

<b>FORM 1</b>	<b>HKTDC Hong Kong Watch &amp; Clock Fair 2017 5-9 / 9 / 2017</b>	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	
<b>Deadline 18 July 2017</b>	Custom-built Participation Contractors' Information (For Custom-built Participation Only)	Hall 1 & Hall 3FG Attn: Mr. Aston Fong Tel: (852) 2240 5459 Fax: (852) 3521 3201 ✉ aston.wh.fong@hktdc.org	Hall 3CDE Attn: Ms Cherry Yau Tel: (852) 2240 5519 Fax: (852) 3915 1411 ✉ cherry.cm.yau@hktdc.org

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with copies of (1) Construction drawings; (2) (Proof of) payment of site work deposit; (3) Public Liability Insurance and (4) 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: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_  
 Credit Card:  Visa Card /  Master Card Card holder's name: \_\_\_\_\_  
 Card no.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Card holder's signature: \_\_\_\_\_

**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, Form 1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should reach Mr. Aston Fong / Ms. Cherry Yau (aston.wh.fong@hktdc.org / cherry.cm.yau@hktdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **18 July 2017**. Otherwise, a late charge of **HK\$3,000 (US\$400)** 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.

### Submission of drawings:

1. Booth construction height below 4.5m → Submission via email to the Organiser
2. Booth construction height at 4.5m or above → **Submit 4 copies of drawings with structural calculations endorsed by an Authorized Person/Registered Structural Engineer (AP/RSE)** to the Organiser. The Organiser will keep 1 copy for review, pass 1 copy to Venue Operator for record and submit 2 copies to Director of Food & Environmental Hygiene at least **42 days before** first show day for further distribution to Fire Services Department and Buildings Department for review.

**Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.**

## 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\$300 / US\$40 per sqm**. For two-storey construction stand, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK\$5,000 (US\$667) and HK\$75,000 (US\$10,000)** 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, in 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 Credit Card** (Visa / Master Card)  
Please provide the credit card number, expiry date, cardholder's name and signature to the Organiser for arrangement. Refund will be credited to payer's credit card account after deducting the handling charge, if applied.
- 2) **By Cheque**  
Cheque must be issued from a Hong Kong local bank made payable to "Hong Kong Trade Development Council" and mail/deliver to:  
Mr. Aston Fong / Ms. Cherry Yau  
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.

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

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.

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 **18 July 2017**.
- c) We do not accept payment by cheque after **18 July 2017**, please settle by transfer or credit card.