

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

<b>FORM 5</b>	<b>HKTDC Hong Kong Watch &amp; Clock Fair 2017 香港貿發局香港鐘表展 2017 5-9/9/2017</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 25 Jul 2017</b>	<b>AV, Plant &amp; Communications Facilities (Not Applicable for Custom-built participation Exhibitors)</b>	Attn : Ms. Cherie Chen Email : <a href="mailto:hkwcf.es@hktdc.org">hkwcf.es@hktdc.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 (5 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)	3705	494			

**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 25 Jul 2017**

**30% surcharge for late order received after 22 Aug 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 1A	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 1B – 1C	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
Hall 1D – 1E	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 1CON	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 3CE – 3DD	Ms. Iris Chung	鍾凱兒小姐	(852) 2240-5417	iris.hy.chung@hktdc.org
Hall 3EA – 3EF	Mr. Tony Tsang	曾奕誠先生	(852) 2240 5440	tony.ys.tsang@hktdc.org
Hall 3F	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org
Hall 3G	Ms. Clarisse Cheung	張慧盈小姐	(852) 2240-5487	clarisse.wy.cheung@hktdc.org