

FORM 7 Optional	HKTDC Inno Design Tech 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: 4 Nov 2010	Contractors' Information (For Standard Booth Exhibitors' request for early move-in of booth decoration)	

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

Please submit a copy of the 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 4 & 5 and contact Mr Angus Ng at (852) 2240 5492 or email at angus.wh.ng@hktdc.org.**

Application after deadline will not be entertained.

1. Exhibitor's Information

Company Name: _____

Booth No(s): _____ Booth Area: _____ m²

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 name: _____

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.

Signature & Company Chop: _____ Date: _____

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**. 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.

Form 7 - Supplementary Guidelines

(Applicable to contracting work done within organiser's shell scheme booths)

1. The fascia panel and its fixing structure must not be removed.
2. All built-in structures including the lighting fixtures within the shell scheme must not be removed without the prior approval from the organiser.
3. All lighting fixtures must not be tampered; if necessary, the work should be done by a locally qualified electrician.
4. All structures brought in must not be attached, by any means, to the aluminum profiles of the shell scheme. Any resulting damages due to unauthorized attachment will be borne by the corresponding exhibitor.
5. All structures brought in must be removed at the end of the fair. The organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
6. Any drilling/nailing to the shell scheme panels and shelves is strictly not allowed.
7. The use of strong adhesives and glues to the shell scheme panels and shelves is strictly not allowed.
8. Any stickers applied to the shell scheme panels and shelves have to be removed at the end of the fair. The organiser reserves the right to claim the cleaning cost from the corresponding exhibitor if stickers not removed.
9. All the shell scheme structures, lighting fixtures and furniture items are property of the organiser. The furniture items must be kept within the booth area and the remaining items in their original place as evidence of complete hand over of the booth after dismantling by your contractor. Any missing or damaged items due to proper procedures not followed will be at the account of the corresponding exhibitor.
10. The exhibitor undertakes to indemnify the organiser from any claims caused by their own works done to the shell scheme.