



香港人力資源管理學會
Hong Kong Institute of Human Resource Management

ANNUAL CONFERENCE & EXHIBITION 2021

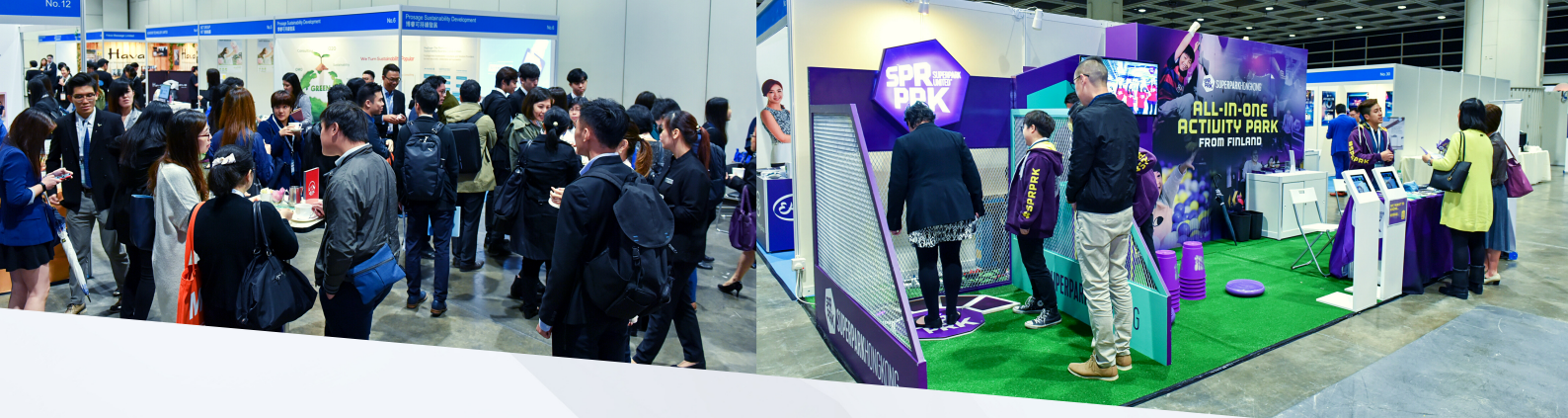
11-12 NOVEMBER

EXHIBITION PACKAGE



**CHECK OUT VARIOUS
MARKETING OPPORTUNITIES**

? 2837 3880/22 | project@hkihrm.org



HKIHRM Annual Conference & Exhibition

As the leading HR professional body in Hong Kong, the Hong Kong Institute of Human Resource Management (HKIHRM) is dedicated to **promote good people management practices.**

The HKIHRM Annual Conference & Exhibition is one of the **most important people management events in Asia.**

About the Event



1,300+
HR Pioneers & Professionals



~40%
Senior Management



60+
Speakers (Overseas & Hong Kong)



55+
Exhibitors & Service Providers



10+
Hours of Networking



41
Years of Legacy

About the Exhibition



Exhibition is **free to public**



Cost-effective booth options (**HKD 16,500 up**)



Speaking opportunities in the presence of HR practitioners

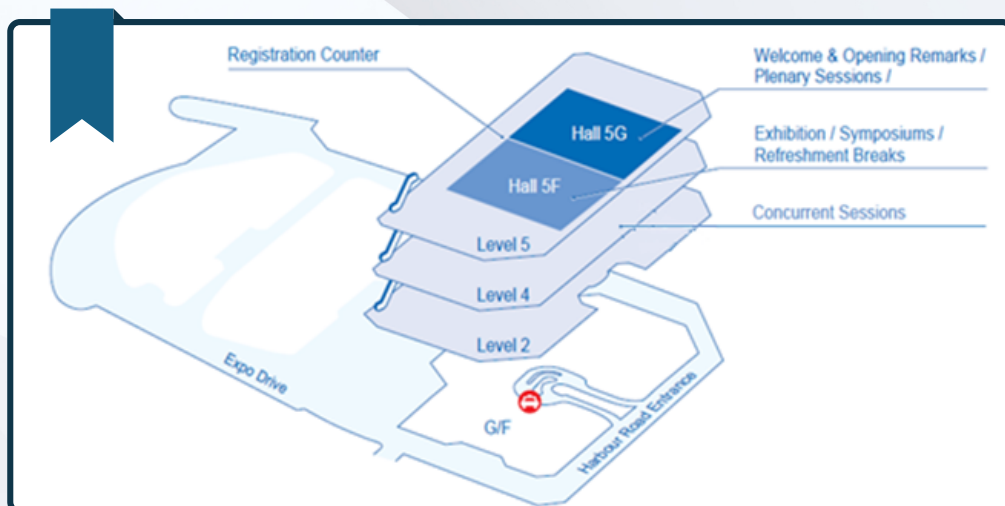


Showcase your **latest HR solutions and products**



Connect with potential HR clients

Floor Plan



Exhibition Highlights in 2021



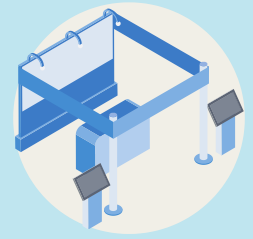
Exclusive Discount on On/Offline Advertising



Free Symposiums for a target group of HR participants



6 Networking Breaks for participants to explore the exhibits



Kiosk Booth for first-time participating **SME exhibitors**

Conference Programme

Thursday, 11 November 2021

am	Opening with Guest of Honour Keynote Speaker
	Refreshment Break
	Concurrent Sessions
pm	CEO Forum
	Coffee Break
	Concurrent Sessions
	Refreshment Break
	Senior HR Forum

Friday, 12 November 2021

am	Keynote Speaker
	Refreshment Break
	Concurrent Sessions
pm	Next Gen Forum
	Coffee Break
	Concurrent Sessions
	Refreshment Break
	Inspirational Speaker

*The HKIHRM reserves the right to make alterations to the Conference programme without prior notice.



Application Form 1 – Exhibition Package

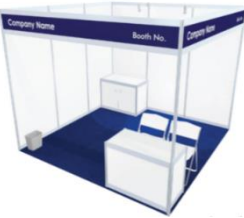




Please “✓” the appropriate box to indicate your selected package. **Early Bird Rate (till 5 Jul, 2021)**

	Exhibition Package				^Add On Entitlements (New)
	Member		Non-member		
Deluxe Booth: 3M(W) x 3M(D) x 2.5M(H)					
1. Deluxe Premium Booth	HK\$51,800 <input type="checkbox"/>	HK\$45,000 <input type="checkbox"/>	HK\$62,100 <input type="checkbox"/>	HK\$54,000 <input type="checkbox"/>	HK\$37,536 <input type="checkbox"/> HK\$14,000
2. Deluxe Standard Booth	HK\$44,900 <input type="checkbox"/>	HK\$39,000 <input type="checkbox"/>	HK\$53,900 <input type="checkbox"/>	HK\$46,800 <input type="checkbox"/>	
Express Booth: 3M(W) x 2M(D) x 2.5M(H)					
3. Express Premium Booth	HK\$38,000 <input type="checkbox"/>	HK\$33,000 <input type="checkbox"/>	HK\$45,600 <input type="checkbox"/>	HK\$39,600 <input type="checkbox"/>	HK\$22,480 <input type="checkbox"/> HK\$12,000
4. Express Standard Booth	HK\$31,000 <input type="checkbox"/>	HK\$27,000 <input type="checkbox"/>	HK\$37,300 <input type="checkbox"/>	HK\$32,400 <input type="checkbox"/>	
*Kiosk: 1M(W) x 1M(D) x 2.5M(H) - for first-time participating SME only					
5. Kiosk	HK\$20,700 <input type="checkbox"/>	HK\$18,000 <input type="checkbox"/>	HK\$24,900 <input type="checkbox"/>	HK\$21,600 <input type="checkbox"/>	HK\$19,980 <input type="checkbox"/> HK\$10,000
On-Site Advertising at Exhibition Hall 5F – Extra 10% Off for Deluxe and Express Booth Exhibitors					
6. Foam Board Stand	HK\$5,100 <input type="checkbox"/>	HK\$3,900 <input type="checkbox"/>	HK\$7,100 <input type="checkbox"/>	HK\$5,500 <input type="checkbox"/>	

Remarks

***First-time participating SME:** Any SME that did not exhibit at the HKIHRM Conference between 2017 and 2019.

(**Definition of SME:** Manufacturing enterprises with fewer than 100 employees/ non-manufacturing enterprises with fewer than 50 employees)

Booth Option		Exhibition Package Entitlements	^Add On Entitlements (New)
<p>Deluxe Premium Booth</p>  <ul style="list-style-type: none"> • 3M(W) x 3M(D) x 2.5M(H) • 2-side open • Fascia Board x2 	<p>Deluxe Standard Booth</p>  <ul style="list-style-type: none"> • 3M(W) x 3M(D) x 2.5M(H) • 1-side open • Fascia Board x1 	<p>Inside the Booth:</p> <ul style="list-style-type: none"> ✓ Lockable cabinet (1000L x 500W x 750Hmm) x1 ✓ Information counter (1000L x 500W x 750Hmm) x1 ✓ White folding chairs x2 ✓ Waste paper bin x1 ✓ 23w long arm spotlights x2 ✓ 500w Socket x1 ✓ Needle punch carpet flooring <p>Annual Conference:</p> <ul style="list-style-type: none"> ✓ #2-day entry pass (all access) x 2 <p>Conference Website and Mobile App:</p> <ul style="list-style-type: none"> ✓ Company listing and logo exposure 	<p>Annual Conference:</p> <ul style="list-style-type: none"> ✓ Foamboard Stand at Hall 5F x1 <p>Online Advertising:</p> <ul style="list-style-type: none"> ✓ Online Banner at HKIHRM Website (Position A) x 1 month ✓ eDM Blast x 2 times ✓ Banner on HKIHRM's Daily E-newsletter x 6 times/month <p>Print Advertisement:</p> <ul style="list-style-type: none"> ✓ Full Page Advertisement + Company Listing at HR Service Provider Directory 2021/22
<p>Express Premium booth</p>  <ul style="list-style-type: none"> • 3M(W) x 2M(D) x 2.5M(H) • 2-side open • Fascia Board x2 	<p>Express Standard booth</p>  <ul style="list-style-type: none"> • 3M(W) x 2M(D) x 2.5M(H) • 1-side open • Fascia Board x1 	<p>Inside the Booth:</p> <ul style="list-style-type: none"> ✓ Lockable cabinet (1000L x 500W x 750Hmm) x1 ✓ Information counter (1000L x 500W x 1000Hmm) x1 ✓ White folding chairs x2 ✓ Waste paper bin x1 ✓ 23w long arm spotlights x2 ✓ 500w Socket x1 ✓ Needle punch carpet flooring <p>Annual Conference:</p> <ul style="list-style-type: none"> ✓ #1-day entry pass (all access) x1 <p>Conference Website and Mobile App:</p> <ul style="list-style-type: none"> ✓ Company listing and logo exposure 	<p>Annual Conference:</p> <ul style="list-style-type: none"> ✓ Symposium Session x1 <p>Online Advertising:</p> <ul style="list-style-type: none"> ✓ Online Banner at HKIHRM Website (Position C) x 1 month ✓ eDM Blast x 1 time ✓ Banner on HKIHRM's Daily E-newsletter x1 times/month <p>Print Advertisement:</p> <ul style="list-style-type: none"> ✓ Half Page Advertisement + Company Listing at HR Service Provider Directory 2021/22
<p>Kiosk</p>  <ul style="list-style-type: none"> • 1M(W) x 1M(D) x 2.5M(H) • 1-side open • Fascia Board x2 		<p>Inside the booth:</p> <ul style="list-style-type: none"> ✓ White bar table x1 ✓ White bar stool x2 ✓ Waste paper bin x1 ✓ 500w Socket x1 <p>Annual Conference:</p> <ul style="list-style-type: none"> ✓ #2-day entry pass (concurrent only) x1 <p>Conference Website and Mobile App:</p> <ul style="list-style-type: none"> ✓ Company listing and logo exposure 	<p>Promotion</p> <ul style="list-style-type: none"> ✓ Online Banner at HKIHRM Website (Position C) x 1 month ✓ eDM Blast x 1 time ✓ Banner on HKIHRM's Daily E-newsletter x2 times/month <p>Print Advertisement:</p> <ul style="list-style-type: none"> ✓ Company Listing at HR Service Provider Directory 2021/22

Conference entry pass should be held by exhibitor or its company staff members only.

^ All add on entitlements should be used before 30 June, 2022

Preference of Booth (Please refer to the below floor plan and prioritise the booth no. that you prefer.)

1st priority booth no. _____ 2nd priority booth no. _____ 3rd priority booth no. _____



Remarks:

- Symposiums will be held concurrently with the exhibition inside hall 5F. Volume of the sound emitted during symposiums shall be kept at a reasonably low level in order not to cause noise nuisances to nearby exhibitors.
- The floorplan and F&B area will be subject to change depending on restrictions imposed by the Hong Kong Special Administrative Region (HKSAR) Government Department of Health's Center for Health Protection (CHP) and Food and Health Bureau (FHB), restrictions imposed by the HKCEC and the COVID-19 situation, all of which are beyond the control of the HKIHRM.

TERMS AND CONDITIONS

Exhibition Package

- Preference of booth location will be taken into consideration but it will be subjected to booth availability. If your choice of booth location is not available, the closest booth to your original selection will be assigned.
- Announcement of the 1st round booth allocation: **week of 19 July 2021**
- Applications and booth allocation will be accepted on a **first-come, first-served basis after 5 July 2021.**
- The HKIHRM reserves the right in booth allocation and to decline any applications.
- Confirmation will only be made upon receipt of full payment. Payment is non-refundable in any case.

On-Site Advertising at Exhibition Hall

- Artwork of foam board stand shall be provided by the advertiser.

DECLARATION and Personal Data Collection Statement:

- We hereby agree to abide by the "Conditions of Participation" (page 6) set out by the HKIHRM.
- Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
- The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood, and agreed to all details of the above declaration.

Company Name: _____

Contact person: _____ Position: _____

Address: _____

Tel: _____ Email: _____

Services / products to be exhibited: **(Must be HR related)** _____

Membership status: HKIHRM member no. _____ Non-member

Authorised Signature with Company Chop: _____ Date: _____

Application Form 2 – Symposiums

Please “✓” the appropriate box to indicate your selected package.

SYMPOSIUM																																					
Early Bird Rate (till 5 July, 2021)																																					
Member	Non-member																																				
10% DISCOUNT FOR DELUXE BOOTH EXHIBITORS																																					
Presentation at exhibition hall	HK\$9,900 <input type="checkbox"/> HK\$7,600 <input type="checkbox"/> HK\$14,500 <input type="checkbox"/> HK\$12,200 <input type="checkbox"/>																																				
Duration	45 minutes (includes presentation and Q & A)																																				
Time slot	<table style="width: 100%; border: none;"> <tr> <th style="width: 50%; text-align: center;">Day 1 (11 Nov, 2021)</th> <th style="width: 50%; text-align: center;">Day 2 (12 Nov, 2021)</th> </tr> <tr> <td style="border: none;"> <table style="width: 100%; border: none;"> <tr> <th colspan="2" style="text-align: left; font-weight: normal;">Symposium A</th> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 11:00–11:45</td> <td style="border: none;"><input type="checkbox"/> 14:00–14:45</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 12:00–12:45</td> <td style="border: none;"><input type="checkbox"/> 15:15–16:00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 13:00–13:45</td> <td style="border: none;"><input type="checkbox"/> 17:00–17:45</td> </tr> <tr> <th colspan="2" style="text-align: left; font-weight: normal;">Symposium B</th> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 11:15–12:00</td> <td style="border: none;"><input type="checkbox"/> 14:15–15:00</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 12:15–13:00</td> <td style="border: none;"><input type="checkbox"/> 15:30–16:15</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 13:15–14:00</td> <td style="border: none;"><input type="checkbox"/> 17:15–18:00</td> </tr> </table> </td> <td style="border: none;"> <table style="width: 100%; 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Venue	Hall 5F, HKCEC																																				
Room capacity	# Around 80 persons																																				
Equipment	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">- LCD projector & Screen</td> <td style="border: none;">- Audio system</td> </tr> <tr> <td style="border: none;">- 2x microphones</td> <td style="border: none;">- Theatre setting with a podium</td> </tr> </table>	- LCD projector & Screen	- Audio system	- 2x microphones	- Theatre setting with a podium																																
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The floorplan and room capacity will be subject to change depending on restrictions imposed by the Hong Kong Special Administrative Region (HKSAR) Government Department of Health's Center for Health Protection (CHP) and Food and Health Bureau (FHB), restrictions imposed by the HKCEC and the COVID-19 situation, all of which are beyond the control of the HKIHRM.

TERMS AND CONDITIONS

- Please consider the symposium is a platform for experience sharing, not a channel to promote the company as well as its service and/or products. **Sales / promotional activities are not encouraged** in any case.
- Application will be accepted on a **first-come, first-served** basis.
- Preference of timeslot will be taken into consideration but is subject to availability. If your choice of timeslot is not available, the closest timeslot to your original selection will be assigned. No guarantees are made.
- Symposiums will be **free to the public**.
- The Organiser will be responsible for registration and promotion activities. Participating companies are also welcome to invite their clients/business counterparts to attend the symposium.
- Confirmation will only be made upon receipt of full payment. Payment is non-refundable in any case.
- The HKIHRM reserves the right to decline any applications.

DECLARATION and Personal Data Collection Statement:

- We hereby agree to abide by the “Conditions of Participation” (page 6) set out by the HKIHRM.
- Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.
- The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box. |

I have read, understood, and agreed to all details of the above declaration.

Skip filling below contact details as they are same as Application Form 1

Company Name:			
Contact person:	(Mr/Mrs/Ms)	Position:	
Address:			
Tel:		Email:	
Membership status:	<input type="checkbox"/> Non-member <input type="checkbox"/> HKIHRM member no.		

Authorised Signature with Company _____ Date : _____
 Chop: _____

CONDITIONS OF PARTICIPATION

1. Application

Hong Kong Institute of Human Resource Management is hereafter referred to as the "Organiser". The Organiser has absolute discretion in the admission of applications from potential exhibitors ("Exhibitors"). Until an Exhibitor's application has been accepted in writing by the Organiser, no rights to exhibit are granted. The Organiser reserves the right to decline any application without giving any reason therefor.

2. Booth Allocation

- a. The Organiser has absolute discretion in allocating space for booths and the location of such booths although the Organiser would take into account the Exhibitor's preference. All decisions to such effect shall be final and no request for change will be entertained. The Organiser reserves the right in its absolute discretion to change the space allocation in the general interests of the Exhibition.
- b. The space is licensed strictly to the Exhibitor for business promotion purpose only for the duration of the Exhibition. The Exhibitor is required to use the space allocated in a manner satisfactory to the Organiser both during assembling and installation of stand as well as during the Exhibition. The Organiser reserves the right to clear all or part of the space allocated to the Exhibitor at the Exhibitor's expense without notice should they not be satisfied with the way the space is being used. Save as provided in these Conditions, no Exhibitor shall have any claim for any refund in respect of the space rental and/or any other monies paid and/or any other matter in connection with the Exhibition and/or the Organiser.
- c. The Exhibitor shall not assign sublet/underlet or sublicense the space allocated or part with possession thereof or use space at the Exhibition venue other than that allocated by the Organiser, without the Organiser's prior consent, or use the allocated space for any purpose other than the Exhibition.

3. Payment

- a. The Exhibitor undertakes to pay such fees at the sums and times as set out in the invoice which will be rendered in connection with an Exhibitor application (the "Invoice").
- b. To enjoy the super early bird / early bird discount rate, full payment should be received by the HKIHRM within **ONE month** of the invoice date. Otherwise regular rate will be charged. For any application received after the early bird period, full payment must be received by the HKIHRM within TWO weeks of invoice. We reserve the right to decline client's application if payment is not received by the said deadline and/or to impose a 5% surcharge on overdue payments.
- c. Variations to the Invoice must be in writing and signed by the Organiser before becoming effective.

4. Withdrawal of Exhibitors / Symposium Speakers / Advertisers

No refund will be made.

5. Change of Exhibition Date and Venue

Without prejudice to Condition 6 below, the Organiser reserves the right to change the date and venue of the Exhibition should that be judged by the Organiser in its absolute discretion as being required by circumstances. These conditions shall remain valid despite the change in date and/or venue provided the notice of change is relayed to the Exhibitor one month before the date when the new date and/or new venue for the Exhibition (whichever is the earlier) shall take effect.

6. Cancellation, Suspension or Postponement of Exhibition

- a. The Organiser reserves the right to change the Exhibition to other date(s) (including without limitation to postpone to later date(s)) as the Organiser deems fit, or cancel, alter in character, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances beyond the Organiser's control including but not limited to war, health concerns (such as COVID-19, Severe Acute Respiratory Syndrome), embargo, civil unrest, legal proceedings or government regulations that make it impossible or impractical or undesirable for the Organiser in its absolute discretion to hold the Exhibition as initially planned. The Exhibitor shall have no claim against the Organiser or its agents or representatives, whether for loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any postponement, cancellation, alteration, reduction, extension made in accordance with this provision.
- b. Upon the declaration by the Organiser of cancellation, suspension or postponement, the fees paid to the Organiser may be refunded in part or in total to the Exhibitor at the sole discretion of the Organiser.

7. Insurance, Liability and Risks

- a. The Exhibitor shall, on demand, indemnify and hold the Organiser, the Exhibition venue owners, their servants and agents harmless for and against all loss of and damage to their property and effects, personal injury or death, and against all damages, claims, writs, demands, judgments, costs and expenses which they may incur or may be made by anyone against them arising out of or incidental to or as a result of or for any cause related to the carrying out of the exhibit or of any preparatory or related services incidental

thereto. The Exhibitor shall at all times maintain a valid insurance policy to cover this risk.

- b. The Organiser shall not be liable to the Exhibitor for any injury to, or death of any person, whether before, during or after the Exhibition arising from its acts or omissions, except to the extent that any such injury or death cannot be limited or excluded at law.
 - c. In no event shall the Organiser be liable to the Exhibitor for any indirect or consequential loss or damage, including loss of profits, business, revenue or goodwill, howsoever arising under these conditions, or directly or indirectly relating to the Exhibition, or the Organiser's acts or omissions.
 - d. The Exhibitor shall be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, public (including occupier's liability) and any other natural causes.
- ## 8. Security
- a. Whilst the Organiser shall use reasonable endeavours to arrange appropriate security precautions in the interests of the Exhibition as a whole, the Organiser shall not be liable for any loss or damage to the exhibits or other properties of the Exhibitor, or of other persons however occurring.
 - b. The Exhibitor warrants that nothing which he, his servants or agents shall do in or for the Exhibition shall contravene any law or regulations, encroach upon third parties' rights or pose any exceptional danger or risk which has not been previously disclosed to the Organiser, and that all reasonable precautionary measures have been taken.

9. Termination

- a. Without prejudice to Condition 2(b), the Organiser shall have the right to terminate without notice an Exhibitor's right to exhibit in the Exhibition and to close the Stand immediately at the Exhibitor's expense in any of the following circumstances:
 - i. upon any breach or non-observance by the Exhibitor of any of the terms or conditions herein contained or obligations on their part assumed hereunder;
 - ii. if the Exhibitor enters into liquidation, whether compulsorily or voluntarily, otherwise than for the purpose of amalgamation or reconstruction or becomes insolvent or makes any assignment for the benefit of or enters into any arrangement with its creditors or has a receiver appointed in respect of all or any part of its assets or takes or suffers any similar action in consequence of debt; or
 - iii. if distress or execution is levied on or enforced upon or against any of the assets or other property or undertaking of the Exhibitor.
- b. Any non-compliance with the terms herein and any indulgence granted by the Organiser shall not constitute a waiver of Organiser's rights in any way, and the termination shall be entirely without prejudice to any preexisting liabilities of the Exhibitor or any rights which may have accrued to Organiser hereunder prior to the date of such termination.
- c. Upon termination, all rentals paid by the Exhibitor to the Organiser will be forfeited and the Exhibitor shall furthermore, on demand, indemnify the Organiser for all loss and damages resulting from such breach or non-observance of the terms herein.

10. Supplementary Conditions

- a. The Organiser reserves the right to interpret, alter and amend any of these Conditions and to issue Supplementary Conditions and House Rules at any time they consider necessary and/or desirable for the orderly operation of the Exhibition. All interpretations of these Conditions and any Supplementary Conditions by the Organiser shall be final.
- b. The Exhibitor shall abide by the rules and regulations of the Exhibition venue which are deemed to be integral parts of and incorporated into these Conditions. In the event of conflict between the provisions of such Conditions, these Conditions shall prevail.

11. Governing Law

These Conditions shall be governed by and construed in all respects in accordance with the laws of Hong Kong Special Administrative Region and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong Courts.

12. Weather

All programmes, including exhibition, will not be held as scheduled if Typhoon Signal No. 8 or above / Black Rainstorm Warning is still hoisted after (or is announced to be held at/after) 6am for morning sessions; 10am for afternoon sessions. The Organiser reserves the right to close the Conference venues in case of emergency, in the interest of safety or for any other reason.