

FORM 5	HKTDC Hong Kong Book Fair 2019 香港貿發局香港書展2019 17-23/7/2019	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline 5 Jun 2019	AV, Plant & Communications Facilities (Not Applicable for Custom-built participation Exhibitors)	Attn : Ms. Winnie Ma Email : hkbf.es@hktdc.org 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
Audio Visual Facilities						
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)	4000	533			
4#	AU016* 50" LCD / Plasma (Power Supply Excluded)	5000	667			
5#	AU008* DVD Player (Power Supply Excluded)	600	80			
6#	AU011* Plasma Stand (Plasma Excluded)	800	107			
7#	AU001 Other AV Facilities (Quote On Request)	-				
Plant						
8#	PL001A Potted Plant - Chrysalidocarpus (approx. 1mH)	300	40			
9#	PL001B Potted Plant - Schefflera (Gold Capella) (approx.. 1mH)	310	41			
10#	PL001C Potted Plant - Boston Fern (approx. 0.3mH)	250	33			
11#	PL001D Potted Plant - Codiaeum Tree (approx. 0.6mH)	300	40			
12#	PL002 Fresh Flower Arrangement (approx. 0.3mH)	510	68			
13#	PL005 Other Plants (Quote On Request)	-				
Communications Facilities						
14#	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)	1130	151			
15#	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)	1410	188			
16#	CEC003* Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded)	1130	151			
17#	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)	1410	188			
18#	CEC005* Credit Authorization and EPS line (Card Machine, Bank Account , EPS Account & Power Supply Excluded)	1410	188			
19#	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			
20#	CEC019 Other Fixed & Non Fixed IP Broadband Line (Quote On Request) (only available while stock lasts)	-				

For item 1-7 & 14-19, 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 5 Jun 2019
30% surcharge for late order received after 3 Jul 2019

+*#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		
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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: _____

MAIL ORDER (paid by cheque) or FAX ORDER (paid by credit card)

Expiry Date: _____ Amount: HKD _____ Signature: _____

Contact Information

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 1AA – 1BE	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 1CA – 1ED	Ms. Winnie Ma	馬翠雯小姐	(852) 2240-5478	winnie.cm.ma@hktdc.org
Hall 3BA – 3CC	Ms. Kinki Chan	陳逸臻小姐	(852) 2240-5445	kinki.yc.chan@hktdc.org
Hall 3CD – 3EE	Mr. Angus Ng	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 3CON	Ms. Kinki Chan	陳逸臻小姐	(852) 2240-5445	kinki.yc.chan@hktdc.org
Hall 5F	Mr. Andre Szeto	司徒翹昀先生	(852) 2240-5424	andre.nw.szeto@hktdc.org
Hall 5G	Mr. Kason Wong	黃嘉耀先生	(852) 2240-5448	kason.ky.wong@hktdc.org

表格五	HKTDC Hong Kong Book Fair 2019 香港貿發局香港書展2019 17-23/7/2019	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 2019年6月5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: 馬翠雯小姐 電郵: hkbf.es@hktdc.org 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
租用影視器材							
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)	4000	533			
4#	AU016*	50"液晶 / 等離子顯示屏 (不包括電源插座)	5000	667			
5#	AU008*	DVD 播放機 (不包括電源插座)	600	80			
6#	AU011	等離子顯示屏托架 (不包括顯示屏)	800	107			
7#	AU001	其它視聽設施 (請聯系報價)	-				
租用盆栽							
8#	PL001A	盆栽 - 散尾葵 (約1米高)	300	40			
9#	PL001B	盆栽 - 傘樹 (約1米高)	310	41			
10#	PL001C	盆栽 - 波士頓芒 (約0.3米高)	250	33			
11#	PL001D	盆栽 - 灑金 (約0.6米高)	300	40			
12#	PL002	鮮花擺設 (約0.3米高)	510	68			
13#	PL005	其它植物 (請聯系報價)	-				
租用通訊設施							
14#	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)	1130	151			
15#	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)	1410	188			
16#	CEC003*	本港用圖文傳真線 (非直撥線) (不包括電源插座及傳真機)	1130	151			
17#	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)	1410	188			
18#	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)	1410	188			
19#	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			
20#	CEC019	其它固定及非固定IP寬頻上網線(視乎供應提供, 請聯系報價)	-				

項目1-7及14-19參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2019年6月5日後交回須加百分之二十之附加費
 於2019年7月3日後交回須加百分之三十之附加費

+*# 請參閱一般守則 ●請參閱附頁之攤位設施圖片 ●標準攤位內設施不設更換或退款	總金額		
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申請必須連同規劃圖及全數款項方為有效

申請參展商

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: _____

付款方法 (請參閱說明六, 本局不會另開發票)

支票 (抬頭『香港貿易發展局』)
 支票號碼: _____ 所付款項: HKD / USD _____ 日期: _____

信用卡 (只限港幣) VISA 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

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 1AA – 1BE	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
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Hall 5G	Mr. Kason Wong	黃嘉耀先生	(852) 2240-5448	kason.ky.wong@hktdc.org