

特裝展位 必須交回 For Special Design Booth	<h2>表格 FORM E</h2> <h3>外來施工承建商 Outside Stand Contractor</h3>	Deadline 截止日期 5 March 2010
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展商如聘用外來施工承建商，展商或其施工承建商必須填寫此表格及繳付施工按金 (有關詳情請查閱第 29 頁)
All outside stand contractor or the exhibitor shall pay a *Contractor Deposit to Paper Communication Exhibition Services.* (Please refer to P.32 for details)

參展商名稱: _____ 攤位號碼 Booth No.: _____ 攤位面積: _____
For Clients: _____ Booth No.: _____ Booth Area: _____

施工按金總數 Contractor Deposit: _____ 支票號碼 Cheque No.: _____ 付款方 Pay by: _____ 參展商 Exhibitor 施工承建商 Contractor

所須的 <工作人員證> 數量(張): _____ *證件只限現場領取
No. of Contractor Badges requested (pcs): _____ *to be collected on site only

為保安理由，施工承建商務須出示此副本方能獲發工作證
For security purposes, contractor must present the copy of this page to get the badge.

施工承建商名稱 Contractor Name: _____
地址 Address: _____
聯絡人 Contact Person: _____ 電郵 E-mail: _____
電話 Tel: _____ 傳真 Fax: _____ 手提電話 Mobile phone: _____

【重要事項】

- ✧ 裝修期間，所有用料必須放置於其攤位內，不得阻塞通道；撤展時，外來施工承建商在清理及妥善交還場地後，按金可憑收據原款退還。
- ✧ 所有特殊裝修攤位設計圖，必須於 **2010 年 3 月 5 日** 前以電郵送交大會審批，審批項目包括攤位高度、材料說明、正、側、平面圖及透視圖。
- ✧ 攤位間之通道不准鋪置地毯及搭橋。攤位裝搭高於 2.5 米高度者，必須與隔鄰攤位至少有 0.5 米距離。
- ✧ 超過 4m 高攤位或雙層攤位，展商/特裝承建商必須向大會申報並提供攤位結構安全保證函。
- ✧ 所有攤位結構，必需保持在所租用攤位範圍內，不得佔用範圍以外的地方及空間。
- ✧ 參展商/承建商不得使用任何油漆/接著劑在館內施工或直接應用在場地的地板或牆壁。
- ✧ 雙層特裝攤位須繳付附加費 50%，詳情請與大會聯絡。
- ✧ 所有外來施工承建商施工後必須提交電力裝置完工紙 (WR1)。

【Important Notes】

- ✧ All decoration materials must be placed within your booth area to keep the gangway clear. The deposit is refundable upon the proper placing of his construction materials on site and removal.
- ✧ All Special design drawing (Booth height, type of materials used, front view, elevation, plan view & perspective view) must be submitted by e-mail to organizer for approval on or before **5th March 2010**.
- ✧ Carpeting & overhead structure are not allowed in the gangway. 1m set back from the dividing walls of neighbouring booths required for booth higher than 2.5m.
- ✧ Exhibitor must submit booth design with surveyor's report to the organizer for approval if its booth structure exceeding 4m height.
- ✧ No part of any structure may extend beyond the boundaries and airspace of the site allocated.
- ✧ Paint, adhesive or any other coating carryout inside the exhibition hall or apply directly to building columns/pillars and floors are not permitted.
- ✧ 50% additional fee of booth rental will be charged for the double-deck design. Please contact the organizer for further details.

請寄回或傳真回 Please make a copy, and return form to:

訊通展覽公司 Paper Communication Exhibition Services
電話 Tel : (852) 2763 9011
傳真 Fax : (852) 2341 0379
電郵 Email: venus@paper-com.com.hk

參展公司 Exhibitor:

(簽署及蓋章 Signature w/ company chop)

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