

FORM 1	HKTDC Hong Kong Sports and Leisure Expo 18 - 24 / 7 / 2018	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 30 May 2018	Custom-built Participation Contractors' Information (For Custom-built Participation Only)	Attn: Ms Candy Cheung Tel: (852) 2240 5410 Fax: (852) 2169 9164 ✉ candy.hm.cheung@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 [Ms Candy Cheung \(candy.hm.cheung@hktcdc.org\)](mailto:candy.hm.cheung@hktcdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **30 May 2018**. 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:
Ms Candy Cheung
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 **30 May 2018**.
- c) We do not accept payment by cheque after **30 May 2018**, please settle by transfer or credit card.