

FORM 7	electronicAsia 2014 國際電子組件及生產技術展2014 13 -16 /10 / 2014	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 15 September 2014	Contractors' Information (For Standard Booth Exhibitors' requesting early move-in for booth decoration)	Attn: Ms Grace Lee Tel: (852) 2240 5519 Fax: (852) 3521 3078 ✉ grace.py.lee@hktcdc.org

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return to the above mentioned.

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 2.5m. 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 3-6 and contact Ms Sandy Law at (852) 2240 5497 or e-mail at ea.es@hktcdc.org.**

Application after deadline will not be entertained.

1. Exhibitor's Information

Company Name: _____
 Booth No: _____ Booth 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. 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: _____ / _____

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: _____

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\$200 / US\$25 per sqm**. 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 **THREE** months after the 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 4.1 and 4.2.15 of the 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 : 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.

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: The site work deposit should reach us by **15 September 2014** .

表格七	electronicAsia 2014 國際電子組件及生產技術展2014 13 -16 /10 / 2014	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 2014年9月15日	承建商資料申報表 (需提早布置的標準展台參展商適用)	李佩盈小姐 電話：(852) 2240 5519 傳真：(852) 3521 3078 ☒ grace.py.lee@hktcdc.org

所有 以下資料必須填報並須參展商之授權簽名及公司蓋章並交回。

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2.5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[表格三至六並與羅偉琮小姐聯絡 \(電話：\(852\) 2240 5497或電郵：ea.es@hktcdc.org \)](mailto:ea.es@hktcdc.org)。

主辦機構恕不接受逾期的申請。

1. **參展商資料**

公司名稱：_____
 展台編號：_____ 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：_____
 會場監督聯絡人：_____ 流動電話：_____
 地址：_____

3. **施工按金**

(詳情請參閱下頁)

支票方式，支票號碼：_____ 銀行名稱：_____
 信用卡方式： Visa Card / Master Card 持卡人姓名：_____
 卡號：_____ - _____ - _____ 屆滿日期：_____ / _____

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：_____

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200港元(25美元)計算。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，假若主辦機構認為展台清理妥當以及裝置並無任何損壞以及在大會指定時間內完成及沒有違反參展商手冊第4.1及4.2.15條者，按金將於展覽會結束後3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

支票背面請註明「施工按金」、「展覽會名稱」、「展台號碼」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」、「展台號碼」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：施工按金須於 [2014年9月15日](#)或之前入帳。