

FORM 5.1	HKTDC Hong Kong Gifts & Premium Fair 2024 香港貿發局香港禮品及贈品展2024 27-30 / 4 / 2024	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
	Deadline 15 Mar 2024	AV, Plant & Communications Facilities (Not Applicable for Custom-built participation Exhibitors)

No.	Description of Facilities (HK\$ column for Hong Kong exhibitor only, US\$ column for all overseas exhibitor)	Unit Rate (4 DAYS HIRE)		Qty	Total Amount	
		HKD	USD		HKD	USD
Audio Visual Facilities Rental						
1#	AU005* 32" LCD / Plasma (Power Supply Excluded)	2500	333			
2#	AU006* 42" LCD / Plasma (Power Supply Excluded)	3800	507			
3#	AU016* 50" LCD / Plasma (Power Supply Excluded)	4700	627			
4#	AU008* DVD Player (Power Supply Excluded)	700	93			
5#	AU011* Plasma Stand (Plasma Excluded)	1000	133			
6#	AU001 Other AV Facilities (Quote On Request)	-				
Plant Rental						
7#	PL005 Potted Plants and Fresh Flower Arrangement (Quote On Request)	-				
Communications Facilities Rental						
8#	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)	1200	160			
9#	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)	1510	201			
10#	CEC003* Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded)	1200	160			
11#	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)	1510	201			

*For item 1-6 & 8-11, 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 15 Mar 2024
30% surcharge for late order received after 12 Apr 2024

+*#Please read the Conditions of Order 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 3)

No.		申請項目		單價 (供四天使用)		數量	總金額		
		香港參展商以港幣付款，海外參展商以美元付款		HKD	USD		HKD	USD	
租用影視器材									
1#	AU005*	32"液晶 / 等離子顯示屏 (不包括電源插座)		2500	333				
2#	AU006*	42"液晶 / 等離子顯示屏 (不包括電源插座)		3800	507				
3#	AU016	50"液晶 / 等離子顯示屏 (不包括電源插座)		4700	627				
4#	AU008*	DVD 播放機 (不包括電源插座)		700	93				
5#	AU011	等離子顯示屏托架 (不包括顯示屏)		1000	133				
6#	AU001	其它視聽設施 (請聯系報價)		-					
租用盆栽									
7#	PL005	盆栽植物及鮮花擺設(請聯系報價)		-					
租用通訊設施									
8#	CEC001+	只供香港本地通話用的電話線及電話機 (非直撥線) (如電話機遺失/或損壞，每部收取港幣600元正)		1200	160				
9#	CEC002+	兼備國際直通電話服務的電話線及電話機 (如電話機遺失/或損壞，每部收取港幣 600 元正) (需繳交HKD2500按金予“香港會議展覽中心” 寄香港博覽道1號 財務部收)		1510	201				
10#	CEC003*	本港用圖文傳真線 (非直撥線) (不包括電源插座及傳真機)		1200	160				
11#	CEC004+*	國際直通圖文傳真線 (不包括電源插座及傳真機) (需繳交HKD2500按金予“香港會議展覽中心” 寄香港博覽道1號 財務部收)		1510	201				
項目1-6及8-11參展商須遞交有關上述額外通訊設施之位置圖。所有現場位置更改須繳付有關設施租賃費之50%作為現場更改費用。									
於2024年3月15日後交回須加百分之二十之附加費 於2024年4月12日後交回須加百分之三十之附加費									
# 請參閱一般守則 ●請參閱附頁之攤位設施圖片 ●標準攤位內設施不設更換或退款						總金額			
申請必須連同規劃圖及全數款項方為有效									
申請參展商資料									
公司名稱：_____ 展台編號：_____									
聯絡人：_____ 職位：_____ 電子郵件號：_____									
電話：_____ 傳真：_____ 簽署：_____ 日期：_____									
付款方法 (請於下頁填寫)									

HKTDC Hong Kong Gifts & Premium Fair 2024
香港貿發局香港禮品及贈品展2024
27-30 / 4 / 2024

Return to :

Exhibition Services Department
Hong Kong Trade Development Council
Unit 13, Expo Galleria, HKCEC,
1 Expo Drive, Wanchai, Hong Kong

Attn : Mr. Manis Yip
Email : hkgpf.es@hktdc.org
Fax : (852) 3521-0450

請交回

香港貿易發展局, 展覽服務部
香港灣仔博覽道一號
香港會議展覽中心
博覽商場13號

聯絡 : 葉啓文先生
電郵 : hkgpf.es@hktdc.org
傳真 : (852)3521-0450

Authorization from Exhibitor

Company Name: _____ Booth No.: _____

Payment Method (Please see condition 6. No separate invoice will be issued)

- By Cheque (Payable to Hong Kong Trade Development Council)
Cheque No.: _____ Amount : HKD/USD _____ Date : _____
- By Credit Card (Hong Kong Dollar Only) VISA MASTER CARD
Name of Card Holder: _____ Card No: _____
Expiry Date: _____ Amount: HKD _____ Signature: _____

申請參展商之授權

公司名稱 : _____ 展台編號 : _____

付款方法 (請參閱說明六, 本局不會另開發票)

- 支票 (抬頭『香港貿易發展局』)
支票號碼 _____ 所付款項: HKD / USD _____ 日期 : _____
- 信用卡 (只限港幣) VISA Master Card
卡主名稱: _____ 信用卡號: _____
有效日期: _____ 所付款項: HKD _____ 簽署: _____

Contact Information 聯絡資料

Hall	In-charge / 負責人	Telephone / 電話	E-mail / 電郵
1A – 1B, 1 Concourse	Ms Chloe Ma 馬曉瑩小姐	852-2240 5458	chloe.hy.ma@hktdc.org
1C – 1E	Mr Manis Yip 葉啓文先生	852-2240 5477	manis.km.yip@hktdc.org
3B – 3D, 3 Concourse	Mr Tom Tse 謝昀融先生	852-2240 5465	tom.wy.tse@hktdc.org
3E	Ms Kristy Wong 黃靜詩小姐	852-2240 5475	kristy.cs.wong@hktdc.org
3FG	Ms Kristy Wong 黃靜詩小姐	852-2240 5475	kristy.cs.wong@hktdc.org
5B – 5D	Ms Charlotte Yuen 袁靖霖小姐	852-2240 5478	charlotte.cl.yuen@hktdc.org
5E	Ms Chloe Ma 馬曉瑩小姐	852-2240 5458	chloe.hy.ma@hktdc.org
Custom-built Participation	Mr Allen Ko 高小邦先生	852-2240 5487	allen.sp.ko@hktdc.org