

FORM 1	Hong Kong International Stationery Fair 2016 11 – 14 / 1 / 2016	Return to: Mr. Ricky Lam Tel: (852) 2240 5449 Fax: (852) 3746 6710 Email: ricky.tk.lam@hktdc.org
Deadline 16 November 2015	Custom-built Participation Contractors' Information (for Custom-built Participation Only)	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 copies of **(1) Construction drawings; (2) (Proof of) payment of site work deposit; (3) Public Liability Insurance** and **(4) Electrical Contractor's Registration** to the above mentioned.

1. Exhibitor's Information

Company Name: _____
 Stand No: _____ Stand Size: _____ m 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: _____
 Address: _____

3. Authorized Person / Registered Structure Engineer (AP / RSE)

(for certification of stand construction safety exceeding 2.5m in height after completion)

Name of AP / RSE: _____ AP / RSE No.: _____
 Company Name: _____

4. 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: _____

5. Registered Electrical Contractor and Registered Electrical Worker

(for certification of installation, inspection & testing of Electrical Installation (Form WR1) in pursuance to Electricity [Wiring] Regulations of Electricity Ordinance)

Registered Electrical Contractor: _____ Registration No.: _____
 Contact Person: _____ Mobile: _____ Fax: _____
 Registered Electrical Worker: _____ Registration No.: _____
 Grade: _____ Mobile: _____ Fax: _____

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 the Organisers.

Signature & Company Chop: _____ Date: _____

Plans & Design Proposals & Insurance

For Custom-built Participation Exhibitors, Form 1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr. Ricky Lam (ricky.tk.lam@hktcdc.org), Exhibition Services Department, Hong Kong Trade Development Council **no later than 16 November 2015**. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc. Any alterations after drawing submission should be addressed to the Organizers for review.

Site Work Deposit

Exhibitors / Contractors of Custom-built Participation are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. For two-storey construction stand, site work deposit is doubled. However, 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 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 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:
Mr. Ricky Lam
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:

- a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
- b) The site work deposit should reach us **by 16 November 2015**.
- c) We **do not accept payment by cheque after 16 November 2015**, please settle by transfer or credit card.