FORM 3	Hong Kong International Stationery Fair 7 – 10 January 2019	**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: **10 Dec 2018**	**Non – Official Contractors' Information** **(For Standard / Premium Booth Exhibitors' requesting early move-in for booth decoration)**	Attn: Ms. Candy Cheung Tel: (852) 2240 5410 Fax:(852) 2169 9164 ✉ candy.hm.cheung@hktdc.org

For Standard / Premium Booth Exhibitors' Only

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) 2571 2018 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 Organisers.

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 Organisers 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:
   Ms. Candy Cheung
   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", "Booth 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", "Booth number" and "Exhibitor's name" on the payment receipt copy and email / fax to the HKTDC. Refund will be arranged by cheque.

Remarks: The site work deposit should reach HKTDC by **10 December 2018**.

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 Organisers.
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 Organisers reserve 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 Organisers reserve the right to claim the cleaning cost from the corresponding exhibitor if sticker is not removed.
9. All the shell scheme structures, lighting fixtures and furniture items are property of the Organisers. 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 exhibitor's 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 organisers from any claims caused by their own works done to the shell scheme.

標準展台參展商適用

表格三	香港國際文具展 **2019年1月7至10日**	**請交回：** 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: **2018年12月10日**	非大會指定承建商資料申報表 （需提早布置的標準展台參展商適用）	張曉敏小姐 電話：(852) 2240 5410 傳真：(852) 2169 9164 ✉ candy.hm.cheung@hktdc.org

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及2D與白明莉小姐聯絡（電話：(852) 2571 2018或電郵：millie@newfair.com.hk）。**

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：_____ 發卡銀行：_____

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香港貿易發展局之守則。

參展商簽名及公司蓋章：_____ 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300港元（40美元）**計算。而**最低及最高的金額為5,000港元（667美元）及75,000港元（10,000美元）**。

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5.1及5.1.1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. 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〉退回該信用卡户口。

2. 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 張曉敏小姐 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户口。

3. 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。

備註：施工按金須於 **2018 年 12 月 10 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，一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。