

S+ Expo 2025 參展機構申請程序

透過 S+ 網上系統進行參展申請 <https://splus.hkcss.org.hk/portal/exhibitor/default/login>
 (申請日期：2024 年 9 月 25 日至 10 月 23 日下午 5 時正)
 (需先註冊帳戶)

單一項目申請
 (以單一項目 或 機構為申請單位)

聯合申請*
 (以不多於 10 個機構 或 同一機構不多於 5 個項目為申請單位)

申請成功遞交後，將收到彈出視窗及電郵確認

10 月 28 日至 11 月 6 日：評審階段
 11 月 11 日：電郵公佈評審及入選名單

成功入選機構

未能成功入選機構

將收到電郵通知並請於兩星期內簽署附件之回條，
 確認參展意向

進入後補名單

於 2024 年 12 月 10 日
 前繳交參展費用

如已提交確認回條，但在繳費限期前
 決定退出，必須填寫退出參展申請表
 格 及 繳交行政費**
 如在確認回條中選擇退出，則不會收
 取任何行政費。

第一階段候補名單公佈：
 2024 年 12 月 13 日
 最後候補名單限期：
 2025 年 1 月 22 日

於 2024 年 12 月中旬
 參與「參展機構簡介
 會」及展位抽籤

如在繳交費用後決定退出參展，必
 須填寫退出參展申請表格，而已繳
 交之款項將不會退回**

* 聯合申請詳情，請參閱申請須
 知第 1 項 - 參展申請
 **詳情請參閱參展申請須知第 5
 項 - 退出參展

S+高峰會暨博覽 2025

參展申請須知

參展申請截止日期：2024年10月23日(星期三)下午5時正

主辦單位：香港社會服務聯會（下稱「大會」）

展期：2025年5月20及21日（星期二及三，共兩天）

時間：上午10時至下午6時

地點：香港灣仔香港會議展覽中心 3FG 展覽廳

1. 參展申請

- 1.1 所有參展申請須透過 S+高峰會暨博覽網上系統提交。機構須以電郵註冊一個獨立的網上系統帳戶方可填寫參展申請表格。
- 1.2 系統會為電郵進行一次驗證，以確保電郵正確無誤。已註冊的電郵地址將用作往後機構登入網上系統的帳戶名稱。
- 1.3 每個網上系統帳戶只可提交一個申請，如機構欲提交多於一個申請，請以另一電郵地址再次進行註冊。
- 1.4 每間機構可提交不多於三個申請，請獨立提交每個申請。如機構以不同電郵註冊，但申請表格項目內容及參展機構資料完全相同，大會將會視作同一申請，並只會以最接近截止日期的申請作為最終版本及審批。
- 1.5 網上系統參展申請將於 2024 年 10 月 23 日(星期三)下午 5 時正截止，請有興趣參展之機構預留足夠時間填寫及提交申請。
- 1.6 是次展覽申請分為「單一項目申請」及「聯合申請」兩種。
 - 1.6.1 單一項目申請 (以單一機構為申請單位)
 - 1.6.1.1 一間機構／單位申請一個展位，展示一個與主題相關服務／項目
 - 1.6.2 聯合申請 (以不多於 10 個機構 或 同一機構不多於 5 個項目為申請單位)
 - 1.6.2.1 不同機構或單位可聯合申請一個空地展位 或 一間機構可就多個相關或合作項目(如跨機構服務平台或合作項目) 申請一個空地展位並回應相同議題 (如：生死教育、照顧者支援)
 - 1.6.2.2 只可選 3x6 平方米 或 3x9 平方米空地展位
 - 1.6.2.3 展位費用按代表申請單位的所屬機構類型收費
- 1.7 由於每間機構可提交不多於三個申請，單一項目申請及聯合申請將一併計算在內。

2. 參展資格

2.1 大會歡迎以下各個類型機構申請參展：

| | | |
|----------------------------------|--|---------------------------------|
| (A) 社聯機構會員（包括機構轄下的社企）及香港復康聯會機構會員 | (B) 社聯策略伙伴（列載於社聯《社企指南》的社企；透過社聯獲得基金會資助的機構*） | (C) 其他伙伴（私營公司/公營機構/專業團體/慈善基金會等） |
|----------------------------------|--|---------------------------------|

*包括社創基金、香港交易所社區項目資助計劃、領展愛·匯聚計劃、滙豐香港社區夥伴計劃、摩根大通「職·學通才」計劃。其他基金請向社聯查詢。申請者若不在此列，乃屬於其他伙伴類別。

3. 參展議題

3.1 本年以「可持續發展目標(SDGs)」為焦點，分為五大議題：

| | |
|---|--|
| <p>消除貧窮(SDG 1)</p> <input type="checkbox"/> 協助弱勢群體向上流動 <input type="checkbox"/> 改善弱勢群體生活質素 <input type="checkbox"/> 減低跨代貧窮 <input type="checkbox"/> 提供弱勢群體接觸各項社區資源的機會 <input type="checkbox"/> 提升弱勢群體面對環境、經濟和社會挑戰的能力 <input type="checkbox"/> 其他_____ | <p>健康與福祉(SDG 3)</p> <input type="checkbox"/> 推廣樂齡生活 <input type="checkbox"/> 支援照顧者 <input type="checkbox"/> 提供基層醫療 <input type="checkbox"/> 提供精神健康服務 <input type="checkbox"/> 其他_____ |
| <p>減少不平等 (SDG 10)</p> <input type="checkbox"/> 支援基層家庭 <input type="checkbox"/> 促進社會共融 <input type="checkbox"/> 促進性別平等 <input type="checkbox"/> 消除歧視 <input type="checkbox"/> 其他_____ | <p>負責任消費與生產 (SDG 12) 【僅限 1 塊展覽展板】 (請參 4.2.2)</p> <input type="checkbox"/> 負責任生產 (例如在產品製作減少污染) <input type="checkbox"/> 推動公平貿易 <input type="checkbox"/> 在生產時善用資源/重用資源 <input type="checkbox"/> 具社會使命的企業(例如：聘用弱勢人士、推動社區發展) <input type="checkbox"/> 促進大眾對可持續生活模式的理解 <input type="checkbox"/> 提供促進「環境、社會、管治的方案」 <input type="checkbox"/> 其他_____ |
| <p>永續城市及社區 (SDG 11)</p> <input type="checkbox"/> 推動循環經濟 <input type="checkbox"/> 提供可負擔及安全的房屋，以及社會支援 <input type="checkbox"/> 環境保護 <input type="checkbox"/> 推動和促進創新產業化，並推廣至社區 <input type="checkbox"/> 其他_____ | |

4. 展位詳情

4.1 展位內容

- 4.1.1 由於展位數量有限，大會將會根據機構「參展資格」及提交之「展位內容」審閱每一份機構申請，如機構提交之申請內容符合以下要求將獲優先考慮：
- 4.1.1.1 展位／展板內容能清晰展示特定社會議題的現時服務及未來的創新解決手法
 - 4.1.1.2 展位／展板內容能清晰表達「同行共創」的概念，並帶出其展示內容在特定議題上的獨特性
 - 4.1.1.3 具有創新互動元素／裝置 (如：虛擬／擴增實境、實物模型、互動／體感遊戲等)
- 4.1.2 大會將設立評審團評核以及決定申請單位的所屬展區；評審將根據申請內容的質素作出評核。
- 4.1.3 參展機構不可於展位及展覽場地進行任何交易活動，包括現金及任何電子支付形式。
- 4.1.4 參展機構不可於展位進行任何募捐或籌款活動。

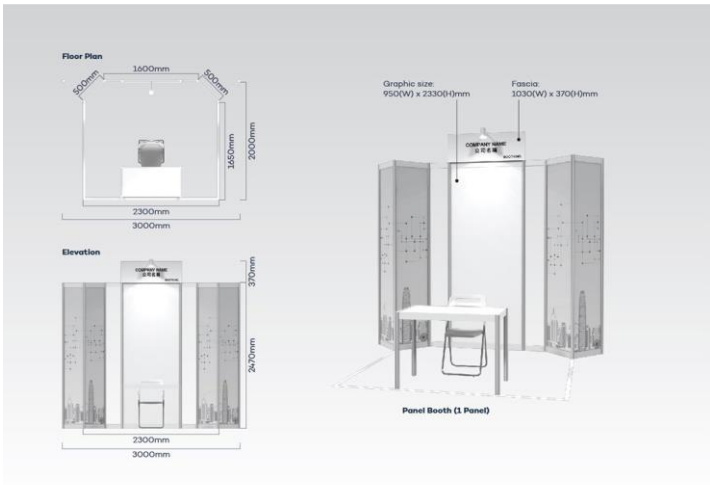
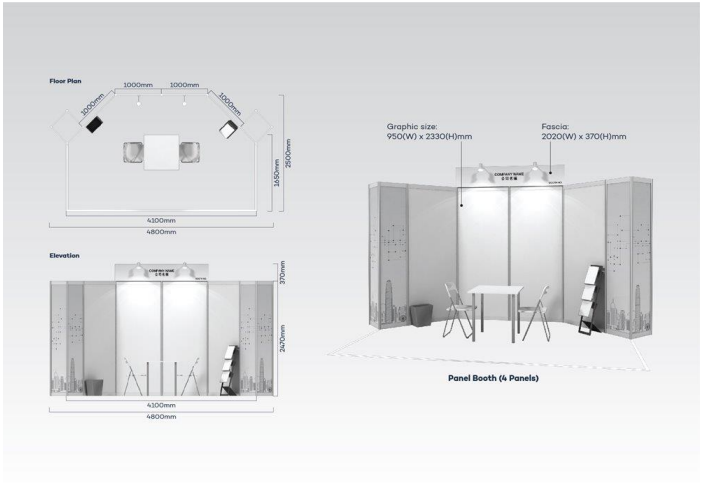
4.2 展位類型

- 4.2.1 是次展覽將提供：1 塊圍板展位、4 塊圍板展位、7 塊圍板展位、3x3 平方米展位、3x6 平方米展位；及 空地展位 (3x6 或 3x9 平方米)。
- 4.2.2 如機構選擇「負責任消費與生產」主題，「單一項目申請」只可選用 **1 塊圍板展位**，或可選擇「聯合申請」的空地展位。

4.3 展位配套 (只供參考)

| 項目 | 數量 | | | | |
|--------------|-------------|-------------|-------------|-----------------|-----------------|
| | 1 塊展板 展位 | 4 塊圍板 展位 | 7 塊圍板 展位 | 3 X 3 平方米 展位 | 3 X 6 平方米 展位 |
| 白色圍板 | 1 | 4 | 7 | 6 | 9 |
| 招牌板 | 1 | 1 | 1 | 1 - 2 | 1 - 2 |
| 白色方枱 | 1 | 1 | 1 | 1 | 2 |
| 白色摺椅 | 1 | 2 | 4 | 3 | 4 |
| 文件架 | N/A | 1 | 1 | N/A | N/A |
| 有鎖地櫃 | N/A | N/A | 1 | 1 | 1 |
| 垃圾桶 | N/A | 1 | 2 | 1 | 2 |
| 長臂射燈 (100 瓦) | 1 | 2 | 3 | 4 | 6 |

4.4 展位範例 (只供參考)

| 展位 | 上屆範例 |
|---------|--|
| 1 塊展板展位 |  |
| 4 塊圍板展位 |  |

| | |
|--------------------|--|
| <p>7 塊圍板展位</p> | |
| <p>3 X 3 平方米展位</p> | |
| <p>3 X 6 平方米展位</p> | |

4.5 展位設計

- 4.5.1 主辦單位將安排指定承建商負責搭建展位(以支架及圍板組合)、招牌板、租用額外攤位傢俱及電力設施事宜。參展機構須自行安排展位內背板設計及展品製作，惟其必須符合大會稍後提供的規格要求及細則。
- 4.5.2 參展機構的所有展品及宣傳品必須於參展前將設計／樣版交予大會作審核，大會有權禁止任何未經審核的展品及宣傳品在現場展示。

4.6 展位位置

- 4.6.1 成功入選參展機構將獲邀出席參展機構簡介會，屆時將為展位位置進行抽籤。
- 4.6.2 部份展區／展位大會已預留作特別用途。

4.7 展位費用安排

- 4.7.1 展位費用包括：展位租用、基本電力照明設置(長臂射燈)、清拆展位、展位招牌，以及基本配套(請見 4.3 展位配套)。請注意：費用並不包括展位內所有印刷品及參展機構自行製作之展品。參展機構可：(1) 聯絡大會承建商製作、安裝及拆卸展版(需另外收費，不包括於展位費用內) 或 (2) 自行安排或選用其他承辦商，進場及安裝安排將再另行通知。
- 4.7.2 展位不包括電插座，如須額外附加插座，則需另外收費，詳情稍後通知。
- 4.7.3 展位費用待大會確認機構成功入選後，方需繳付。
- 4.7.4 成功入選機構須於 2024 年 12 月 13 日前將劃線支票郵寄至大會，郵寄詳情及支票抬頭將透過電郵通知入選機構。
- 4.7.5 倘若機構未能如期繳交展位費用，大會將保留視作機構放棄參展的權利(以郵戳日期為準)。如有任何困難或特殊情況，機構必須於截止提交日期前一星期內告知大會。

4.7.6 S+高峰會暨博覽 2025 展位收費一覽 (兩天) 單一項目申請(標準展位)

| | 社聯機構會員 及 香港復康聯會機構會員 | 社聯策略伙伴 | 其他伙伴 |
|-------------|------------------------|------------|------------|
| 1 塊展板展位 | HK\$1,500 | HK\$1,900 | HK\$2,300 |
| 4 塊圍板展位 | HK\$5,670 | HK\$6,510 | HK\$7,350 |
| 7 塊圍板展位 | HK\$7,560 | HK\$8,400 | HK\$9,450 |
| 3 X 3 平方米展位 | HK\$6,510 | HK\$7,350 | HK\$8,400 |
| 3 X 6 平方米展位 | HK\$9,660 | HK\$10,500 | HK\$11,550 |

聯合申請(空地展位)

| | 社聯機構會員 及 香港復康聯會機構會員 | 社聯策略伙伴 | 其他伙伴 |
|---------------|------------------------|------------|------------|
| 3 X 6 平方米空地展位 | HK\$14,500 | HK\$15,750 | HK\$17,300 |
| 3 X 9 平方米空地展位 | HK\$21,700 | HK\$23,600 | HK\$26,000 |

5. 退出參展

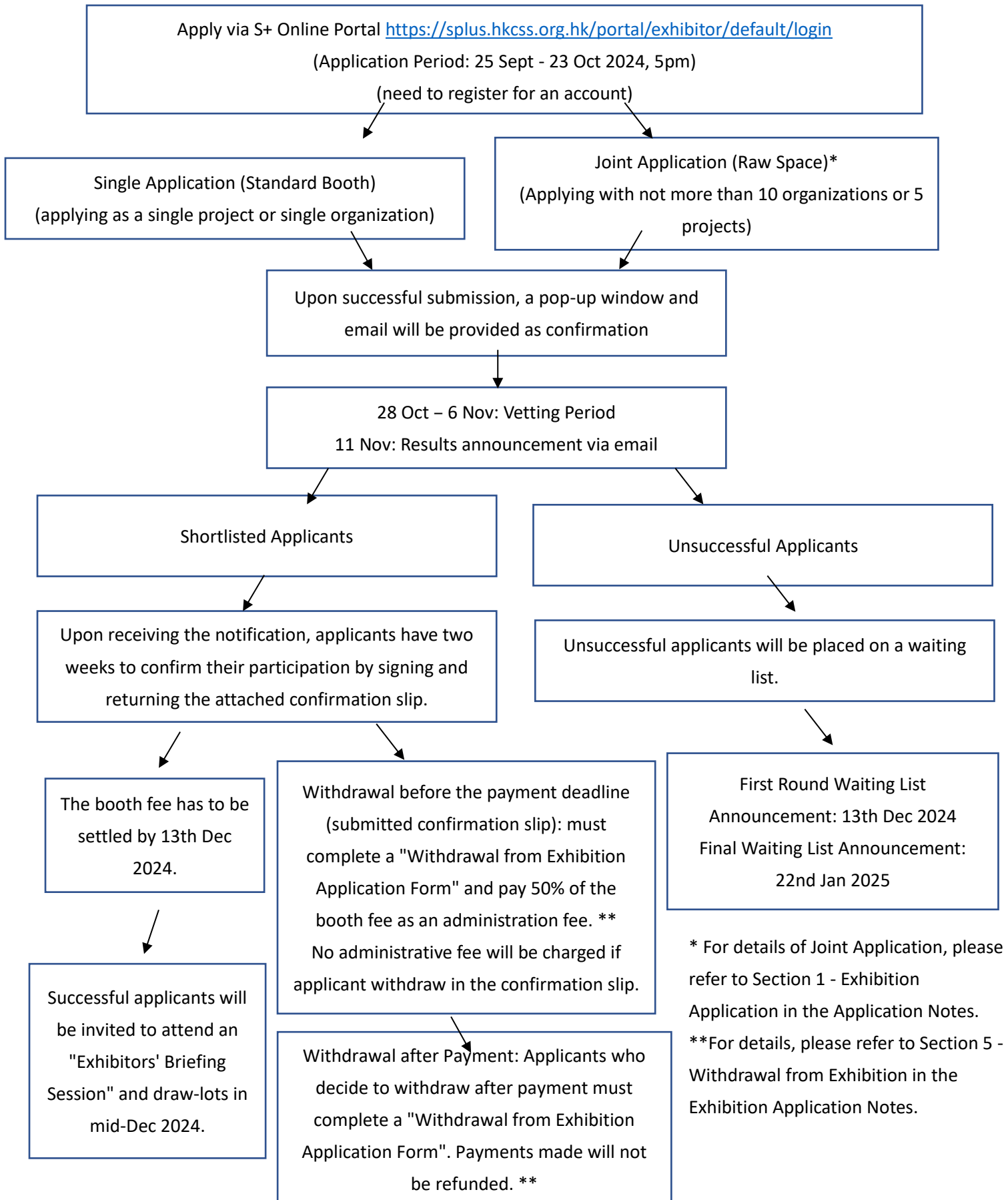
- 5.1 成功入選機構，如已提交確認回條，但在繳費限期前決定退出，必須填寫「退出參展申請表格」，並須繳付 50% 展位費用以作行政費。大會收款後將發還收據以茲確認。
- 5.2 成功入選機構，如在繳交費用後決定退出參展，必須填寫「退出參展申請表格」，而已繳交之款項將不會退回。參展展位將由大會安排候補名單補上。
- 5.3 「退出參展申請表格」由大會另外提供，欲退出參展的機構應先透過電郵向大會提出退展意向，大會經了解後提供「退出參展申請表格」供機構填寫。

6. 候補名單

- 6.1 如在原有的人選名單中，因不同原因下而出現空缺，大會隨即通知候補名單內機構補上安排參展。候補名單排名根據評審的評分高低依次排序。
- 6.2 第一階段候補名單將於 2024 年 12 月 13 日公佈，最後的候補入選通知限期為 2025 年 1 月 22 日。若後補展位空缺在展位抽籤過後出現，展位位置不能調動，參與後補的機構只可選擇出現空缺的特定展位位置。

7. 大會就博覽的所有安排保留最終決定權。如中、英文兩個版本有任何抵觸或不相符之處，應以中文版本為準。

S+ Expo 2025 Exhibitor Application Procedure



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> |
|---|---|--|

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

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

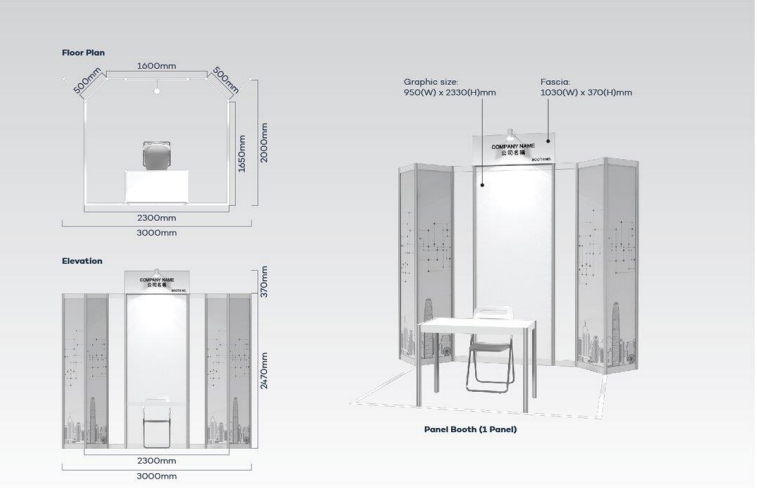
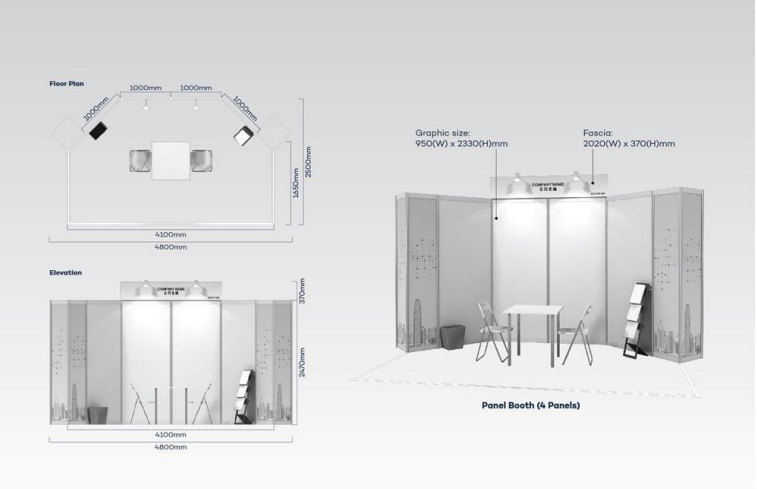
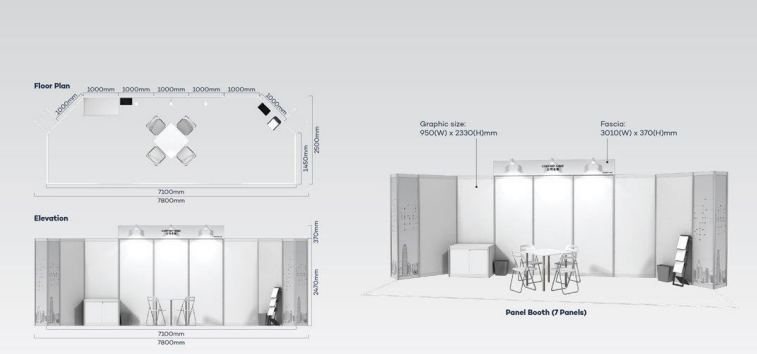
4.2.1 Types of exhibit areas : 1-Panel Booth 、 4-Panel Booth 、 7-Panel Booth 、 3x3 M² Booth 、 3x6 M² Booth and Raw Space (3x6 M² or 3x9 M²).

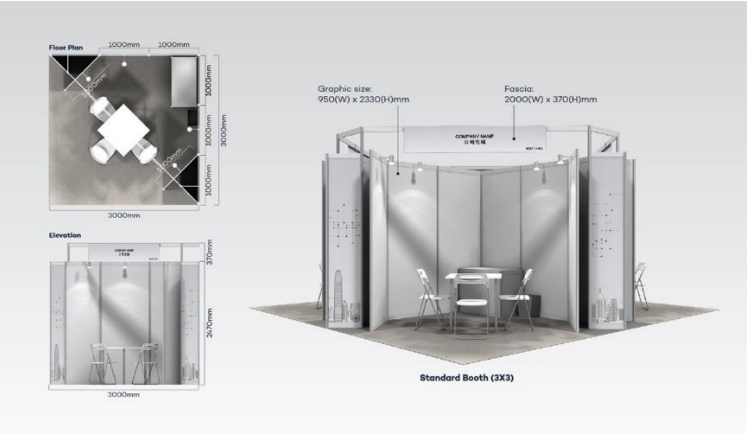

4.2.2 If the organization would like to choose “Responsible Consumption and Production”, they can only select 1-Panel Booth. The raw space booth is only available for "joint applications.

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>Floor Plan 500mm, 1600mm, 500mm, 1650mm, 2000mm, 2300mm, 3000mm</p> <p>Elevation 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>Floor Plan 1000mm, 1000mm, 1000mm, 1500mm, 2500mm, 4300mm, 4800mm</p> <p>Elevation 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>Floor Plan 1000mm, 1000mm, 1000mm, 1000mm, 1000mm, 1500mm, 2500mm, 7200mm, 7800mm</p> <p>Elevation 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 M² Booth</p> |  |
| <p>3X6 M² Booth</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)

| | HKCSS Agency Members & The Hong Kong Joint Council for People with Disabilities Members | HKCSS Strategic Partners | Other Partners |
|--------------------------------|--|---------------------------------|-----------------------|
| 1-Panel Booth | HK\$1,500 | HK\$1,900 | HK\$2,300 |
| 4-Panel Booth | HK\$5,670 | HK\$6,510 | HK\$7,350 |
| 7-Panel Booth | HK\$7,560 | HK\$8,400 | HK\$9,450 |
| 3X3 M² Booth | HK\$6,510 | HK\$7,350 | HK\$8,400 |
| 3X6 M² Booth | HK\$9,660 | HK\$10,500 | HK\$11,550 |

Joint Application (Raw Space)

| | HKCSS Agency Members & The Hong Kong Joint Council for People with Disabilities Members | HKCSS Strategic Partners | Other Partners |
|------------------------------------|--|---------------------------------|-----------------------|
| 3X6 M² Raw Space | HK\$14,500 | HK\$15,750 | HK\$17,300 |
| 3X9 M² Raw Space | 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.