

FORM 6	HKTDC Hong Kong International Lighting Fair (Autumn Edition) 香港貿發局香港國際秋季燈飾展 27-30/10/2017	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 29 Sep 2017	Contractors' Information (For Standard / Premium Booth Exhibitors' requesting early move-in for booth decoration)	Hall 1 Attn: Mr Abel Kwan Tel: (852) 2240 5466 Fax: (852) 2169 9117 ☒ do.es@hktdc.org	Hall 3, 5, Grand Hall & M4 Attn: Mr. Ricky Lam Tel: (852) 2240 5449 Fax: (852) 3746 6710 ☒ do.es@hktdc.org

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with (proof of) payment of site work deposit to the above mentioned. **Application after deadline will not be entertained.**

Please submit booth design drawing with structural and/or graphic work(s) to be done within the shell scheme provided by the Organiser. Maximum height allowed is **2.3m**. Self alteration of and attachment to the existing Organiser's booth materials and fittings are prohibited. **For addition, modification or deletion of facilities, please use Forms 3-5 and contact Ms Winnie Ma at (852) 2240 5478 or e-mail at hklfae.es@hktdc.org.**

1. Exhibitor's Information

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

2. Contractor's Information (if applied)

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

3. Site Work Deposit (only accept **credit card payment**. Please refer to the following page for details)

Credit Card: Visa Card / Master Card Card holder's name: _____
 Card no.: _____ - _____ - _____
 Expiry date: _____ / _____ Card holder's signature: _____

* Other forms of payment will not be accepted. Such payment will **NOT** be considered as valid payment and will be kept by Exhibitions Department as participation fees of upcoming fairs.

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

Signature & Company Chop: _____ Date: _____

Site Work Deposit

Exhibitors/Contractors requesting early move-in for booth decoration are required to lodge a site work deposit of which will be collected based on **HK\$300 / US\$40 per sqm**. 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 **THREE months** after the conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the Organiser and the exhibition hall, materials move in/booth set up and all materials are cleared away from the Hong Kong Convention and Exhibition Centre's premises according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.1 and 4.1.1 of the Exhibitors' Manual. Otherwise, the Organiser will deduct the site work deposit in full.

If there is any construction materials move in/booth set up **before 1800 on October 25, 2017** found, they are required to stop at once and follow the Organiser's on-site instruction. Their site work deposit will be forfeited and they are required to submit 100% site order deposit of that booth again **by noon on October 26, 2017**. Otherwise, the Organiser reserves the right to cease electricity supply to the booth during fair period.

Supplementary Guidelines

(Applicable to contracting work done within organiser's shell scheme booths)

1. The fascia panel and its fixing structure must not be removed.
2. All built-in structures including the lighting fixtures within the shell scheme must not be removed without the prior approval from the organiser.
3. All lighting fixtures must not be tampered; if necessary, the work should be done by a locally qualified electrician.
4. All structures brought in must not be attached, by any means, to the aluminum profiles of the shell scheme. Any resulting damages due to unauthorized attachment will be borne by the corresponding exhibitor.
5. All structures brought in must be removed at the end of the fair. The organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
6. Any drilling/nailing to the shell scheme panels and shelves is strictly not allowed.
7. The use of strong adhesives and glues to the shell scheme panels and shelves is strictly not allowed.
8. Any stickers applied to the shell scheme panels and shelves have to be removed at the end of the fair. The organiser reserves the right to claim the cleaning cost from the corresponding exhibitor if stickers not removed.
9. All the shell scheme structures, lighting fixtures and furniture items are property of the organiser. The furniture items must be kept within the booth area and the remaining items in their original place as evidence of complete hand over of the booth after dismantling by your contractor. Any missing or damaged items due to proper procedures not followed will be at the account of the corresponding exhibitor.
10. The exhibitor undertakes to indemnify the organiser from any claims caused by their own works done to the shell scheme.

表格六	HKTDC Hong Kong International Lighting Fair (Autumn Edition) 香港貿發局香港國際秋季燈飾展 27-30/10/2017	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 2017年9月29日	承建商資料申報表 (需提早布置的 標準展台參展商適用)	展廳1號展廳 關志文先生 電話：(852) 2240 5466 傳真：(852) 2169 9117 ✉ do.es@hktdc.org	展廳3號5號展廳、大會堂、4樓 及大會堂中樓 林梓鍵先生 電話：(852) 2240 5449 傳真：(852) 3746 6710 ✉ do.es@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。請連同施工按金或付款證明一併交回。逾期申請恕不接受。

標準展台參展商需遞交一份詳細的展台設計圖，包括需要改裝之展台結構部份、美術製作等，高度限制為2.3米；未經主辦機構同意，不得拆除標準展台內任何原有構件。如需加設、更改或刪除展台設施，請用[表格三至七並與馬翠雯小姐聯絡\(電話：\(852\) 2240 5478 或電郵：hklfae.es@hktdc.org \)](mailto:hklfae.es@hktdc.org)。

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. 施工按金 (詳情請參閱下頁)

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：_____

* 恕不接受信用卡以外的付款方式，一概視為未付款論。而金額只會撥作來年的參展費用。

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。

簽名及公司蓋章：_____ 日期：_____

施工按金

所有申請提早佈置展台的標準展台參展商 / 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。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)。

施工按金會入賬，而退款將於主辦機構確認該展台於施工期間沒有對大會及展館的裝置造成損壞，並已按照大會指定時間內進場、搭建、拆卸並移離香港會議展覽中心範圍，及沒有違反參展商手冊第4.1及4.1.1條下，便可於展覽會結束後3個月內退回。否則，主辦機構有權把該展台的全數施工按金扣除。

如發現於2017年10月25日下午6時前有任何展台違規進場/搭建，必須遵照主辦機構指示立即停工。其施工按金將全數被扣除，並須於2017年10月26日中午前重新繳付該展台的全數施工按金。否則，主辦機構有權在展期內不提供電力予該展台。

補充守則

(適用於標準展台內進行承建工程)

1. 不得拆除公司名牌及其固定構件。
2. 未經主辦機構同意，不得拆除標準展台內任何原有構件，包括照明裝置。
3. 不得擅自改動任何照明裝置；若需進行改動，必須由本地合資格電力技師施工。
4. 外來裝置不得以任何方法附加於標準展台的鋁架上。任何因擅自在鋁架上附加裝置而造成的損壞，概由有關參展商負責。
5. 所有外來裝置必須於展覽會完結時拆除。參展商若因疏忽而未有拆除該等裝置，主辦機構有權向其收取廢物處理費。
6. 嚴禁在標準展台的圍板及陳列架打釘或鑽孔。
7. 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。
8. 所有貼在標準展台圍板及陳列架的膠貼，必須於展覽會完結時清理妥當。假若膠貼未有清理，主辦機構有權向有關參展商收取清理費。
9. 標準展台的構件、照明裝置及傢俬全屬主辦機構所有。承建商拆卸展台裝置後，原有傢俬必須放於展台範圍內，其他物品亦須放回原位，以示展台完整交還。若因拆卸程序不當而導致任何物件遺失或損壞，概由有關參展商負責。
10. 參展商保證，對於任何因其對標準展台施工而引致的索償，主辦機構毋須負責。