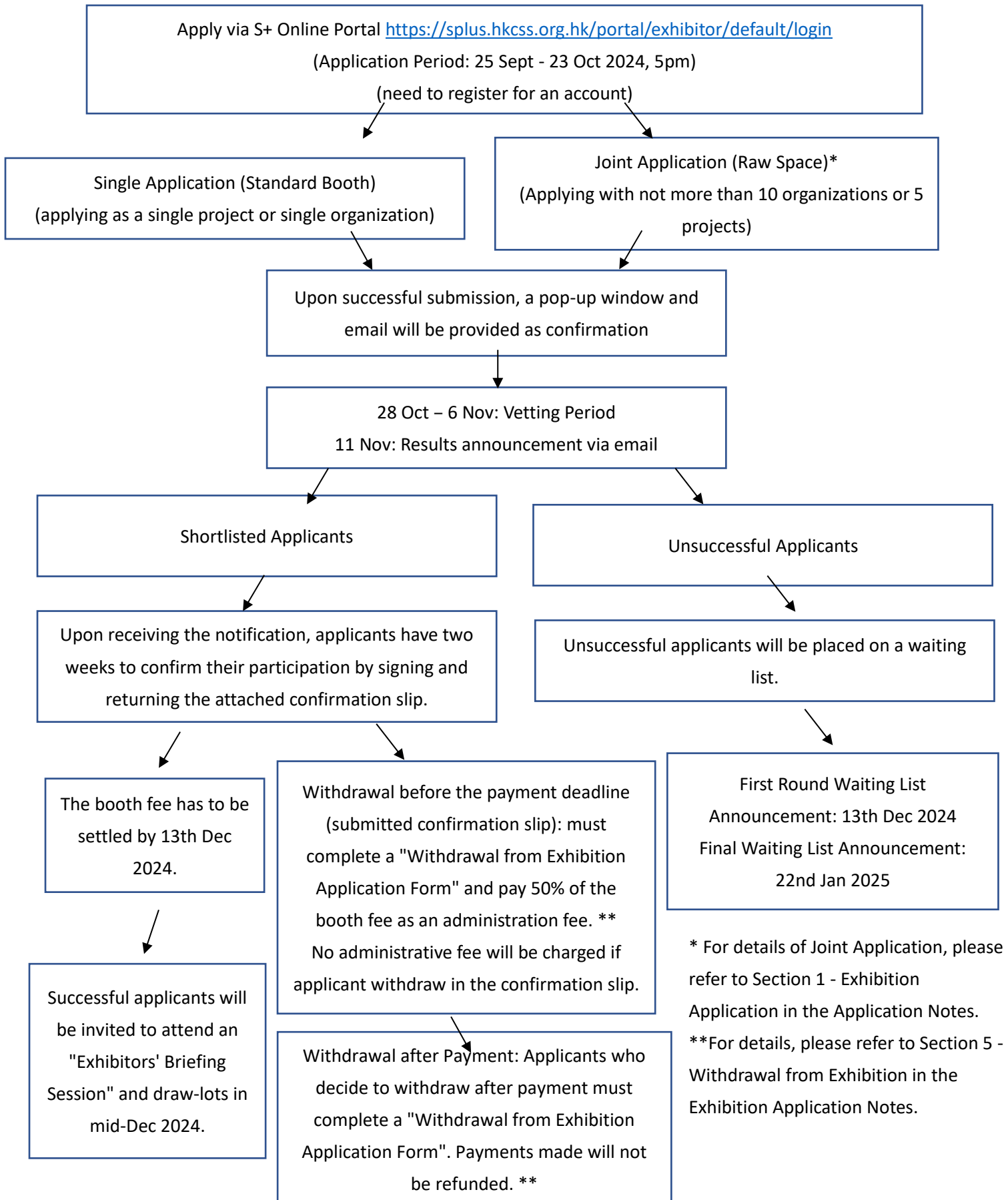


## S+ Expo 2025 Exhibitor Application Procedure



\* For details of Joint Application, please refer to Section 1 - Exhibition Application in the Application Notes.  
\*\*For details, please refer to Section 5 - Withdrawal from Exhibition in the Exhibition Application Notes.

## **S+ Summit cum Expo 2025**

### **Exhibitor Application Notes**

**Application Deadline: 23 Oct, 2024 at 5pm**

**Organiser:** The Hong Kong Council of Social Service (“the Organiser”)

**Date:** 20 and 21 May, 2025 (Tue and Wed; two days in total)

**Time:** 10AM to 6PM

**Venue:** Hall 3FG, Hong Kong Convention & Exhibition Centre (HKCEC), Wanchai

#### **1. Exhibition Application**

- 1.1 All applications must be submitted through the S+ Summit cum Expo online portal. Organizations are required to register for an-account to complete the application form.
- 1.2 Email verification is needed to ensure a valid email address being used. The registered email address will be used as the account login to the portal.
- 1.3 Each account can only submit one application. If an organization wishes to submit more than one application, please register again with another email address.
- 1.4 Each corporation / organization can submit no more than three applications. If an organization registers with different email addresses but the project content and exhibiting organization information in the application forms are identical, the Organizer will consider them as one application and only review the application closest to the deadline as the final version.
- 1.5 The portal will close at 5:00 PM on Wednesday, 23rd October 2024. Please allow sufficient time to complete and submit the application(s).
- 1.6 There are two types of applications: "Single Application" and "Joint Application".
  - 1.6.1 Single Application (Application by a single applicant)
    - 1.6.1.1 The applicant applies for one booth to showcase a service/project related to the theme.
    - 1.6.2 Joint Application (Application by multiple applicants)
      - 1.6.2.1 Two or above applicants can jointly apply for one booth, to showcase single or multiple projects (e.g., cross-agency service platform or collaborative project) addressing the same issue (e.g., life and death education, caregiver support). The “Representing Applicant” will be responsible for the application.
      - 1.6.2.2 Only 3x6 sqm or 3x9 sqm Raw Space are available for options.
      - 1.6.2.3 Exhibition booth rental rate varies across different types of corporation / organization (apply to the Representing Applicant).
  - 1.7 Each applicant can only submit maximum three applications, including both single and joint application.

## 2. Eligibility

2.1 The following types of corporation / organization are eligible to apply:

<p>A) HKCSS Agency Members (include social enterprises under the agency) and The Hong Kong Joint Council for People with Disabilities Members</p>	<p>B) HKCSS Strategic Partners (Social enterprises registered under the HKCSS' Social Enterprises Directory; Grantees of the funding schemes managed by the HKCSS*)</p>	<p>C) Other Partners (Companies/ Public organizations /Professional associations/ Charity foundation etc.)</p>
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*\*Include Social Innovation and Entrepreneurship Development Fund, HKEX Impact Funding Scheme, Link Together Initiatives, HSBC Hong Kong Community Partnership Programme, The JPMorganChase Pathbuilders Program. If the applicants are currently receiving funding managed by the HKCSS, please inquire with our organization. Applicants which are not included in this list belong to 'Other Partners'.*

## 3. Exhibition Themes

3.1 In 2025, the focus will be on "Sustainable Development Goals (SDGs)", divided into five themes:

<p><b>No Poverty (SDG 1)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist the underprivileged to move upward</li> <li><input type="checkbox"/> Improve the quality of life of the underprivileged</li> <li><input type="checkbox"/> Reduce intergenerational poverty</li> <li><input type="checkbox"/> Provide opportunities for the underprivileged to access various community resources</li> <li><input type="checkbox"/> Enhance the capacity of the underprivileged to cope with environmental, economic, and social challenges</li> <li><input type="checkbox"/> Others _____</li> </ul>	<p><b>Good Health and Wellbeing (SDG 3)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Promote active aging</li> <li><input type="checkbox"/> Support caregivers</li> <li><input type="checkbox"/> Provide primary health care</li> <li><input type="checkbox"/> Provide mental health services</li> <li><input type="checkbox"/> Others _____</li> </ul>
<p><b>Reduced Inequality and Social Inclusion (SDG 10)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support grassroots families</li> <li><input type="checkbox"/> Promote social inclusion</li> <li><input type="checkbox"/> Promote gender equality</li> <li><input type="checkbox"/> Eliminate discrimination</li> <li><input type="checkbox"/> Others _____</li> </ul>	<p><b>Responsible Consumption and Production (SDG 12)</b>  <b>【 1-Panel Booth Available Only 】 (pls refer to 4.2.2)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible Production (e.g. reduce pollution during production)</li> <li><input type="checkbox"/> Promote fair trade</li> <li><input type="checkbox"/> Effectively utilize resources/ reuse resources during production</li> <li><input type="checkbox"/> Business with social mission (e.g. employ the underprivileged, promote community development)</li> <li><input type="checkbox"/> Promote universal understanding of sustainable lifestyles</li> <li><input type="checkbox"/> Provide ESG solutions</li> <li><input type="checkbox"/> Others _____</li> </ul>
<p><b>Sustainable Cities and Communities (SDG 11)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitate circular economy</li> <li><input type="checkbox"/> Affordable and safe housing, and social support</li> <li><input type="checkbox"/> Environmental protection</li> <li><input type="checkbox"/> Improve and promote innovative industrialization to the community</li> <li><input type="checkbox"/> Others _____</li> </ul>	

#### 4. Booth Details

##### 4.1 Booth Content

4.1.1 Due to the limited no. of booths, “Eligibility” and “Content of Booth” will be the criteria for selection, priorities would be given to applicants who matches with the below requirements:

4.1.1.1 The application/booth content could clearly demonstrate the current service and the innovative ideas of solutions in future on specified social agenda

4.1.1.2 The application/booth content could demonstrate the concept of co-creation, and how they implement their talents on specified social issues

4.1.1.3 Have previous experience of collaboration with other sectors

4.1.1.4 Those with innovative and interactive elements (eg. VR/AR, model, interactive/somatosensory game, etc.)

4.1.2 An external panel will be established to assess and determine the exhibiting zones of the applications. Panel members will make their decisions based on the quality of application content.

4.1.3 Exhibiting organizations are not allowed to conduct any trading activities at the booth and exhibition venue, including cash and electronic payment channels.

4.1.4 Exhibiting organizations are not allowed to conduct any fundraising or donation collection activities at the booth.

##### 4.2 Booth Type

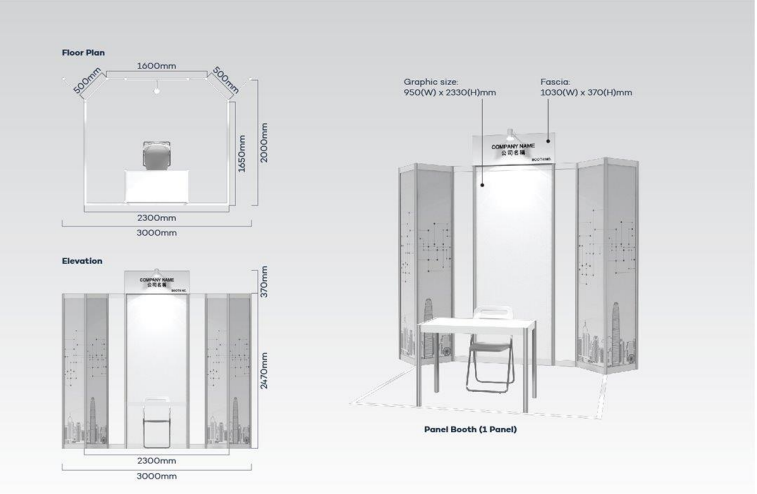
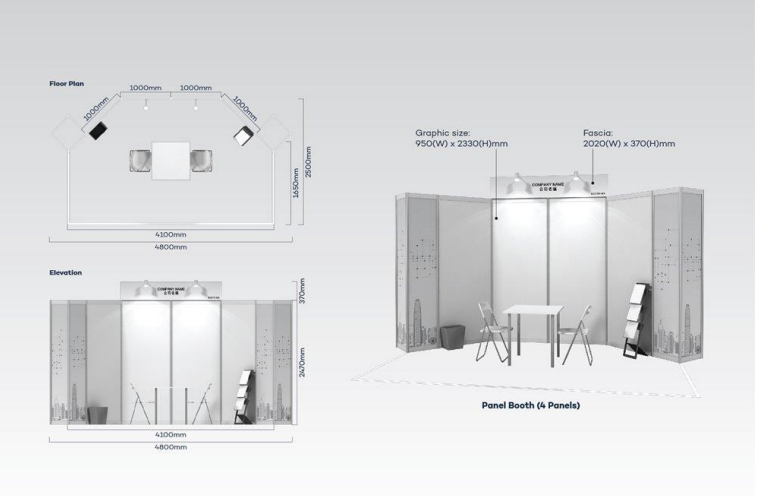
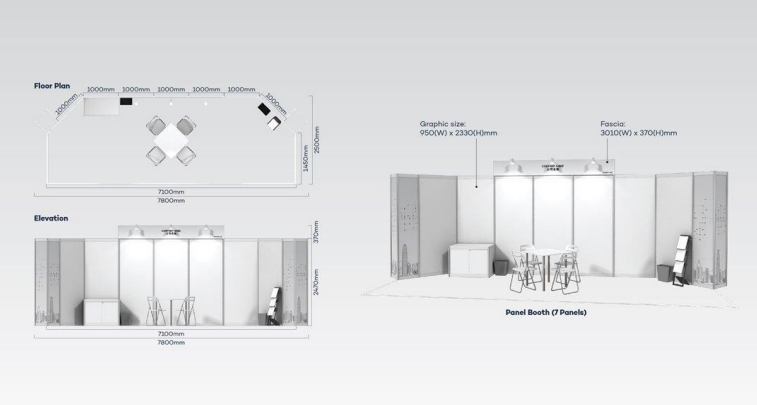
4.2.1 Types of exhibit areas : 1-Panel Booth 、 4-Panel Booth 、 7-Panel Booth 、 3x3 M<sup>2</sup> Booth 、 3x6 M<sup>2</sup> Booth and Raw Space (3x6 M<sup>2</sup> or 3x9 M<sup>2</sup>).

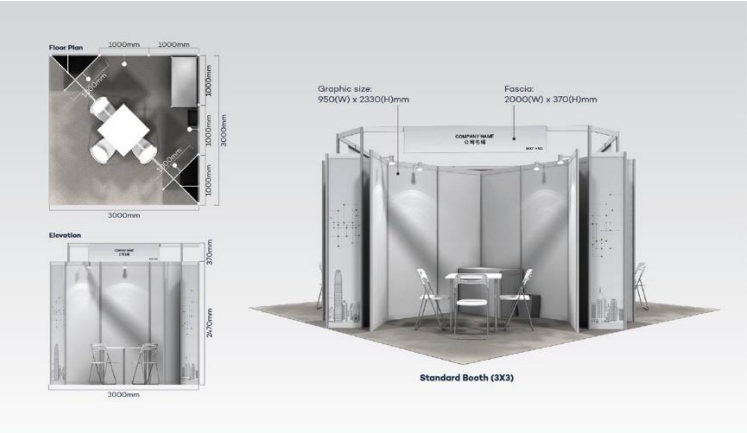

4.2.2 If the organization would like to choose “Responsible Consumption and Production”, they can only select 1-Panel Booth. The raw space booth is only available for "joint applications.

##### 4.3 Booth Facilities (Reference only)

Items	Quantity				
	1-Panel Booth	4-Panel Booth	7-Panel Booth	3X3 M2 Booth	3X6 M2 Booth
White Pifix System Panel	1	4	7	6	9
Fascia Board	1	1	1	1 - 2	1 - 2
White Square Table	1	1	1	1	2
White Folding Chair	1	2	4	3	4
Catalogue Holder	N/A	1	1	N/A	N/A
Lockable Cabinet	N/A	N/A	1	1	1
Paper Basket	N/A	1	2	1	2
100W Long Arm Spot-light	1	2	3	4	6

#### 4.4 Booth Example (Reference only)

Booth Type	Samples from Last Expo
1-Panel Booth	 <p><b>Floor Plan</b>      500mm, 1600mm, 500mm, 2000mm, 2300mm, 3000mm</p> <p><b>Elevation</b>      3700mm, 2470mm, 2300mm, 3000mm</p> <p>Graphic size: 950(W) x 2330(H)mm      Fascia: 1030(W) x 370(H)mm</p> <p>Panel Booth (1 Panel)</p>
4-Panel Booth	 <p><b>Floor Plan</b>      1000mm, 1000mm, 1000mm, 1000mm, 2500mm, 4300mm, 4800mm</p> <p><b>Elevation</b>      3700mm, 2470mm, 4300mm, 4800mm</p> <p>Graphic size: 950(W) x 2330(H)mm      Fascia: 2020(W) x 370(H)mm</p> <p>Panel Booth (4 Panels)</p>
7-Panel Booth	 <p><b>Floor Plan</b>      1000mm, 1000mm, 1000mm, 1000mm, 1000mm, 2500mm, 7200mm, 7800mm</p> <p><b>Elevation</b>      3700mm, 2470mm, 7200mm, 7800mm</p> <p>Graphic size: 950(W) x 2330(H)mm      Fascia: 3010(W) x 370(H)mm</p> <p>Panel Booth (7 Panels)</p>

<p>3X3 M<sup>2</sup> Booth</p>	 <p>Standard Booth (3X3)</p>
<p>3X6 M<sup>2</sup> Booth</p>	 <p>Standard Booth (6X3)</p>

#### 4.5 Booth Design

- 4.5.1 Exhibitors should arrange design and production of their display materials according to the specification and requirements provided by Organiser later.
- 4.5.2 All display and promotional materials **MUST** be sent to Organiser for approval before Expo. The Organiser reserves the right to prohibit any unapproved display and promotional materials demonstrating in Expo

#### 4.6 Booth Location

- 4.6.1 Shortlisted exhibitors will be invited to attend the Exhibitors' Briefing, which the booth location will be decided by draw-lots that day.
- 4.6.2 Certain exhibition zones/booths are reserved by the Organiser for special purposes.

#### 4.7 Booth Fee

- 4.7.1 The booth fee charged include : booth rental, booth panel set up and dismantling, fascia board with booth name and booth facilities (*see 4.3 Booth Facilities*). Please note: The fee does not include any printed materials or exhibits produced by the exhibiting organization.
- 4.7.2 No socket is included in the booth. Additional charge for socket is required, details will be

informed later.

4.7.3 Rental for the exhibition venue has been sponsored by HKCSS, the booth fee has to be settled only after Organiser's confirmation on shortlisted exhibitors.

4.7.4 Successful applicants must mail a cheque to the Organiser by 13th December 2024. Mailing details and cheque payee information will be emailed to successful applicants. If an organization fails to pay the booth fee by the due date, the Organiser reserves the right to consider the organization as having withdrawn from the exhibition (based on the postmark date). If there are any difficulties or special circumstances, the organization must inform the Organiser one week before the payment deadline.

4.7.5 S+ Summit cum Expo 2025 Booth Fee (Two days)

**Single Project Application (Standard Booth)**

	<b>HKCSS Agency Members &amp; The Hong Kong Joint Council for People with Disabilities Members</b>	<b>HKCSS Strategic Partners</b>	<b>Other Partners</b>
<b>1-Panel Booth</b>	HK\$1,500	HK\$1,900	HK\$2,300
<b>4-Panel Booth</b>	HK\$5,670	HK\$6,510	HK\$7,350
<b>7-Panel Booth</b>	HK\$7,560	HK\$8,400	HK\$9,450
<b>3X3 M<sup>2</sup> Booth</b>	HK\$6,510	HK\$7,350	HK\$8,400
<b>3X6 M<sup>2</sup> Booth</b>	HK\$9,660	HK\$10,500	HK\$11,550

**Joint Application (Raw Space)**

	<b>HKCSS Agency Members &amp; The Hong Kong Joint Council for People with Disabilities Members</b>	<b>HKCSS Strategic Partners</b>	<b>Other Partners</b>
<b>3X6 M<sup>2</sup> Raw Space</b>	HK\$14,500	HK\$15,750	HK\$17,300
<b>3X9 M<sup>2</sup> Raw Space</b>	HK\$21,700	HK\$23,600	HK\$26,000

**5. Withdrawal from Exhibition**

- 5.1 Withdrawal upon submission of the confirmation slip will lead to the charge of administration fee equivalent to 50% of the booth rental fee. Applicant is required to fill in the "Withdraw from Exhibition Application Form" for withdrawal.
- 5.2 Successful applicants who decide to withdraw after payment must complete a "Withdrawal from Exhibition Application Form". Payments made will not be refunded. The Organiser will arrange for a waitlisted organization to fill the vacant booth.
- 5.3 The "Withdrawal from Exhibition Application Form" will be provided separately by the Organiser.

Organizations wishing to withdraw should first inform the Organiser of their intention to withdraw via email. The Organiser will then provide the "Withdrawal from Exhibition Application Form" for completion.

## 6. Waiting list

- 6.1 If there are any vacancies in the original list of successful applicants for any reason, the Organiser will immediately notify the waitlisted organizations to arrange for their participation. The waiting list will be ranked according to the scores given by the judging panel.
- 6.2 The first round of the waiting list will be announced on 13th December 2024, and the final notification deadline for waitlisted applicants is 22nd January 2025. If a vacancy occurs after the booth draw-lots, the booth location cannot be changed, and the organization participating from the waiting list can only choose the specific booth location that is available.

7. The Organiser reserves the right of final decision on the arrangement of the Expo. If there is any inconsistency or ambiguity between the English version and the Chinese Version, the Chinese version shall prevail.