

FORM 2A	Hong Kong International Stationery Fair 2010 香港國際文具展 2010 11 - 14 / 1 / 2010	Return to: Newfair (HK) Ltd. Rm 1509-10, Olympia Plaza 255 King's Road, North Point Hong Kong Attn: Mr Dick Leung Tel: (852) 3182-2922 Fax: (852) 2571-2881 Email: dickleung@newfair.com.hk
	Deadline: 4 December 2009	Additional Furniture / Facilities (For Standard Booth Exhibitors Only)

	Ref.	Description	Unit Rate HK\$	Qty	Amount HK\$
1	DA-01	Wooden display shelf per metre (0.3mD) FLAT	170		
2	DA-02	Wooden display shelf per metre (0.3mD) SLOPE	170		
3	DA-08	Glass display shelf per metre (0.3mD) (Flat)	250		
4	TS-01	Table showcase (1mLx0.5mDx1mH)	710		
6	TS-04	Tall showcase with 2 layers of glass shelf and 2 x 50 watt Halogen downlights (1mLx0.5mDx2.5mH)	1,730		
7	DA-05	Pegboard with 20 hooks (1mWx2.5mH)	500		
8	HN-04	Garment hanging rack per metre	300		
9	FX-04	Lockable cabinet (1mLx0.5mDx0.75mH)	475		
10	TA-04	Square Meeting table (0.7mLx0.7mDx0.75mH)	310		
11	-	Information desk (Rectangular, 1mLx0.5mDx0.75mH)	310		
12	TA-05	Information counter (Rectangular, 1mLx0.5mDx0.75mH)	350		
13	CH-04	Black leather chair	90		
14	CH-02	Bar Stool	200		
15	FX-01	Partition panel per metre (1mLx2.5mH) for meeting room or storage area	320		
16	-	Partition panel 0.5 metre (0.5mLx2.5mH) for meeting room or storage area	210		
17	-	Clear acrylic panel per metre (1mL x 2.5mH) for meeting room or storage area	480		
18	FX-03	Folding door (1mLx2.5mH) for meeting room or storage area	600		
19	FX-02	Wooden Swinging door (1mLx2.5mH) for meeting room or storage area	700		
20	-	Ceiling beam per metre (for lighting installation across the booth)	65		
21	-	Television 29" w/ VHS video player PAL/NTSC (power supply excluded)	2,500		
22	EL-16	Fax machine (power supply excluded)	1,500		
Sub-total :					
20% surcharge for late order received after 4 December 2009:					
30% surcharge for on site order received after 18 December 2009:					
Total amount :					

Note:

- All items are on rental basis only and no exchange or transfer or refund on ordered items.
- Orders are valid only when accompanied by full remittance. Please kindly send cheque to Newfair (HK) Ltd. or remit payment direct to: The Bank of East Asia Ltd, 46 Yee Wo Street, Causeway Bay, Hong Kong A/C No.: **015-518-25-00704-1**.
- Late Orders will be subject to a surcharge of **20%** and on-site order will be subject to a surcharge of **30%** on furniture items and electrical items.
- Cancellation of additional orders before deadline must be submitted in writing and a 10% cancellation charge will be levied. If cancellation is submitted after the deadline, a 30% cancellation charge will be imposed.
- No cancellation of orders will be accepted 10 days before move-in date of the event.
- The foregoing prices shall remain valid until deadline date.
- Please complete and return the attached location plan for indicating the position of your ordered electrical fittings.
- Provision of facilities and services not indicated on the forms are subject to quotation on individual job basis.

Any complaints regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to Newfair (HK) Ltd. on site service counter person in charge. Otherwise all items are deemed to have been received in good order.

Company Name: _____ Booth No.: _____
Contact Person: _____ Email: _____
Tel: _____ Fax: _____
Address: _____
Date: _____ Signature & Co. Chop: _____