

FORM 3	Hong Kong International Stationery Fair 8 – 11 January 2018	Return to : Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong
Deadline: 11 Dec 2017	Non – Official Contractors' Information (For Standard / Premium Booth Exhibitors' requesting early move-in for booth decoration)	Attn: Mr. Aston Fong Tel: (852) 2240 5459 Fax: (852) 3521 3201 ✉ aston.wh.fong@hktdc.org

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 Millie Pak at (852) 3182 2928 or e-mail at millie@newfair.com.hk.**

1. Exhibitor's Information

Company Name: _____
 Booth No: _____ Booth Size: _____ x _____ m
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ Email: _____
 Address: _____

2. Contractor's Information

Company Name: _____
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ 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.

Exhibitor's 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\$300 / US\$40 per sqm**. The minimum and maximum deposit amounts are **HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000)** 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, in the Organisers' view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 5.1 and 5.1.1 of the Exhibitors' Manual. Otherwise, costs incurred by the Organisers will be deducted from the deposit.

Payment methods as below: (Please choose either one)

- 1) **By Credit Card** (Visa / Master Card)
Please provide the credit card number, expiry date, cardholder's name and signature to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.

- 2) **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. Aston Fong
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.

- 3) **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 Organiser. Refund will be arranged by cheque.

Remarks: The site work deposit should reach us by **11 December 2017**.

Supplementary Guidelines

(Applicable to contracting work done within organiser's 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 organiser.
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 organiser 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 organiser 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 organiser. 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 organiser from any claims caused by their own works done to the shell scheme.