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| <b>FORM 1</b>                   | <b>HKTDC Hong Kong International<br/>Home Textiles Fair 2010</b><br>香港貿發局香港國際家用紡織品展2010<br>20 -23 / 4 / 2010 | <b>Return to :</b><br>Exhibition Services Department<br>Hong Kong Trade Development Council<br>Exhibition Services & Logistics Centre<br>83 Chun Yat Street<br>Tseung Kwan O Industrial Estate<br>Tseung Kwan O, Kowloon, Hong Kong<br>Tel : (852) 2240 5466<br>Fax : (852) 2169 9117<br>Attn: Mr Abel Kwan<br>E-mail: abel.kwan@hktdc.org |
| <b>Deadline:<br/>9 Mar 2010</b> | <b>Raw Space Contractors'<br/>Information</b><br><b>(For Raw Space Exhibitor)</b>                            |                                                                                                                                                                                                                                                                                                                                            |

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with copies of Electrical Contractor's Registration and RPE certificate (if applicable) to the above mentioned.

**1. Exhibitor's Information**

Company Name: \_\_\_\_\_  
 Booth No(s): \_\_\_\_\_ Booth Area: \_\_\_\_\_ m<sup>2</sup>  
 Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**2. Contractor's Information**

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 On-site Supervisor: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**3. Electrical Contractor's Information**

(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance)

Name of Registered Electrical Contractor: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. Registered Professional Engineer (RPE), Structural Discipline ONLY**

(Only applicable to construction exceeding 2.5m in height)

Name of RPE: \_\_\_\_\_ RPE No.: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

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

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

**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.**

Signature & Company Chop: \_\_\_\_\_ Date: \_\_\_\_\_

## Plans & Design Proposals & Insurance

For raw space Exhibitors, raw space contractors' information (Form 1), construction drawings and lighting distribution plan and site work deposit should be submitted to reach Mr Abel Kwan ([abel.kwan@hktdc.org](mailto:abel.kwan@hktdc.org)), Exhibition Services, Hong Kong Trade Development Council for review no later than **9 March 2010**, and a copy of a valid insurance policy should reach Mr Abel Kwan no later than **19 March 2010**. Otherwise, a late charge of HK\$1,200 (US\$150) will be charged to the Exhibitor or its appointed contractor.

Drawings submitted must be in reasonable scale of not less than 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. Drawings submitted will be forwarded to the Venue Operator for approval. Any alteration after drawing submission should be addressed to the Organiser for review and Venue Operator for approval.

## Site Work Deposit

Exhibitors/Contractors of raw space stands are required to lodge a site work deposit of which will be collected based on **HK\$200 / US\$25 per sqm**. For two-storey booth, the 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 the conclusion of the Fair if their exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and of all rubbish are cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.14. Otherwise, the deposit will be deducted.

Payment methods as below: ( Please choose either one )

1) By Cheque

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

Please indicate "Site Work Deposit", "Fair name", "Booth numbers" and "Exhibitor's name" on the back of the cheque.

Refund will be arranged by cheque to the **cheque issuer**.

2) By Cash Deposit

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

Please indicate "Site Work Deposit", "Fair name", "Booth numbers" and "Exhibitor's name" on the payment receipt copy and email/fax to the Organiser.

Refund will be arranged by cheque to the **bank-in account**.

3) By Credit Card (Visa / MasterCard)

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

Remarks:

a) The site work deposit should reach us by 9 March 2010.

b) We do not accept payment by cheque after 1 April 2010, please settle by credit card or cash deposit instead.