

<b>FORM 1</b>	<b>Hong Kong International Stationery &amp; School Supplies Fair 2024</b> 香港國際文具及學習用品展 2024 <b>8-11/1/2024</b>	<b>Return to:</b> Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong
<b>Deadline</b> <b>11 Dec 2023</b>	<b>Custom-built Participation Contractors' Information</b> (For Custom-built Participation Only)	Attn: Ms. Helen Yang Tel: (852) 2240 5519 Fax: (852) 2169 9614 Email : helen.c.yang@hktcdc.org

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: \_\_\_\_\_  
 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. Authorized Person/Registered Structure Engineer (AP/RSE)**

**(for certification of booth 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 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Registered Electrical Worker: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Exhibitor's 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 Ms Helen Yang(helen.c.yang@hktcdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **11 Dec 2023**. Otherwise, a late charge of **HKD3,000 (USD400)** 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, booth 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 Organisers for review.

### Submission of drawings:

1. Booth construction height below 4.5m → Submission via email to the Organisers
2. Booth construction height at 4.5m or above → **Submit 4 copies of drawings with structural calculations endorsed by an Authorized Person/Registered Structural Engineer (AP / RSE)** to the Organisers. The Organisers will keep 1 copy for review, pass 1 copy to Venue Operator for record and submit 2 copies to Director of Food & Environmental Hygiene at least **42 days before** first show day for further distribution to Fire Services Department and Buildings Department for review.

**Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.**

### Site Work Deposit

Exhibitors/Contractors of Custom-built participation are required to lodge a site work deposit of which will be collected based on **HKD300 / USD40 per sqm**. For two-storey construction booth, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HKD5,000 (USD667) and HKD75,000 (USD10,000)** 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, in the Organisers' view, clear of **damage to the exhibition hall** and all rubbish are cleared according to the time schedule of the Organisers and without violating the conditions as stipulated under section 4.2.15 of 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:  
Mr Abel Kwan / 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", "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  
HKD 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 Organisers. Refund will be arranged by cheque.

### 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 **11 Dec 2023**.
- c) We do not accept payment by cheque after **11 Dec 2023**, please settle by transfer or credit card.

表格一	<b>Hong Kong International Stationery &amp; School Supplies Fair 2024</b> 香港國際文具及學習用品展 2024 8-11/1/2024	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 2023年12月11日	承建商資料申報表 (只適用於特裝參展)	楊晨小姐 電話：(852) 2240 5519 傳真：(852) 2169 9614 電郵：helen.c.yang@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(1)設計圖則、(2)施工按金或付款證明、(3)公眾責任保險副本、(4)電力裝置承建商之註冊副本一併交回。

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. 認可人士 / 註冊結構工程師

(以證明該超逾2.5米高特裝攤位的結構安全)

認可人士/註冊結構工程師姓名: \_\_\_\_\_ 註冊編號: \_\_\_\_\_  
 公司名稱: \_\_\_\_\_

4. 施工按金 (詳情請參閱下頁)

以支票方式, 支票號碼: \_\_\_\_\_ 發咭銀行: \_\_\_\_\_  
 以信用咭方式:  Visa Card /  Master Card 持卡人姓名: \_\_\_\_\_  
 卡號: \_\_\_\_\_  
 屆滿日期: \_\_\_\_\_ / \_\_\_\_\_ 持卡人簽名: \_\_\_\_\_

5. 註冊電業承辦商及註冊電業工程人員

(根據香港電力條例的電力〔線路〕規例, 對電力安裝、檢查及測試方面的完工證明書〔表格WR1〕)

註冊電業承辦商名稱: \_\_\_\_\_ 註冊編號: \_\_\_\_\_  
 聯絡人: \_\_\_\_\_ 流動電話: \_\_\_\_\_ 傳真: \_\_\_\_\_  
 註冊電業工程人員姓名: \_\_\_\_\_ 註冊編號: \_\_\_\_\_  
 級別: \_\_\_\_\_ 流動電話: \_\_\_\_\_ 傳真: \_\_\_\_\_

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。

參展商簽名及公司蓋章: \_\_\_\_\_ 日期: \_\_\_\_\_

## 設計圖則及保險

參展商或其委託之承建商須於**2023年12月11日**或之前將承建商資料申報表(表格1)、設計圖則、施工按金、有效的保僱單副本交到香港貿易發展局 展覽服務部 楊晨小姐(helen.c.yang@hktfdc.org)。否則主辦機構會收取**港幣3,000元(美金400元)**的逾期行政費。

圖則比例必須不少於 1:100，註明詳盡尺的平面圖及正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。所有已提交到主辦機之圖則如有改動，亦須交予主辦機構審閱。

### 呈交圖則:

1. 攤位高度少於 4.5 米設計圖則 → 可以電郵方式交予主辦機構
2. 攤位高度達 4.5 米或以上 → 須呈交一式四份擬議設計圖並附上由認可人士/註冊結構工程師證明其穩定性的數據予主辦機構。主辦機構會保留一份作審閱之用，遞交一份予展館營運者存檔，及於活動首日的**最少 42 天前**遞交二份予食物環境衛生署署長(繼而再分發予消防處及屋宇署審閱)。

按照《電子交易條例》(2000 年第一號) 第 11(1) 條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。

### 施工按金

所有特裝攤位的參展商/承建商必須繳交施工按金，按金以**每平方米港幣300元(美金40元)**計算。搭建雙層結構攤位必須繳交雙倍施工按金。而**最低及最高的金額為港幣5,000元(美金667元)及港幣75,000元(美金10,000元)**。

施工按金將**存入銀行**，假若主辦機構認為攤位已清理妥當、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. 信用咭方式 (VISA / Master Card)  
請提供信用咭號碼、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咭公司之手續費後(如適用)退回該信用咭戶口。
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 展覽服務部楊晨小姐收  
  
支票背面請註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」。按金**只會**以支票形式退回該支票戶口。
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」、「攤位號碼」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：a) 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。

b) 施工按金須於 **2023 年 12 月 11 日**或之前繳交 / 入帳。

c) 於 **2023 年 12 月 11 日**後恕不接受以支票方式繳交施工按金，請以轉賬或信用咭方式付款。