**附件2**

外国机构在海南自由贸易港独立举办

或合作主办涉外经济技术展览会申请函

（示范文本）

XXXX公司关于举办XX展览会的申请函

海南省商务厅：

XXXX（办展理由）

根据有关规定，我司申请举办XX展览会。有关事项如下：

展览名称：XXX（中文和英文）

主办单位：XXXX

举办时间：XXXX年XX月XX日至XXXX年XX月XX日

举办地点：海南省XX市（县）

展览内容：XXXXXX（简明扼要）

展览总面积：XXXXX平方米

我司承诺按《外国机构在海南自由贸易港独立举办或合作主办涉外经济技术展管理暂行办法》相关要求举办展览会，认真做好展品质量、知识产权保护和安全防范等工作，确保展品质量符合国家相关标准及管理规定，并积极配合有关部门监督检查。

特此申请。

联系人：XXX 联系方式：XXXX

附件：（按规定提供完整申请材料，并逐一列明）

XXXX（申请单位，加盖单位公章，申办单位如为外国机构可凭法人代表签字）

XXXX年XX月XX日

Appendix 2

**Application Letter of Foreign Institutions Independently Organizing or Co-Hosting Foreign-Related Economic and Technology Exhibitions in Hainan Free Trade Port**

**（Sample）**

To,

Department of Commerce of Hainan Province

Date:

**Subject:** Application Letter of <Exhibition Name> from <Applicant Unit>

Respected Sir/Madam,

This letter is in regards to (apply reason)...

According to relevant provisions, we applied to hold <Exhibition Name>, and detail information shown as following:

Exhibition Name: XXX (in Chinese and English)

Host: XXXX (in Chinese and English)

Date: YYYY/MM/DD to YYYY/MM/DD

Venue: XX City/County), Hainan Province

Exhibition Content: XXXX (Brief Introduction)

Exhibition Space: XX Sqm

We commits to hold exhibitions in accordance with the relevant provisions of the Interim Measures for the Administration of Foreign Institutions Independently Organizing or Co-Hosting Foreign-Related Economic and Technology Exhibitions in Hainan Free Trade Port, to do a proper job of exhibit quality, intellectual property protection and safety precautions, to ensure that exhibit quality complies with national standards and administrative regulations, and to actively cooperate with supervisory inspections by concerned departments.

Appendix: (provide complete application materials as required, and list them one by one)

Sincerely,

<Applicant Unit Name with Company Chop or Signature of Legal Representative>

<Contact and Tel>