

FORM 5	Hong Kong International Stationery & School Supplies Fair 2024 香港國際文具及學習用品展 2024 8-11/1/2024	Return to: The Organisers (For contact details, please refer to the below)
Deadline 11 Dec 2023	Additional Exhibitor Badges	

Exhibitor Badges

Exhibitor will be given a certain number of **Badges** subject to their booth size, scheme as shown below:

Booth size (sqm)	Entitlement
9 – 15	5
16 – 30	10
31 – 45	20
46 – 60	30
61 or above	40

To apply for additional badges, please attach staff name list and position, and complete the table below. Issue of additional badges is subject to the discretion of the Organisers. Exhibitors with exhibition space **below 45 sqm** can apply for a maximum of **5 additional badges**. Those with **over 45 sqm** can apply for **10 additional badges** utmost.

Additional Exhibitor Badge	Quantity	Cost / pcs	Total amount
Badge		Complimentary	
Paper Badge		x HKD 25 (USD 3)	

Full payment must accompany this order form (payment methods as listed below), and submit to the Organisers on or before 11 December 2023. The Organisers cannot guarantee that all requests would be entertained.

e-Invitation

Exhibitor will receive e-Invitation from the Organisers via email in December.

For exhibitors from Hong Kong, Mainland China, India, Japan, Korea, Thailand and Vietnam:	For exhibitors from other countries and regions:
<u>Contact details:</u>	
Hong Kong Trade Development Council - Exhibition Dept. Unit 13, Expo Galleria, HKCEC 1 Expo Drive, Wan Chai, Hong Kong Attn: Mr Ben Ng Tel: (852) 2240 4029 Fax: (852) 3521 3108 Email: ben.cy.ng@hktdc.org	Messe Frankfurt (HK) Ltd. 35/F China Resources Building 26 Harbour Road, Wan Chai, Hong Kong Attn: Ms Mandy Lip Tel: (852) 2238 9951 Fax: (852) 2598 7887 Email: stationery@hongkong.messefrankfurt.com
<u>Payment method:</u>	
By bank cheque / draft made payable to "HONG KONG TRADE DEVELOPMENT COUNCIL".	By wire transfer to Messe Frankfurt (HK) Ltd. Account details please refer to invoice.

Company Name: _____

Booth No: _____

Contact Person: _____ Position: _____

Tel: _____ Fax: _____

Email: _____

Signature and Company Stamp: _____ Date: _____

Please make copy for your own record.

(For office use)	<u>Acknowledgment of Receipt by the Organisers</u>
Receive on: _____	By: _____