



香港電腦通訊節 2023

Summary of "SME Export Marketing Fund"

有關「中小企業市場推廣基金」資助撮要

The "Hong Kong Computer & Communications Festival 2023" (HKCCF 2023) has been preliminarily approved by the Trade and Industry Department (TID) as an eligible activity under the "SME Export Marketing Fund" (EMF). Exhibitors participating in the HKCCF 2023 can choose to apply for funding through **Reimbursement** (submitting the application within 60 days after completion) and **Initial payment cum final payment** (submitting the application within 45 to 120 days before the start of the event). Successful applicants can receive a subsidy of 50% of the approved total expenditure or HKD 100,000 for the event.

「香港電腦通訊節 2023」(下稱:電腦節 2023) 已獲工業貿易署(下稱:工貿署)初步審核為「中小企業市場推廣基金」(下稱:基金)的合資格活動。參與電腦節 2023 的參展商可選擇以**實報實銷**(完成日後 60 日內遞交申請) 及**首期撥款暨終期撥款**(開展日前 45 至 120 日內遞交申請) 形式申請基金資助。成功申請可獲就有關活動繳付的核准開支總費用的 50% 或 10 萬元資助。

Exhibitors can apply for funding from TID for the following items, including:

參展商可就以下項目向工貿署申請資助。包括:

(1) Booth rental fee 攤位租賃費

- All relevant invoices and receipts related to the HKCCF 2023 must indicate the exhibition information and the application information of the applicant enterprise according to the requirements set out by TID.
根據工業貿易署列出的要求，所有有關電腦節 2023 之相關發票及收據必須列明展覽資料及申請資助公司資料
- Please note that the applicant enterprise must be the same as the exhibiting company, and all payments must be made by the applicant enterprise.
請留意，申請資助公司必須與參展公司相同，所有款項必須由申請公司繳付
- The organizer will provide relevant documents for funding application (including invoices, receipts, and list of exhibitors) based on the information provided on the exhibitor reservation form.
大會將根據參展商展位申請表格上的資料制作申請資助相關文件(包括: 發票、收據及參展商名單等)

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Booth construction, decoration, and design fees 攤位建築、裝修及設計費用

- Transportation costs for booth components and exhibits (excluding goods for sale)
攤位組件和展品 (作出售用途的貨品除外) 的運輸費用
- All documents must show the full name and contact information (such as address and phone number) of the service company, the full name of the applicant enterprise, and the exhibition information.
所有單據必須顯示服務公司全名及聯絡資料 (例如地址及電話號碼)、申請企業的公司全名及展覽資料
- Transportation documents must include the shipping date, shipping and receiving addresses, loading list, as well as the type and quantity of goods. Receipts like GOGO VAN are not recommended.
運輸單據須包括運送日期、發貨和收貨地址、裝貨單，以及貨品種類和數量，如 GOGO VAN 此類單據則不作建議

(2) Advertisement in exhibition publications/directories and printing costs for promotional materials/leaflets (excluding souvenirs)

展覽會場刊/名冊內刊登廣告及印製宣傳刊物/單張 (不包括紀念品) 的費用

- The relevant promotional materials must include the full name of the applicant enterprises and the complete name of the event and are only for distribution during the event.
有關的宣傳刊物必須附有申請企業的公司全名及活動的完整名稱，同時只供在有關活動中派發使用
- The original or certified copy of the relevant booklets/directories/promotional materials/leaflets.
有關的場刊/名冊/宣傳刊物/單張的正本或經核證副本
- The relevant documents will be announced in May, please refer to Publicity Manual for details.
大會相關文件將於 5 月公佈，詳情請參閱展覽會現場推廣服務表格

(3) Fees charged by the organizer for displaying printed advertisements by exhibitors or non-exhibitors during the exhibition, including hanging banners, posters, and floor stickers.

展覽會中由主辦機構收取參展商或非參展商展示印刷廣告的費用，包括垂掛橫額、海報及地板貼紙

- The printed advertisements must be fixed and permanent throughout the exhibition period and must be presented in the exhibition area.
有關的印刷廣告須以固定位置常設於整個展覽會期內，而有關位置須為展覽會合約列明場地
- The printed advertisements must show the full name and contact information of the applicant enterprise in Hong Kong, the event name.
該印刷廣告須顯示申請企業的公司全名及在香港的聯絡資料、活動名稱

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- A photo verified by the organizer must be provided, which clearly shows all the contents of the printed advertisement, the full name of the applicant enterprise, the location of the printed advertisement, the event name, and the exhibition floor plan that shows the location of the printed advertisement.

須提供一份經主辦機構正式核證的相片，相片須能清楚顯示印刷廣告的所有內容、申請企業的公司全名、印刷廣告的位置、活動名稱，以及能顯示印刷廣告所在位置的展覽會場平面圖

- The relevant documents will be announced in May. Please refer to [Publicity Manual](#) for details. 大會相關文件將於 5 月公佈，詳情請參閱 [展覽會現場推廣服務表格](#)

Note 注意事項:

Booth rental certification 展位租訂証明

- Exhibitors must fill out and submit the booth Reservation Form to prove their participation in the HKCCF 2023.

展商需填寫及遞交展位訂購表格証明參與電腦節 2023

- TID regards the booth Reservation Form as an exhibition contract. 工貿署視展位訂購表格為展覽合約

Booth design and signboard 展位設計及招牌

- The company nameboard or eye-catching area must have the sponsoring company's name and booth number.

展位招牌或展位當眼處需要有申請資助公司名稱及展位號碼

- Please avoid displaying the names of other non-sponsoring companies on the signboard.

請避免招牌上出示其他非申請資助公司的公司名稱

- Exhibitors must provide photos of their booth to TID.

展商需提供展位照片予工貿署

Exhibitors must meet the above requirements and submit relevant documents to apply for funding.

Organizer will also provide the following documents and information for assistance, including:

各參展商如需申請資助必須滿足以上各項要求及遞交相關文件，同時大會亦會提供以下文件及資料供協助，包括:

- Exhibitor booth reservation form 參展商展位訂購表格
- Booth rental invoices and receipts 展位租金發票及收據
- Exhibitor list 參展商名單
- Booth photo (showing the full name of the exhibitor, which must be the same as the applicant)

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enterprises, booth number, and all exhibit contents.)

攤位實體展位相片(須展示參展商全名[與申請企業公司全名相同]、攤位編號、所有展品內容)

- Exhibitor badge 參展商入場證
- Invoices and receipts for event promotional items (if applicable)
大會宣傳物品發票及收據 (如適用)
- Original copies of event publications/directories/promotional materials/leaflets (if applicable)
大會場刊/名冊/宣傳刊物/單張的正本 (如適用)
- Photos of event promotional items and the exhibition floor plan that shows their location (if applicable)
大會場地宣傳物品相片及位置的展覽會場平面圖 (如適用)

Enquiries 查詢

The Trade and Industry Department's SME Export Marketing Fund section is responsible for the application review. For enquiries and document requirements, please contact TID:

申請審批由工貿署「中小企業市場推廣基金」科負責。有關查詢及文件要求，可聯絡工貿署：

Address 地址: Room 1301, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong
香港九龍城協調道3號工業貿易大樓13樓1301室

Tel 電話： 2398 5127

Fax 傳真： 2391 2646 / 3525 0329

Email 電郵： emf_enquiry@tid.gov.hk

Secretariat Office of the Chamber of Hong Kong Computer Industry 香港電腦商會秘書處

Tel 電話： 2785 8867

Contact Person 聯絡人： Mr. Ringo Chan

[Details of "SME Export Marketing Fund" 「中小企業市場推廣基金」詳情](#)

[Application Form 申請表格](#)

[Online Electronic Application Form 網上電子申請表格](#)



Details of "SME Export Marketing Fund"
「中小企業市場推廣基金」詳情



Application Form
申請表格



Online Application Form
網上電子申請表格

The Chamber of Hong Kong Computer Industry

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