

“HKTDC Hong Kong Book Fair 2011” Autograph Session Arrangement

- * Venue: **Autograph Session A: Chancellor Room [for celebrities/artists]**
Autograph Session B: Expo Drive Concourse [for authors (non-celebrities/artists)]
- * Application Deadline : **8 June 2011**

1. Application details for Autograph Session A: Chancellor Room

- i) **This location is designated for autographic sessions held by celebrities/artists which may attract a high amount of media and public attention**
- ii) Applicant must be an exhibitor of the HKTDC Hong Kong Book Fair 2011
- iii) Date and time of the events: 20-24 July, from 12:00 noon to 7:00 PM
- iv) One hour per session (including 15 minutes of preparation time before and after, and 45 minutes of autographing)
- v) 150 quotas (ballot chips) per session
- vi) Please list a maximum of 10 preferred sessions/time slots
- vii) Applicants will be allocated a maximum of **two** sessions
- viii) Ballot for autographing sessions will be conducted electronically
- ix) The Organiser does not guarantee that applicants will be allocated a session

2. Application details for Autograph Session B: Expo Drive Concourse

- i) **This location is designated for autograph sessions held by authors (non-celebrities/artists)**
- ii) Applicant must be an exhibitor at the HKTDC Hong Kong Book Fair 2011
- iii) Date and time of the events : 20-25 July, from 11:00 AM to 9:00 PM
- iv) One hour per session (Including 15 minutes of preparation time before and after, and 45 minutes for autographing)
- v) 150 quotas (ballot chips) per session
- vi) Please list a maximum of 20 preferred sessions/time slots
- vii) Applicants will be allocated a maximum of **six** sessions
- viii) Ballot for autographing sessions will be conducted electronically
- ix) The Organiser does not guarantee that applicants will be allocated a session

3. Application method :

- i) Please fill in appropriate form based on the job nature of the guest attending. The Organiser reserves the right to deploy the application to the appropriate venue.
- ii) **Applicants must clearly indicate the desired location and time slots (in priority) of the autographing session(s). Full particulars of the proposed autographing sessions including the proposed guests/authors' names, occupation, related books/products to be autographed must be stated on the form. Otherwise, the application will not be considered.**
- iii) **If the scene of the session is found to be different from the information provided, the Organiser reserves the final rights to terminate the autograph session immediately without notice and compensation.**

4. Time slot allocation :

- i) The time slots are allocated according to applicant's preference if possible. If there is only one applicant in a specific time slot, no ballot is needed. However, if there are more than one applicant in the same time slot, ballot will be conducted. If the first preferred time slot is not allocated successfully, the second preferred time slot will be processed and so on. Applicants who are unable to obtain any time slot according to the mechanism will be contacted by the Organiser to make further arrangement.
- ii) The ballot result will be announced approximately two weeks after the deadline, 8 June 2011.
- iii) Once the result is announced, exhibitors must sign and return the confirmation letter as well as event details by 30 June 2011. Otherwise, the Organiser will regard the allocated time slot is forfeited by the applicant without further notice.
- iv) If the applicant forfeits the assigned session before 30 June 2011, the session will be re-assigned on a first-come-first-serve basis. If the assigned session is forfeited on or after 30 June 2011, the session will not be re-assigned.

- v) Exhibitors must collect the ballot chips for the autograph activity on 19 July 2011 at the Fair Management Office.
- vi) No changes will be accepted once the session and venue are confirmed. The assigned session is non-transferrable/exchangeable with another party.

5. Arrangement and regulations of the event :

- i) In particular, but without limitation, the Organiser requires all autographing sessions of exhibitors be in line with the desired image of the Fair in promoting culture and virtuous reading trends, enabling the Fair to continue to be a cultural event held in the summer that is suitable for all Hong Kong residents of all ages to participate in. **If the event applied for by the exhibitor is not in line with the image of the Fair, the Organiser has the right to turn down the application for the relevant autographing session.** The Organiser may require exhibitors before, or during the exhibition period of the Fair, to produce its relevant books, information, and/or Tribunal Classification decision, where the Organiser has doubts towards articles of the exhibitor.
- ii) All autographing sessions must be conducted in an area designated by the Organiser. The Organiser reserves the right to require the autographing sessions to be conducted outside the exhibition halls. **All participants must comply with the directions given by the Organiser's representatives, and must strictly maintain order. The Organiser has the right to refuse entry to any person failing to comply with the venue use regulations, or require such person to leave the premises. If participants fail to comply with any directions given by the Organiser's representatives, the Organiser has the right to immediately terminate or re-locate such autographing session to an appropriate location.**
- iii) During the autograph session, participating exhibitors must comply strictly with the relevant provisions of the Organiser, and shall follow the directions given by representatives of the Organiser. **If there is a discrepancy with the number of ballot chips; or issue concerning the order of the crowd/activity; or disturbance of normal activities at the Book Fair; or the actual activity is different from the information submitted, the Organiser reserves the right to immediately terminate the autographing session.**
- iv) If any individual is found conducting activities that are against the theme or image of the Book Fair, the Organiser reserves the right to escort the individual out of the exhibition.
- v) All exhibitors are only allowed to display/show/offer for sale/sell **CLASS I ARTICLES** under the Control of Obscene & Indecent Articles Ordinance (Cap.390 of the laws of Hong Kong) at the HKTDC Hong Kong Book Fair. At the same time, the Organiser requests all activities (e.g. autograph sessions, seminars, promotional activities, etc) conduct during the exhibition to maintain a good reading atmosphere and comply with the overall image of the HK Book Fair.
- vi) **If necessary, the Organiser reserves the right to ask any exhibitor to send their products to the Obscene Articles Tribunal (OAT) for classification purposes. If the exhibitor fails to comply with the above regulation, the Organiser will not consider the application or remove the allocated time slot. All classification result must be submitted by 30 June 2011.**
- vii) Please fill in the correct application form based on the job nature of the guest attending the autograph session. The Organiser reserves the right to relocate any applications to the appropriate venue.
- viii) Public address equipments are NOT allowed during autograph session.
- ix) **If an exhibitor fails to comply with the above rules, the Organiser reserves the right to penalise such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair. The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.**
- x) Visitors who wish to re-enter the exhibition after attending the autograph session have to go through specific passage with the chip and ticket stub.
- xi) **The Organiser has sole and absolute discretion over approval of such applications.**
- xii) **The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.**
- xiii) The Organiser reserves the final rights to revise the terms and regulations for the "Autograph Session Arrangement"

Form 14A**HKTDC Hong Kong Book Fair
2011**

香港貿發局香港書展

20-26/7/2011**Please return this form to:**Mr. William Tsang
Hong Kong Trade Development
Council
Exhibitions Department
Unit 13, Expo Galleria, Hong Kong
Exhibition Center, 1 Expo Drive,
Wanchai, Hong Kong
Tel : (852) 2240 4466
Fax : (852) 2169 9077**Deadline:
8 June 2011****Application Form for Autograph Session A (Chancellor Room)****~For celebrities/artists ~**

Autograph Schedule:

July 20	Time Slot Code	July 21	Time Slot Code	July 22	Time Slot Code	July 23	Time Slot Code	July 24	Time Slot Code
12:00nn	AW1	12:00nn	ATH1	12:00nn	AF1	12:00nn	ASA1	12:00nn	ASU1
1:30pm	AW2	1:30pm	ATH2	1:30pm	AF2	1:30pm	ASA2	1:30pm	ASU2
3:00pm	AW3	3:00pm	ATH3	3:00pm	AF3	3:00pm	ASA3	3:00pm	ASU3
4:30pm	AW4	4:30pm	ATH4	4:30pm	AF4	4:30pm	ASA4	4:30pm	ASU4
6:00pm	AW5	6:00pm	ATH5	6:00pm	AF5	6:00pm	ASA5	6:00pm	ASU5

1. Number of sessions wanted : _____ sessions
(60 minutes per session. Each exhibitor will be allocated a maximum of **two** sessions)

2. Please list the preferred time slots (maximum of 10), using 1 as the first priority and so forth :

Priority	Time Slot Code	Priority	Time Slot Code	Priority	Time Slot Code
1		5		9	
2		6		10	
3		7			
4		8			

3. Event details

Session 1

- i) Name of autographing guest/author: _____(Chinese)_____ (English)
- ii) Occupation: _____
- iii) Name of book being autographed: _____
- iv) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
- v) Description of the book: _____
- vi) Details of the activity: _____

Session 2

- i) Name of autographing guest/author: _____(Chinese)_____ (English)
- ii) Occupation: _____
- iii) Name of book being autographed: _____
- iv) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
- v) Description of the book: _____
- vi) Details of the activity: _____

(If the space provided is insufficient, please supplement with separate paper.)

Company Name : _____

Tel. No. : _____ Fax No. : _____

E-mail : _____

Contact Person : _____ Mobile No. : _____

We have read and agreed to comply with the Arrangement and Regulations set out for the Autograph Session which will be held at the "HKTDC Hong Kong Book Fair 2011".

Authorised Signature and Company Stamp: _____ Date : _____

Arrangement and Regulations for the Autograph Session:

1. In particular, but without limitation, the Organiser requires all autographing sessions of exhibitors be in line with the desired image of the Fair in promoting culture and virtuous reading trends, enabling the Fair to continue to be a cultural event held in the summer that is suitable for all Hong Kong residents of all ages to participate in. If the event applied for by the exhibitor is not in line with the image of the Fair, the Organiser has the right to turn down the application for the relevant autographing session. The Organiser may require exhibitors before, or during the exhibition period of the Fair, to produce its relevant books, information, and/or Tribunal Classification decision, where the Organiser has doubts towards articles of the exhibitor.
2. All autographing sessions must be conducted in an area designated by the Organiser. The Organiser reserves the right to require the autographing sessions to be conducted outside the exhibition halls. All participants must comply with the directions given by the Organiser's representatives, and must strictly maintain order. The Organiser has the right to refuse entry to any person failing to comply with the venue use regulations, or require such person to leave the premises. If participants fail to comply with any directions given by the Organiser's representatives, the Organiser has the right to immediately terminate or re-locate such autographing session to an appropriate location.
3. During the autograph session, exhibitors must comply strictly with the relevant provisions of the Organiser, and shall follow the directions given by representatives of the Organiser. If there is a discrepancy with the number of ballot chips; or issue concerning the order of the crowd/activity; or disturbance of normal activities at the Book Fair; or the actual activity is different from the information submitted, the Organiser reserves the right to immediately terminate the autographing session.
4. If any individual is found conducting activities that are against the theme or image of the Book Fair, the Organiser reserves the right to escort the individual out of the exhibition.
5. All exhibitors are only allowed to display/show/offer for sale/sell CLASS I ARTICLES under the Control of Obscene & Indecent Articles Ordinance (Cap.390 of the laws of Hong Kong) at the HKTDC Hong Kong Book Fair. At the same time, the Organiser requests all activities (e.g. autograph sessions, seminars, promotional activities, etc) conduct during the exhibition to maintain a good reading atmosphere and comply with the overall image of the HK Book Fair.
6. If necessary, the Organiser reserves the right to ask any exhibitor to send their products to the Obscene Articles Tribunal (OAT) for classification purposes. If the exhibitor fails to comply with the above regulation, the Organiser will not consider the application or remove the allocated time slot. All classification result must be submitted by 30 June 2011.
7. Please fill in the correct application form based on the job nature of the guest attending the autograph session. The Organiser reserves the right to relocate any applications to the appropriate venue.
8. Public address equipments are NOT allowed during autograph session.
9. If an exhibitor fails to comply with the above rules, the Organiser reserves the right to penalise such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair. The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.
10. Visitors who wish to re-enter the exhibition after attending the autograph session have to go through specific passage with the chip and ticket stub.
11. The Organiser has sole and absolute discretion over approval of such applications.
12. The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.
13. The Organiser reserves the final rights to revise the terms and regulations for the "Autograph Session Arrangement"

Form 14B**HKTDC Hong Kong Book Fair
2011**

香港貿發局香港書展

20-26/7/2011**Please return this form to:**Mr. William Tsang
Hong Kong Trade Development
Council
Exhibitions Department
Unit 13, Expo Galleria, Hong Kong
Exhibition Center, 1 Expo Drive,
Wanchai, Hong Kong
Tel : (852) 2240 4466
Fax : (852) 2169 9077**Deadline:
8 June 2011****Application Form for Autograph Session B (Expo Drive Concourse)****~For authors (non-celebrities/artists)~**

Autograph Schedule:

July 20	Time Slot Code	July 21	Time Slot Code	July 22	Time Slot Code	July 23	Time Slot Code	July 24	Time Slot Code	July 25	Time Slot Code
11:00am	BW1	11:00am	BTH1	11:00am	BF1	11:00am	BSA1	11:00am	BSU1	11:00am	BM1
12:00nn	BW2	12:00nn	BTH2	12:00nn	BF2	12:00nn	BSA2	12:00nn	BSU2	12:00nn	BM2
1:00pm	BW3	1:00pm	BTH3	1:00pm	BF3	1:00pm	BSA3	1:00pm	BSU3	1:00pm	BM3
2:00pm	BW4	2:00pm	BTH4	2:00pm	BF4	2:00pm	BSA4	2:00pm	BSU4	2:00pm	BM4
3:00pm	BW5	3:00pm	BTH5	3:00pm	BF5	3:00pm	BSA5	3:00pm	BSU5	3:00pm	BM5
4:00pm	BW6	4:00pm	BTH6	4:00pm	BF6	4:00pm	BSA6	4:00pm	BSU6	4:00pm	BM6
5:00pm	BW7	5:00pm	BTH7	5:00pm	BF7	5:00pm	BSA7	5:00pm	BSU7	5:00pm	BM7
6:00pm	BW8	6:00pm	BTH8	6:00pm	BF8	6:00pm	BSA8	6:00pm	BSU8	6:00pm	BM8
7:00pm	BW9	7:00pm	BTH9	7:00pm	BF9	7:00pm	BSA9	7:00pm	BSU9	7:00pm	BM9
8:00pm	BW10	8:00pm	BTH10	8:00pm	BF10	8:00pm	BSA10	8:00pm	BSU10	8:00pm	BM10

- Number of sessions wanted : _____ sessions
(60 minutes per session. Each exhibitor will be allocated a maximum of **six** sessions)
- Please list the preferred time slots (maximum of 20), using 1 as the first priority and so forth :

Priority	Time Slot Code	Priority	Time Slot Code	Priority	Time Slot Code	Priority	Time Slot Code	Priority	Time Slot Code
1		5		9		13		17	
2		6		10		14		18	
3		7		11		15		19	
4		8		12		16		20	

3. Event details

Session 1

- Name of autographing guest/author: _____ (Chinese) _____ (English)
- Occupation: _____
- Name of book being autographed: _____
- Category of book being autographed: Novel Comic Photo Album Leisure Book
 Biography & Memoir Others: _____
- Description of the book: _____

- Details of the activity: _____

Session 2

- i) Name of autographing guest/author: _____(Chinese)_____ (English)
ii) Occupation: _____
iii) Name of book being autographed: _____
iv) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
v) Description of the book: _____

- vi) Details of the activity: _____

Session 3

- vii) Name of autographing guest/author: _____(Chinese)_____ (English)
viii) Occupation: _____
ix) Name of book being autographed: _____
x) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
xi) Description of the book: _____

- xii) Details of the activity: _____

Session 4

- i) Name of autographing guest/author: _____(Chinese)_____ (English)
ii) Occupation: _____
iii) Name of book being autographed: _____
iv) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
v) Description of the book: _____

- vi) Details of the activity: _____

Session 5

- i) Name of autographing guest/author: _____(Chinese)_____ (English)
ii) Occupation: _____
iii) Name of book being autographed: _____
iv) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
v) Description of the book: _____

- vi) Details of the activity: _____

Session 6

- xiii) Name of autographing guest/author: _____(Chinese)_____ (English)
i) Occupation: _____
ii) Name of book being autographed: _____
iii) Category of book being autographed: Novel Comic Photo Album Leisure Book
Biography & Memoir Others: _____
iv) Description of the book: _____

- v) Details of the activity: _____

(If the space provided is insufficient, please supplement with separate paper.)

Company Name : _____
Tel. No. : _____ Fax No. : _____
E-mail : _____
Contact Person : _____ Mobile No. : _____

We have read and agreed to comply with the Arrangement and Regulations set out for the Autograph Session which will be held at the "HKTDC Hong Kong Book Fair 2011".

Authorised Signature and Company Stamp: _____ Date : _____

Arrangement and Regulations for the Autograph Session:

1. In particular, but without limitation, the Organiser requires all autographing sessions of exhibitors be in line with the desired image of the Fair in promoting culture and virtuous reading trends, enabling the Fair to continue to be a cultural event held in the summer that is suitable for all Hong Kong residents of all ages to participate in. If the event applied for by the exhibitor is not in line with the image of the Fair, the Organiser has the right to turn down the application for the relevant autographing session. The Organiser may require exhibitors before, or during the exhibition period of the Fair, to produce its relevant books, information, and/or Tribunal Classification decision, where the Organiser has doubts towards articles of the exhibitor.
2. All autographing sessions must be conducted in an area designated by the Organiser. The Organiser reserves the right to require the autographing sessions to be conducted outside the exhibition halls. All participants must comply with the directions given by the Organiser's representatives, and must strictly maintain order. The Organiser has the right to refuse entry to any person failing to comply with the venue use regulations, or require such person to leave the premises. If participants fail to comply with any directions given by the Organiser's representatives, the Organiser has the right to immediately terminate or re-locate such autographing session to an appropriate location.
3. During the autograph session, exhibitors must comply strictly with the relevant provisions of the Organiser, and shall follow the directions given by representatives of the Organiser. If there is a discrepancy with the number of ballot chips; or issue concerning the order of the crowd/activity; or disturbance of normal activities at the Book Fair; or the actual activity is different from the information submitted, the Organiser reserves the right to immediately terminate the autographing session.
4. If any individual is found conducting activities that are against the theme or image of the Book Fair, the Organiser reserves the right to escort the individual out of the exhibition.
5. All exhibitors are only allowed to display/show/offer for sale/sell CLASS I ARTICLES under the Control of Obscene & Indecent Articles Ordinance (Cap.390 of the laws of Hong Kong) at the HKTDC Hong Kong Book Fair. At the same time, the Organiser requests all activities (e.g. autograph sessions, seminars, promotional activities, etc) conduct during the exhibition to maintain a good reading atmosphere and comply with the overall image of the HK Book Fair.
6. If necessary, the Organiser reserves the right to ask any exhibitor to send their products to the Obscene Articles Tribunal (OAT) for classification purposes. If the exhibitor fails to comply with the above regulation, the Organiser will not consider the application or remove the allocated time slot. All classification result must be submitted by 30 June 2011.
7. Please fill in the correct application form based on the job nature of the guest attending the autograph session. The Organiser reserves the right to relocate any applications to the appropriate venue.
8. Public address equipments are NOT allowed during autograph session.
9. If an exhibitor fails to comply with the above rules, the Organiser reserves the right to penalise such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair. The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.
10. Visitors who wish to re-enter the exhibition after attending the autograph session have to go through specific passage with the chip and ticket stub.
11. The Organiser has sole and absolute discretion over approval of such applications.
12. The Organiser also reserves its ultimate rights to terminate autographing sessions without any compensation.
13. The Organiser reserves the final rights to revise the terms and regulations for the "Autograph Session Arrangement"

「香港貿發局香港書展 2011」簽名會安排：

- * 活動場地：簽名會 A 區：君爵廳 [供名人/明星等]
簽名會 B 區：博覽道入口大堂 [供作家(非名人/明星)]
- * 申請截止日期：2011 年 6 月 8 日

1. 簽名會 A 區(君爵廳)之申請詳情：

- i) 此區用作舉行名人/明星等有可能吸引大量傳媒及公眾人士出席的簽名會
- ii) 申請人必須為「香港貿發局香港書展 2011」之參展商
- iii) 活動舉行日期及時間： 7 月 20-24 日：由中午 12 時正至晚上 7 時正
- iv) 每時段為一小時(包括 15 分鐘前後準備時間及 45 分鐘簽名會時間)
- v) 每時段簽名名額(籌數)為 150 個
- vi) 申請人最多可列出 10 個理想時段
- vii) 申請人最多可獲分配 2 節時段
- viii) 活動時段由電腦抽籤分配
- ix) 大會不保證每位申請人均可獲分配時段

2. 簽名會 B 區(博覽道入口大堂)之申請詳情：

- i) 此區用作舉行作家 (非名人/明星) 的簽名會
- ii) 申請人必須為「香港貿發局香港書展 2011」參展商
- iii) 活動舉行日期及時間： 7 月 20-25 日：由上午 11 時正至晚上 9 時正
- iv) 每時段為一小時(包括 15 分鐘前後準備時間及 45 分鐘簽名會時間)
- v) 每時段簽名名額(籌數)為 150 個
- vi) 申請人最多可列出 20 個理想時段
- vii) 申請人最多可獲分配 6 節時段
- viii) 活動時段由電腦抽籤分配
- ix) 大會不保證每位申請人均可獲分配時段

3. 申請方法：

- i) 請按參與活動的嘉賓類別填寫相應的參加表格，本局保留權利調配有關申請往合適的場地。
- ii) 申請人必須於申請表格上按優先次序清楚列明欲舉行簽名會的時段，以及參與簽名活動的嘉賓 / 作者姓名、職業，並簡介擬被相關人士親筆簽名的書籍，否則申請將不獲考慮。
- iii) 如活動實況與申請人提供的資料不同，主辦機構可即時取消申請人使用有關時段的權利，毋須另行通知及作出賠償。

4. 時段分配：

- i) 主辦機構將盡量按各申請人所選的優先次序分配時段。如在同一時段的申請人數目不多於該區內簽名台的數目，即毋須進行抽籤；如同一時段申請人數目多於該區簽名台的數目，進行抽籤以分配時段。
- ii) 未能分配第一優先的申請人，將盡量按第二優先分配時段，程序上與分配第一優先的做法相同，如此類推。如有申請人在進行以上程序後仍未獲分配時段，大會將與該申請人聯絡，另行處理。
- iii) 時段分配結果將於截止日期 2011 年 6 月 8 日後約兩星期公佈。
- iv) 當時段分配結果公佈後，參展商需於 2011 年 6 月 30 日前簽定確認書及落實活動內容，否則

主辦機構將視為申請人放棄有關時段，毋須另行通知。

- v) 如申請人於 **2011 年 6 月 30 日前**放棄已確認的時段，該時段將按先到先得形式，由另一申請人補上；如申請人於 **2011 年 6 月 30 日或以後**放棄已確認的時段，該時段將不作候補。
- vi) 申請人需於 **2011 年 7 月 19 日**到主辦機構辦事處領取簽名會之紙籌。
- vii) 時段及活動區一經確認，不得更改，亦不得私自與其他人士或機構轉讓或對調。

5. 簽名會安排守則

- i) 主辦機構特別(但並非僅限於)要求各參展商之簽名會須配合「香港書展」旨在推廣文化和良好閱讀風氣的整體形象，讓書展繼續成爲一個老少皆宜、全港市民均適合參與的暑期文化活動。如參展商所申請舉辦之活動未能配合「香港書展」的形象，主辦機構有權拒絕該簽名會的申請。如主辦機構對參展商的產品有懷疑，可要求參展商於展覽會舉行前或期間提交相關書籍、資料及/或淫褻物品審裁處的評審結果。
- ii) 所有簽名活動必須於主辦機構所指定的範圍內進行。主辦機構將保留權利安排簽名會於展覽廳外的地方舉行。所有參加人士必須遵守主辦機構人員作出的指示，嚴守秩序。主辦機構有權拒絕任何不遵守場地使用規則的人士進場或要求任何不遵守場地使用規則的人士離場。如參加人士未能遵守主辦機構人員作出的指示，主辦機構有權即時終止有關簽名活動或將其調配至適當的地方進行。
- iii) 在進行簽名會期間，參展商必須嚴格遵守主辦機構的有關規定，並於指定時間內完成有關活動。如發現紙籌數目不符、人群/活動秩序出現問題、干擾書展其他活動正常進行或舉辦之活動內容與申請表格的資料不符，主辦機構有權即時終止該簽名會。
- iv) 任何人士在展場內進行與書展主題及形象不相符合的活動，主辦機構有權要求相關人士立即離場。
- v) 根據規定，「香港書展」只容許《淫褻及不雅物品管制條例》下的第一類物品於會場內陳列/展示/提供銷售/售賣。與此同時，主辦機構亦要求各參展商於場內舉辦各類活動(如簽名會、講座、產品推廣活動等)時，必須保持及配合「香港書展」一貫推廣文化和良好閱讀風氣的整體形象。
- vi) 爲確保參展商於會場內陳列/展示/提供銷售/售賣及用作簽名會之書籍爲第一類物品，如主辦機構對書籍的級別有所疑慮，可要求出版社將書籍送往淫褻物品審裁處評級，否則主辦機構將不考慮其簽名會之申請或保留權利取消已獲分配的簽名會時段。遞交評級結果予主辦機構的期限爲 2011 年 6 月 30 日。
- vii) 參展商必須因應嘉賓的身份填寫相應的表格，主辦機構保留調配有關申請往合適場地的權利。
- viii) 簽名會舉行期間，不得使用任何形式之擴音設備。
- ix) 如參展商並未遵守以上的規定，主辦機構將保留權利對參展商作出處分，例如但不限於押後該參展商明年「香港書展」的選擇攤位次序或取消未來參展「香港書展」的資格。
- x) 參加簽名會的觀眾如欲再次進入場內參觀，必須出示紙籌及當日票尾，並於指定通道進入會場。
- xi) 主辦機構對是否批准簽名會之申請擁有唯一及絕對酌情權。
- xii) 主辦機構亦保留最終權利取消簽名會而無需作出任何賠償。
- xiii) 主辦機構保留最終修改「簽名會活動安排」的權利。

表格十四A	HKTDC Hong Kong Book Fair 2011 香港貿發局香港書展 20-26/7/2011	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 曾威先生收 電話：(852) 2240 4466 傳真：(852) 2169 9077
截止日期: 2011年6月8日		

簽名會申請表 - 簽名會 A 區(君爵廳)

~供名人/明星等舉行簽名會~

簽名會時間表：

7月20日	時段代號	7月21日	時段代號	7月22日	時段代號	7月23日	時段代號	7月24日	時段代號
12:00nn	AW1	12:00nn	ATH1	12:00nn	AF1	12:00nn	ASA1	12:00nn	ASU1
1:30pm	AW2	1:30pm	ATH2	1:30pm	AF2	1:30pm	ASA2	1:30pm	ASU2
3:00pm	AW3	3:00pm	ATH3	3:00pm	AF3	3:00pm	ASA3	3:00pm	ASU3
4:30pm	AW4	4:30pm	ATH4	4:30pm	AF4	4:30pm	ASA4	4:30pm	ASU4
6:00pm	AW5	6:00pm	ATH5	6:00pm	AF5	6:00pm	ASA5	6:00pm	ASU5

- 申請節數：_____節
(每節時段為一小時，參展商最多可獲分配 2 節時段)
- 請列出欲舉行簽名會的時段，最多 10 個，次序 1 為最優先，如此類推：

優先次序	時段代號	優先次序	時段代號	優先次序	時段代號
1		5		9	
2		6		10	
3		7			
4		8			

3. 活動內容

第一節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文) _____(英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
 其他: _____
- v) 書籍簡介: _____

- vi) 活動內容: _____

第二節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文) _____(英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____

- vi) 活動內容: _____

(如位置不夠, 請另行附加白紙填寫)

公司: _____
電話: _____ 傳真: _____
電郵: _____
活動負責人: _____ 手提電話: _____

本公司已閱讀「香港貿發局香港書展 2011」簽名會安排及守則, 並承諾遵守有關規則。

簽名及公司印章: _____ 日期: _____

簽名會活動安排守則

1. 主辦機構特別(但並非僅限於)要求各參展商的簽名會須配合「香港書展」旨在推廣文化和良好閱讀風氣的整體形象, 讓書展繼續成爲一個老少皆宜、全港市民均適合參與的暑期文化活動。如參展商所申請舉辦之活動未能配合「香港書展」的形象, 主辦機構有權拒絕該簽名會的申請。如主辦機構對參展商的產品有懷疑, 可要求參展商於展覽會舉行前或期間提交相關書籍、資料及/或淫褻物品審裁處的評審結果。
2. 所有簽名活動必須於主辦機構所指定的範圍內進行。主辦機構將保留權利安排簽名會於展覽廳外的地方舉行。所有參加人士必須遵守主辦機構人員作出的指示, 嚴守秩序。主辦機構有權拒絕任何不遵守場地使用規則的人士進場或要求任何不遵守場地使用規則的人士離場。如參加人士未能遵守主辦機構人員作出的指示, 主辦機構有權即時終止有關簽名活動或將其調配至適當的地方進行。
3. 在進行簽名會期間, 參展商必須嚴格遵守主辦機構的有關規定, 並於指定時間內完成有關活動。如發現紙籌數目不符、人群/活動秩序出現問題、干擾書展其他活動正常進行或舉辦之活動內容與申請表格的資料不符, 主辦機構有權即時終止該簽名會。
4. 任何人士在展場內進行與書展主題及形象不相符合的活動, 主辦機構有權要求相關人士立即離場。
5. 根據規定,「香港書展」只容許《淫褻及不雅物品管制條例》下的第一類物品於會場內陳列/展示/提供銷售/售賣。與此同時, 主辦機構亦要求各參展商於場內舉辦各類活動(如簽名會、講座、產品推廣活動等)時, 必須保持及配合「香港書展」一貫推廣文化和良好閱讀風氣的整體形象。
6. 爲確保參展商於會場內陳列/展示/提供銷售/售賣及用作簽名會之書籍爲第一類物品, 如主辦機構對書籍的級別有所疑慮, 可要求出版社將書籍送往淫褻物品審裁處評級, 否則主辦機構將不考慮其簽名會之申請或保留權利取消已獲分配的簽名會時段。遞交評級結果予主辦機構的期限爲 2011 年 6 月 30 日。
7. 參展商必須因應嘉賓的身份填寫相應的表格, 主辦機構保留調配有關申請往合適場地的權利。
8. 簽名會舉行期間, 不得使用任何形式之擴音設備。
9. 如參展商並未遵守以上的規定, 主辦機構將保留權利對參展商作出處分, 例如但不限於押後該參展商明年「香港書展」的選擇攤位次序或取消未來參展「香港書展」的資格。
10. 參加簽名會的觀眾如欲再次進入場內參觀, 必須出示紙籌及當日票尾, 並於指定通道進入會場。
11. 主辦機構對是否批准簽名會之申請擁有唯一及絕對酌情權。
12. 主辦機構亦保留最終權利取消簽名會而無需作出任何賠償。
13. 主辦機構保留最終修改「簽名會活動安排」的權利。

表格十四B

**HKTDC Hong Kong Book Fair
2011**

香港貿發局香港書展

20-26/7/2011

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

曾威先生收

電話：(852) 2240 4466

傳真：(852) 2169 9077

截止日期:

2011年6月8日

簽名會申請表 - 簽名會 B 區(博覽道入口大堂)

~供作家(非名人/明星)舉行簽名會~

簽名會時間表：

7月20日	時段代號	7月21日	時段代號	7月22日	時段代號	7月23日	時段代號	7月24日	時段代號	7月25日	時段代號
11:00am	BW1	11:00am	BTH1	11:00am	BF1	11:00am	BSA1	11:00am	BSU1	11:00am	BM1
12:00nn	BW2	12:00nn	BTH2	12:00nn	BF2	12:00nn	BSA2	12:00nn	BSU2	12:00nn	BM2
1:00pm	BW3	1:00pm	BTH3	1:00pm	BF3	1:00pm	BSA3	1:00pm	BSU3	1:00pm	BM3
2:00pm	BW4	2:00pm	BTH4	2:00pm	BF4	2:00pm	BSA4	2:00pm	BSU4	2:00pm	BM4
3:00pm	BW5	3:00pm	BTH5	3:00pm	BF5	3:00pm	BSA5	3:00pm	BSU5	3:00pm	BM5
4:00pm	BW6	4:00pm	BTH6	4:00pm	BF6	4:00pm	BSA6	4:00pm	BSU6	4:00pm	BM6
5:00pm	BW7	5:00pm	BTH7	5:00pm	BF7	5:00pm	BSA7	5:00pm	BSU7	5:00pm	BM7
6:00pm	BW8	6:00pm	BTH8	6:00pm	BF8	6:00pm	BSA8	6:00pm	BSU8	6:00pm	BM8
7:00pm	BW9	7:00pm	BTH9	7:00pm	BF9	7:00pm	BSA9	7:00pm	BSU9	7:00pm	BM9
8:00pm	BW10	8:00pm	BTH10	8:00pm	BF10	8:00pm	BSA10	8:00pm	BSU10	8:00pm	BM10

1. 申請節數：_____節
(每節時段為一小時，參展商最多可獲分配 6 節時段)

2. 請列出欲舉行簽名會的時段，最多 20 個，次序 1 為最優先，如此類推：

優先次序	時段代號	優先次序	時段代號	優先次序	時段代號	優先次序	時段代號	優先次序	時段代號
1		5		9		13		17	
2		6		10		14		18	
3		7		11		15		19	
4		8		12		16		20	

3. 活動內容

第一節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文)_____ (英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____
- vi) 活動內容: _____

第二節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文)_____ (英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____
- vi) 活動內容: _____

第三節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文)_____ (英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____
- vi) 活動內容: _____

第四節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文)_____ (英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____
- vi) 活動內容: _____

第五節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文)_____ (英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____
- vi) 活動內容: _____

第六節

- i) 參與活動/簽名的嘉賓/作者的姓名: _____(中文) _____(英文)
- ii) 職業: _____
- iii) 簽名書籍名稱: _____
- iv) 簽名書籍之種類: 小說 漫畫 寫真集 消閒書籍 傳記
其他: _____
- v) 書籍簡介: _____

- vi) 活動內容: _____

(如位置不夠, 請另行附加白紙填寫)

公司: _____
電話: _____ 傳真: _____
電郵: _____
活動負責人: _____ 手提電話: _____

本公司已閱讀「香港貿發局香港書展 2011」簽名會安排及守則, 並承諾遵守有關規則。

簽名及公司印章: _____ 日期: _____

簽名會安排守則

1. 主辦機構特別(但並非僅限於)要求各參展商的簽名會須配合「香港書展」旨在推廣文化和良好閱讀風氣的整體形象, 讓書展繼續成爲一個老少皆宜、全港市民均適合參與的暑期文化活動。如參展商所申請舉辦之活動未能配合「香港書展」的形象, 主辦機構有權拒絕該簽名會的申請。如主辦機構對參展商的產品有懷疑, 可要求參展商於展覽會舉行前或期間提交相關書籍、資料及/或淫褻物品審裁處的評審結果。
2. 所有簽名活動必須於主辦機構所指定的範圍內進行。主辦機構將保留權利安排簽名會於展覽廳外的地方舉行。所有參加人士必須遵守主辦機構人員作出的指示, 嚴守秩序。主辦機構有權拒絕任何不遵守場地使用規則的人士進場或要求任何不遵守場地使用規則的人士離場。如參加人士未能遵守主辦機構人員作出的指示, 主辦機構有權即時終止有關簽名活動或將其調配至適當的地方進行。
3. 在進行簽名會期間, 參展商必須嚴格遵守主辦機構的有關規定, 並於指定時間內完成有關活動。如發現紙籌數目不符、人群/活動秩序出現問題、干擾書展其他活動正常進行或舉辦之活動內容與申請表格的資料不符, 主辦機構有權即時終止該簽名會。
4. 任何人士在展場內進行與書展主題及形象不相符合的活動, 主辦機構有權要求相關人士立即離場。
5. 根據規定, 「香港書展」只容許《淫褻及不雅物品管制條例》下的第一類物品於會場內陳列/展示/提供銷售/售賣。與此同時, 主辦機構亦要求各參展商於場內舉辦各類活動(如簽名會、講座、產品推廣活動等)時, 必須保持及配合「香港書展」一貫推廣文化和良好閱讀風氣的整體形象。
6. 爲確保參展商於會場內陳列/展示/提供銷售/售賣及用作簽名會之書籍爲第一類物品, 如主辦機構對書籍的級別有所疑慮, 可要求出版社將書籍送往淫褻物品審裁處評級, 否則主辦機構將不考慮其簽名會之申請或保留權利取消已獲分配的簽名會時段。遞交評級結果予主辦機構的期限爲 2011 年 6 月 30 日。
7. 參展商必須因應嘉賓的身份填寫相應的表格, 主辦機構保留調配有關申請往合適場地的權利。
8. 簽名會舉行期間, 不得使用任何形式之擴音設備。
9. 如參展商並未遵守以上的規定, 主辦機構將保留權利對參展商作出處分, 例如但不限於押後該參展商明年「香港書展」的選擇攤位次序或取消未來參展「香港書展」的資格。
10. 參加簽名會的觀眾如欲再次進入場內參觀, 必須出示紙籌及當日票尾, 並於指定通道進入會場。
11. 主辦機構對是否批准簽名會之申請擁有唯一及絕對酌情權。
12. 主辦機構亦保留最終權利取消簽名會而無需作出任何賠償。
13. 主辦機構保留最終修改「簽名會活動安排」的權利。