

FORM 2D	Hong Kong International Stationery Fair 2016 香港國際文具展 2016 11 - 14 / 1 / 2016	Return to: NEWFAIR (HK) LTD No.271, Shek Po Tsuen, Hung Shui Kiu, Ping Shan Heung, Yuen Long, N.T., Hong Kong Attn: Mr K.C Chung Tel: (852) 2571 2018 Fax: (852) 2571 2881 Email: kc@newfair.com.hk
	Deadline 截止日期: 27 November 2015	Electricity Supply & Communication Facilities (For Custom-built participation Exhibitors only)

	Description	Unit Rate HK\$	Qty	Amount HK\$
1	15Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	6090		
2	30Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	11235		
3	15Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	17100		
4	30Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	31500		
5	60Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	60375		
6	Othe request (subject to prior confirmation on unit price)			
For items 1 - 5, exhibitors must have their own electrician. The official contractor will not provide installation and connection services for these items. Total power consumption shall not exceed the current specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the Hong Kong Trade Development Council accompanied with this order form. No separate order for individual power socket. Exhibitor should take full responsibility for daily on/off their own main switch and maintenance.				
7	Telephone Line with Handset for Local Calls (non-Direct Line) (A charge of HKD600 per set for lost and/or damaged of telephone set)	1060		
8	Telephone Line with Handset for Local & IDD Calls (A charge of HKD600 per set for lost and/or damaged of telephone set) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	1330		
9	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power socket & Fax Machine Excluded)	1060		
10	Fax Transmission Line for Local & IDD Fax (Power Socket & Fax Machine Excluded) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	1330		
11	2M Broadband Line (Power Supply Excluded) (with access I.D.) (Non-fixed I.P.) (HKD4000 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	2470		
Exhibitors have to give the location plan of the additional communications facilities above. Any change in the location on-site would require an on-site relocation charge 50% of the rental rate				
Sub-total :				
20% surcharge for late order received after 27 Nov 2015				
30% surcharge for on site order received after 28 Dec 2015				

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. 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:_____