

## HK REWARDS! 2017/18 – APPLICATION FORM FOR CONVENTIONS

- **Please allow 15 working days for processing, except for:**
  - **Complimentary hotel cocktail reception:** Please book the complimentary hotel cocktail reception at the time of hotel room reservations. Complimentary cocktail reception is only valid at participating hotels.
- **Please complete and return the form to Meetings & Exhibitions Hong Kong (MEHK) by email at [hkrewards@hkta.com](mailto:hkrewards@hkta.com).**

### Eligibility of Convention

1. Valid only for convention groups with 20 non-Hong Kong participants or more staying at least two consecutive nights in Hong Kong.

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## SECTION A – Event Details

Convention Name:			
Convention Date	From:	(DD/MM/YY)	
	To:	(DD/MM/YY)	
Convention Website (if any):			
Industry of the Convention:			
Convention Venue:			
Hotel:			
Major Carrier (if any):			
Frequency in	<input type="checkbox"/> One-off	<input type="checkbox"/> First time	<input type="checkbox"/> Annual <input type="checkbox"/> Biennial
Hong Kong:	<input type="checkbox"/> Repeated, Last held year: _____		
	<input type="checkbox"/> Others (please specify): _____		
Expected attendance with market breakdown:			
Total Estimated No. of Participants: _____		Total No. of Overseas Participants: _____	
Key Markets:	1. _____ (    %)	3. _____ (    %)	
	2. _____ (    %)	4. _____ (    %)	

## SECTION B – Applicant/Organiser Details

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<i>International Organiser</i>			
<input type="checkbox"/> Main Liaison for the Hospitality Support Arrangement			
Role: <input type="checkbox"/> Event Owner/International Organiser <input type="checkbox"/> Overseas Agent			
Company Name:			
Contact Name:		Job Title:	
Tel:	Mobile:	Fax:	
Email:		Website:	
Address:		Country:	
<i>Local Host Organiser</i>			
<input type="checkbox"/> Main Liaison for the Hospitality Support Arrangement			
Company Name:			
Contact Name:		Job Title:	
Tel:	Mobile:	Fax:	
Email:		Website:	
Address:		Country:	
<i>Applicant Details (For different role)</i>			
<input type="checkbox"/> Main Liaison for the Hospitality Support Arrangement			
Role: <input type="checkbox"/> Association Management Company <input type="checkbox"/> Local DMC/Hotel			
<input type="checkbox"/> Professional Conference Organiser <input type="checkbox"/> Others (please specify):			
Company Name:			
Contact Name:		Job Title:	
Tel:	Mobile:	Fax:	
Email:		Website:	
Address:		Country:	

## SECTION C – Privileges from MEHK

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<i>20 overseas participants or more</i>			
<b>A. MEHK Welcome Gift Set</b> ( <i>Consists of a street map of Hong Kong and souvenir</i> )			
Required Number of Set(s)		Versions (please tick)	<input type="checkbox"/> English + Traditional Chinese <input type="checkbox"/> Simplified Chinese
Company Name		Delivery Date (Mon to Fri, 9am to 5pm)	
Contact Person		Contact Tel	
Delivery Address *Hong Kong Only			
<p><b>*For conventions with 20-99 overseas participants</b>, MEHK will notify you when the materials are ready. You can arrange pick up on work days (Monday to Friday, 9am to 12:30pm and 2–5:30pm) at Hong Kong Tourism Board Head Office (10/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong).</p> <p><b>**For conventions with 100 overseas participants or more</b>, MEHK welcome gift sets will be sent to your delivery address except on Saturdays, Sundays and public holidays.</p>			

**For 50 overseas participants or more**

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**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**

Display Period (maximum 2 days only)	From: _____ (DD/MM/YY)	To: _____ (DD/MM/YY)
Display Wordings	Event Name	
	Event Date (DD/MM – DD/MM)	
	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.	

**For 100 overseas participants or more**

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**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 above table)

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

<input type="checkbox"/> Acrobatic & 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.			
<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 Terminal One will be offered 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, at least one dedicated chaperon (subject to group size) will meet your group at the air bridge. Signage will be tailor-made for your convention group. The chaperon will accompany arriving groups to immigration counters and guide the group through baggage collection and customs and all the way to the Arrival Hall.			

**A. MEHK Welcome Gift Set** (Please fill in details on page 2)**B. Digitalised airport welcome message displayed at Hong Kong International Airport HKT B Visitor Centre** (Please fill in details on page 3)**C. One of the following Superior Offers** (Please ✓)

<input type="checkbox"/> Acrobatic & 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.				
<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 Terminal One will be offered 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 for your convention group. The chaperon will accompany arriving groups to immigration counters and guide the group through baggage collection and customs and all the way to the 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 (depending on group size) will meet your group at the air bridge. Signage will be tailor-made for your convention group. The chaperon will accompany arriving groups to immigration counters and guide the group through baggage collection and customs and all the way to the Arrival Hall.				

## SECTION D – Special Privileges from Trade Partners (Please ✓)

### SECTION D1 – Privileges at Residing Hotel

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#### ☐ Complimentary Cocktail Reception at Hotel

- Please apply for the complimentary cocktail reception at the time of hotel room booking, and quote the reference code 'HKR1718'.

Complimentary cocktail reception is only valid at participating hotels. Please refer to the list of participating hotels at <http://www.mehongkong.com/eng/products-and-offers/hong-kong-rewards-17-18/Free-Cocktail-Reception-at-Your-Hotel.html> for details

For groups with 50 overseas participants or more staying at a participating hotel for two nights or more, complimentary cocktail reception is offered by nearly 50 local hotels ranging from high-end luxurious to high-quality budget options with a mix of beverage (including beer, wine, soft drinks, juices, etc.) and light refreshment.

### SECTION D2 – Privileges at Attractions

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

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#### ☐ Discovery Bay

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

Redeemable upon visit to Discovery Bay

For groups with 50 overseas participants or more:

- Destination guide
- 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 more:

- Above offers plus:
- A tailor-made welcome banner for group photo-taking
- A 30-minute photo session with the horse-drawn carriage at North Discovery Bay

#### ☐ Harbour Cruise Bauhinia

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For groups with 50 overseas participants or more:

- 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					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For groups with 50 overseas participants or more purchasing the Disney Corporate Rewards Package\*:

- A date-stamped park ticket applicable for participant aged 12-64.
- Complimentary combo meal (one main course with soft drink) for dinner after 4:30pm on the park visit day at one of the three signature restaurants^ below
  - Starliner Diner
  - Clopin's the Festival of Foods
  - Tahitian Terrace (Halal Certified)
- 15% discount merchandise coupon (upon purchase of HK\$400 in each transaction)

\* All tickets and vouchers are date-stamped, not refundable or transferrable.  
 ^ Operating hours of Restaurants and Merchandise Shops are subject to change without notice.

<input type="checkbox"/> The Hong Kong Jockey Club – Happy Wednesday at Happy Valley Racecourse (6 September 2017 - 28 March 2018*)					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For groups with 20 overseas participants or more (aged 18 or above):

- Tourist Pack for Happy Wednesday racenights at Happy Valley Racecourse:
  1. Free admission ticket to Happy Valley Racecourse (for visitors aged 18 or above to access Public Enclosure only)
  2. A free cup of draught beer at Beer Garden, Happy Valley Racecourse. Available while stock lasts.
  3. HK\$50 food and beverages redemption coupon. A maximum of two coupons can be used with each purchase.
  4. A HK\$50 off voucher for 'Gift at Races' to be used with purchases of HK\$300 or above.

For groups with 20-49 overseas participants (aged 18 or above):

- Above offer plus a complimentary standard drink at adrenaline, Happy Valley Racecourse. This offer is to be provided after 10pm only on a first-come first-served basis.

During the 2017/18 race season, the above offers are valid from September 2017 to March 2018 on the following race nights:  
 2017 - 6 September, 13 September, 20 September, 27 September, 5 October, 11 October, 18 October, 25 October, 8 November, 15 November, 22 November, 29 November, 6 December#, 13 December, 20 December and 27 December  
 2018 - 10 January, 17 January, 31 January, 7 February, 14 February, 21 February, 7 March, 14 March, 21 March and 28 March  
 (# The free drink offer at adrenaline is not available on 6 December 2017)

\*Remarks:

- The above offers and applicable race nights are subject to change without prior notice.

<input type="checkbox"/> Jumbo Kingdom					
Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For groups with 20 overseas participants or more and minimum spending of HK\$10,000

- Welcome drink

For groups with 100 overseas participants or more and minimum spending of HK\$50,000

- Above offer plus:
- VIP toasting sparkling wine (1 bottle 750ml)

For groups with 300 overseas participants or more and minimum spending of HK\$100,000

- Above offer plus:
- Cultural showcase (selected arts and craft demonstrations)

**☐ Madame Tussauds Hong Kong**

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For each application, the applicant can choose one out of the following two offers: themed event venue or free tickets.

Offer 1:

- ☐ For groups of 50-200 visitors purchasing admission tickets at regular price:  
- Two-hour complimentary themed event venue from 10:00am to 12:00noon, under the special theme of 'World Leaders of the Century' or 'A-list Stars' with selected wax figures

Offer 2\*:

- ☐ With purchase of 50 tickets, 5 free tickets will be offered for groups with 50 overseas participants or more  
☐ With purchase of 100 tickets, 10 free tickets will be offered for groups with 100 overseas participants or more  
☐ With purchase of 300 tickets, 30 free tickets will be offered for groups with 300 overseas participants or more  
☐ With purchase of 700 tickets, 70 free tickets will be offered for groups with 700 overseas participants or more

\*Free tickets offer is calculated based on each individual purchase, and cannot be combined with other purchases.

**☐ 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 50 overseas participants or more

- 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 Cafe with a minimum spending of HK\$100
- 10% discount coupon on Ngong Ping 360 photo products

For groups with 300 overseas participants or more

- Above offer plus:
- a welcome banner
- a free group photo service at Ngong Ping Village with soft copy of the photo emailed to participating company after they depart Hong Kong

**☐ Ocean Park Hong Kong**

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

Applicant can apply for either one or both of the following two offers: Special MICE Privileges and/or Fun & Chill Package Ticket.

☐ Special MICE Privileges:

For groups with 20 overseas participants or more:

- Express admission to the park
- Ocean Park-themed souvenir
- Looping of welcome message on tip boards in the park
- Welcome drink coupon plus the following in-park discount coupons
  1. Buy-one-get-one-free offer on afternoon tea set at the Neptune's Restaurant or Panda Cafe
  2. HK\$5 discount on purchases of HK\$30 or more at food kiosks
  3. 10% discount on photo product
  4. Buy-one-get-one-free offer on skill games
  5. 15% discount on purchases of HK\$500 or more at souvenir shops

For groups with 100 overseas participants or more:

- Above offers plus:
- Welcome by an Ocean Park mascot for 15 minutes at the Lagoon Platform upon group arrival
- A complimentary digital copy of group photo with an Ocean Park mascot
- Ocean FasTrack for 3 VIPs

For groups with 300 overseas participants or more:

- Above offers plus:
- Live music performance at the main entrance

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### **Ocean Park Hong Kong (continued)**

#### ☐ Fun & Chill Package Ticket:

Groups with 100 overseas participants or more are entitled to enjoy a special price when purchasing the Fun & Chill Package Ticket\*. The Fun & Chill Package Ticket includes:

- Full day admission to the park on a specific date
- 2-hour light buffet dinner at Lakeside Chill from 6–8pm, including 2-hour non-alcoholic drink package^

\* The Fun & Chill Package Ticket is valid on a specific date and must be purchased through the Sales Department of Ocean Park Hong Kong. Live performances and characters meet & greet sessions are available at an additional cost

^ Non-alcoholic drinks include soft drinks, coffee, tea, orange juice and mineral water

### ☐ sky100 Hong Kong Observation Deck

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

Redeemable upon visit to sky100 Hong Kong Observation Deck

For groups with 50 overseas participants or more:

- sky100 Hong Kong Observation Deck souvenir
- Welcome message displayed at Customer Service Counter
- Discount on any sky100 HK Observation Deck branded merchandise at souvenir shop
- Discount on photo taking in the photo booth

### ☐ The Peak Tram and The Peak Tower

Visit Date		No. of Visitors		Arrival Time	
Tour Guide/ Contact Person				Contact Tel.	

For groups with 50-299 overseas participants

- Welcome souvenir
- Discount on Peak Tram Sky Pass (return)
- Discounts on The Peak Tower merchant offers
- Priority boarding on Peak Tram for (uphill) ride (Offer available from Monday to Thursday only, not available from Friday to Sunday and Public Holidays. Priority boarding for up to maximum 60 people per ride)

## ***SECTION D3 – Privileges at Hong Kong International Airport***

### ☐ Hong Kong International Airport - Shopping & Dining Coupons

For groups with 20 overseas participants or more

- Shopping and dining coupons worth up to HK\$150 offered by Hong Kong International Airport

### ☐ Cathay Pacific and Cathay Dragon Airways

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 Cathay Dragon Airways (please ✓)

☐ **Meet and Greet Service** upon arrival at Hong Kong International Airport for groups of 20 or more (Remarks: no priority for Custom, Immigration and quarantine clearance or baggage claim service)

☐ **Additional Baggage Allowance** of 10kg for one passenger in a single MICE event with 30 or more passengers travelling CX/KA (Remarks: Travelling on the same flight is not required)

☐ **Upgrade from Economy Class to Business Class** for one passenger, subject to availability, in a single MICE event with 50 or more passenger travelling CX/KA (Remarks: Traveling on the same flight is not required)

Please provide **PNR** of guest that request for upgrade

e.g. 2EC3QC SMITH/John Mr CX660 G 15 SEP BOMHKG/CX 663 G 22SEP HKGBOM

☐ **Dedicated Check-in counter** at Hong Kong International Airport for groups of 50 or more travelling on the same flight



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

☐ I have read and agree with the Terms & Conditions listed below.

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Signature/Company Chop: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

### General Terms and Conditions

1. Valid only for convention delegates with a minimum of 20 non-Hong Kong participants staying at least two (2) consecutive nights in Hong Kong.
2. Only non-Hong Kong convention delegates are eligible for the offer.
3. Any convention 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 for processing privileges, except for **complimentary hotel cocktail receptions** which should be booked at the time of hotel room reservations.
6. The Hong Kong Tourism Board (HKTb) is not responsible for venue booking or license applications.
7. A penalty will apply for cancellations of any cultural performance/meet and greet service made within three (3) working days of the event date.
8. All offers are valid from 1 April 2017 to 31 March 2018 (both dates inclusive) and subject to change without prior notice.
9. Welcome souvenirs are available while stocks last.
10. The 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 trade partners' confirmation and Terms and Conditions.
12. For verification of the group's eligibility under this application, the 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. The 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 (2) nights in Hong Kong.
2. The offer is valid from 1 April 2017 to 31 March 2018, 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 offers.
8. The 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 the HKTb and participating hotel shall be final.
11. The 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.