

FORM 2C	Hong Kong International Stationery & School Supplies Fair 2026 香港國際文具及學習用品展 2026 12-15/1/2026	Return to : A.H Expo Limited Unit C, 12/F, Por Yen Building, No.478 Castle Peak Road, Cheung Sha Wan, Kowloon, Hong Kong
Deadline 8 Dec 2025	AV, Plant & Communications Facilities (Not Applicable for Custom-built participation Exhibitors)	Attn : Mr. Franky Cheng / Ms. Pinky Chiu Email: stationery2026@ahexpo.com.hk Tel : (852) 3705-8167/ (852) 3705-0047

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
Audio Visual Facilities Rental							
1#	AU006*	42" LCD / Plasma (Power Supply Excluded)	3800	507			
2#	AU016*	50" LCD / Plasma (Power Supply Excluded)	4700	627			
3#	AU011*	Plasma Stand (Plasma Excluded)	1000	133			
4#	AU001	Other AV Facilities (Quote On Request)	-				
Plant Rental							
5#	PL005	Potted Plants and Fresh Flower Arrangement (Quote On Request)	-				
Communications Facilities Rental							
6#	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)	1225	163			
7#	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)	1540	205			
8#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded) (Quote On Request)	1225	163			
9#	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)	1540	205			
For item 1-4 & 6-9, 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 8 Dec 2025 30% surcharge for late order received after 27 Dec 2025							
+*#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. The Payer is responsible for all bank charges, including intermediate bank commissions. Please check with your bank for the total amount before transmitting the payment.
3. Order deadline is December 8, 2025. Orders placed after this date will incur a 20% late charge. Orders submitted after December 27, or placed on-site, will be subject to a 30% late charge. 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.
4. No cancellation of orders will be accepted 10 days before move-in date of the event.
5. The foregoing prices shall remain valid until deadline date.
6. Please complete and return the attached location plan for indicating the position of your ordered electrical fittings.
7. Provision of facilities and services not indicated on the forms are subject to quotation on individual job basis.
8. Electricity supply to facilities marked with * must be ordered separately unless otherwise stated. Exhibitor must order sockets separately
9. All dimensions are in meter, L=length, W=width, H=height, D=depth.
10. 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 A.H Expo Limited. onsite service counter person in charge. Otherwise all items are deemed to have been received in good order.

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Authorization from Exhibitor Company Name: _____ Booth No.: _____
Payment Method (No separate invoice will be issued) ☐ By Cheque (Payable to A.H Expo 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: A.H Expo Limited Account number: 004-801-555905-838 (HKD & USD) Swift code: HSBCHKHCHKH FPS no.: 122360746 Please send us the remittance notice by fax or email for our easy checking