

<b>FORM 3B</b>	<b>Hong Kong International Stationery &amp; School Supplies Fair 2025 6-9/1/2025</b>	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
<b>Deadline 25 Nov 2024</b>	<b>Additional Furniture Facilities / Modification of Standard Facilities (Not Applicable for Custom-built Participation Exhibitors)</b>	Attn : Ms. Christine Ng Email : <a href="mailto:hksss.es@hktdc.org">hksss.es@hktdc.org</a> Fax : (852) 3521-0450

No.	Description of Facilities (HK\$ column for Hong Kong exhibitor only, US\$ column for all overseas exhibitor)	Unit Rate (4 DAYS HIRE)		Qty	Total Amount	
		HKD	USD		HKD	USD
<b>Additional Facilities</b>						
1#	FA014 Table Showcase (1mL x 0.5mD x 0.75mH)	740	99			
2#	FA014A Table Showcase (1mL x 0.5mD x 1mH)	740	99			
3#	FA015 Table Showcase Counter (1mL x 0.5mD x 1mH)	860	115			
4#	FA017Y Tall Showcase with 2 layers of Glass Shelf and 2 X 7W LED Downlight (Yellow Light, 2700-3000K) (1mL X 0.5mD X 2.5mH)	2350	313			
5#	FA018 Add Sliding Door (1mL) for Table Showcase Counter / Information Counter	100	13			
6#	FA019 3 side Panels for Table Showcase / Information Desk	120	16			
7#	FA028 Information Counter (1mL x 0.5mD x 0.75mH)	375	50			
8#	FA028A Information Counter (1mL x 0.5mD x 1mH)	375	50			
9#	FA057 3 Layers System Podium in white (1m, 0.75m & 0.5mH)	1600	213			
10#	FA084 System Built Platform Set A, in single colour sticker lamination (1m, 0.75m & 0.5mH)	2050	273			
11#	FA085 System Built Platform Set B, in single colour sticker lamination (1m, 0.75m & 0.5mH)	2550	340			

**Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 25 Nov 2024)**

12#	Other modification (subject to prior confirmation on unit price)					
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**20% surcharge for late order received after 25 Nov 2024**  
**30% surcharge for late order received after 23 Dec 2024**

#*Please read the Conditions of Order 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>		
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**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 3)**

表格3B	<p style="text-align: center;"><b>香港國際文具及學習用品展 2025</b> <b>6-9/1/2025</b></p>	<p>請交回 香港貿易發展局, 展覽服務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號</p>
<p style="text-align: center;"><b>截止日期</b> <b>2024年11月25日</b></p>	<p style="text-align: center;"><b>租用額外傢具設施/ 改動標準設施申請表</b> (不適用於特裝參展商)</p>	<p>聯絡：伍紫祺小姐 電郵：<a href="mailto:hksss.es@hktdc.org">hksss.es@hktdc.org</a> 傳真：(852)3521-0450</p>

No.	申請項目 香港參展商以港幣付款，海外參展商以美元付款		單價 (供四天使用)		數量	總金額	
			HKD	USD		HKD	USD
<b>租用額外傢具設施</b>							
1#	FA014	陳列飾櫃檯(1米長 X 0.5米闊 X 0.75米高)	740	99			
2#	FA014A	陳列飾櫃檯(1米長 X 0.5米闊 X 1米高)	740	99			
3#	FA015	陳列飾櫃檯連三面側板(腳擋)(1米長 X 0.5米闊 X 1米高)	860	115			
4#	FA017Y	高身陳列飾櫃連兩層一米長玻璃板及兩盞7瓦特LED燈 (黃光, 2700-3000K)(1米闊 X 0.5 米深 X 2.5米高)	2350	313			
5#	FA018	加裝趟門(1米)供陳列飾櫃檯連三面側板/ 諮詢櫃檯	100	13			
6#	FA019	加裝三面側板(腳擋)於陳列飾櫃檯/ 長方檯	120	16			
7#	FA028	諮詢檯連三面側板(腳擋)(1米長X0.5米闊X0.75米高)	375	50			
8#	FA028A	諮詢檯連三面側板(腳擋)(1米長X0.5米闊X1米高)	375	50			
9#	FA057	五方型高低階展示台(白色)(1米、0.75米及0.5米高)	1600	213			
10#	FA084	三層展示台組合A，連單色裱貼(1米、0.75米及0.5米高)	2050	273			
11#	FA085	三層展示台組合B，連單色裱貼(1米、0.75米及0.5米高)	2550	340			
<b>改動原有標準設施申請 (於2024年11月25日或之前申請改動/拆除設施，費用全免)</b>							
12#		其他設備(租金另議)					
<p>於2024年11月25日後交回須加百分之二十之附加費 於2024年12月23日後交回須加百分之三十之附加費</p>							
<p># *請參閱一般守則</p> <ul style="list-style-type: none"> <li>●請參閱書內之攤位設施圖片</li> <li>●標準攤位內設施不設更換或退款</li> </ul>					總金額		
<b>申請必須連同規劃圖及全數款項方為有效</b>							
<b>申請參展商資料</b>							
<p>公司名稱：_____ 展台編號：_____</p> <p>聯絡人：_____ 職位：_____ 電子郵件號：_____</p> <p>電話：_____ 傳真：_____ 簽署：_____ 日期：_____</p>							
<b>付款方法 (請於下頁填寫)</b>							

# Hong Kong International Stationery & School Supplies Fair 2025

香港國際文具及學習用品展 2025

6-9/1/2025

## Return to :

Exhibition Services Department  
Hong Kong Trade Development Council  
Unit 13, Expo Galleria, HKCEC,  
1 Expo Drive, Wanchai, Hong Kong

Attn : Ms. Christine Ng  
Email : [hksss.es@hktdc.org](mailto:hksss.es@hktdc.org)  
Fax : (852) 3521-0450

## 請交回

香港貿易發展局, 展覽服務部  
香港灣仔博覽道一號  
香港會議展覽中心  
博覽商場13號

聯絡 : 伍紫祺小姐  
電郵 : [hksss.es@hktdc.org](mailto:hksss.es@hktdc.org)  
傳真 : (852)3521-0450

## Authorization from Exhibitor

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

## Payment Method (Please see condition 6. No separate invoice will be issued)

- By Cheque (Payable to Hong Kong Trade Development Council)  
Cheque No.: \_\_\_\_\_ Amount : HKD/USD \_\_\_\_\_ Date : \_\_\_\_\_
- By Credit Card (Hong Kong Dollar Only)  VISA  MASTER CARD  
Name of Card Holder: \_\_\_\_\_ Card No: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_ Amount: HKD \_\_\_\_\_ Signature: \_\_\_\_\_

## 申請參展商之授權

公司名稱 : \_\_\_\_\_ 展台編號 : \_\_\_\_\_

## 付款方法 (請參閱說明六, 主辦機構不會另開發票)

- 支票 (抬頭『香港貿易發展局』)  
支票號碼 \_\_\_\_\_ 所付款項: HKD / USD \_\_\_\_\_ 日期 : \_\_\_\_\_
- 信用卡 (只限港幣)  VISA  Master Card  
卡主名稱: \_\_\_\_\_ 信用卡號: \_\_\_\_\_  
有效日期: \_\_\_\_\_ 所付款項: HKD \_\_\_\_\_ 簽署: \_\_\_\_\_