

<b>FORM 5</b>	<b>HKTDC Hong Kong Book Fair 2017</b> <b>香港貿發局香港書展2017</b> <b>19-25/7/2017</b>	<b>Return to :</b> Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
<b>Deadline 7 Jun 2017</b>	<b>AV, Plant &amp; Communications Facilities (Not Applicable for Custom-built participation Exhibitors)</b>	Attn : Ms. Sandy Law Email : <a href="mailto:hkbf.es@hktcdc.org">hkbf.es@hktcdc.org</a> Fax : (852) 3521-0450

No.	Description of Facilities (HK\$ column for Hong Kong exhibitor only, US\$ column for all overseas exhibitor)		Unit Rate (7 DAYS HIRE)		Qty	Total Amount	
			HKD	USD		HKD	USD
<b>Audio Visual Facilities</b>							
1#	AU013*	Fax Machine with 500pcs. of A4 Size Paper (Fax Transmission Line and Power Supply Excluded)	1950	260			
2#	AU005*	32" LCD / Plasma (Power Supply Excluded)	2200	293			
3#	AU006*	42" LCD / Plasma (Power Supply Excluded)	5000	667			
4#	AU008*	DVD Player (Power Supply Excluded)	600	80			
<b>Plant</b>							
6#	PL001A	Potted Plant-Chrysalidocarpus (approx.1mH)	200	27			
7#	PL001B	Potted Plant-Schefflera (Gold Capella) (approx.1mH)	200	27			
8#	PL001C	Potted Plant-Boston Fern (approx.0.3mH)	200	27			
9#	PL001D	Potted Plant-Codiaeum Tree or Calathea (approx.0.3mH)	200	27			
10#	PL002	Fresh Flower Arrangement (approx.0.3mH)	420	56			
<b>Communications Facilities</b>							
11#	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)	1095	146			
12#	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)	1370	183			
13#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded)	1095	146			
14#	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)	1370	183			
15#	CEC005*	Credit Authorization Line and EPS line (Card Machine,Bank Account , EPS account & Power Supply Excluded)	1370	183			
16#	CEC008+*	2M Broadband Line)(Power Supply Excluded)( with access I.D.)(non-fixed I.P.)(HKD4000 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	4322	576			

**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 7 Jun 2017**

**30% surcharge for late order received after 5 Jul 2017**

+#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.**

**Authorization from Exhibitor**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**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: \_\_\_\_\_

## Contact Information

	<b>In-charge</b>	<b>負責人</b>	<b>Telephone / 電話</b>	<b>E-mail / 電郵</b>
Hall 1AA – 1BE	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	<a href="mailto:lily.ll.chan@hktdc.org">lily.ll.chan@hktdc.org</a>
Hall 1CA – 1ED	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	<a href="mailto:sandy.wk.law@hktdc.org">sandy.wk.law@hktdc.org</a>
Hall 3BA – 3CC	Ms. Clarisse Cheung	張慧盈小姐	(852) 2240-5487	<a href="mailto:clarisse.wy.cheung@hktdc.org">clarisse.wy.cheung@hktdc.org</a>
Hall 3CD – 3EE	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	<a href="mailto:cherie.y.chen@hktdc.org">cherie.y.chen@hktdc.org</a>
Hall 3CON	Ms. Clarisse Cheung	張慧盈小姐	(852) 2240-5487	<a href="mailto:clarisse.wy.cheung@hktdc.org">clarisse.wy.cheung@hktdc.org</a>
GH / Grand Foyer	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	<a href="mailto:cherie.y.chen@hktdc.org">cherie.y.chen@hktdc.org</a>
Hall 3FA – 3GF	Mr. Tony Tsang	曾奕誠先生	(852) 2240-5440	<a href="mailto:tony.ys.tsang@hktdc.org">tony.ys.tsang@hktdc.org</a>

郵遞以支票付款

或 傳真以信用卡付款

表格五	<b>HKTDC Hong Kong Book Fair 2017</b> <b>香港貿發局香港書展2017</b> <b>19-25/7/2017</b>	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
截止日期 2017年6月7日	租用影視, 盆栽及通訊設施申請表 (不適用於特裝參展商)	聯絡: 羅偉琮小姐 電郵: <a href="mailto:hkbf.es@hktdc.org">hkbf.es@hktdc.org</a> 傳真: (852) 3521-0450

No.	申請項目 香港參展商以港幣付款, 海外參展商以美元付款		單價 (供七天使用)		數量	總金額	
			HKD	USD		HKD	USD
<b>租用影視器材</b>							
1#	AU013*	圖文傳真機連500張A4影印紙 (不包括電源插座及傳真線)	1950	260			
2#	AU005*	32"液晶 / 等離子顯示屏 (不包括電源插座)	2200	293			
3#	AU006*	42"液晶 / 等離子顯示屏 (不包括電源插座)	5000	667			
4#	AU008*	DVD 播放機 (不包括電源插座)	600	80			
<b>租用盆栽</b>							
6	PL001A	盆栽 - 散尾葵 (約1米高)	200	27			
7	PL001B	盆栽 - 傘樹 (約1米高)	200	27			
8	PL001C	盆栽 - 波士頓芒 (約0.3米高)	200	27			
9	PL001D	盆栽 - 酒金 或 孔雀葉 (約0.3米高)	200	27			
10	PL002	鮮花擺設 (約0.3米高)	420	56			
<b>租用通訊設施</b>							
11#	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)	1095	146			
12#	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)	1370	183			
13#	CEC003*	本港用圖文傳真線 (非直撥線) (不包括電源插座及傳真機)	1095	146			
14#	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)	1370	183			
15#	CEC005*	信用咭專線及易辦事訊號線(不包括信用咭及易辦事終端機、戶口及電源插座)	1370	183			
16#	CEC008+*	2M寬頻上網線 (不包括電源插座)(包括登入戶口)(不固定I.P.) (需繳交HKD4000按金予“香港會議展覽中心, 寄香港博覽道1號, 財務部收)	4322	576			

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2017年6月7日後交回須加百分之二十之附加費  
於2017年7月5日後交回須加百分之三十之附加費

+ * # 請參閱一般守則 本表格只供參展公司申請, 以承建商名義代為申請將不獲接納	總金額		
---	-----	--	--

**申請必須連同規劃圖及全數款項方為有效**

<b>申請參展商</b> 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: _____	
<b>付款方法 (請參閱說明六, 本局不會另開發票)</b> <input type="checkbox"/> 支票 (抬頭『香港貿易發展局』) 支票號碼: _____ 所付款項: HKD / USD _____ 日期: _____ <input type="checkbox"/> 信用卡 (只限港幣) <input type="checkbox"/> VISA <input type="checkbox"/> Master Card 卡主名稱: _____ 信用卡號: _____ 有效日期: _____ 所付款項: HKD _____ 簽署: _____	

## 聯絡資料

	<b>In-charge</b>	<b>負責人</b>	<b>Telephone / 電話</b>	<b>E-mail / 電郵</b>
Hall 1AA – 1BE	Ms. Lily Chan	陳薊莉小姐	(852) 2240-5502	<a href="mailto:lily.ll.chan@hktdc.org">lily.ll.chan@hktdc.org</a>
Hall 1CA – 1ED	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	<a href="mailto:sandy.wk.law@hktdc.org">sandy.wk.law@hktdc.org</a>
Hall 3BA – 3CC	Ms. Clarisse Cheung	張慧盈小姐	(852) 2240-5487	<a href="mailto:clarisse.wy.cheung@hktdc.org">clarisse.wy.cheung@hktdc.org</a>
Hall 3CD – 3EE	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	<a href="mailto:cherie.y.chen@hktdc.org">cherie.y.chen@hktdc.org</a>
Hall 3CON	Ms. Clarisse Cheung	張慧盈小姐	(852) 2240-5487	<a href="mailto:clarisse.wy.cheung@hktdc.org">clarisse.wy.cheung@hktdc.org</a>
GH / Grand Foyer	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	<a href="mailto:cherie.y.chen@hktdc.org">cherie.y.chen@hktdc.org</a>
Hall 3FA – 3GF	Mr. Tony Tsang	曾奕誠先生	(852) 2240-5440	<a href="mailto:tony.ys.tsang@hktdc.org">tony.ys.tsang@hktdc.org</a>