

FORM 1	HKTDC Hong Kong Toys and Games 2013 香港貿發局香港玩具展2013 7-10 / 1 / 2013		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 12 Nov 2012	Custom-Built Participation Contractors' Information (For Custom-Built Participation Only)	Hall 1 & Hall 3 Attn: Ms Mannie Tam Tel: (852) 2240 5519 Fax: (852) 2270 5707 ✉mannie.ml.tam@hktdc.org	Hall 5 Attn: Mr Abel Kwan Tel: (852) 2240 5466 Fax: (852) 2169 9117 ✉abel.kwan@hktdc.org

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

1. Exhibitor's Information

Company Name: _____

Stand No: _____ Stand Size: _____ x _____ m

Contact Person: _____ Position: _____

Tel: _____ Fax: _____

Email: _____ Mobile Phone: _____

Address: _____

2. Contractor's Information

Company Name: _____

Contact Person: _____ Position: _____

Tel: _____ Fax: _____

Email: _____ Mobile Phone: _____

On-site Supervisor: _____ Mobile Phone: _____

Address: _____

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

(Only applicable to stand construction exceeding 2.5m in height)

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

Company Name: _____

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

☐ Cheque, cheque number: _____ Bank: _____

☐ Credit Card: ☐ Visa Card / ☐ Master Card Card holder's name: _____

Card no.: _____ - _____ - _____ Expiry date: _____ / _____

5. Electrical Contractor's Information

(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance)

Name of Registered Electrical Contractor: _____ Registration No.: _____

Contact Person: _____ 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.

Signature & Company Chop: _____ Date: _____

For Custom-Built Participation Only (MUST BE RETURNED)

Plans & Design Proposals & Insurance

For Custom-Built Participation Exhibitors, Custom-Built Participation Contractors' Information (**Form 1**), construction drawings, lighting distribution plan and site work deposit should reach Ms Mannie Tam or Mr Abel Kwan (mannie.ml.tam@hktcdc.org / abel.kwan@hktcdc.org), Exhibition Services Department, Hong Kong Trade Development Council for review no later than **12 Nov 2012**. A copy of valid public liability insurance should reach Ms Mannie Tam or Mr Abel Kwan no later than **26 Nov 2012**. Otherwise, a late charge of HK\$2,000 (US\$250) 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\$200 / US\$25 per sqm**. For two-storey construction stand, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 and HK\$50,000** 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, from 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 Cheque

Cheque must be issued from a Hong Kong local bank made payable to "Hong Kong Trade Development Council" and mail/deliver to:

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.

2) By Transfer

HK\$ Current Account No.: 004-002-222701-005
Account Name : Hong Kong Trade Development Council
Bank Name : The Hongkong & Shanghai Banking Corporation Limited

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.

3) By Credit Card (Visa / Master Card)

Please provide the credit card number, name and expiry date to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.

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 **12 Nov 2012**.
- c) We do not accept payment by cheque after **12 Nov 2012**, please settle by transfer or credit card.

表格一	HKTDC Hong Kong Toys and Games 2013 香港貿發局香港玩具展2013 7-10 / 1 / 2013	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 2012年 11月12日	承建商資料申報表 (只適用於特裝參展)	<u>展館1及展館3</u> 譚敏靈小姐 電話：(852) 2240 5519 傳真：(852) 2270 5707 ✉ mannie.ml.tam@hktdc.org	<u>展館5</u> 關志文先生 電話：(852) 2240 5466 傳真：(852) 2169 9117 ✉ abel.kwan@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)施工按金或付款證明、(2)公眾責任保險副本、(3)電力裝置承建商之註冊副本一併交回。

參展商資料

公司名稱：_____

攤位編號：_____ 面積：_____ x _____ 米

聯絡人：_____ 職位：_____

電話：_____ 傳真：_____

電郵：_____ 流動電話：_____

地址：_____

2. 承建商資料

公司名稱：_____

聯絡人：_____ 職位：_____

電話：_____ 傳真：_____

電郵：_____ 流動電話：_____

臨場負責人：_____ 流動電話：_____

地址：_____

3. 認可人士/註冊結構工程師

(只適用於超逾2.5米的特裝攤位)

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：_____ 銀行名稱：_____

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

卡號：_____ - _____ - _____ 屆滿日期：_____ / _____

5. 電力裝置承建商資料

(根據香港電力條例的電力〔電線接駁〕規定)

電力裝置承建商名稱：_____ 電力註冊編號：_____

聯絡人：_____ 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。

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 **2012 年 11 月 12 日** 或之前將承建商資料申報表(表格一)、設計圖則及燈圖、施工按金交到香港貿易發展局 展覽服務部 譚敏靈小姐 / 關志文先生 (mannie.ml.tam@hktfdc.org / abel.kwan@hktfdc.org)。而有效的保單副本亦須於 **2012 年 11 月 26 日** 或之前交到譚敏靈小姐 / 關志文先生 存檔。否則主辦機構會收取 2,000 港元(250 美元)的逾期行政費。

圖則比例必須不少於 1:100，並須註明十足尺寸及詳附平面布置圖、攤位正視圖、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200港元(25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港元及50,000港元。

施工按金將存入銀行，假若主辦機構認為攤位已妥當清理、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. 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

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。

2. 轉賬方式

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。

3. 信用卡方式(VISA / Master Card)

請提供信用卡號碼、持卡人姓名及信用卡屆滿日期以供大會安排。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。

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 **2012 年 11 月 12 日** 或之前繳交/入帳。

c) 於 **2012 年 11 月 12 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。