



Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, Hong Kong, China Tel: +852 2582 8888 Fax: +852 2802 0177

**AUTHORISATION REQUEST
DISTRIBUTION OF FOOD AND/OR BEVERAGE SAMPLES AT NON FOOD-THEMED EVENTS**

Hong Kong Convention and Exhibition Centre (Management) Limited ("HML") holds the exclusive food and beverage distribution rights for the Hong Kong Convention and Exhibition Centre. However, SAMPLES of food and/or non-alcoholic beverage products may be distributed by exhibition sponsoring organisations and their exhibitors subject to written approval being obtained from HML.

GENERAL CONDITIONS:

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| <ol style="list-style-type: none"> 1) Items dispensed are limited to products manufactured, produced or processed by the exhibiting company. 2) No items distributed may be sold, and all are limited to 'sample' sizes: <ol style="list-style-type: none"> a. Beverages are limited to containers of no more than 2 oz (approx 60ml). b. Food items are limited to "bite size" portions (approx. 1 oz or below 30 grams). 3) Use of food reheating equipment is subject to HML's approval, as is the method of reheating selected. 4) Any reheating process which generates an unpleasant smell inside the licensed venue will be prohibited. | <ol style="list-style-type: none"> 5) Standard fees for storage, handling, delivery, etc. will be charged where applicable. 6) Food and beverage items used to promote visitor traffic (e.g. coffee, popcorn, bottled waters and sodas etc.) MUST be purchased from HML. Please contact our Food and Beverage Office with any questions relating to traffic promotion items. 7) The applicant named below acknowledges that the exhibiting company has the sole responsibility for the disposition of such sampling items and for complying with all applicable laws. The applicant agrees to indemnify and forever hold HML harmless from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use and distribution of dispensed food and beverage items. |
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Name of Event _____	Event Date(s) _____	Booth # _____
Name of Exhibiting Company _____	Email Address _____	
Address _____		
City _____	Country _____	
On-Site Contact _____	Title _____	
Tel No. _____	Fax No. _____	Signature _____

Product(s) you wish to distribute _____

Size of portion(s) to be distributed _____ Quantity to be distributed _____

Proposed method of distribution and reason for offering samples _____

Any on-site re-heating requirement? Yes No (HML official use: copy EPC EM if yes)

Method of reheating (e.g. steaming, microwave, baking; please specify): _____

HML's approval is based on the relevance of the sample item(s) to the theme of the main event. Organisers or exhibitors agree to set up a dedicated washing area for cleaning any cooking equipment used.

Organiser's Verification:
(Name) _____ (Company Name) _____ (Contact No.) _____

(Signature) _____

- SERVICES REQUIRED: Please notify the HML's Food & Beverage Department at +852 2582 7910 of any special services or requests related to your sample distribution.
- NOTE: All samples MUST receive prior approval and confirmation from the HML's Director - Food & Beverage.
- Any food or beverage samples offered without prior approval will be required to be removed from the facility.
- This Form should be submitted by the Event Organiser to the HML's Food & Beverage Department at least ONE MONTH prior to the start of the Event.
- Remarks: Approval is subject to exhibitor's compliance with the attached safety requirements regarding installation of the reheating equipment.

APPROVED _____
Director – Food & Beverage, HML



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在非飲食物主題有關的活動內分發食物或飲料樣品
授權申請表

在香港會議展覽中心(簡稱「會展中心」)內,香港會議展覽中心(管理)有限公司(簡稱「會展管理公司」)擁有獨家的食物及飲品分發權。然而,展覽贊助機構及參展商在獲得會展管理公司的書面授權下,可以分發食物及/或不合酒精飲料的樣品。

一般條件：

- 1) 分發的物品只限於由參展公司製造、生產或加工的產品。
- 2) 分發的物品不得發售,而且只限於「樣品」份量：
 - a. 飲品以最大 2 安士(約 60 毫升)的容器為限。
 - b. 食品以一口大小(約 1 安士或約 30 毫升以下)為限。
- 3) 翻熱的設備及採用的翻熱方法須預先得到會展管理公司批准。
- 4) 禁止採用任何會在租用範圍內產生異味的翻熱過程。
- 5) 在適用情況下,會展管理公司將按標準收取儲存、搬運、運送等的費用。
- 6) 為增加訪客人流而提供的食品或飲料(如咖啡、爆谷、瓶裝水、汽水等),必須購自會展管理公司。有關此等物品的查詢,請與本公司飲食部聯絡。
- 7) 下方署名的申請人,確認參展公司在處置該等食物或飲料樣品及遵行所有適用法律,有單一的法律責任。申請人同意,由該等食品及飲料的食用/飲用及分發,直接或間接導致的法律責任、損害賠償、損失、訟費、開支等,概由申請人向會展管理公司作出賠償,並永遠使其免受損失。

活動名稱 _____ 舉辦日期 _____ 展位編號 _____
 參展公司名稱 _____ 電郵地址 _____
 地址 _____
 _____ 城市 _____ 國家 _____
 現場聯絡人 _____ 職銜 _____
 電話 _____ 傳真 _____ 簽名 _____

有意分發的產品 _____

分發物品的份量 _____ 分發數量 _____

擬採用的分發方式及贈送樣品的理由 _____

是否有任何現場翻熱設備？ 是 否 (會展管理公司內部使用：□若有則向 EPC EM 提供副本)

翻熱方法(請註明,如蒸、微波爐、烘焙)：_____

會展管理公司的批核會取決於樣品與主活動主題的相關程度。主辦機構或參展商同意為清潔烹飪設備設置專用的清洗區。

主辦機構核實：(姓名) _____ (簽署) _____

(機構名稱) _____ (聯絡電話) _____

需用服務：分發樣品如需特別服務或有特別要求,請致電 +8522582 7910 向會展管理公司飲食部提出。

注意：

- 所有樣品必須獲得會展管理公司飲食總監預先批准及確認。
- 未獲預先批准而提供的食物或飲料樣品必須從移離會展中心。
- 本表格須於活動開始最少一個月前由活動主辦機構向會展管理公司飲食部提交。
- 註：批核與否,取決於參展商能否遵行附件有關安裝翻熱設備的安全要求。

批核 _____

會展管理公司飲食總監