.		Company Name	
Contact Person		Contact Tel/ Email	
Special Privileges from Cathay Pacific and Dragonair (please ✓) <input type="checkbox"/> Meet and Greet Service upon arrival at Hong Kong International Airport for groups of <u>20</u> and above (Remarks: no priority for Custom, Immigration and quarantine clearance as well as not baggage claim service) <input type="checkbox"/> Additional Baggage Allowance of 10kg for one passenger in a single MICE event with more than <u>30</u> passengers travelling CX/KA (Remarks: Travelling on the same flight is NOT required) <input type="checkbox"/> Upgrade from Economy Class to Business Class for one passenger, subject to availability, in a single MICE event with more than <u>50</u> passenger travelling CX/KA (Remarks: Traveling on the same flight is NOT required) <input type="checkbox"/> Dedicated Check-in counter at Hong Kong International Airport for groups of <u>50</u> and above traveling on the same flight			

<input type="checkbox"/> Plaza Premium Lounge, Hong Kong International Airport				
Visit Date		No. of Visitors		Arrival Time
Tour Guide / Contact Person				Contact Tel
Offers are only applicable to Plaza Premium Lounge at East Hall or West Hall or Arrival Hall For group bookings with <u>50-99</u> overseas participants <ul style="list-style-type: none"> ● 4 complimentary lounge visits in addition to special travel industry rate ● Designated seating area at Plaza Premium Lounge ● 10% discount on a la carte dining menu at Airport World Trade Centre Club, The Terrace, Hong Kong International Airport For group bookings with <u>100-299</u> overseas participants <ul style="list-style-type: none"> ● 10 complimentary lounge visits in addition to special travel industry rate ● Free welcome drink served at designated seating area at Plaza Premium Lounge ● Free welcome drink PLUS 10% discount on a la carte dining menu at Airport World Trade Centre Club, The Terrace, Hong Kong International Airport 				

General Terms and Conditions

1. Valid only for Meeting, Incentive groups with a minimum of 20 non-Hong Kong participants staying at least two (2) consecutive nights in Hong Kong.
2. Only groups of non-Hong Kong participants are eligible to enjoy the offer.
3. Every group can sign up for any value-added offers as long as they meet the minimum group size requirement.
4. Overseas groups coming to Hong Kong for the same corporate event are only entitled to redeem the offers according to the total number of participants in the group, regardless of the number of segments into which the group is divided.
5. Please allow 15 working days in advance for processing the privileges, except
 - The complimentary hotel cocktail reception: Please book the complimentary hotel cocktail reception when booking the hotel rooms.
 - Hong Kong Disneyland privilege: Please allow at least 4 weeks in advance for processing the request.
6. The Hong Kong Tourism Board (HKTB) is not responsible for venue booking or license applications.
7. A penalty will apply for cancellations made within three (3) working days of the event date.
8. All offers are valid until 31 March 2017 and subject to change without prior notice.
9. Welcome souvenirs are available while stocks last.

10. HKTB is not a supplier of the value-added offers and shall not be responsible for any liabilities in relation thereto.
11. The value-added offers are subject to the trade partners' confirmation and Terms & Conditions.
12. For verification of the group's eligibility under this application, HKTB reserves the right to request further information about the group and to conduct on-site spot checks on the privileges offered during the Event period.
13. HKTB disclaims any liability for the quality or fitness for the purpose of third-party products or services; or for any errors or omissions.
14. These Terms and Conditions are written in English and Chinese. In case of discrepancies, the English version shall prevail.

Terms and Conditions for Complimentary Cocktail Reception at Hotel

1. The offer is valid for Meeting (M), Incentive (I) & Convention (C) groups with a minimum of 50 non-Hong Kong delegates staying at participating hotel for at least two consecutive nights in Hong Kong.
2. The offer is valid from 1 May 2016 to 31 March 2017, both dates inclusive.
3. The offer is subject to availability and hotel confirmation.
4. All booking confirmations/ amendments/ cancellations are handled between hotels and guests directly. Final confirmation of all bookings is at the discretion of the hotels.
5. The offer is subject to change by participating hotels without prior notice.
6. The offer has no cash value and cannot be redeemed for cash.
7. The offer cannot be used in conjunction with other promotional/ discount offer.
8. HKTB is not a supplier of the products and services and shall not be responsible for any liabilities in relation thereto.
9. Hotel offers and information (including text and photos) are provided by hotel.
10. In case of disputes, the decision of HKTB and participating hotel shall be final.
11. HKTB disclaims any liability for the quality or fitness for the purpose of third-party products or services; or for any errors or omissions.
12. These Terms and Conditions are written in English and Chinese. In case of discrepancies, the English version shall prevail.