



**a. PRODUCT ZONE**

I would like to have my booth(s) in the following product zone 請把我司之展台安排於下列產品專區內：

(Please tick ONE product zone, the Organisers reserve the right to allocate exhibitor in a designated product zone 請選擇下列其中一個產品專區，主辦機構保留分配產品專區之最終決定權。)

**b. PRODUCT LISTING (Please tick where appropriate) 請選擇貴公司擬刊登之產品類別廣告**

One general entry of company details and up to **ten product listings** will be provided to each exhibitor **free-of-charge**. **Additional entries** will be charged at **HK\$120 / US\$15 each**. The same information will be used in the Exhibitors Locator System at the fairground. Please tick the appropriate product listing that your company wishes to be listed.

各參展商之公司資料及最多10項產品類別廣告將免費刊登於展覽會電子刊內。若參展商需要刊載多於10項產品類別廣告，則每項額外產品類別需另加港幣120元 / 美金15元。所有資料將同時用於會場內之「參展商索引系統」內，以供買家查閱。請選擇合適之產品類別作以上用途。

**Stationery Zone 文具專區**

<p><b>Gift Stationery 禮品文具</b></p> <p><input type="checkbox"/> Book Mark - 書籤</p> <p><input type="checkbox"/> Greeting Card - 賀咭</p> <p><input type="checkbox"/> Licensing Service - 授權服務</p> <p><input type="checkbox"/> Photo Album - 相簿</p> <p><input type="checkbox"/> Post Card - 明信片</p> <p><input type="checkbox"/> Presentation Box - 禮盒</p> <p><input type="checkbox"/> Ribbon - 絲帶</p> <p><input type="checkbox"/> Scrapbook Album - 剪貼簿相冊</p> <p><input type="checkbox"/> Stationery Gift Set - 文具禮品套裝</p> <p><input type="checkbox"/> Sticker - 貼紙</p> <p><b>Office Supplies 辦公室用品</b></p> <p><input type="checkbox"/> Adhesive Memo Pad - 黏貼便條紙</p> <p><input type="checkbox"/> Badge Holder - 證件套</p> <p><input type="checkbox"/> Binding Machine - 訂裝機</p> <p><input type="checkbox"/> Bookends - 書立</p> <p><input type="checkbox"/> Calculator - 計算機</p> <p><input type="checkbox"/> Calendar - 日曆</p> <p><input type="checkbox"/> Clip Board - 連夾寫字板</p> <p><input type="checkbox"/> Computer Software - 電腦軟件</p> <p><input type="checkbox"/> Desk &amp; Reading Lamp - 書檯燈</p>	<p><input type="checkbox"/> Desk Accessories - 案頭文儀用具</p> <p><input type="checkbox"/> Desk Set - 案頭套裝文具</p> <p><input type="checkbox"/> Document Tray - 文件盤</p> <p><input type="checkbox"/> Envelope - 信封</p> <p><input type="checkbox"/> Ergonomic Equipment - 人體工學設備</p> <p><input type="checkbox"/> File Binder - 檔案活頁夾</p> <p><input type="checkbox"/> Foot Rest - 腳踏板</p> <p><input type="checkbox"/> Lanyard - 系索</p> <p><input type="checkbox"/> Leather Briefcase - 皮公事包</p> <p><input type="checkbox"/> Note Book - 筆記簿</p> <p><input type="checkbox"/> Office Chair - 辦公椅</p> <p><input type="checkbox"/> Office Partition - 辦公室屏風</p> <p><input type="checkbox"/> Paper Clip - 曲別針</p> <p><input type="checkbox"/> Paper Clip Holder - 曲別針容器</p> <p><input type="checkbox"/> Paper Weight - 紙鎮</p> <p><input type="checkbox"/> Photo Printer - 照片打印機</p> <p><input type="checkbox"/> Pin &amp; Push Pin - 大頭針及大頭釘</p> <p><input type="checkbox"/> Punch - 打孔機</p> <p><input type="checkbox"/> PVC Stationery Label - PVC 文具標籤</p> <p><input type="checkbox"/> Rubber Band - 橡皮圈</p> <p><input type="checkbox"/> Stamp / Chop / Seal - 印章</p>	<p><input type="checkbox"/> Stamp Pad - 印台</p> <p><input type="checkbox"/> Staple - 釘書釘</p> <p><input type="checkbox"/> Staple Remover - 除釘器</p> <p><input type="checkbox"/> Stapler - 釘書機</p> <p><input type="checkbox"/> Tape Dispenser - 膠紙座</p> <p><input type="checkbox"/> Waste Bin - 垃圾桶</p> <p><b>Paper &amp; Printing Products 紙品及印刷品</b></p> <p><input type="checkbox"/> Book &amp; Printed Item - 書刊及印刷品</p> <p><input type="checkbox"/> Copier Paper - 影印用紙</p> <p><input type="checkbox"/> Paper Bag - 紙袋</p> <p><input type="checkbox"/> Recycled Paper - 再造紙</p> <p><input type="checkbox"/> Special Paper and Materials - 特種紙和特殊印料</p> <p><b>Writing equipment 書寫設備</b></p> <p><input type="checkbox"/> Ball Pen - 原子筆</p> <p><input type="checkbox"/> Brush - Chinese Writing - 毛筆</p> <p><input type="checkbox"/> Fountain Pen - 鋼筆</p> <p><input type="checkbox"/> Gel Pen - 中性筆</p> <p><input type="checkbox"/> Highlighter - 螢光筆</p> <p><input type="checkbox"/> Ink - Writing - 書寫用墨水</p> <p><input type="checkbox"/> Marker Pen - 箱頭筆</p> <p><input type="checkbox"/> Pencil - 鉛筆</p>
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**School Supplies Zone 學習用品專區**

<p><b>Creative Art 創意藝術</b></p> <p><input type="checkbox"/> Artist Canvas - 繪畫帆布</p> <p><input type="checkbox"/> Artist Paper - 繪畫紙</p> <p><input type="checkbox"/> Artist Supply - 美術用品</p> <p><input type="checkbox"/> Clay - 黏土</p> <p><input type="checkbox"/> Colouring Pen - 彩色筆</p> <p><input type="checkbox"/> Crayon - 蠟筆</p> <p><input type="checkbox"/> Cutting Mat - 切割墊</p> <p><input type="checkbox"/> Easel - 畫架</p> <p><input type="checkbox"/> Embossing Seal - 壓花封印</p> <p><input type="checkbox"/> Handicraft Kit - 工藝品套件</p> <p><input type="checkbox"/> Origami Paper - 摺紙</p> <p><input type="checkbox"/> Paint Brush - 畫筆</p> <p><input type="checkbox"/> Paper Cutter - 切紙刀</p> <p><input type="checkbox"/> Party Supplies - 派對用品</p> <p><input type="checkbox"/> Scissors - 剪刀</p> <p><input type="checkbox"/> Tools for Calligraphy - 書法工具</p> <p><input type="checkbox"/> Water Colour Dish - 水彩調色碟</p> <p><input type="checkbox"/> Water Colour For Painting - 繪畫水彩</p> <p><input type="checkbox"/> Wooden Artist Box - 木畫箱</p> <p><b>Learning Resources 學習資源</b></p> <p><input type="checkbox"/> Learning System - 學習系統</p>	<p><input type="checkbox"/> Pre-school Education Products - 學前教育產品</p> <p><input type="checkbox"/> Pre-school Learning Products - 學前學習產品</p> <p><input type="checkbox"/> Translation Software Design - 翻譯軟件設計</p> <p><input type="checkbox"/> Video Conference System - 視像會議系統</p> <p><b>School Supplies 學校用品</b></p> <p><input type="checkbox"/> 3D Printer - 3D 打印機</p> <p><input type="checkbox"/> Adhesive Tapes - 膠紙</p> <p><input type="checkbox"/> Blackboard Chalk - 粉筆</p> <p><input type="checkbox"/> Card Reader - 讀卡器</p> <p><input type="checkbox"/> Classroom Equipment - 課堂設備</p> <p><input type="checkbox"/> Compass - 指南針</p> <p><input type="checkbox"/> Computer Peripherals &amp; Accessories - 電腦週邊設備及配件</p> <p><input type="checkbox"/> Correction Fluid - 塗改液</p> <p><input type="checkbox"/> Correction Tape - 修正帶</p> <p><input type="checkbox"/> Desk Top Globe - 座檯地球儀</p> <p><input type="checkbox"/> Eraser - 擦紙膠</p> <p><input type="checkbox"/> Flipchart Stand - 活頁圖表架</p> <p><input type="checkbox"/> Furniture - School - 學校家具</p> <p><input type="checkbox"/> Headphone - 耳機</p> <p><input type="checkbox"/> Laser Pointer - 鐳射指示器</p> <p><input type="checkbox"/> Lunch Box - 便當盒</p>	<p><input type="checkbox"/> Magnetic Memo Holder - 磁力備忘夾</p> <p><input type="checkbox"/> Magnifier - 放大鏡</p> <p><input type="checkbox"/> Map - 地圖</p> <p><input type="checkbox"/> Multimedia Projector - 多媒體投影機</p> <p><input type="checkbox"/> Paste &amp; Glue - 漿糊及膠水</p> <p><input type="checkbox"/> Pencil Box &amp; Bag - 筆盒及筆袋</p> <p><input type="checkbox"/> Pencil Sharpener - 鉛筆削</p> <p><input type="checkbox"/> Pencil Top - 鉛筆套</p> <p><input type="checkbox"/> Personal Hygiene Supplies - 個人衛生用品</p> <p><input type="checkbox"/> Printer Cartridge - 打印機墨盒</p> <p><input type="checkbox"/> Protractor - 量角器</p> <p><input type="checkbox"/> Rulers - 間尺</p> <p><input type="checkbox"/> School Bag - 書包</p> <p><input type="checkbox"/> Screen Protector - 屏幕保護</p> <p><input type="checkbox"/> Sport Equipment - 運動器材</p> <p><input type="checkbox"/> Teaching Aids - 教學輔助器材</p> <p><input type="checkbox"/> Timer - 計時器</p> <p><input type="checkbox"/> USB Device - USB 流動儲存裝置</p> <p><input type="checkbox"/> Water Bottle - 水瓶</p> <p><input type="checkbox"/> Writing Board - 寫字板</p> <p><input type="checkbox"/> Writing Board Duster - 寫字板粉擦</p>
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No. of Additional Listing(s)  
額外產品索引

x HK\$120 / US\$15  
x 港幣 120 元 / 美金 15 元 =

Cost of Additional Listings  
額外產品索引費用

**Part III 第三部份 Specification 規格**

**a. BOOTH SPECIFICATION 展台規格**

Booth service fee includes: space, partition wall (2.5m H), wall to wall carpet, fascia board including company name, booth number and country, 1 table, 3 chairs, 1 waste basket, security, stand cleaning & e-catalogue entry. (The booth specification for 12 sq.m. and 15 sq.m. booth will be provided upon request.)

展台服務費包括：空地、圍板(2.5米高)、地毯、公司名牌(包括公司名稱、展位號碼及國家)、檯1張、椅3張、廢紙箱1個、保安費、清潔費及展覽會電子場刊資料。(如需十二及十五平方米展台規格，請與主辦機構聯絡。)

Booth Entitlement 展台配備	9 sq.m. Standard Booth 九平方米標準展台		9 sq.m. Premium Booth 九平方米特級展台	
	A	B	A	B
Longarmed spotlight w/ 13 watt LED lamp 13瓦特LED長臂射燈	5 lamps (yellow) 5支(黃光)	5 lamps (yellow) 5支(黃光)	6 lamps (yellow) 6支(黃光)	8 lamps (yellow) 8支(黃光)
Cabinet 儲物櫃	3 meters 3米	2 meters 2米	5.5 meters (beige color) 5.5米(米色)	5 meters (purple-blue color) 5米(紫藍色)
Shelf (flat) 平放陳列架	8 meters 8米	4 meters 4米	12 meters 12米	15 meters 15米
Power socket 電插座	N/A 不適用	1	1	1
Display showcase / podium 陳列飾櫃 / 平台	N/A 不適用	N/A 不適用	1 tall showcase (beige color) 1個高身陳列飾櫃(米白色)	3 display podiums (purple-blue color) 3個陳列平台(紫藍色)
Company logo 公司商標	N/A 不適用	N/A 不適用	1	1
Booth layout 展位佈置圖				

**b. CUSTOM-BUILD PARTICIPATION SPECIFICATION 特裝參展規格**

Custom-build participation service fee includes: space, carpet, security, stand cleaning and e-catalogue entry. 特裝參展服務費包括：空地、地毯、保安費、清潔費及展覽會電子場刊資料。

**c. DEFAULT ONLINE PACKAGE 網上宣傳套餐核心版**

Click2Match Business Matching Service during online fair period (9 – 19 January 2023) and 3GB media storage space on hktcd.com Sourcing for 2 months.

「商對易」- 自動網上商貿配對服務 (適用於網上展期間: 2023年1月9至19日) 及「貿發網採購」網上平台專享2個月3GB媒體存放空間。

**Part IV 第四部份 Participation Details 參展形式及費用**

Please select a participation option, and fill in booth size / quantity and rental cost (booth size must be multiple of 3). 請選擇參展類別，填寫展台面積 / 數量及租金 (展台面積必須為3的倍數)。

Booth Options 展台類別	Booth Service Fee (HKD / USD) 展台服務費 (港元 / 美元)	sq.m. 平方米	Participation Fee 參展費用
a. Standard Booth 標準展台 <input type="checkbox"/> A <input type="checkbox"/> B	每平方米 HKD 港元 3,598 / USD 美元 466 per sq.m. (minimum 9 sq.m. 最少九平方米)	X	=
b. Premium Booth A 特級展台 A	每平方米 HKD 港元 4,625 / USD 美元 599 per sq.m. (minimum 9 sq.m. 最少九平方米)	X	=
c. Premium Booth B 特級展台 B	每平方米 HKD 港元 4,710 / USD 美元 610 per sq.m. (minimum 9 sq.m. 最少九平方米)	X	=
d. Custom-build participation 特裝參展	每平方米 HKD 港元 3,190 / USD 美元 412 per sq.m. (minimum 18 sq.m. 最少十八平方米)	X	=
<b>Online Participation 網上參展</b>	<b>Service Fee (HKD / USD) 服務費 (港元 / 美元)</b>	<b>Quantity 數量</b>	<b>Participation Fee 參展費用</b>
e. Default Online Package 網上宣傳套餐核心版	HKD 港元 3,000 / USD 美元 420	X 1	=
<b>Additional Product Listings 額外產品索引</b>	<b>Service Fee (HKD / USD) 服務費 (港元 / 美元)</b>	<b>Quantity 數量</b>	<b>Additional Fee 額外費用</b>
f. Each entry 每項類別	HKD 港元 120 / USD 美元 15	X	=
			<b>Total Participation Fee 總參展費用</b>

**Payment: 50% deposit required with application. Balance payment due on 30 September 2022. For bank account details see "Specific Terms and Conditions" Part 5 "Terms of Payment".** 付款方式：參加表格連同訂金 (總參展費之50%) 遞交，其餘參展費須於2022年9月30日或之前付清。詳情請參閱「參展細則及條款」第5項「付款方式」。

We hereby apply for joining the Hong Kong International Stationery & School Supplies Fair 2023 and agree to abide by the "Organisers' Terms of Application and Exhibition Rules & Regulations". We accept that the Organisers bear no responsibility for any error or omission. 茲申請參加香港國際文具及學習用品展 2023，並同意遵守主辦機構訂定的參展細則及展覽規例。本公司同意上述資料如有錯漏，主辦機構毋須負責。

I acknowledge that the above information may be used by the Hong Kong Trade Development Council (HKTDC) and Messe Frankfurt (HK) Ltd. for incorporation in all or any of their database for direct marketing or business matching purpose (and may therefore become available to the public within and/or outside of Hong Kong for use by them), and for any other purposes as stated in the Privacy Policy Statement (available at [www.hktcd.com/mis/pps/en](http://www.hktcd.com/mis/pps/en) & [www.hk.messefrankfurt.com/hongkong/en/privacy-policy.html](http://www.hk.messefrankfurt.com/hongkong/en/privacy-policy.html)); I confirm that I have the consent and the authority of each individual named in this form to release their personal data for the purposes stated herein.

本人確定香港貿易發展局 ("貿發局") 及法蘭克福展覽 (香港) 有限公司可將上述資料編入其全部或任何資料庫內作為直接推廣或商貿配對 (因而可能成為可供本地及 / 或海外公眾人士使用) 及用於貿發局及法蘭克福展覽在私隱政策聲明 (載於網頁 <http://www.hktcd.com/mis/pps/tc> 及 [www.hk.messefrankfurt.com/hongkong/zh-hk/privacy-policy.html](http://www.hk.messefrankfurt.com/hongkong/zh-hk/privacy-policy.html)) 中所述之其他用途。本人確認已獲得此表格上所述的每一位人士同意及授權，將其個人資料提供予主辦機構作此表格提及的用途。

If you do not wish to have your information on-passed to third parties for promotion of the Hong Kong International Stationery & School Supplies Fair 2023, please "✓" against the box. 倘若 貴公司不欲將有關資料轉交其他機構作為推廣香港國際文具及學習用品展 2023 之用，請在此空格內加上 "✓" 號。

If you are from a member state of the European Union ("EU") / European Economic Area ("EEA"), please "✓" against the box if you accept our use of your provided data for direct marketing purposes. 若閣下來自歐洲聯盟 ("歐盟") 或歐洲經濟區的成員國，並同意我們將閣下的資料用作進行直接推廣的用途，請在方格內加上 "✓" 號。

\*For non-EU/EEA customers, please skip this box which is solely for EU/EEA customers as required by the relevant data protection law in the EU. 此選項是按歐盟有關保護個人資料法律的要求而設，對於非歐盟 / 歐洲經濟區的客戶，請略過此項。

**Please type or print the legally responsible person's last name, first name, title and sign below.** 請以正楷填寫負責人姓名、職位及簽名：

Name 姓名：\_\_\_\_\_ Title 職位：\_\_\_\_\_

We hereby agree to abide by the Rules and Regulations and the Specific Terms and Conditions. 本公司同意遵守展覽會規則、參展細則及條款。

Signature with company chop 簽名及公司印章：\_\_\_\_\_ Date 日期：\_\_\_\_\_

## Specific Terms and Conditions:

- 1. Organisers**  
Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road, Wanchai, Hong Kong  
Tel: +852 2802 7728  
Email: stationery@hongkong.messefrankfurt.com  
and Hong Kong Trade Development Council  
Hong Kong Convention and Exhibition Centre  
1 Expo Drive, Wanchai, Hong Kong
- 2. Exhibition Venue**
- 3. Date and Time of Event**  
9 - 11 January 2023 From 9:30a.m. to 6:30p.m.  
12 January 2023 From 9:30a.m. to 5:00p.m.  
9 - 19 January 2023 Online

## 4. Registration and Confirmation

Application for acceptance as an exhibitor at the event must be made by submitting the completed and signed application form. Acceptance of the application will be confirmed in writing by Messe Frankfurt (HK) Ltd. for exhibitors of below regions:

1. Guangxi, Hebei, Liaoning and Shandong regions in Mainland China;
2. Except Hong Kong, Korea, Thailand and Vietnam.

## 5. Terms of Payment

Please return the application form and remit appropriate amount to Messe Frankfurt (HK) Ltd. All banking charges, if any, are to be borne by the applicant. 50% of deposit is required upon application. Balance payment due on 30 September 2022.

### For exhibitors from the regions below:

1. Guangxi, Hebei, Liaoning and Shandong regions in Mainland China;
2. Except Hong Kong, Korea, Thailand and Vietnam.

Payment should be made to "MESSE FRANKFURT (HK) LTD"

Bank Name: Hong Kong and Shanghai Banking Corporation Ltd.  
Bank Address: 1 Queen's Road, Central, Hong Kong  
Acc. No.: 511-017758-274 (USD account)  
Swift Code: hsbckhkhkh

## 6. Cancellation

If any applicant withdraws, for whatever reason, his application before receipt by him of a rejection of his application or after his application has been approved, the application fee paid will be forfeited. Should the exhibitor under contract inform the Organisers that he will not be participating at the event and providing the Organisers are able to resell the stand without loss, the payment to be made by the exhibitor will be reduced to a handling fee of USD1,000 irrespective of the exhibitor's full liability for additional costs, catalogue fees, etc.

7. Whether an application will be accepted depends on a number of factors, including space availability. In case of over subscription of space, applicants will be placed on a waiting list and will be notified accordingly. Applicants on the waiting list will be prioritized according to the dates of the applications and the history of participation. Allocation of booth location will be at the discretion of the Organisers.

## 8. Rules and Regulations

The detailed Rules and Regulations are given on the fair official website [www.hkstationeryfair.com](http://www.hkstationeryfair.com) and can be provided in printed form if required.

## 參展細則及條款:

- 1. 主辦機構**  
法蘭克福展覽(香港)有限公司  
香港灣仔港灣道26號  
華潤大廈35樓  
電話: +852 2802 7728  
電子郵件: stationery@hongkong.messefrankfurt.com  
及香港貿易發展局
- 2. 展覽會地點**  
香港灣仔博覽道一號香港會議展覽中心
- 3. 展覽日期及時間**  
2023年1月9至11日 上午九時三十分至下午六時三十分  
2023年1月12日 上午九時三十分至下午五時  
2023年1月9至19日 網上展

## 4. 申請及確認參展

以下國家及地區之申請公司, 請填妥參加表格交回法蘭克福展覽(香港)有限公司:

1. 中國廣西、河北、遼寧及山東地區;
2. 香港、韓國、泰國及越南以外地區。

申請一經確認後, 法蘭克福展覽(香港)有限公司將發確認信給各申請公司, 以確認其參展資格。

## 5. 付款方式

申請公司請遞交參加表格及參展費用給法蘭克福展覽(香港)有限公司(有關匯款之銀行收費需由申請公司負責), 參加表格連同訂金(總參展費之50%)遞交。其餘參展費須於2022年9月30日或之前付清。

以下國家及地區之申請公司:

1. 中國廣西、河北、遼寧及山東地區;
2. 香港、韓國、泰國及越南以外地區。

支票抬頭請註明“法蘭克福展覽(香港)有限公司”

銀行名稱: 香港上海匯豐銀行  
銀行地址: 香港皇后大道中一號  
賬戶號碼: 511-017758-274  
賬戶類別: 美元戶口  
環球銀行財務電訊協會代碼: hsbckhkhkh

## 6. 取消參展

主辦機構發出確認信後或未發出拒絕信之前, 若申請公司不論任何原因退出參展, 則其已繳付之參展訂金將不獲退還。若參展商退展而主辦機構能於無任何損失的情況下出售該展位, 主辦機構將收取1,000美元作手續費(不包括參展商所需付的額外費用及場刊名錄等費用)。

7. 申請會否被接納取決於多種因素, 包括可供使用空間的情況。在超額申請使用攤位的情況下, 申請人會被列入候候名單並據此接獲通知。在候候名單上的申請人會按遞交申請日期及過往參與記錄順序處理。主辦機構有權分配展位位置。

## 8. 展覽會規則

有關詳細的展覽會規則, 請瀏覽展覽會網站 [www.hkstationeryfair.com/tc/](http://www.hkstationeryfair.com/tc/)。如需打印本, 請向主辦機構索取。