

**FORM 4**  
**Compulsory**  
**表格四**  
**必須交回**

**Deadline**  
**12th June, 2025**  
**最後呈交日期**  
**六月十二日**



Return to 請交回:  
Comasia Limited 康亞有限公司  
21/F, One Harbour Square, 181 Hoi Bun Road,  
Kwun Tong, Kowloon, Hong Kong  
香港九龍觀塘海濱道 181 號 One Harbour Square 21 樓  
General Line 總機: (852) 2700 6726  
Fax 傳真: (852) 2700 6727  
Contact Person 聯絡人: Ms. Jessica Fong 方家珮小姐  
Direct Line 直線: (852) 2700 6809  
Email 電郵: jessica.fong@comasia.com.hk

Please make a copy for your own record

請自行複印副本，以作記錄

## Raw Space Exhibitor Submission Form 展覽淨地參展商適用表格

### 1. Exhibitor Information 參展商資料

Company Name 公司名稱: \_\_\_\_\_  
Booth No. 攤位編號: \_\_\_\_\_  
Booth Size 攤位面積: \_\_\_\_\_ Dimension 尺寸: \_\_\_\_\_ m 米 x \_\_\_\_\_ m 米  
Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_  
Tel. 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

### 2. Contractor Information 承建商資料

Name of Contractor 承建商名稱: \_\_\_\_\_  
Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_  
Address 地址: \_\_\_\_\_  
Tel 電話: \_\_\_\_\_ Mobile 流動電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_  
On-site Supervisor's Name 現場負責人姓名: \_\_\_\_\_ On-site Supervisor's Mobile 現場負責人電話: \_\_\_\_\_

### 3. Electrical Contractor 電力裝置承建商

Name of Contractor 承建商名稱: \_\_\_\_\_  
Registration No. 電力註冊編號: \_\_\_\_\_  
Contact Person 聯絡人: \_\_\_\_\_ Position 職位: \_\_\_\_\_  
Address 地址: \_\_\_\_\_  
Tel 電話: \_\_\_\_\_ Mobile 流動電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

	<b>Security &amp; Clean-up Deposit 承建展台施工及清理廢物保證金</b>
<b>Raw Space Booth 展覽淨地展台</b>	HKD10,000 / USD1,280 / THB40,000

\* Raw Space Exhibitors are required to pay a refundable Security & Clean-up Deposit as stated above. The payment details will be provided after approval of the booth design layout proposed by the Show Organiser.

展覽淨地參展商須預繳以上一項的承建展台施工及清理廢物保證金，有關付款詳情將於展台圖則獲主辦機構批准後提供，此保證金將於完展後退回。

\* This form must be returned to the Official Stand Contractor with the required deposit no later than **12<sup>th</sup> June, 2025**.

此表格必須在 **二零二五年六月十二日或以前** 連同保證金一併交回大會指定展台承建商。

Signature & Company Chop

簽署及公司印章: \_\_\_\_\_

Date 日期: \_\_\_\_\_

# Special Notes on Form 4 / (表格四) 特別注意事項

## Booth Layout Plans & Design Proposals

Booth layout drawings, plans and design proposals must be submitted to the Official Stand Contractor for approval **no later than 12th June 2025**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and must contain such information as floor plans, stand elevations, telephone, electrical fittings, colours and materials to be used, audio-visual equipment to be used, etc.

## Height Limit

No stand decoration, stand fittings or exhibits shall exceed 4 metres in height, unless prior approval in writing has been sought from the Official Stand Contractor.

## Hanging Structures & Trusses

Exhibitors must apply approval from the Show Organiser for hanging structures / trusses. The Official Stand Contractor will permit hanging structures / trusses only with approval.

## Exhibitor-appointed Contractor

A Raw Space Exhibitor may appoint any competent local contractors to design and construct its stand. If the Exhibitor appoints an overseas contractor, it is mandatory to comply with the requirements imposed by the Immigration Department of Thailand. Please ensure that the contractor's staffs have valid working visas/permits to work in Thailand. Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using Form 4 for approval. The Official Stand Contractor reserves the right to withhold approval to any contractor appointed by the Exhibitors concerned, evaluating their past record in discipline, safety, etc. Exhibitors requiring assistance in appointing contractors for their custom-built stands should contact the Official Stand Contractor directly.

## 展台設計圖則

自建展台的參展商必須於**二零二五年六月十二日或之前**將攤位設計草圖及圖則呈交到大會指定展台承建商審批。所呈交的展台圖則比例必須不小於 1:100，並需註明十足尺寸及詳附平面佈置圖、展台正視圖、電話、電力裝置、視聽器材、用色及用料等資料。

## 高度限制

除非參展商事先獲得大會指定展台承建商書面批准，否則所有攤位裝飾、裝置及展品高度均不得超過 4 米。

## 懸空結構及支架

參展商如欲懸掛任何懸空結構及支架，請預先以書面向主辦機構申請獲得批准，並必須由大會指定展台承建商懸掛。

## 參展商自聘承建商

租用展覽淨地的參展商可委聘任何當地符合資格的承建商為其設計及蓋建展台，請確保該承建商的工作人員持有有效的工作許可證。參展商需將其自聘承建商的公司名稱、聯絡人、電話及地址填報於表格四內，然後呈交大會指定展台承建商審批，大會指定展台承建商將評估有關承建商的公司背景及過往的安全紀錄，並有權拒絕有關申請及無需作出任何解釋。如在委聘展台承建商方面需要協助，參展商可與大會指定展台承建商聯絡。