

For official use only	Date received	File No.
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Hong Kong News-Expo Application Form for School Visit		
Please read through the Application Notes and write in block letters.		
School Name		
Address		
Contact Person	Mobile	Office Number
Email	Fax	Language <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English
No. of students	Form/Class of students	No. of teachers/staff
Date of Visit (DD/MM/YYYY)	Time of Visit <input type="checkbox"/> 10:15 – 12:45 <input type="checkbox"/> 14:00 – 16:30 <input type="checkbox"/> 16:30 – 19:00	
Any special arrangement required for the disabled / elderly? <input type="checkbox"/> Yes (please state clearly) <input type="checkbox"/> No		Fee HK\$
Applicant		
<input type="checkbox"/> Agree to observe the rules and regulations of News-Expo. <input type="checkbox"/> Agree to keep our personal belongings and ourselves safe. <input type="checkbox"/> Agree to respect copyright and will not perform unauthorised shooting at News-Expo. <input type="checkbox"/> Agree not to act as docent or guide to avoid disturbance to other visitors. <input type="checkbox"/> Would like to receive promotional materials from the News-Expo		
Name	Position	Date (DD/MM/YYYY)
Authorised Signature & School Chop		
Enquiry		
Office Hour: 10am – 7 pm Tuesday to Sunday		
Tel: 2205 2235 / 2205 2238 Fax: 2566 2022 Email: info@hkne.org.hk		
Add: Hong Kong News-Expo, 2 Bridges Street, Central, Hong Kong		

Opening Hours and Basic Information

Open on Tuesday to Sunday, 10am to 7pm, and closed on Monday (no admission beyond 6:30pm)

Number of people: Minimum 20, maximum 120 at any time slot. Depending on the circumstances, HKNE may combine or split larger groups into two or more groups.

How to Apply

1. News-Expo will only accept bookings within 1-3 months from date of application. Reservation is on a first-come-first-serve basis.
2. Please submit the completed form to HKNE (Fax: 2566 2022, Email: info@hkne.org.hk, WhatsApp: 5443 0338).
3. If your application is approved, News-Expo will provide written confirmation with payment instructions. Payment must be made within 7 days upon receiving our confirmation.

Notes to Visitors

1. The groups are expected to be punctual. If there is a delay, please contact HKNE as soon as possible and HKNE shall squeeze the guided tour if possible.
2. If any group is cancelled due to severe weather, alternative arrangements will be made, please contact our staff.
3. Once the payment for the confirmed docent service is settled, groups can make amendment to the booking date / time once and HKNE shall cater for such change if possible. If groups require further changes, HKNE shall charge them an administration fee of \$300 for each amendment.
4. For transport arrangements, please refer to the suggested routes on the HKNE's website. Please note that only 29-seat minibuses are allowed to pick up and drop off passengers at the main entrance. Please follow the suggested route to park your bus. Students will need to walk up the stairs for about 10-12 minutes to arrive at HKNE, please contact HKNE if you need any assistance.
5. HKNE has barrier free access. Please contact our staff if assistance is required.
6. Noise level within HKNE should be kept to a minimum to avoid disturbance to other visitors. No running, and also refrain from hitting the exhibits.
7. It is the responsibility of visitors to keep their personal belongings and themselves safe.
8. Visitors should keep the exhibits and public area clean and tidy. HKNE reserves the right to claim compensation for damages done to the premises or exhibits.
9. Please respect copyright. Unauthorised shooting or use of display content is prohibited. The rights owner reserves the right to take appropriate legal action.
10. For marketing purpose, HKNE takes videos or photographs. By visiting, visitors are agreeing to have their photos taken (mostly visitors' side portrait or their backs) for the use of such purpose.
11. Please refer to the Privacy Policy Statement on HKNE's website for the handling of personal data collection.
12. The Chinese version of these rules take precedence should there be a dispute.
13. In case of dispute, the decision of HKNE shall be final.

Personal Information Collection Statement

1. The personal data provided in this Application Form will be used for related purposes of visiting HKNE only.
2. You are required to provide all the personal data requested in this application form. Your application will not be considered if you fail to provide all information as requested.
3. You are required to notify HKNE if there are any subsequent changes to the information provided after submission of this application form.
4. For correction of or access to personal data after submission of this application form, please send email to: info@hkne.org.hk
5. This application form will be destroyed by HKNE 3 years after the applicant is notified of the application result.