

EXHIBITORS' ORDER FORM



**MEGA
STATIONERY**

16 - 18 / 7 / 2025

BITEC, BANGKOK, THAILAND

EXCEPTIONAL EXHIBITION PLATFORM

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Exhibition Service & Facilities Order Forms 展會服務及設施申請表格

Form No. 表格編號	Subject 服務或設施項目說明	Submission Condition 呈交方式	Submission Deadline 最後呈交日期
1	Fair Catalogue Listing & Product Photo Promotion & Business Matching 免費於場刊內登載公司資料及提供產品照片作免費宣傳及商貿配對	Online Submission COMPULSORY 必須在網上交回	12 Jun, 2025 2025 年 6 月 12 日
2A & 2B	Additional Facilities Order Forms (For Standard Booth Exhibitors Only) 租用攤位額外設施申請表格 (只適用於標準展台參展商)	OPTIONAL 按需要交回	12 Jun, 2025 2025 年 6 月 12 日
2C	Additional Facilities Order Form (For Raw Space Exhibitors Only) 租用攤位額外設施申請表格 (只適用於展覽淨地參展商)	COMPULSORY 必須交回	12 Jun, 2025 2025 年 6 月 12 日
3	Basic & Additional Facilities Indication Form 攤位設施位置圖	COMPULSORY 必須交回	12 Jun, 2025 2025 年 6 月 12 日
4	Raw Space Exhibitor Submission Form 展覽淨地參展商適用表格	COMPULSORY 必須交回	12 Jun, 2025 2025 年 6 月 12 日

Exhibitors should return the above relevant Order Forms to the Show Organiser well before the submission deadlines as specified. Order Forms without appropriate payments will not be entertained.

參展商請於指定截止日期前把有關表格填妥，並連同所應付費用一併交回主辦機構。請注意：任何未附所需費用之申請概不受理。

** A 50% surcharge will be levied if the Additional Facilities Order Form (Form 2A/2B/2C) is/are received after the submission deadline.*

**若於上述截止日期後才提交租用額外設施申請表(表格 2A/2B/2C)，需額外繳付 50% 的附加費。*



Online Submission of Form 1 網上呈交表格一

Fair Catalogue Listing & Product Photo Promotion & Business matching

免費於場刊內登載公司資料及提供產品照片作免費宣傳及商貿配對

To save your time and help enhance accuracy, the Organiser has set up an online platform for exhibitors to submit **Form 1** electronically. Exhibitors just need to log on to the following online URL path and go through a few simple procedures to complete the submission. Please submit 3 to 6 product photos (in JPEG format) via the Online Submission Platform URL below **by 12 June 2025**.

為了讓參展商可更直接、省時和準確呈交以上的表格一，主辦機構設計了一個網上呈交平台，閣下祇需登入下列網址及依循操作指示，在相關的網上表格輸入所需資料，即可完成呈交程序。敬請 貴公司於 **2025 年 6 月 12 日或之前** 登入以下網址，把 3-6 張 貴公司精選的產品照片（註：必須為 JPEG 格式）及相關資料上載至網上呈交平台。

<http://exhibitor.comasia.net.cn/login.html>

After logging on to the above URL path, please use the designated User Name and Password provided by the Organiser to access and complete the online submission.

閣下於登入以上網址後，請使用由主辦機構提供給 貴公司的特定使用者名稱和密碼進入有關網上表格，並按指示完成呈交程序。

Should you have any questions, please feel free to contact us.

如有任何查詢，歡迎聯絡我們。

	<u>Contact Person</u> 聯絡人	<u>Tel. 直線電話</u>	<u>Email 電子郵件</u>
Hong Kong Exhibitors 香港參展商	Catherine Fong 方少穎小姐	(852) 2700 6780	catherine.fong@comasia.com.hk
China Exhibitors 中國內地參展商	Dragon Fung 馮飛龍先生	(86) 755 8369 1360	dragon.fung@comasiacn.cn
Overseas Exhibitors 其他海外參展商	Steven Cheng 鄭學禮先生	(852) 2700 6722	steven.cheng@comasia.com.hk

FORM 2C Compulsory 表格二C 必須交回	 16-18/7/2025 BITEC, BANGKOK, THAILAND	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 Square21樓 General Line 總機: (852) 2700 6726 Fax 傳真: (852) 2700 6727 Contact Person 聯絡人: Ms. Jessica Fong 方家珊小姐 Direct Line 直線: (852) 2700 6809 Email 電郵: jessica.fong@comasia.com.hk
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Please make copy for your own record 請自行覆印副本,以作記錄

Order Form for Electricity Supply Facilities (For Raw Space Exhibitors Only)
 租用供電設施申請表 (只適用於展覽淨地參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (1 Day 一天)		Date 日期	Qty 數量	Amount 金額	
		HK\$ 港幣	US\$ 美元			HK\$ 港幣	US\$ 美元
Electricity for Set-up Day (14 July / 15 July Only) 搭建日用供電 (只適用於7月14日 / 15日) * Please write clearly for the electricity demand date 請清楚填寫所需用電日期							
1	15 Amp Single Phase (220V) Breaker for Set-up Day (14 July or/and 15 July Only) 搭建日用 15安培 單相 配電總制 (220伏特) (只適用於7月14日/15日)	450.00	59.00				
2	15 Amp Three Phase (380V) Breaker for Set-up Day (14 July or/and 15 July Only) 搭建日用 15安培 三相 配電總制 (380伏特) (只適用於7月14日/15日)	1,230.00	160.00				
3	30 Amp Single Phase (220V) Breaker for Set-up Day (14 July or/and 15 July Only) 搭建日用 30安培 單相 配電總制 (220伏特) (只適用於7月14日/15日)	890.00	116.00				
4	30 Amp Three Phase (380V) Breaker for Set-up Day (14 July or/and 15 July Only) 搭建日用 30安培 三相 配電總制 (380伏特) (只適用於7月14日/15日)	2,165.00	281.00				
Electricity for Show Days (16-18 July Only) 展期用供電 (只適用於7月16-18日)							
Power Supply for Electrical Appliances Only (Not For Lighting) 只供電器用之電源 (不可用於照明裝置)		Unit Rate 價格 (3 days 三天)		Qty 數量	Amount 金額		
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元	
5	15 Amp Single Phase (220V) Breaker for Power Supply to Electrical Appliances ONLY (NOT FOR LIGHTING) 供小型電器用之15安培 單相 配電總制 (220伏特) (不可用於照明裝置)	1,345.00	174.00				
6	15 Amp Three Phase (380V) Breaker for Power Supply to Electrical Appliances ONLY (NOT FOR LIGHTING) 供小型電器用之15安培 三相 配電總制 (380伏特) (不可用於照明裝置)	5,280.00	684.00				
7	30 Amp Single Phase (220V) Breaker for Power Supply to Electrical Appliances ONLY (NOT FOR LIGHTING) 供小型電器用之30安培 單相 配電總制 (220伏特) (不可用於照明裝置)	2,570.00	333.00				
8	30 Amp Three Phase (380V) Breaker for Power Supply to Electrical Appliances ONLY (NOT FOR LIGHTING) 供小型電器用之30安培 三相 配電總制 (380伏特) (不可用於照明裝置)	5,200.00	673.00				
Power Supply for Lighting Only (Not for Electrical Appliances) 只供照明裝置使用之電源 (不可用於電器供電)							
9	15 Amp Single Phase (220V) Breaker for Lighting ONLY (NOT FOR ELECTRICAL APPLIANCES) 供照明裝置使用之15安培 單相 配電總制 (220伏特) (不可用於電器供電)	3,500.00	453.00				
10	15 Amp Three Phase (380V) Breaker for Lighting ONLY (NOT FOR ELECTRICAL APPLIANCES) 供照明裝置使用之15安培 三相 配電總制 (380伏特) (不可用於電器供電)	10,475.00	1,356.00				
11	30 Amp Single Phase (220V) Breaker for Lighting ONLY (NOT FOR ELECTRICAL APPLIANCES) 供照明裝置使用之30安培 單相 配電總制 (220伏特) (不可用於電器供電)	6,930.00	897.00				
12	30 Amp Three Phase (380V) Breaker for Lighting ONLY (NOT FOR ELECTRICAL APPLIANCES) 供照明裝置使用之30安培 三相 配電總制 (380伏特) (不可用於電器供電)	20,900.00	2,704.00				
Electricity for Move-out Day (18 July Night Only) 撤展日用供電 (只適用於7月18日晚上)							
13	15 Amp Single Phase (220V) Breaker for Move-out Day (18th July Night Only) 撤展日用 15安培 單相 配電總制 (220伏特) (只適用於7月18日晚上)	450.00	59.00				
14	15 Amp Three Phase (380V) Breaker for Move-out Day (18th July Night Only) 撤展日用 15安培 三相 配電總制 (380伏特) (只適用於7月18日晚上)	1,230.00	160.00				
15	30 Amp Single Phase (220V) Breaker for Move-out Day (18th July Night Only) 撤展日用 30安培 單相 配電總制 (220伏特) (只適用於7月18日晚上)	890.00	116.00				
16	30 Amp Three Phase (380V) Breaker for Move-out Day (18th July Night Only) 撤展日用 30安培 三相 配電總制 (380伏特) (只適用於7月18日晚上)	2,165.00	281.00				

Exhibitors must have their own Thailand qualified electricians. The Official Stand Contractor will not provide installation and connection services for the above items. Total power consumption shall not exceed the current capacity specified. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician(s) shall be liable for any damages caused if the electrician(s) fails to comply with the above requirements. No separate order for individual power sockets will be entertained. Exhibitors should take full responsibility for daily on/off and maintenance of their own main switches.
 參展商如選擇以上設施, 必須聘用在泰國持牌的電工人員, 大會指定展台承建商不提供上述項目之安裝及接線服務。參展商不可使用超過上述指定的總電量。所有在館內施工之電工人員必須遵守電力條例的電力註冊規定。如電工人員未能配合上述規例要求, 其僱主須負責賠償因此引起之一切損失。淨地參展商如採用配電總制, 應將所有配電要求計算在總制內, 不能租用獨立插座。參展商須負責其攤位每日之配電總制開關及維修。

All orders must be submitted together with full payment made payable to "Semway Limited" before 12th June, 2025. 此申請表須於二零二五年六月十二日前連同所需費用交回「Comasia Limited」。			
Remarks 備註: 1) Orders without full payment will not be processed. 未附所需費用之申請概不受理。 2) All bank charges should be borne by the payer. 所有銀行手續費用需由付款人支付。			
Name of Bank : Bank of China 銀行名稱: 中國銀行 Bank Address : Bank of China Tower, 1 Garden Road, Hong Kong 銀行地址: 香港花園道一號中銀大廈 Payee Name : Comasia Limited 收款人: 康亞有限公司 A/C No. 戶口號碼: 012-586-1-034541-2 (HKD 港元) 012-586-0-801748-6 (USD 美元) Swift Code : BKCHHKHHXXX	Sub-total 小計		
	50% surcharge for late order received after 12th June, 2025 六月十二日後申請需收取50%逾期附加費		
	Total Amount 總金額		

Company Name 公司名稱: _____	Booth No. 攤位編號: _____
Contact Person 聯絡人: _____	Email 電郵: _____
Tel. 電話: _____	
Signature & Company Chop 簽署及公司印章: _____	Date 日期: _____

Conditions of Order for FORM 2 / (表格二) 一般守則

- 1) All dimensions are in metre, L=length, W=width, H=height, D=depth.
- 2) In general, orders for the facilities and equipment rental should be submitted to the Official Stand Contractor before the specified deadlines, otherwise a 50% surcharge will be levied for orders submitted **after 12th June, 2025 or on-site (if accepted)**.
- 3) All orders for services, equipment or booth facilities should be submitted with full payment together with any damage / security deposit if necessary. Orders without the required payment(s) will not be entertained.
- 4) All equipment / booth facilities provided by the Official Stand Contractor shall only be utilised within the Venue exclusively for the Exhibition.
- 5) Provisions of any services, equipment or booth facilities by the Official Stand Contractor are subject to their availability at the time of ordering. Orders will be entertained on a "first-come, first-served" basis. However, the Show Organiser and Official Stand Contractor reserve the right not to entertain any orders received and, in such cases, the users will be notified and cheque payment will be returned or refunded.
- 6) If by reason of force majeure, labour difficulties, shortages of materials or any other cause outside the control of Official Stand Contractor who is unable to provide all or any of the services, equipment or booth facilities ordered during the whole or any part of the duration of the Exhibition, hirer's right shall be limited to the return of a corresponding proportion of the charges paid for such undelivered services or equipment or booth facilities.
- 7) Hirer shall be responsible for returning all rented equipment and related materials to the Official Stand Contractor within one hour on the last show day following the close of the Exhibition.
- 8) Hirer shall use the equipment in a careful and proper manner and in accordance with the Rules and Regulations issued by the Show Organiser. Hirer is not allowed to make any alterations, modifications, attachments and / or additions to the equipment / booth facilities rented.
- 9) Hirer shall be liable to any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised maintenance or other cause within the reasonable control of the hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which the hirer is liable, the hirer shall reimburse the Official Stand Contractor for all cost incurred for repair or replacement.
- 10) Hirer shall be in default hereunder if hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the Official Stand Contractor after use.
- 11) At any time after the hirer's default, the Official Stand Contractor may terminate the rental services, by notice to hirer and repossess the equipment / booth facilities. Hirer shall remain liable to all unpaid charges and the Official Stand Contractor may apply and retain all or a portion of the hirer's security / damager deposit as may be necessary to compensate the Official Stand Contractor for any unpaid charges or damages and expenses incurred on account of such default; or the Official Stand Contractor may exercise any other rights occurring to a less or under any applicable law upon a default by the hirer.
- 12) Hirer must ensure that the additional bank handling charges are included in the telegraphic transfer payments.

- 1) 申請表格內長、闊、高及深等量度尺寸，全以米為單位。
- 2) 所有租用服務及設施的表格，須於截止申請日期前交回大會指定展台承建商；在 **2025 年 6 月 12 日之後才提交的申請或即場租借申請 (如獲接納)，將加收 50%逾期附加費。**
- 3) 所有租用服務 / 設施申請表，必須連同全部費用一併交回，及在需要時加付保障 / 損壞保證金。任何不連款項的申請，概不受理。
- 4) 由大會指定展台承建商提供的所有設施，只供在本展覽會場專用。
- 5) 大會指定展台承建商能否提供參展商所需的服務 / 設施，要視乎接到申請時有關服務 / 設施是否仍可供租用。申請將以「先到先得」的方式辦理，但大會指定展台承建商保留不接納任何申請的權利，遇此情況時當通知申請者，並退回支票或款項。
- 6) 如因不可抗力、勞工問題、物資短缺或其他非大會指定展台承建商所能控制的因素，致使大會指定展台承建商不能在展會期間提供已申請租用的部份或全部服務或設施，承租人只會就未能提供之服務或設施按比例取回已繳付的服務或設施費用；而已完成安裝設施和已提供服務的部份將不作退款。
- 7) 承租人須負責在展覽會最後一天結束後一小時內，將所有租用的設施及有關物料交回大會指定展台承建商。
- 8) 承租人必須謹慎而正確地使用有關設施，遵守大會指定展台承建商定下的條款和規則，不得擅自更改設施的結構和用途或增添附加裝置。
- 9) 因承租人的疏忽、非蓄意行為，未經許可的維修或租用者、其代表、僱員、代理人或所邀請訪客在可以控制的情況下對設施造成的損毀，承租人必須承擔賠償責任。大會指定展台承建商因此而需更換設施或作出維修所引致的費用，須由承租人繳付。
- 10) 承租人如未能如期繳款、償付其他欠款或於設施使用完畢後未能交回大會指定展台承建商，一概作違約論。
- 11) 承租人違約，大會指定展台承建商可在發出通知後，終止提供的租賃服務，收回租出的設施，而承租人仍須負責所有未付款項。主辦機構及大會指定展台承建商在必要時，有權扣除承租人所繳交的部份或全部保障 / 損壞賠償按金，或根據法例行使其他索償權利。
- 12) 如承租人以電滙繳付款項，必須確保已包括需另加付的銀行手續費用在內。

Standard Facilities For Hire
(Item Photos For Reference)



LED Spotlight



LED Long-arm Spotlight



Fluorescent Tube



LED Floodlight



1,000W Socket
(Not for Lighting)



Wooden Shelf
(Flat/Slope)



Tall Showcase



Low Showcase



Round Table



Lockable Cabinet



Information Counter



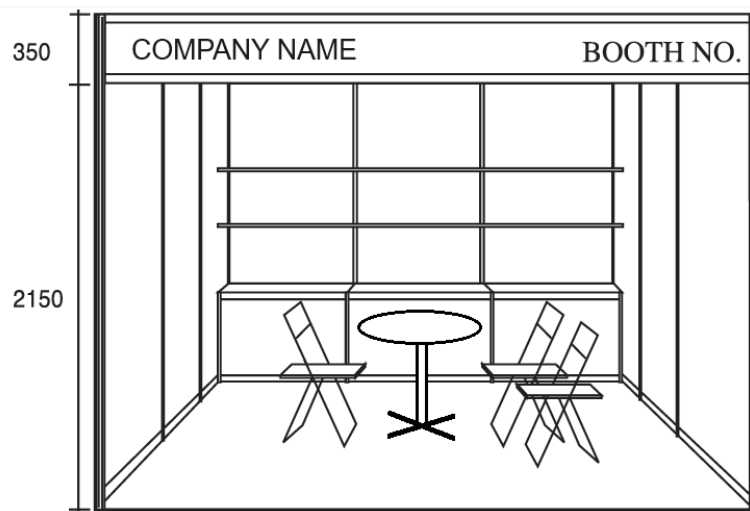
Chair

FURNISHED STAND SPECIFICATIONS

標準展覽攤位規格

Furnished Shell Scheme 3m(D) x 3m(W)

標準攤位 三米(深) x 三米(闊)



* All dimensions in mm

Booth Facilities

- Fascia
- Wall Panels
- Carpet
- 3 Long-arm Spotlights
- 2 Spotlights
- 1 Table
- 3 Chairs
- 3-metre Lockable Cabinets
- 6-metre Display Shelves
- 3-metre Ceiling Beam

攤位設施

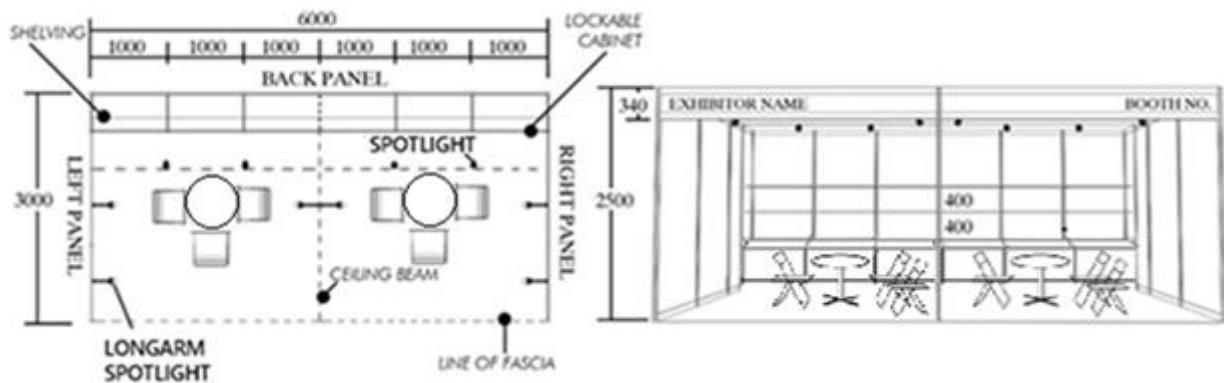
- 公司招牌板
- 圍板
- 地毯
- 三枝長臂射燈
- 二枝射燈
- 一張檯
- 三張椅子
- 三米帶鎖儲物櫃
- 六米陳列層板
- 三米天花橫樑鋁條

FURNISHED STAND SPECIFICATIONS

標準展覽攤位規格

Furnished Shell Scheme 3m(D) x 6m(W)

標準攤位 三米(深) x 六米(闊)



PLAN VIEW

PERSPECTIVE VIEW

* All dimensions in mm

Booth Facilities

- Fascia
- Wall Panels
- Carpet
- 6 Long-arm Spotlights
- 4 Spotlights
- 2 Table
- 6 Chairs
- 6-metre Lockable Cabinets
- 12-metre Display Shelves
- 6-metre Ceiling Beam

攤位設施

- 公司招牌板
- 圍板
- 地毯
- 六枝長臂射燈
- 四枝射燈
- 兩張檯
- 六張椅子
- 六米帶鎖儲物櫃
- 十二米陳列層板
- 六米天花橫樑鋁條

FORM 3
Compulsory
表格三
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

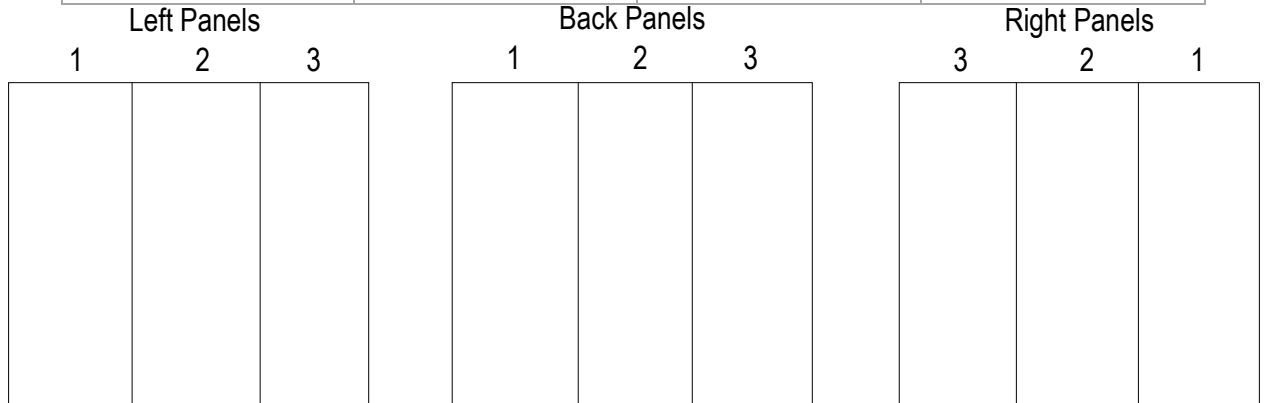
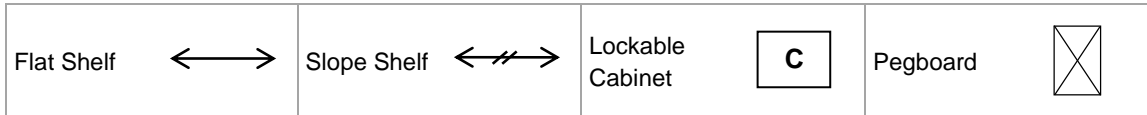
Please make a copy for your own record
 請自行複印副本·以作記錄

Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖

3m (D) x 3m (W)

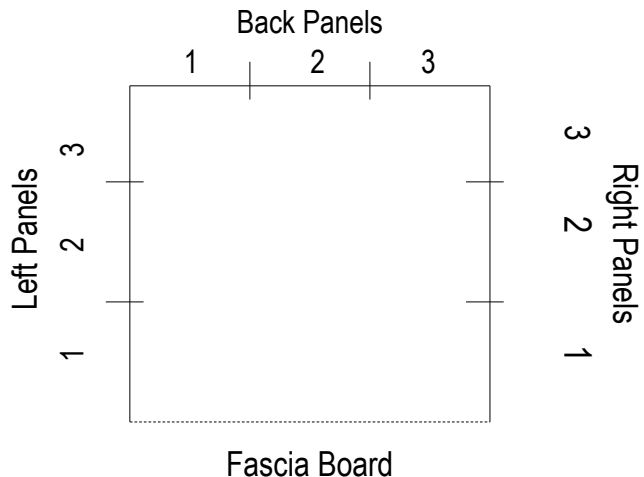
Common Key Symbols

For General Facilities:



For Electrical Items:

Spotlight	
Long-arm Spotlight	
Floodlight (White)	
Socket (220V)	



Company Name 公司名稱: _____

Booth No. 攤位編號: _____

Contact Person 聯絡人: _____ Tel. 電話: _____

Signature & Company Chop 簽署及公司印章: _____ Date 日期: _____

FORM 3
Compulsory
表格三
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

Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖

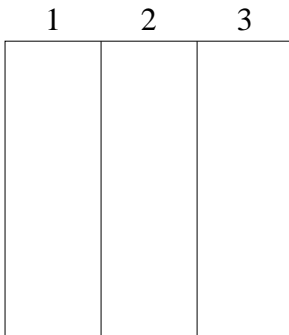
3m (D) x 4m (W)

Common Key Symbols

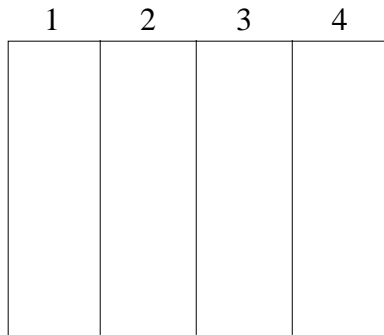
For General Facilities:

Flat Shelf	Slope Shelf	Lockable Cabinet	Pegboard
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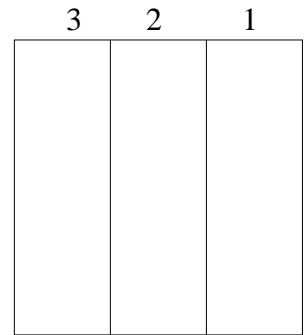
Left Panels



Back Panels

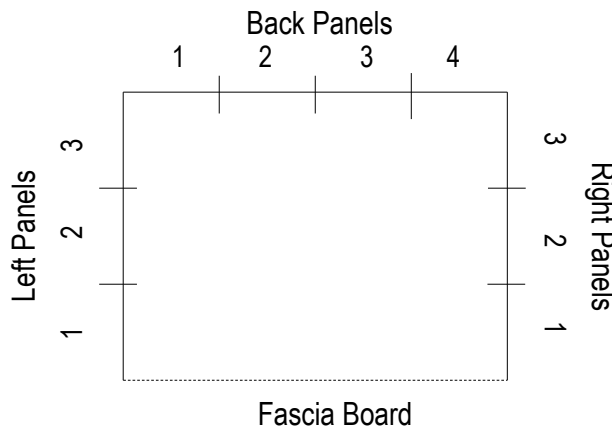


Right Panels



For Electrical Items:

Spotlight	
Long-arm Spotlight	
Floodlight (White)	
Socket (220V)	



Company Name 公司名稱: _____

Booth No. 攤位編號: _____

Contact Person 聯絡人: _____

Tel. 電話: _____

Signature & Company Chop
 簽署及公司印章: _____

Date 日期: _____

FORM 3
Compulsory
表格三
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
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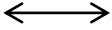
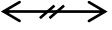


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Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖

3m (D) x 6m (W)

Common Key Symbols

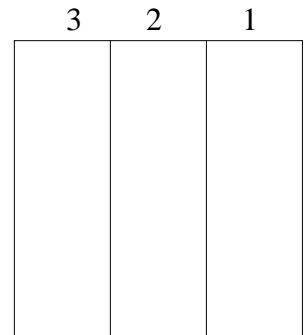
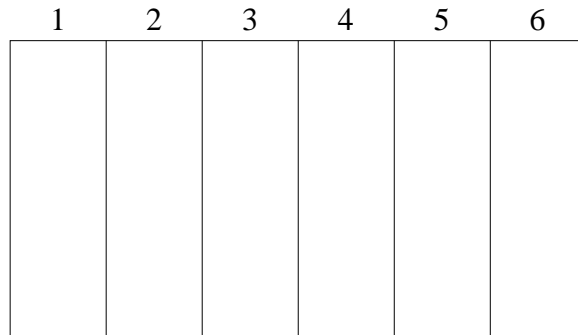
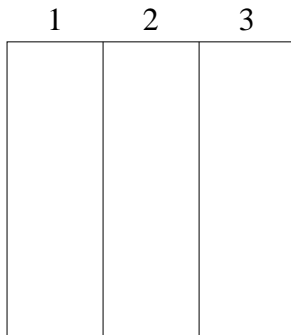
For General Facilities:

Flat Shelf 	Slope Shelf 	Lockable Cabinet 	Pegboard 
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

Left Panels

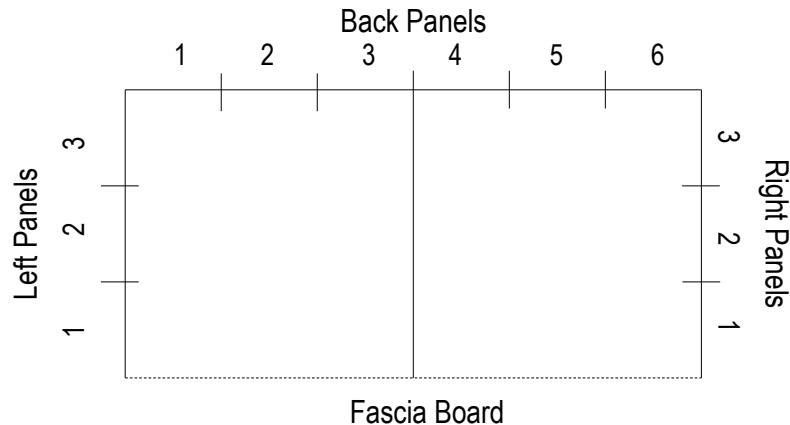
Back Panels

Right Panels



For Electrical Items:

Spotlight 
Long-arm Spotlight 
Floodlight (White) 
Socket (220V) 



Company Name 公司名稱: _____

Booth No. 攤位編號: _____

Contact Person 聯絡人: _____ Tel. 電話: _____

Signature & Company Chop 簽署及公司印章: _____ Date 日期: _____

FORM 3
Compulsory
表格三
必須交回

Deadline
12th June, 2025
最後呈交日期
六月十二日



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Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖
6m (D) x 6m (W)

Common Key Symbols

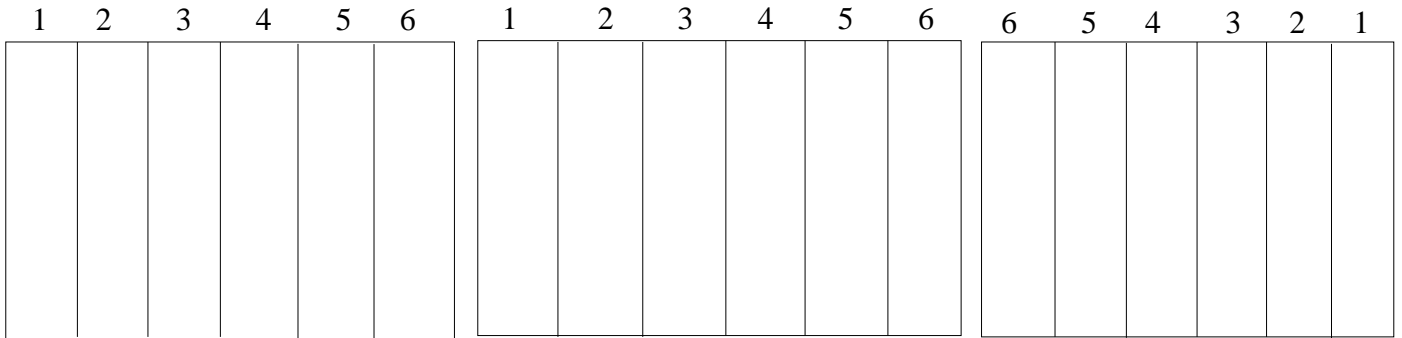
For General Facilities:

Flat Shelf	Slope Shelf	Lockable Cabinet	Pegboard
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Left Panels

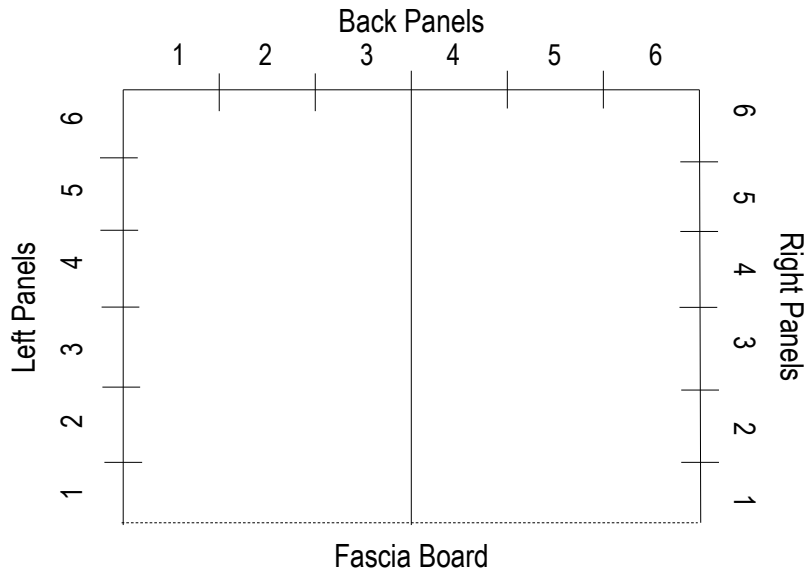
Back Panels

Right Panels



For Electrical Items:

Spotlight	
Long-arm Spotlight	
Floodlight (White)	
Socket (220V)	



Company Name 公司名稱: _____

Booth No. 攤位編號: _____

Contact Person 聯絡人: _____

Tel. 電話: _____

Signature & Company Chop
 簽署及公司印章: _____

Date 日期: _____

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



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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: _____

	Security & Clean-up Deposit 承建展台施工及清理廢物保證金
Raw Space Booth 展覽淨地展台	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 **12th 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。