

<b>FORM 2C</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> 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>AV, Plant &amp; Communications 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>Audio Visual Facilities Rental</b>							
1#	AU005*	32" LCD / Plasma (Power Supply Excluded)	2500	333			
2#	AU006*	42" LCD / Plasma (Power Supply Excluded)	3800	507			
3#	AU016*	50" LCD / Plasma (Power Supply Excluded)	4700	627			
4#	AU008*	DVD Player (Power Supply Excluded)	700	93			
5#	AU011*	Plasma Stand (Plasma Excluded)	1000	133			
6#	AU001	Other AV Facilities (Quote On Request)	-				
<b>Plant Rental</b>							
7#	PL005	Potted Plants and Fresh Flower Arrangement (Quote On Request)	-				
<b>Communications Facilities Rental</b>							
8#	CEC001+	Telephone Line with Handset for Local Calls (non-Direct Line) (A charge of HKD600 per set for lost and/or damaged of telephone set) (Quote On Request)	1200	160			
9#	CEC002+	Telephone Line with Handset for Local & IDD Calls (A charge of HKD600 per set for lost and/or damaged of telephone set) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK) (Quote On Request)	1510	201			
10#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded) (Quote On Request)	1200	160			
11#	CEC004+*	Fax Transmission Line for Local & IDD Fax (Power Socket & Fax Machine Excluded) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK) (Quote On Request)	1510	201			

*For item 1-6 & 8-11, exhibitors have to give the location plan of the additional communications facilities above.  
Any change in the location on-site would require an on-site relocation charge 50% of the rental rate.*

**20% surcharge for late order received after 11 Dec 2023**

**30% surcharge for late order received after 25 Dec 2023**

- +\*#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

**TOTAL AMOUNT**

**Application will only be proceeded with installation layout plan and full payment.**

**Exhibitor Information**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Payment Method (To be completed in page 2)**

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.

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<b>Return to :</b> ISS-Vision Events Limited  Unit 01, One Portside, 29 Tai Yau Street, Kowloon, Hong Kong  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	
<b>Authorization from Exhibitor</b> Company Name: _____ Booth No.: _____	
<b>Payment Method (No separate invoice will be issued)</b> <input type="checkbox"/> By Cheque (Payable to ISS-Vision Events Limited) Cheque No.: _____ Amount : HKD/USD _____ Date : _____ <input type="checkbox"/> 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	