FORM 5	DesignInspire 2020 *3 - 5 / 12 / 2020*	**Return to :** Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline **22 Oct 2020**	**AV, Plant & Communications Facilities** **(Not Applicable for Custom-built participation Exhibitors)**	Ms. Joyce Hung / Ms. Kendy Law Tel: (852) 22405494 / (852) 22405477 Fax: (852) 35210450 ✉ idte.es@hktdc.org

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

No.		Description of Facilities (HK$ column for Hong Kong exhibitor only, US$ column for all overseas exhibitor)	Unit Rate (3 DAYS HIRE) HKD	Unit Rate (3 DAYS HIRE) USD	Qty	Total Amount HKD	Total Amount USD
		Audio Visual Facilities					
1#	AU013*	Fax Machine with 500pcs. of A4 Size Paper (Fax Transmission Line and Power Supply Excluded)	1365	182			
2#	AU005*	32" LCD / Plasma (Power Supply Excluded)	2200	293			
3#	AU006*	42" LCD / Plasma (Power Supply Excluded)	3600	480			
4#	AU016*	50" LCD / Plasma (Power Supply Excluded)	4500	600			
5#	AU008*	DVD Player (Power Supply Excluded)	600	80			
6#	AU011*	Plasma Stand (Plasma Excluded)	800	107			
7#	AU001	Other AV Facilities (Quote On Request)	-				
		Plant					
8#	PL001A	Potted Plant - Chrysalidocarpus (approx.1mH)	300	40			
9#	PL001B	Potted Plant - Schefflera (Gold Capella) (approx.. 1mH)	310	41			
10#	PL001C	Potted Plant - Boston Fern (approx. 0.3mH)	250	33			
11#	PL001D	Potted Plant - Codiaeum Tree (approx. 0.6mH)	300	40			
12#	PL002	Fresh Flower Arrangement (approx. 0.3mH)	510	68			
13#	PL005	Other Plants (Quote On Request)	-				
		Communications Facilities					
14#	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)	1155	154			
15#	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)	1440	192			
16#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded)	1155	154			
17#	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)	1440	102			
18#	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)	2600	347			
19#	CEC019	Other Fixed & Non Fixed IP Broadband Line (Quote On Request) (only available while stock lasts)	-				

For item 1-7 & 14-19, 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 22 Oct 2020
30% surcharge for late order received after 19 Nov 2020

+*#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: _____