

FORM 1	HKTDC Hong Kong International Stationery & School Supplies Fair 2026 12 - 15 / 1 / 2026	Return to : Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong
Deadline 01 December 2025	Custom-built Participation Contractors' Information (For Custom-built Participation Only)	Attn: Mr Roy Chau Tel: (852) 2240 5452 Fax: (852) 3521-3129 ✉ roy.ks.chau@hktdc.org

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with copies of (1) Construction drawings; (2) (Proof of) payment of site work deposit; (3) Public Liability Insurance and (4) Electrical Contractor's Registration to the above mentioned.

1. Exhibitor's Information

Company Name: _____
 Stand No: _____ Stand Size: _____ x _____ m
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ Email: _____
 Address: _____

2. Contractor's Information

Company Name: _____
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ Email: _____
 On-site Supervisor: _____ Mobile Phone: _____
 Address: _____

3. Authorized Person/Registered Structure Engineer (AP/RSE)

(for certification of stand construction safety exceeding 2.5m in height after completion)

Name of AP/RSE: _____ AP/RSE No.: _____
 Company Name: _____

4. Site Work Deposit (please refer to the following page for details)

☐ Cheque, cheque number: _____ Issuing Bank: _____
☐ Credit Card: ☐ Visa Card / ☐ Master Card Card holder's name: _____
 Card no.: _____ - _____ - _____
 Expiry date: _____ / _____ Card holder's signature: _____

5. Registered Electrical Contractor and Registered Electrical Worker

(for certification of installation, inspection & testing of Electrical Installation (Form WR1) in pursuance to Electricity [Wiring] Regulations of Electricity Ordinance)

Registered Electrical Contractor: _____ Registration No.: _____
 Contact Person: _____ Mobile Phone: _____ Fax: _____
 Registered Electrical Worker: _____ Registration No.: _____
 Grade: _____ Mobile Phone: _____ Fax: _____

I hereby authorize the above-appointed contractor(s) to liaise directly with HKTDC and confirm both contractor's and my compliance with the Rules & Regulations set by HKTDC.

Exhibitor's Signature & Company Chop: _____ Date: _____

Plans & Design Proposals & Insurance

For Custom-built Participation Exhibitors, Form 1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr Roy Chau (roy.ks.chau@hktdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **01 December 2025**. Otherwise, a late charge of **HK\$3,000 (US\$400)** will be charged to the Exhibitor or its appointed contractor.

Drawings submitted must be in reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc. Any alterations after drawing submission should be addressed to the Organiser for review.

Site Work Deposit

Exhibitors/Contractors of custom-built participation are required to lodge a site work deposit of which will be collected based on **HK\$300 / US\$40 per sqm**. For two-storey construction stand, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000)** respectively.

All deposits will be **bank-in** and the amount will be refunded within **TWO months** after conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.15 of Exhibitors' Manual. Otherwise, costs incurred by the Organiser will be deducted from the deposit.

Payment methods as below: (Please choose either one)

- 1) **By Credit Card** (Visa / Master Card)
Please provide the credit card number, expiry date, cardholder's name and signature to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.
- 2) **By Cheque**
Cheque must be issued from a bank in Hong Kong made payable to "Hong Kong Trade Development Council" and mail/deliver to:
Mr Roy Chau
Exhibition Services Department
Hong Kong Trade Development Council
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the back of the cheque. Refund will **ONLY** be arranged by cheque to that cheque account.

- 3) **By Local Transfer** (Telegraphic Transfer is not acceptable)
HK\$ Current Account No.: 004-002-222701-005
Account Name : Hong Kong Trade Development Council
Bank Name : The Hongkong & Shanghai Banking Corporation

Please indicate "**Site Work Deposit**", "**Fair name**", "**Stand number**" and "**Exhibitor's name**" on the payment receipt copy and email/fax to the Organiser. Refund will be arranged by cheque.

Remarks:

- a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
- b) The site work deposit should reach us by **01 December 2025**.
- c) We do not accept payment by cheque after **01 December 2025**, please settle by transfer or credit card.

表格一	香港貿發局 香港國際文具及學習用品展 2026 12 – 15 / 1 / 2026	請交回： 香港貿易發展局 展覽服務部 香港 九龍 將軍澳 將軍澳工業邨 駿日街83號
截止日期 2025年12月1日	承建商資料申報表 (只適用於特裝參展)	巢景新先生 電話：(852) 2240 5452 傳真：(852) 3521-3129 ✉ roy.ks.chau@hktdc.org

以下資料必須填報並須參展商之授權簽名及公司蓋章。請連同 (1) 設計圖則、(2) 施工按金或付款證明、(3) 公眾責任保險副本、(4) 電力裝置承建商之註冊副本一併交回。

1. 參展商資料

公司名稱：_____

攤位編號：_____ 面積：_____ x _____ 米

聯絡人：_____ 職位：_____

電話：_____ 流動電話：_____ 電郵：_____

地址：_____

2. 承建商資料

公司名稱：_____

聯絡人：_____ 職位：_____

電話：_____ 流動電話：_____ 電郵：_____

臨場負責人：_____ 流動電話：_____

地址：_____

3. 認可人士/註冊結構工程師

(以證明該超逾2.5米高特裝攤位的結構安全)

認可人士/註冊結構工程師姓名：_____ 註冊編號：_____

公司名稱：_____

4. 施工按金 (詳情請參閱下頁)

☐ 以支票方式，支票號碼：_____ 發咭銀行：_____

☐ 以信用卡方式：☐ Visa Card / ☐ Master Card 持卡人姓名：_____

卡號：_____ - _____ - _____

屆滿日期：_____ / _____ 持卡人簽名：_____

5. 註冊電業承辦商及註冊電業工程人員

(根據香港電力條例的電力〔線路〕規例，對電力安裝、檢查及測試方面的完工證明書〔表格WR1〕)

註冊電業承辦商名稱：_____ 註冊編號：_____

聯絡人：_____ 流動電話：_____ 傳真：_____

註冊電業工程人員姓名：_____ 註冊編號：_____

級別：_____ 流動電話：_____ 傳真：_____

本人特此授權上述承建商直接聯絡香港貿易發展局，商量有關事宜及我倆會遵守香港貿易發展局之守則。

參展商簽名及公司蓋章：_____ 日期：_____

設計圖則及保險

參展商或其委託之承建商須於 **2025 年 12 月 1 日** 或之前將表格一(承建商資料申報表)、設計圖則、施工按金、有效的保險單副本交到香港貿易發展局 展覽服務部 巢景新先生 (roy.ks.chau@hktdc.org)。否則主辦機構會收取 **3,000 港元 (400 美元)** 的逾期行政費。

圖則比例必須不少於 1:100，註明詳盡尺的平面圖及正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。所有已提交到主辦機構之圖則如有改動，亦須交予主辦機構審閱。

施工按金

所有特裝攤位的參展商 / 承建商必須繳交施工按金，按金以**每平方米300港元 (40美元)** 計算。搭建雙層結構攤位必須繳交雙倍施工按金。而**最低及最高的金額為5,000港元(667美元)及75,000港元 (10,000美元)**。

施工按金將存入銀行，假若主辦機構認為攤位已清理妥當、裝置並無任何損壞、在大會指定時間內完成及沒有違反參展商手冊第 4.2.15 條者，按金將於展覽會結束後 **2 個月** 內退回。否則，主辦機構所產生的費用將從按金中扣除。

繳交方式如下：(請選其一)

1. 信用卡方式 (VISA / Master Card)

請提供信用卡號碼、屆滿日期、持卡人姓名及簽名，以供大會安排。按金將會在扣除信用卡公司之手續費後 (如適用) 退回該信用卡戶口。

2. 支票方式

抬頭「香港貿易發展局」，必須是香港銀行可提款之支票，並郵寄或交到本局；

地址：香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

香港貿易發展局 展覽服務部 巢景新先生收

支票背面請註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」。按金**只會**以支票形式退回該支票戶口。

3. 本地轉賬方式 (不接受海外匯款)

港元戶口號碼：004-002-222701-005

戶口名稱：香港貿易發展局

銀行名稱：香港上海滙豐銀行

請於入賬收據副本註明「施工按金」、「展覽會名稱」、「攤位號碼」及「參展商名稱」並電郵 / 傳真致主辦機構。按金會以支票形式退回。

備註：a) 凡未能展示付款戶口資料的現金或支票入賬，恕不接受。

b) 施工按金須於 **2025 年 12 月 1 日** 或之前繳交/入帳。

c) 於 **2025 年 12 月 1 日** 後恕不接受以支票方式繳交施工按金，請以轉賬或信用卡方式付款。