[ ]  **New Show** (Domain address: www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*Please visit* [*www.godaddy.com*](http://www.godaddy.com) *to check the availability of domain name*

[ ] *Need Registration:* [ ] *3 years (US$42-$47)* [ ] *5 years (US$72-$80)*

[ ]  **Existing Show** (Please refer to www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  **Require Mobile Website version later** *(schedule to be further discussed)*

[ ]  **Require APP version later***(schedule to be further discussed)*

**Please check with PR to see if the show is listed in Adsale.com.hk Exhibition Calendar**

|  |  |
| --- | --- |
| **Date of Request:** *(at least 9 weeks in advance)* | (YYYY/MM/DD)  |
| **Show Name**  | **EN** |  |
| **TC** |  |
| **SC** |  |
| **Show Period** | (YYYY/MM/DD)  |

(The contact person will be in-charged for **coordinating and confirming all the contents / material between Project and PR** before the submission to eIS)

|  |  |
| --- | --- |
| **Contact Person:** |  |
| **Tel / Ext:** |  | **Department:**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Initial*** | ***Signature*** | ***Date*** |
| **Contact Person:** |  |  |  |
| Approved by:*(PM or Division Head)* |  |  |  |

---------------------------------------------------------------------------------------------------------------------------------------

***Remarks:***

1. ***Submitted material must be signed-off by the above Contact Person and well-received by eIS on or before the Material Submission Deadline. Late submission will result in delay of the Launch Date.***
2. ***For procedures, guidelines and templates for website creation and content submission, please refer to the email eIS send out to user about the schedule of the project.***

---------------------------------------------------------------------------------------------------------------------------------------