

FORM 8	HKTDC Hong Kong Sports and Leisure Expo 2018	Return to : Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wanchai, Hong Kong Tel : (852) 2240 4623 Fax : (852) 3915 2438 Attn : Ms Fion Law Email: fion.tk.law@hktdc.org
	香港貿發局香港運動消閒博覽2018	
Deadline: 6 Jun 2018	18-24/7/2018	

Additional Exhibitor Badges Order Form

Each exhibitor will be entitled to receive **eight official badges** for every **9 sq.m.** of space taken at the Fair. 6 sq.m booth will be entitled to receive six exhibitor badges. No photos are required to stick on the badge, but a barcode will be printed on each badge. Exhibitors are required to enter the fairground using specified entrances and the barcode must be scanned for record. In case that more badges are required for staff, additional exhibitor badges have to be applied at the cost of **HKD50 each** by returning this form to the Organiser **on or before 6 June 2018**. Maximum **five additional badges** can be applied for every **9 sq.m.** rented. For exhibitor taking up 6sqm booth or kiosk, a maximum of four additional badges can be ordered. Only valid badge holders would be allowed to enter the fair ground.

No. of Additional Exhibitor Badge(Qty)	Cost/ pcs	Total Amount
pcs.	HK\$50/pcs.	

Full payment must accompany this order form, otherwise the application will not be entertained. All cheques should be made payable to "Hong Kong Trade Development Council." Exhibitors should proceed to the Fair Management office on the move-in day for any application after the deadline.

Company Name : _____

Booth No. : _____

Authorized Signature : _____ Date : _____

Company Chop : _____

(For office use)	Acknowledgement of Receipt by HKTDC
Received on: _____	By: _____

Notes: All exhibitors, their staff and contractors must wear their respective exhibitor badges or contractors badges at all times during move-in, move-out and during the exhibition period of the Fair. Exhibitor badge holders must have attained the age of 15 and contractor badge holders must have attained the age of 18. For general safety, exhibitors and contractors should pass the badges to their working staff only, and such badges are not allowed to be transferred or given to any other person. If the Organiser finds that any person has been using the badges inappropriately at the Venue, the Organiser shall immediately confiscate such badges, and refuse entry to such person. Exhibitor badges and contractor badges are the property of the Organiser and may not be copied by any person. If copies are found, the matter will be handed over to the police. Badge-wearers must comply with and accept the security checks procedures facilitated by the Organiser. If the Organiser has doubts regarding the identity of a badge-wearer, the Organiser has the right to require such badge-wearer to produce identification documentation. If the badge-wearer cannot provide the relevant proof of identification, the Organiser has the right to refuse entry to such person.