

FORM 2C	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 Newfair (HK) Ltd No.271, Shek Po Tsuen, Hung Shui Kiu, Ping Shan Heung, Yuen Long, N.T., Hong Kong
Deadline: 28 November 2014	Rental of AV, Plant & Communications Facilities (Not Applicable for Custom-built Participation Exhibitors)	

	Description	Unit Rate HK\$	Qty	Amount HK\$
Audio visual facilities				
1	Thermal fax Machine with 1 roll fax paper (Fax transmission line and power supply excluded)	950		
2	32" LCD / Plasma (Power supply excluded)	2,200		
3	42" LCD / Plasma (Power supply excluded)	5,000		
4	DVD Player (Power supply excluded)	600		
Plant				
5	Potted plant - Bamboo palm (1mH)	170		
6	Potted plant - Boston fern (0.3mH)	170		
Communications facilities				
7	Telephone line with handset for local calls (Non-direct line) (A charge of HK\$600 per set for lost and / or damaged of telephone set)	980		
8	Telephone line with handset for local & IDD calls (A charge of HKD600 per set for lost and / or damaged of telephone set) (HK\$2,500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, Hong Kong)	1,200		
9	Fax transmission line for local fax only (Non-direct line) (Power socket & fax machine excluded)	980		
10	Fax transmission line for local & IDD fax (Power socket & fax machine excluded) (HK\$2,500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, Hong Kong)	1,200		
11	2M broadband line(Power supply excluded) (With access I.D.) (Non-fixed I.P.) (HK\$4,000 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, Hong Kong)	2,470		
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:

- 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: HKBC Hong Kong, No.1 Queen's Road Central Hong Kong A/C No.: 502-547342-001.
- 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: _____ E-mail: _____
 Tel: _____ Fax: _____
 Address: _____
 Date: _____ Signature & Co. Chop: _____