



**2017 CONTRACT HONG KONG – JAPAN HOSTING FORM**  
*Invitations are open only for HKTB registered Tourism Services Providers*

Please return the completed form to [quote.peggy.cheung@hktb.com](mailto:quote.peggy.cheung@hktb.com) by **5:00pm on 3 April 2017 (Monday)**

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

**We are interested in hosting the following:**

**Hotel accommodation (80 single rooms for the period of 7-10 June 2017)**

*Selection criteria:*

- i) To provide **at least 30 rooms or more** for 1 to 2 nights stay (note: group may stay in different hotels each night during the period of 7-10 June 2017). HKTB may select more than one hotel for the 3 nights accommodation hosting.*
- ii) Evaluation on hotel accommodation offer will be based on cost (50%) and hotel location (50%).*

**Hotel accommodation with daily breakfast (FOC)**

No. of rooms \_\_\_\_\_ (7 June); \_\_\_\_\_ (8 June); \_\_\_\_\_ (9 June)

**Hotel accommodation only (FOC)**

No. of rooms \_\_\_\_\_ (7 June); \_\_\_\_\_ (8 June); \_\_\_\_\_ (9 June)  
 Daily breakfast at HK\$ \_\_\_\_\_ /person

**Hotel accommodation at a special rate with daily breakfast**

No. of rooms \_\_\_\_\_ (7 June); \_\_\_\_\_ (8 June); \_\_\_\_\_ (9 June)  
 Room rate at HK\$ \_\_\_\_\_ /room/night

**Venue for Contracting Day meeting function on 8 June 2017**

Requirements:

- i) A function room to accommodate at least 60 meeting tables with 4 chairs for day use, including waiting area with chairs for 50 guests*
- ii) AV system, projector and screen*
- iii) Lunch and two coffee breaks with refreshments for 160-180 guests*
- iv) Selection criteria for the venue will be based on cost (60%), location (20%), logistics considerations, such as meeting and lunch venue capacity, layout, etc. (15%), new hotel (5%)*

**Please specify offer details:**

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