

FORM C-2	HKTDC Hong Kong Book Fair 香港貿發局香港書展 19-25/7/2017	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline 7 Jun 2017	Hanging Advertising Banners	Attn : Ms. Sandy Law Email : hkbf.es@hktdc.org Fax : (852) 3521-0450

Exhibitors are welcome to make use of promotional banners to further publicize their companies at prime locations at the fair ground.

(Available at Hall 1 & 3 only) OVERHEAD ADVERTISING BANNER	RATE	QUANTITY	TOTAL	
			HKD	USD
Option 1 - Advertising rate of the hanging space only (inclusive of hanging charge but excluding banner production)	HK\$4,400 (US\$587)			
Option 2 - Option 1 + production of banner with single-sided simple graphics in colour sticker cut-outs	HK\$6,000 (US\$800)			
Option 3 - Option 1 + production of banner with double-sided simple graphics in colour sticker cut-outs	HK\$7,000 (US\$933)			
		Sub-total		

Remarks :

Option 1

Advertisers should use their own material for graphics production and deliver to our site office at HK Convention & Exhibition Centre together with hanging accessories including Tubes, Wires, Wire Rope Clips and Turnbuckles. Banner received without any of the mentioned hanging accessories will not be accepted.

Fixed size : 120 cm (H) x 240 cm (W) / 4 ft (H) x 8 ft (W)

Maximum weight : Less than 20 kg (include the weight of all hanging accessories)

Suggested Materials : Foam board, PVC sheet, cloth

Option 2 & 3

Material : Foam board,

Artwork : to be supplied by advertisers

* Banner hanging point will be generally set at 6M or above floor, the organizer reserves the right for final decision

20% surcharge for order received after 7 Jun 2017		
30% surcharge for order received after 5 Jul 2017		
TOTAL AMOUNT		

Exhibitors who wish to collect the advertising banner after the show have to mark clearly underneath. All banners have to be collected at our office on the 2nd or 3rd working day after the show closed. Any materials left uncollected after then will be disposed of.

Yes, we will collect the banner after the show.

All orders must be submitted with full payment made payable to Hong Kong Trade Development Council Before 7 Jun 2017. 20% & 30% surcharge for late order received after 7 Jun 2017 & 5 Jul 2017.

ORDERS WITHOUT FULL PAYMENT OR MADE BY FAX WILL NOT BE ENTERTAINED

The Organiser reserves the right to accept or reject any application for banner and to determine its location at their discretion.

Please read the Conditions of Order clearly before you sign this form.

Company Name : _____ Booth No. : _____

Contact Person : _____ Position : _____

Tel : _____ Fax : _____ Email : _____

Signature : _____ Date : _____

Contact Information

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

Conditions of Order for FORM C-2

1. In general, orders for the equipment rental should be submitted to the Organizer before deadline given, otherwise a 20 % surcharge will be imposed on the basic rates to orders accepted. Moreover, on-site orders if accepted are subject to a 30% surcharge on the basic rates.
2. All orders for equipment rental should be submitted with full payment together with any damage/security deposit if necessary. Order(s) without the required payment will not be entertained. No separate invoice will be issued.
3. All equipment provided by the Organizer shall only be utilized within the Exhibition venue exclusively for the specified event(s).
4. Provisions of any services/equipment by the Organizer are subject to the availability of the required services/equipment at the time of ordering. Orders will be entertained on a "first come first serve" basis. However, the Organizer reserves the right not to entertain any orders received and in such cases, the users will be notified and Cheque payment will be returned or refunded.
5. If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the Organizer, the Organizer is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the specified event, hirer's right shall be limited to the return of a corresponding proportion of the charges paid for such services or equipment.
6. Cancellation of orders will only be accepted in writing before the stipulated deadline for placing orders. All cancelled orders will be subject to a minimum of 30% cancellation charge.
7. Hirer shall be responsible for returning all rented equipment and related materials to the Organizer within one hour on the last open day following the close of the relevant event.
8. Hirer shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alterations modifications, attachments and/or additions to the equipment rented.
9. Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer shall reimburse the Organizer for all cost of making good or replacement.
10. Hirer shall be in default hereunder if hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the Organizer after use.
11. At any time after the hirer's default, the Organizer may terminate the rental services, by notice to hirer and repossess the equipment. Hirer shall remain liable for all unpaid charges and the Organizer may apply and retain all or a portion of the hirer's security/damage deposit as may be necessary to compensate the Organizer for any unpaid charges or damages and expenses incurred on account of such default; or the Organizer may exercise any other rights occurring to a less or under any applicable law upon a default by lessee.
12. The fee stated is exclusive of all taxes. Any local applicable tax on the participation of the Exhibition will be the responsibility of the Exhibitor. If there is any withholding or tax deduction that the Exhibitor would need to apply in accordance with the local laws on the payment to the Organizer, the Exhibitor shall gross up such payment such that the net amount paid to the Organizer shall be equal to the invoice price and as if no deduction and withholding has applied, and the Exhibitor shall be responsible for settling the withholding taxes to the relevant authorities on its own account.

表格C-2	HKTDC Hong Kong Book Fair 香港貿發局香港書展 19-25/7/2017	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	租用懸空廣告牌申請表	聯絡：羅偉琮小姐 電郵： hkbf.es@hktdc.org 傳真：(852) 3521-0450

歡迎各參展商租用懸空廣告牌在展場顯眼位置擺放以收宣傳之效

(只適合於一及三號展覽館) 懸空廣告牌收費		收費	數量	合計	
				港元	美元
選擇1	只租用懸掛位置 (包括懸掛費用, 但不包括廣告牌製作費)	港元4,400 (美元587)			
選擇2	選擇1加簡單圖案有色膠貼單面廣告牌製作費	港元6,000 (美元800)			
選擇3	選擇1加簡單圖案有色膠貼雙面廣告牌製作費	港元7,000 (美元933)			
合計					

備註：

選擇1 廣告商應自行安排美工製作, 連同懸掛附件(管子, 鋼索, 鋼繩軋頭及花籃螺絲) 送交本局 設於香港會議展覽中心展場的辦公室。本局只會接受附有全套懸掛附件之廣告牌。

固定尺碼：120厘米(高) x 240厘米(闊) / 4尺(高) x 8尺(闊)
重量：少於20公斤(連懸掛附件重量)
建議採用材料：發泡膠板、PVC膠布、布

選擇2及3 材料：發泡膠板
正稿：由廣告商提供

* 懸空廣告牌會一般懸掛於離地六米或以上, 主辦機構保留最終決定權。

於2017年6月7日後申請者, 需繳付20%附加費		
於2017年7月5日後申請者, 需繳付30%附加費		
總額		

參展商如需在展覽後取回有關廣告牌, 請在下列方格內註明, 並於展覽後第二或第三個工作天在本局領回, 逾期不留。
 本公司將於展覽會後取回有關物料

以上申請須於2017年6月7日前連同所需費用呈交香港貿易發展局, 在2017年6月7日及7月5日後將收取百分之二十及三十過期附加費。

不附所需費用的申請或傳真表格概不受理

主辦機構有權拒絕懸空廣告牌之申請、安裝及更改其位置。

申請前請細心參閱有關守則。

公司名稱：_____ 攤位編號：_____

聯絡人：_____ 職位：_____

電話：_____ 傳真：_____ 電子郵件號：_____

簽名：_____ 日期：_____

聯絡資料

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 1AA – 1BE	Ms. Lily Chan	陳鄒莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
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〔申請表 C-2 一般守則〕

1. 一般而言，租用服務及設施的表格，須於截止申請日期前交回主辦機構，否則會在基本費用外加收20%附加費。此外，即場租借申請如獲接納，最少將加收基本費用的30%。
2. 所有租用服務 / 設施申請表，必須連同全部費用一併交回，及在需要時加付保障 / 損壞保金，不連款項的申請表，概不受理。本局不會另開發票。
3. 主辦機構提供的所有設施，只能在展覽會場為該項活動專用。
4. 主辦機構能否提供參展商所需的服務 / 設施，要視乎接到申請時有關服務 / 設施是否仍可供租用。申請表將以「先到先得」的方式處理，但主辦機構保留不接納申請的權利，遇此情況時當通知申請者，取回支票或退款。
5. 如因不可抗力、勞工問題、物資短缺或其他非主辦機構所能控制的因素，致使主辦機構不能在指定活動進行期間，提供已租用的部分或全部服務或設施，承租人只能按比例取回已付出的服務或設施費用。
6. 取消租用服務 / 設施，必須於表上所載截止申請日期前以書面提出，主辦機構對所有已取消的申請最少收取30%作取消費用。
7. 承租人須負責在最後一天展覽活動結束後一小時內，將所有租用的設備及有關物料交回主辦機構。
8. 承租人必須謹慎而正確地使用有關設施，遵守主辦機構定下的條例和規則，不得擅自更改設施的用途和結構或增添附加裝置。
9. 因承租人的疏忽、非蓄意行為，未經許可的維修或在租用者、其代表、僱員、代理人或所邀請訪客可以控制的情況下對設施造成的損毀，承租人必須負責。主辦機構因此更換設施或作出賠償而涉及的所有費用，須由承租人繳付。
10. 承租人如未能如期繳款、償付其他欠款或於設施使用完畢後未能交回主辦機構，則作違約論。
11. 承租人違約，主辦機構可在發出通知後，終止提供的租賃服務，收回租出的設施，承租人仍須負責所有未付款項。主辦機構在需要時，有權申請扣除承租人所繳交的部分或全部保障 / 損壞賠償按金，或根據法例行使其他索償權利。
12. 條款中所述的申請費並不包括任何稅項。參展商將承擔與參展有關的或附帶發生的任何當地稅項。若根據當地適用法律，參展商須對支付給主辦機構的款項預提或扣除相關稅款，參展商應返計還原有關款項，即支付給主辦機構的淨金額應等於發票上的金額，如就有關服務費用並未履行預提或扣除相關稅款的納稅義務，參展商應當自行承担並向有關當局支付相關的預提稅款。