

FORM 1	HKTDC Hong Kong Watch & Clock Fair 2014 香港貿發局香港鐘表展2014 3-7 / 9 / 2014	Return to : Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong	
Deadline 9 July 2014	Custom-Built Participation Contractors' Information (For Custom-Built Participation Only)	Hall 1 Attn: Ms Karmen Seto Tel: (852) 2240 5459 Fax: (852) 3521 3201 ✉karmen.km.seto@hktdc.org	Hall 3 Attn: Mr Leo Chau Tel: (852) 2240 5449 Fax: (852) 3746 6710 ✉leo.yw.chau@hktdc.org

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

1. Exhibitor's Information

Company Name: _____
 Stand No: _____ Stand Size: _____ x _____ m
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ Email: _____
 Address: _____

2. Contractor's Information

Company Name: _____
 Contact Person: _____ Position: _____
 Tel: _____ Mobile Phone: _____ Email: _____
 On-site Supervisor: _____ Mobile Phone: _____
 Address: _____

3. Authorized Person/Registered Structure Engineer (AP/RSE)

(for certification of stand construction safety exceeding 2.5m in height after completion)

Name of AP/RSE: _____ AP/RSE No.: _____
 Company Name: _____

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

Cheque, cheque number: _____ Bank: _____
 Credit Card: Visa Card / Master Card Card holder's name: _____
 Card no.: _____ - _____ - _____ Expiry date: _____ / _____

5. Registered Electrical Contractor and Registered Electrical Worker

(for certification of installation, inspection & testing of Electrical Installation (Form WR1) in pursuance to Electricity [Wiring] Regulations of Electricity Ordinance)

Registered Electrical Contractor: _____ Registration No.: _____
 Contact Person: _____ Mobile Phone: _____ Fax: _____
 Registered Electrical Worker: _____ Registration No.: _____
 Grade: _____ 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.

Exhibitor's
 Signature & Company Chop: _____ Date: _____

Plans & Design Proposals & Insurance

For Custom-Built Participation Exhibitors, Custom-Built Participation Contractors' Information (**Form 1**), construction drawings, lighting distribution plan, site work deposit and a copy of valid public liability insurance should reach [Ms. Karmen Seto \(karmen.km.seto@hktdc.org\)](mailto:karmen.km.seto@hktdc.org) / [Mr. Leo Chau \(leo.yw.chau@hktdc.org\)](mailto:leo.yw.chau@hktdc.org), Exhibition Services Department, Hong Kong Trade Development Council for review no later than **9 Jul 2014**. Otherwise, a late charge of HK\$2,000 (US\$250) will be charged to the Exhibitor or its appointed contractor.

Drawings submitted must be in reasonable scale of at least 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. Any alterations after drawing submission should be addressed to the Organiser for review.

Site Work Deposit

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

Payment methods as below: (Please choose either one)

1) **By Cheque**

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

Please indicate "Site Work Deposit", "Fair name", "Stand number" and "Exhibitor's name" on the back of the cheque. Refund will **ONLY** be arranged by cheque to that cheque account.

2) **By Transfer**

HK\$ Current Account No.: 004-002-222701-005
Account Name : Hong Kong Trade Development Council
Bank Name : The Hongkong & Shanghai Banking Corporation Limited

Please indicate "Site Work Deposit", "Fair name", "Stand number" 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 / Master Card)

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

Remarks:

- a) **All cash or cheque deposits without identifiable bank account details will not be accepted.**
- b) The site work deposit should reach us by **9 Jul 2014**.
- c) We do not accept payment by cheque after **9 Jul 2014**, please settle by transfer or credit card.