

FORM 2A	Hong Kong International Stationery Fair 2015 香港國際文具展 2015 12 – 15 / 1 / 2015	Return to: Mr Jeff Wong Tel: (852) 2571 2018 Fax: (852) 2571 2881 Email: jeffwong@newfair.com.hk
	Deadline: 28 November 2014	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)

	Description	Unit Rate HK\$	Qty	Amount HK\$
1	Wooden display shelf, flat (1mL x 0.3mD)	170		
2	Wooden display shelf, slope (1mL x 0.3mD)	170		
3	Glass display shelf, flat (1mL x 0.3mD)	250		
4	Glass display shelf, flat with racks and posts mounted (1mL x 0.5mD)	400		
5	Wooden display shelf change to glass display shelf (per meter)	80		
6	Cabinet with sliding doors (1mL x 0.5mW x 0.75mH)	475		
7	Table showcase (1mL x 0.5mD x 0.75mH / 1mH)	710		
8	Table showcase counter (1mL x 0.5mD x 0.75mH / 1mH)	810		
9	Tall showcase with 2 layers of glass shelf and 2 x 50watt Halogen down lights (1mL x 0.5mD x 2.5mH)	1,820		
10	Pegboard with 30 hooks (1mL x 2.5mH)	500		
11	Garment hanging rack (1mL)	300		
12	Square meeting table (0.7mL x 0.7mD x 0.75mH)	310		
13	Rectangular table (1mL x 0.5mD x 0.75m)	310		
14	Information counter (1mL x 0.5mD x 0.75mH / 1mH)	350		
15	Black leather chair	90		
16	White folding door (1mL x 2mH)	600		
17	Wooden swinging door (1mL x 2mH)	700		
18	Smoked acrylic swing door (1mL x 2mH)	1,200		
19	Partition panel (0.5mL x 2.5mH)	210		
20	Partition panel (1mL x 2.5mH)	320		
21	Ceiling beam (1mL x 50mmH)	65		
22	Pentagonal display platform (0.7mH)	720		
23	3-side panels for information desk / table showcase	120		
Sub-total:				
20% surcharge for late order received after 28 November 2014:				
30% surcharge for late order received after 19 December 2014 and onsite order:				

Note:

1. All items are on rental basis only and no exchange or transfer or refund on ordered items.
2. Orders are valid only when accompanied by full remittance. Please kindly send cheque to Newfair (HK) Ltd. or remit payment direct to: HKBC Hong Kong, No.1 Queen's Road Central Hong Kong A/C No.: 502-547342-001.
3. 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.
4. 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.
5. No cancellation of orders will be accepted 10 days before move-in date of the event.
6. The foregoing prices shall remain valid until deadline date.
7. Please complete and return the attached location plan for indicating the position of your ordered electrical fittings.
8. 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. onsite 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: _____