

FORM 11	HKTDC Inno Design Tech Expo 香港貿發局創新科技及設計博覽 2-4/12/2010	Please return to Hong Kong Trade Development Council Service Promotion Department 38/F., Office Tower, Convention Plaza 1 Harbour Road, Wanchai, Hong Kong Attn: Ms Elbie Lee / Ms Phoenix Chan Tel: (852) 2584-4487 / 2584-4323 Fax: (852) 2169-9626/ 2270-5801 E-mail: idtexpo@hktcdc.org
Optional		
Deadline 20 Oct 2010		

Reception Package Order Form

We, _____ (Company Name), would like to acquire the captioned package at HK\$16,000/US\$2,050. We understand that the cost for each session includes:

1. Rental of Reception Area in Hall 1 for one hour
2. Light refreshment (finger food, beverages - soft drink, orange juice and local beer) for 50 persons. No refund will be given if the number of guests showed up is below 50.
3. Additional headcount will be charged for beverages only, i.e. \$100/US\$13 per head.
4. Basic sound system (e.g. microphones and speakers)
5. One free-standing signage (digital print with company name and logo)

Exhibitors have to invite their own guests and prepare the invitation cards/letters which will serve as admission to the reception.

A cheque/bank draft made payable to “**Hong Kong Trade Development Council**” amounting to HK\$/US\$* _____ covering the reception is enclosed.

** Please delete as appropriate*

Company Name : _____

Booth No. : _____

Contact Person : _____ Position : _____

Tel : _____ Fax : _____ Email : _____

Signature with
Company Chop : _____ Date : _____

- Notes:
- All orders are subject to acceptance by the Organiser.
 - All orders are handled on a first-come first-served basis.
 - Only one time slot will be allocated to each exhibitor. Additional requests will only be entertained if time slots are still available after the ordering deadline.
 - No orders will be entertained without payment.

Please make copy for your own record

(For official use only)	
Received on: _____	By: _____