

<b>FORM 3</b>	<b>Hong Kong International Stationery Fair 2015 12 - 15 / 1 / 2015</b>	<b>Return to:</b> Ms Karmen Seto Tel: (852) 2240 5459 Fax: (852) 3521 3201 Email: <a href="mailto:karmen.km.seto@hktdc.org">karmen.km.seto@hktdc.org</a>
<b>Deadline: 28 November 2014</b>	<b>Non-Official Contractors' Information</b> (For Standard / Premium Booth Exhibitors' requesting early move-in for booth decoration)	Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with (proof of) payment of site work deposit to the above mentioned. **Application after deadline will not be entertained.**

Please submit booth design drawing with structural and/or graphic work(s) to be done within the shell scheme provided by the Organisers. Maximum height allowed is 2.5m. Self alteration of and attachment to the existing Organisers' booth materials and fittings are prohibited. **For addition, modification or deletion of facilities, please use Forms 2A – 2D and contact Ms Karmen Seto at (852) 2240 5459 or email at [karmen.km.seto@hktdc.org](mailto:karmen.km.seto@hktdc.org).**

**1. Exhibitor's Information**

Company Name: \_\_\_\_\_

Stand No: \_\_\_\_\_ Stand Size: \_\_\_\_\_ x \_\_\_\_\_ m

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Contractor's Information**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**3. Site Work Deposit (please refer to the following page for details)**

☐ Cheque, cheque number: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

☐ Credit Card: ☐ Visa Card / ☐ Master Card Card holder's name: \_\_\_\_\_

Card no.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_ Card holder's signature: \_\_\_\_\_

**I hereby authorize the above-appointed contractor(s) to liaise directly with HKTDC and confirm both contractor's and my compliance with the Rules & Regulations set by HKTDC.**

Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

## **Site Work Deposit**

Exhibitors/Contractors requesting early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. The minimum and maximum deposit amounts are **HK\$5,000 and HK\$50,000** respectively.

All deposits will be **bank-in** and the amount will be refunded within **TWO months** after the conclusion of the Fair if their exhibition sites are, from the Organisers' view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organizers and without violating the conditions as stipulated under section 5.2.15 of the Exhibitors' Manual. Otherwise, costs incurred by the Organizers will be deducted from the deposit.

Payment methods as below: ( Please choose either one )

1) **By Cheque**

Cheque must be issued from a Hong Kong local bank made payable to "Hong Kong Trade Development Council" and mail/deliver to:

Ms Karmen Seto  
Exhibition Services Department  
Hong Kong Trade Development Council  
83 Chun Yat Street, Tseung Kwan O Industrial Estate  
Tseung Kwan O, Kowloon, Hong Kong

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the back of the cheque. Refund will **ONLY** be arranged by cheque to that cheque account.

2) **By Transfer**

HK\$ Current Account No.: 004-002-222701-005  
Account Name : Hong Kong Trade Development Council  
Bank Name : The Hongkong & Shanghai Banking Corporation

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the payment receipt copy and email/fax to the Organizers. Refund will be arranged by cheque.

3) **By Credit Card** (Visa / Master Card)

Please provide the credit card number, expiry date, cardholder's name and signature to the Organizers for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.

Remarks: The site work deposit should reach us by **28 November 2014**.

## **Supplementary Guidelines**

(Applicable to contracting work done within Organisers shell scheme booths)

1. The fascia panel and its fixing structure must not be removed.
2. All built-in structures including the lighting fixtures within the shell scheme must not be removed without the prior approval from the Organizers.
3. All lighting fixtures must not be tampered; if necessary, the work should be done by a locally qualified electrician.
4. All structures brought in must not be attached, by any means, to the aluminum profiles of the shell scheme. Any resulting damages due to unauthorized attachment will be borne by the corresponding exhibitor.
5. All structures brought in must be removed at the end of the fair. The Organizers reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
6. Any drilling/nailing to the shell scheme panels and shelves is strictly not allowed.
7. The use of strong adhesives and glues to the shell scheme panels and shelves is strictly not allowed.
8. Any stickers applied to the shell scheme panels and shelves have to be removed at the end of the fair. The Organizers reserves the right to claim the cleaning cost from the corresponding exhibitor if stickers not removed.
9. All the shell scheme structures, lighting fixtures and furniture items are property of the Organizers. The furniture items must be kept within the booth area and the remaining items in their original place as evidence of complete hand over of the booth after dismantling by your contractor. Any missing or damaged items due to proper procedures not followed will be at the account of the corresponding exhibitor.
10. The exhibitor undertakes to indemnify the Organizers from any claims caused by their own works done to the shell scheme.

表格三	香港國際文具展2015 12 - 15 / 1 / 2015	請交回：司徒嘉敏小姐 電話：(852) 2240 5459 傳真：(852) 3521 3201 電郵： <a href="mailto:karmen.km.seto@hktdc.org">karmen.km.seto@hktdc.org</a> 香港貿易發展局 展覽服務部 香港 九龍 將軍澳 將軍澳工業邨 駿日街83號
截止日期 2014年11月 28日	非大會指定承建商資料申報表 ( 需提早布置的標準 / 特級展台參展商適用 )	

以下資料必須填報並須參展商之授權簽名及公司蓋章。請連同施工按金或付款證明一併交回。

逾期申請恕不接受。

標準展台參展商需遞交一份詳細的展台設計圖，包括需要改裝之展台結構部份、美術製作等，高度限制為2.5米；未經主辦機構同意，不得拆除標準展台內任何原有構件。如需加設、更改或刪除展台設施，請用表格2A至2D，並與司徒嘉敏小姐聯絡（電話：(852) 2240 5459，電郵：[karmen.km.seto@hktdc.org](mailto:karmen.km.seto@hktdc.org)）。

### 1. 參展商資料

公司名稱：\_\_\_\_\_

攤位編號：\_\_\_\_\_ 面積：\_\_\_\_\_ x \_\_\_\_\_ 米

聯絡人：\_\_\_\_\_ 職位：\_\_\_\_\_

電話：\_\_\_\_\_ 流動電話：\_\_\_\_\_ 電郵：\_\_\_\_\_

地址：\_\_\_\_\_

### 2. 承建商資料

公司名稱：\_\_\_\_\_

聯絡人：\_\_\_\_\_ 職位：\_\_\_\_\_

電話：\_\_\_\_\_ 流動電話：\_\_\_\_\_ 電郵：\_\_\_\_\_

臨場負責人：\_\_\_\_\_ 流動電話：\_\_\_\_\_

地址：\_\_\_\_\_

### 3. 施工按金 ( 詳情請參閱下頁 )

☐ 以支票方式，支票號碼：\_\_\_\_\_ 發咭銀行：\_\_\_\_\_

☐ 以信用卡方式：☐ Visa Card / ☐ Master Card 持卡人姓名：\_\_\_\_\_

卡號：\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

屆滿日期：\_\_\_\_\_ / \_\_\_\_\_ 持卡人簽名：\_\_\_\_\_

本人特此授權上述承建商直接聯絡香港貿易發展局，商量有關事宜及我倆會遵守主辦機構之守則。

簽名及公司蓋章：\_\_\_\_\_ 日期：\_\_\_\_\_

## **施工按金**

所有申請提早佈置展台的標準展台參展商 / 承建商必須繳交施工按金，按金以每平方米200港元( 25 美元 ) 計算。而最低及最高的金額為5,000港元及50,000港元。

施工按金將存入銀行，假若主辦機構認為展台清理妥當、裝置並無任何損壞、在大會指定時間內完成及沒有違反參展商手冊第5.2.15條者，按金將於展覽會結束後2個月內退回。否則，主辦機構所產生的費用將從按金中扣除。

繳交方式如下: ( 請選其一 )

### **1. 支票方式**

抬頭「香港貿易發展局」，必須是香港銀行可提款之支票，並郵寄或交到本局；  
地址： 香港 九龍 將軍澳 將軍澳工業邨 駿日街83號  
香港貿易發展局 展覽服務部 司徒嘉敏小姐收

支票背面請註明「施工按金」、「展覽會名稱」、「展台號碼」及「參展商名稱」。按金只會以支票形式退回該支票戶口。

### **2. 轉賬方式**

港元戶口號碼：004-002-222701-005  
戶口名稱：香港貿易發展局  
銀行名稱：香港上海滙豐銀行

請於入賬收據副本註明「施工按金」、「展覽會名稱」、「展台號碼」及「參展商名稱」並電郵 / 傳真致主辦機構。按金會以支票形式退回。

### **3. 信用卡方式 ( VISA / Master Card )**

請提供信用卡號碼、屆滿日期、持卡人姓名及簽名，以供大會安排。按金將會在扣除信用卡公司之手續費後（如適用）退回該信用卡戶口。

備註：施工按金須於 **2014 年 11 月 28 日**或之前入帳。

## **補充守則**

(適用於標準展台內進行承建工程)

1. 不得拆除公司名牌及其固定構件。
2. 未經主辦機構同意，不得拆除標準展台內任何原有構件，包括照明裝置。
3. 不得擅自改動任何照明裝置；若需進行改動，必須由本地合資格電力技師施工。
4. 外來裝置不得以任何方法附加於標準展台的鋁架上。任何因擅自在鋁架上附加裝置而造成的損壞，概由有關參展商負責。
5. 所有外來裝置必須於展覽會完結時拆除。參展商若因疏忽而未有拆除該等裝置，主辦機構有權向其收取廢物處理費。
6. 嚴禁在標準展台的圍板及陳列架打釘或鑽孔。
7. 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。
8. 所有貼在標準展台圍板及陳列架的膠貼，必須於展覽會完結時清理妥當。假若膠貼未有清理，主辦機構有權向有關參展商收取清理費。
9. 標準展台的構件、照明裝置及傢俬全屬主辦機構所有。承建商拆卸展台裝置後，原有傢俬必須放於展台範圍內，其他物品亦須放回原位，以示展台完整交還。若因拆卸程序不當而導致任何物件遺失或損壞，概由有關參展商負責。
10. 參展商保證，對於任何因其對標準展台施工而引致的索償，主辦機構毋須負責。