

For Custom-built Participation Only (MUST BE RETURNED)

FORM 1	HKTDC Hong Kong Gifts & Premium Fair 27-30 / 4 / 2024	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 March 2024	Custom-built Participation Contractors' Information (For Custom-built Participation Only)	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) 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 Abel Kwan (abel.kwan@hktcdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **15 March 2024**. 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 **THREE 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 Abel Kwan
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 Transfer
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 **15 March 2024**.
- c) We do not accept payment by cheque after **15 March 2024**, please settle by transfer or credit card.