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| 表格十三 | HKTDC Hong Kong Book Fair 香港貿發局香港書展 19-25/7/2017 | 請交回 香港貿易發展局 展覽事務部 香港灣仔博覽道一號 香港會議展覽中心博覽商場 13 號 歐小姐收 電話：(852) 2240 4161 傳真：(852) 2270 5724 電郵：newbookrelease@hktdc.org |
| 截止日期： 2017年5月29日 | | |

新書推介會

請用正楷填寫

| | | | | | |
|--------|---|--|------|---|--|
| 公司名稱 | ： | | 展位號碼 | ： | |
| 聯絡人 | ： | | 職銜 | ： | |
| 電話 | ： | | 傳真 | ： | |
| 現場聯絡電話 | ： | | | | |
| 電郵 | ： | | | | |
| 地址 | ： | | | | |

(如欲推介多於一本新書，請分別遞交申請表。)

* 請列出欲舉行新書推介會或推介活動日期之優先次序 (1 為最優先, 7 為最後選擇)：

| 日期 | 19/7 星期三 | 20/7 星期四 | 21/7 星期五 | 22/7 星期六 | 24/7 星期日 | 24/7 星期一 | 25/7 星期二 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 優先次序 (必須填寫 1-7) | | | | | | | |

| | | |
|--------|---|--|
| 新書名稱 | ： | |
| 作者 | ： | |
| 出版社 | ： | |
| 首次發售日期 | ： | |

* 於香港書展 2017 期間 (19-25 / 7 / 2017) 首次發售的新書將獲優先分配時段。

* 請隨申請表附上作者及新書之簡介(各以 100 字為限)，並以 MS Word 格式電郵至 newbookrelease@hktdc.org。

若申請單位未能將簡介連同申請表一併遞交，將被視作不完整申請並將不獲受理，其申請次序將由隨後的申請單位補上。

* 香港貿易發展局保留場地及時段安排最終決定權。

申請新書推介會的注意事項：

1. 由於每年申請眾多，大會將根據申請單位報名時所列出的日期優先次序分配 1 個不多於 45 分鐘的時段予成功申請單位。
2. 大會將根據申請表收妥之時間以先到先得形式分配時段。不完整的申請將不獲處理。如申請單位遞交多於 1 份申請表，大會將以申請單位最先遞交的申請表所列出的優先日期次序為準。若有額外時段，已申請多於一本新書的單位的第二份申請可根據先到先得形式被分配第二個時段，如此類推。
3. 於申請結果公佈後，成功申請單位如欲更改時段，大會將於所有成功申請單位確認分配時段後，再行處理。
4. 活動當日，如單位於新書推介會所推介的新書與申請時提供的書目及相關資料不符，大會有權取消單位參與推介會的資格。
5. 主辦單位所提供的之基本設施包括：咪高峰(2 支)、枱(1 張)、椅(2 張)、投影機及屏幕。請注意：主辦單位將安排活動背板，各成功申請單位不可放置任何阻擋背板的道具或設備。
6. 如需在會場內播放任何音樂或影片，參加者必須於香港貿發局香港書展 2017 舉行前辦妥有關之版權申請手續。如牽涉任何侵權行為，大會概不負責。
7. 香港貿易發展局保留活動申請、時段分配、地點安排及更改節目時間之最後權利，而不作另行通知。

簽名及公司印章：_____ 日期：_____

(由本局填寫)

香港貿易發展局收件確認

收件日期：_____ 收件人：_____

| | | |
|--|--|---|
| FORM 13 | HKTDC Hong Kong Book Fair 香港貿發局香港書展 19-25/7/2017 | Return to : Exhibitions Department Hong Kong Trade Development Council Unit 13, Expo Galleria HK Convention & Exhibition Centre 1 Expo Drive, Wan Chai, Hong Kong Tel : (852) 2240 4161 Fax : (852) 2270 5724 Attn : Ms Danielle Au E-mail : newbookrelease@hktdc.org |
| Deadline: 29 May 2017 | | |

New Books Release Presentation

Please submit this form via email: newbookrelease@hktdc.org
 In **BLOCK** letters

| | | | | | |
|----------------|---|--|-----------|---|--|
| Company | : | | Booth No. | : | |
| Contact Person | : | | Job Title | : | |
| Tel | : | | Fax | : | |
| Onsite Mobile | : | | | | |
| Email | : | | | | |
| Address | : | | | | |

(Please submit separate form if you have more than one application.)

* Please list your priorities for the date of your presentation (1 for the first choice and 7 for the last choice):

| Date | 19/7 Wed | 20/7 Thu | 21/7 Fri | 22/7 Sat | 23/7 Sun | 24/7 Mon | 25/7 Tue |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Priorities (Rank 1 – 7) | | | | | | | |

| | | |
|--|---|--|
| Title of New Book | : | |
| Author | : | |
| Publisher | : | |
| Date to go on sale for the first time | : | |

* Books which go on sale for the first time during the Hong Kong Book Fair 2017 (19-25/7/2017) will be given higher priority when allocating timeslots.

* Please submit introduction of the author and the new book in MS Word format via e-mail to newbookrelease@hktdc.org (maximum 100 words each). If the applicant could not submit the introduction together with the application form, that application will be treated as incomplete and timeslots will be given to the applications followed from other applicants.

Points to note about the application of New Book Release Presentation:

1. Due to overwhelming response each year, a session of no more than 45 minutes will be allocated to each successful applicant according to the priority indicated.
2. The first application of each company will be allocated timeslot on the first-come-first-served basis. Incomplete applications will not be accepted. Any available timeslots after the first assignment will be allocated to the second application (if applicable) on the same basis. Should there be further timeslots available, the subsequent assignment(s) will follow the same mechanism.
3. If any companies would like to change their timeslot(s) after the announcement of the allocation, organiser will rearrange only after all successful applicants confirm the acceptance of their timeslots.
4. Organiser reserves the right to terminate any New Book Release Presentation on the event day if the presentation does not match with the submitted information.
5. Organiser provides the following equipment/facilities: Microphones (2), table (1), chairs (2), projector and screen. Please be reminded that there will already be a backdrop on the stage. Successful applicants are not allowed to place any equipment or props to block the backdrop.
6. For any music, audio and visual to be played in the fairground, companies are required to apply for the copyright license prior to the Book Fair 2017. Organiser will not be responsible for any copyright infringement.
7. Organiser reserves the final rights on any application acceptance, timeslot and venue allocation and schedule rearrangement without further notice.

Signature & Company Chop: _____ Date: _____

(For office use)

Acknowledgement of Receipt by HKTDC

Received on: _____ Handled by: _____