

<b>FORM 2A</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 8-11/1/2024		<b>Return to :</b> ISS-Vision Events Limited Unit 1, 6/F, One Portside, 29 Tai Yau St., Kowloon, Hong Kong				
<b>Deadline</b> <b>11 Dec 2023</b>		<b>Additional Furniture Facilities / Modification of Standard Facilities</b> (Not Applicable for Custom-built Participation Exhibitors)		Attn : Mr. James SHIU Email : <a href="mailto:order@iss-vision.com">order@iss-vision.com</a> / <a href="mailto:jamesshiu@iss-vision.com">jamesshiu@iss-vision.com</a> Tel : (852) 3611-2239				
No.	Description of Facilities (HKD column for Hong Kong exhibitor only, USD column for all overseas exhibitor)			Unit Rate (4 DAYS HIRE)		Qty	Total Amount	
				HKD	USD		HKD	USD
<b>Additional Facilities</b>								
1#	FA007	Wooden Display Shelf, Flat (1mL X 0.3mD), max loading 3kg per metre		185	25			
2#	FA008	Wooden Display Shelf, Slope (1mL X 0.3mD), max loading 3kg per metre		185	25			
3#	FA009	Wooden Display Shelf with Structure Pole Mounted - Flat (1mL X 0.5mD), max loading 10kg per metre		300	40			
4#	FA010	Glass Display Shelf , Flat (1mL X 0.3mD), max loading 2kg per metre		265	35			
5#	FA011	Glass Display Shelf with Structure Pole Mounted – Flat (1mL x 0.5mD), max loading 5kg per metre		410	55			
6#	FA012	Wooden Display Shelf change to Glass Display Shelf per metre		80	11			
7#	FA013	Cabinet with Sliding Doors (1mL X 0.5mW X 0.75mH)		490	65			
8#	FA020	Pegboard with 30 Hooks (1mL X 2.5mH)		535	71			
9#	FA021	Pegboard with 30 Hooks (1mL X 1.75mH)		535	71			
10#	FA022	Pegboard with 30 Hooks (0.5mL x 2.5mH)		310	41			
11#	FA022A	Pegboard with 30 Hooks (0.5mL x 1.75mH)		310	41			
12#	FA023	Additional Pegboard Hook (5 inches)		5	1			
13#	FA026	Square Meeting Table (0.7-0.76mL X 0.7-0.76mD X 0.75mH)		315	42			
14#	FA027	Retangular Table (1mL X 0.5mD X 0.75m)		315	42			
15#	FA047	Black Round Table (0.7m x 0.725mH)		450	60			
16#	FA029	Black Leather Chair		95	13			
17#	FA030	Black Bar Stool (Adjustable Height)		200	27			
18#	FA031	White Folding Door (1mL X 2mH)		610	81			
19#	FA032	Wooden Swinging Door (1mL X 2mH)		700	93			
20#	FA034	Partition Panel (0.5mL X 2.5mH)		220	29			
21#	FA035	Partition Panel (1mL X 2.5mH)		330	44			
22#	FA036	Transparent Acrylic Partition Panel (0.5mL X 2.5mH)		360	48			
23#	FA037	Transparent Acrylic Partition Panel (1mL X 2.5mH)		460	61			
24#	FA038	Smoked Acrylic Partition Panel (0.5mL X 2.5mH)		480	64			
25#	FA039	Smoked Acrylic Partition Panel (1mL X 2.5mH)		580	77			
26#	FA040	Ceiling Beam per meter (1mL X 70mmH)		67	9			
27#	FA044	Pentagonal Display Platform (0.75mH)		740	99			
<b>Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 11 Dec 2023)</b>								
28#	FA003	Relocate Cabinet/ Shelf / Platform (on-site charge HKD100 per unit/metre) Relocate Tall Showcase (on-site charge HKD500 per metre)						
29		Other modification (subject to prior confirmation on unit price)						
<b>20% surcharge for late order received after 11 Dec 2023</b> <b>30% surcharge for late order received after 25 Dec 2023</b>								
#*Please read the Note clearly before you sign this Form ●You may refer to the colour photos of booth facilities ●NO Exchange and NO Refund for standard booth facilities						<b>TOTAL AMOUNT</b>		
<b>Application will only be proceeded with installation layout plan and full payment.</b>								
<b>Exhibitor Information</b>								
Company Name: _____ Booth No.: _____								
Tel: _____ Fax: _____ Email: _____ Date: _____								
Contact Person: _____ Position: _____ Signature: _____								
<b>Payment Method (To be completed in page 2)</b>								

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 payment.
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.
9. Electricity supply to facilities marked with \* must be ordered separately unless otherwise stated. Exhibitor must order sockets separately
10. All dimensions are in meter, L=length, W=width, H=height, D=depth.
11. For items marked with + **deposit** for each telephone/fax line or broadband line is payable to the venue operator. HKCEC (1 Expo Drive, Wanchai, HK. Attn: Finance Department) at time of collection of telephone sets and/or IDD line passwords. Deposit shall be settled by cash, credit card or company cheque at HKCEC service counter and shall be refunded to hirer after deduction of IDD charges incurred (Should IDD charges exceed deposit amount, difference will be **payable by hire to HKCEC directly**). HKCEC will charge HKD4000.00 per set for the lost/ or damaged of the interface Modem or power adaptor. 100% cancellation charge will be levied for Broadband Line and DIA with fixed IP address 17 days before the fair opens.

Any complaints regarding rental furniture / electricity installation must be lodged the day before the exhibition commences to ISS-Vision Events Limited. onsite service counter person in charge. Otherwise all items are deemed to have been received in good order.

**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 :**

ISS-Vision Events Limited

Unit 01, One Portside, 29 Tai Yau Street,  
Kowloon, Hong Kong

Attn : Mr. James SHIU

Email : [order@iss-vision.com](mailto:order@iss-vision.com) / [jamesshiu@iss-vision.com](mailto:jamesshiu@iss-vision.com)

Tel : (852) 3611-2239

**Authorization from Exhibitor**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

**Payment Method (No separate invoice will be issued)**

By Cheque (Payable to ISS-Vision Events Limited)  
Cheque No.: \_\_\_\_\_ Amount : HKD/USD \_\_\_\_\_ Date : \_\_\_\_\_

By TT

Bank Name: The Hong Kong & Shanghai Banking Corporation Limited

Bank Address: 1 Queen's Road, Central, Hong Kong

Account name: ISS-Vision Events Limited

Account number: 124-518200-838 (HKD & Multi currencies, except CNY)

Swift code: HSBCHKHCHKH

Please send us the remittance notice by fax or email for our easy checking