

Registration form

Please complete and return on or before 12 February 2018 (Monday)

*Invitations are open only to HKTB-registered Tourism Services Providers —Airlines / Attractions / Convention Venues/
Conference, Convention & Exhibition Organisers/Services Providers / Hotels/ Travel Agents (inbound)*

To: Celia Leung, MEHK

Tel: 2807 6334

Fax: 2503 6325

Email: celia.leung@hktb.com

Contact person:		Title :	
Company name (English):			
Company name (S. Chinese):			
Address (English):			
Address (S. Chinese):			
Telephone:		E-mail:	
Website :			
Signature :		Date:	

A) REGISTRATION

We would like to register for the following participant to take part in Contract Hong Kong - Mainland China (MICE) on 16 March 2018, from 9am to 1pm:

Participant	
Name (English):	Title (English):
Name (Simplified Chinese):	Title (Simplified Chinese):
Direct line/mobile:	E-mail:
Company profile: (for pre-scheduled appointments)	Up to 100 words each in Simplified Chinese
Participation fee:	Maximum one delegate per company at HK\$2,200 <i>* As a special offer for our trade partners, delegates will enjoy <u>full</u> participation fee reimbursement upon successful completion of the event.</i>
Registration and payment deadline:	<u>12 February (Monday)</u>

HKTB may share the above registration details with potential buyers. Please indicate your preference by ticking the appropriate box below:

- Yes, that's fine.
 No. I would like more information about this. Please contact me.

B) CONTRACT HONG KONG EVENT HOSTING

Please leave blank if it is not applicable.

We are interested in hosting the following event:

Meeting venue and F&B arrangement for Business Session, 16 March 2018 (Friday), 9am to 1pm

Requirements:

- a) 30–32 meeting tables with two chairs on each side, table number stand, meeting amenities and bottled water
- b) Waiting area with chairs for 30
- c) Complimentary use of LCD screen, projector and microphones
- d) One coffee break with refreshments for 90 pax
- e) Free supply of tea and coffee throughout the event
- f) Lunch for 32 Mainland Chinese delegates (optional – please submit your proposed format, menu and details)

We would like to offer the following:

(please specify proposed venue and cost details)

- | |
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| <ul style="list-style-type: none">➤ Option 1 – meeting package for 90 pp
➤ Option 2 – meeting package for 90 pp + lunch for 32 pp (Mainland Chinese delegates only) |
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Term & conditions of participation and remarks:

For Contract Hong Kong event:

- The event is limited to a maximum of 60 Hong Kong trade partners. Registration is assessed according to the following criteria:
 - Relevance to MICE business in Hong Kong
 - Meeting facilities to accommodate incentive/corporate groups
 - First-come, first-served basis
- Appointments will be pre-scheduled based on buyers' preference. Each participating company is entitled to one set of schedule.
- The participation fee is payable in full before the payment deadline. Please send a crossed cheque made payable to 'Hong Kong Tourism Board' (with a copy of this reply form) to Ms Celia Leung, MEHK, Hong Kong Tourism Board, 9-11/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong.
- No separate invoice will be issued for the participation fee.
- Registration will only be given upon receipt of participation fee.
- In case of cancellation, all payment is non-refundable and non-transferable to other HKTB events.
- * HKTB will reimburse the participation fee upon the registered participants' successful completion of the event.

For event hosting:

- Hosting selection is subject to the final discretion of HKTB.
- Selection criteria will be based on cost (60%), relevance to MICE business (10%), logistic considerations such as meeting capacity and layout (20%), and location (10%).
- HKTB will contact the trade partners who express interest for further details, if necessary.
- HKTB reserves the right to arrange product inspections.