Invitation to Exhibit at LOGTECH Expo 2024

Apr 2024

1. Background

1.1. To help local logistics SMEs to keep abreast of the latest technological trends in the industry, support the logistics sector in nurturing more professionals for upgrading and transformation, and encourage the development of the industry towards green and smart logistics by making good use of government funding support, the Transport and Logistics Bureau will organise an event "LOGTECH Expo 2024" (hereinafter referred to as "the Event") on 12 – 13 June 2024 at HKPC Building, Kowloon Tong, with Hong Kong Productivity Council (HKPC) as the implementation partner of the Event.

This event will be held in physical form, allowing participants to mingle face-to-face and to attend seminars and guided tour on exhibition booths in person. The target audience includes logistics companies and industry practitioners.

1.2. HKPC is now inviting logistics technology companies, logistics-related organisations and professional bodies, and education/training institutes (hereinafter referred to as "Exhibitors") to showcase their logistics technology solutions or introduce their local training courses related to modern, smart and green logistics at the Event.

1.3. HKPC will go through an open invitation procedure to invite Exhibitors based on the terms and conditions of this document (hereinafter referred to as "the Invitation").

2. Event Details

2.1. Event Schedule and Format (tentative)

Event Name	LOGTECH Expo 2024
Event day:	12 – 13 June 2024
Time:	10:00 – 18:00
Venue:	HKPC Building, 78 Tat Chee Avenue, Kowloon
Exhibition Fee:	Free of Charge
Exhibitor Move-in day:	11 – 12 June 2024 (Tentative)
Rehearsal Date:	12 – 13 June 2024 (Tentative)
Move-out day:	13 June 2024 (Tentative)
Exhibition booths:	4/F Conference Hall
Seminars:	Theatre 1 (T1 at 1/F) Theatre 2 (T2 at 1/F)
Guided Tour:	4/F Conference Hall (Tentative)
Format:	Exhibition + Seminars + Guided Tour + 1-1 Consultation
No. of visitors estimated:	500 pax per day

2.2. Event Venue set-up

Exhibitor(s) would be provided with the following exhibition package with description as below.

No.	Description	Qty
1	**<u>Exhibition Stand</u>** - Standard Exhibition Stand - 2,000mm(W) x 2,000mm(D) x not taller 2,200mm(H) - Items included in the exhibition stand a. Standard shell scheme/ modular exhibition stand with backdrop with company names b. Fascia board with event logo c. Information counter/ cabinet refurbish with 3- side foam boards with storage & lock ➢ Approximately 800mm(W) x 400mm(D) x 800mm(H) d. High Chair (1pc) e. 1 table + 2 chairs f. 13 Amp/ 220V socket outlet (1pc) g. LED spot lighting for backdrop & fascia board Note: - Refer to Annex 1 for tentative layout of exhibition area. - Computer(s) and exhibit(s) shall be provided by the Exhibitor(s).	1 set
2	**<u>Event e-booklet</u>** - Colour: 4c - Size: Half an A4 page (inner pages) - Content: Company name/logo, short summary of logistics technology solution/local training courses related to modern, smart and green logistics	0.5 page
3	**<u>Exhibitor badge(s)</u>**	3 sets
4	**<u>Seminar speaking session (on first-come first-served basis)</u>** (T1 on 1/F tentatively)	1 session (15-20 min)

3. Invitation Response Submission Procedures

3.1. Submission of Response to Invitation

3.1.1. The Response to Invitation shall be directed to:

logtechexpo@hkpc.org

3.1.2. The response should include at least the following:

- Response to Invitation Form
- Documents and information as set out in section 5.1

3.1.3. Closing Time

The submission deadline is 15:00 on 24 May 2024 (Fri).

Late submission may not be accepted.

3.2. Enquiries

For enquiries, please contact the following person:

Ivy LUK, (Assistant Manager, Procurement)
Finance and Procurement Division
Tel: (852) 2788 5922
Email: ivyluk@hkpc.org

4. Obligations of the Exhibitor(s)

The Exhibitor(s) shall:

4.1. meet all the terms and requirements set out in this document.

4.2. provide and grant right of usage of company information to HKPC (i.e.: Company logos in AI/JPG format, Write-up of company/solution(s), photos and multimedia, etc.). HKPC may further use the materials provided by the Exhibitor, including but not limited to graphics/ content/ video/ text/ creative, sound etc. for promotion and usage at other channels.

4.3. be liable for any infringement of copyrights, registered design or other intellectual property rights of any third party and agree to indemnify the HKPC for any claim, liability, proceedings and costs arising therefrom.

5. Information to be Provided by the Exhibitor(s)

5.1. Mandatory Requirements

Exhibitor(s) shall comply with the following mandatory requirements and are required to provide information and supporting documents as listed below (also extracted to the Response to Invitation Form in Annex 3) to demonstrate its qualification for consideration by HKPC.

5.1.1. Logistics Technology Companies

No.	Description/ Requirement	Comply (Yes / No)
1	Such Exhibitor shall register in Hong Kong under Business Registration Ordinance (Cap. 310) for at least one year or be a statutory organisation in Hong Kong. Such Exhibitor shall provide documentary proof including: - Business Registration Certificate - Other relevant document	
2	The logistics technology solution(s) to be exhibited shall fall within the following categories, including but not limited to: - Automation, robotics and Artificial Intelligence applications - Technology infrastructure - Electronic Data Interchange (EDI) system - Warehouse/ Distribution center Management System (WMS) - Transportation Management System (TMS) - Real-time location system (RTLS) - Enterprise Resources Planning System (ERP) - Internet-of-Things (IoT) and RFID Applications - Logistics and Supply Chain Analytics Application - Environmental, Social, and Governance (ESG) technology solutions, including but not limited to green logistics supply chain solutions, sustainable warehousing and transportation solutions, carbon and energy management solutions, ESG performance monitoring and reporting platforms and ESG data service, etc. - Other relevant logistics technologies (Please specify:_____) Such Exhibitor shall provide documentation illustrating features of the logistics technology solution(s) to be exhibited at the Event, including:	

	- Company brochure/website that introduces the solution(s) - Technical Specification of solution(s) (if applicable) - Other relevant document and/or images	
3	Such Exhibitor shall have: - at least 1 principal possessing three years or more practical experience of providing logistics technology solutions for enterprises in Hong Kong; and - completed at least 5 similar projects on implementation of logistics technology solutions. Such Exhibitor shall provide documentary proof with details for each project. Information shall include: - Name of client - Project Name - Project Period - Scope of work - Relevant document or images as proof of experience	
4	Compliance to all terms as set out in Annex 2	

5.1.2. Logistics-related organisations and professional bodies, and education/training institutes

No.	Description/ Requirement	Comply (Yes / No)
1	Such Exhibitor shall be a non-profit-distributing organisation, a charitable professional body or a non-government organisation in or related to the logistics sector in Hong Kong, such as a professional body, a trade and industry association, an academic and training institution, a research institute or other industrial support organisation. Such organisation shall either be a statutory organisation or an organisation duly established, incorporated and registered under the laws of the Hong Kong Special Administrative Region (HKSAR). Such Exhibitor shall provide documentary proof including: - Business Registration Certificate or /and - Certificate of Incorporation or /and - Other relevant document	

2	(i) The training course(s) to be introduced shall directly related to smart and green logistics and related technologies, and shall be conducted in Hong Kong covering curriculum including but not limited to: - Latest professional, technical knowledge and practical skills in advanced logistics practices on e-logistics, special cargo handling, digitalisation, blockchain, artificial intelligence, big data analytics, robotics and automation technology, cybersecurity, environmental, social and governance (ESG), etc.; and - Other logistics specific topics that can be identified in standards, manuals or guidelines established by professional bodies, trade associations or other relevant organisations in the logistics industry. (Please specify:_____) (ii) The training course(s) shall be non-profit making. (iii) The training course(s) shall open to individuals currently engaged in logistics-related industries and those who are interested to join the industry in Hong Kong rather than only for individual enterprises and/or organisations. Such Exhibitor shall provide documentation illustrating features of the training course(s) to be introduced at the Event, including: - Promotion/publicity materials introducing the training course(s) - Course outline - Certification and professional qualification awarded by the training course(s) (if applicable) - [Educational and professional qualifications of the teaching staff] - [Professional and/or academic standing of the course provider] - Other relevant document and/or images	
3	Compliance to all terms as set out in Annex 2	

6. Evaluation procedure

6.1. An Exhibitor meeting all mandatory requirements set by HKPC in Section 5.1.1/5.1.2 as may be applicable will be considered as eligible.

6.2. In principle, HKPC will allocate exhibition booths to eligible Exhibitor(s) on a first-come-first-served basis based on submission time of response to logtechexpo@hkpc.org. However,

due to venue restriction, other relevant factors, such as whether there are already similar logistics technology solution(s)/training course(s) exhibited/introduced by other Exhibitors, may also be taken into consideration by HKPC during the assessment. HKPC reserves the right to adjust the number of exhibition booths allocated to eligible Exhibitor(s) and is not bound to allocate exhibition booths all eligible Exhibitor(s).

7. Tentative Schedule

It is a tentative schedule of the invitation process. However, HKPC reserves the right to change the schedule to suit its operation need.

Items	Tentative Schedule
Closing of Submission	15:00, 24 May 2024
Result Notification	On-going until Early June 2024

8. All documents / materials submitted to HKPC will not be returned.