

For Raw Space Exhibitor Only (MUST BE RETURNED)

FORM 2 Compulsory	HKTDC Inno Design Expo 香港貿發局創新科技及設計博覽 2-4 / 12 / 2010	Return to : Exhibition Services Department Hong Kong Trade Development Council Exhibition Services & Logistics Centre 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong Tel : (852) 2240 5449 Fax : (852) 3521 3171 Attn: Ms Vicky Chor E-mail: vicky.ms.chor@hktdc.org
Deadline: 7 Oct 2010	Raw Space Contractors' Information (For Raw Space Exhibitor)	

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) Copy of Public Liability Insurance and (3) Electrical Contractor's Registration to the above mentioned.

1. Exhibitor's Information

Company Name: _____
Booth No(s): _____ 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. Registered Structure Engineer (RSE)

(Only applicable to construction exceeding 2.5m in height)
Name of RSE: _____ RSE No.: _____
Company Name: _____

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

Cheque, cheque number: _____ Bank name: _____
 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: _____

Plans & Design Proposals & Insurance

For raw space Exhibitors, raw space contractors' information (Form 2), construction drawings and lighting distribution plan and site work deposit should be submitted to reach Ms Vicky Chor (vicky.ms.chor@hktcdc.org), Exhibition Services, Hong Kong Trade Development Council for review no later than **7 Oct 2010**, and a copy of a valid insurance policy should reach Ms Vicky Chor no later than **21 Oct 2010**. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor or its appointed contractor.

Drawings submitted must be in reasonable scale of not less than 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. Drawings submitted will be forwarded to the Venue Operator for approval. Any alteration after drawing submission should be addressed to the Organiser for review, Venue Operator for approval and relevant parties concerned.

Submission of drawings:

1. Booth construction height below 4500mm → Submission via email to the Organiser
2. Booth construction height at 4500mm or above → Submit 5 copies of drawings with structural justifications (calculations) by an Authorized Person/Registered Structural Engineer (AP/RSE) to the Organiser. The Organiser will keep 1 copy for review, pass 1 copy to Venue Operator for approval and submit 3 copies to Director of Food & Environmental Hygiene at least 42 days before first show day for review and for further distribution to Fire Services Department and Buildings Department for review. **Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.**

Please refer to section 4.2.1 of the Exhibitors' Manual for details.

Site Work Deposit

Exhibitors/Contractors of raw space stands are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. For two-storey booth, the 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 the conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and of all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.15. Otherwise, the deposit will be deducted.

Payment methods as below: (Please choose either one)

1) By Cheque

Cheque must be issued from a bank in Hong Kong made payable to "Hong Kong Trade Development Council" and mail/deliver to:
HKTDC Exhibition Services & Logistics Centre
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon
Hong Kong

Please indicate "Site Work Deposit", "Fair name", "Booth numbers" and "Exhibitor's name" on the back of the cheque.

Refund will be arranged by cheque to the **cheque issuer**.

2) By Cash Deposit

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", "Booth numbers" 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 / MasterCard)

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

Remarks:

a) The site work deposit should reach us by **7 Oct 2010**.

b) We do not accept payment by cheque after **18 Nov 2010**, please settle by credit card or cash deposit instead.