

FORM S2	HKTDC Hong Kong International Diamond, Gem & Pearl Show 2017 香港貿發局香港國際鑽石、寶石及珍珠展2017 28/2 - 4/3/2017	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline 17 Jan 2017	For non-custom built exhibitors only	Attn : Ms. Jessica Fong Email : hkdgs.es@hktdc.org Fax : (852) 3521-0450

Lighting Installation Service

Lighting Installation Service will be introduced on any request from exhibitors for helping hang their own lightings in the standard booths. **On-site requests** for hanging exhibitors' own lightings **will not be entertained**.

<u>Code</u>	<u>Item</u>	<u>Qty</u>	<u>Total Amount</u>
LG062	Lighting Installation	X _____	= _____
(HK\$140 / USD 19) per lighting item installation			

To order, please send the form and payment **by Jan 17, 2017** below.

Company Name: _____ Booth no: _____

Tel no: _____ Fax: _____ Email: _____

Contact person: _____ Signature: _____

Payment Method (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: _____

****Ordering Deadline:**

20% surcharge for late order received after January 17, 2017

No order will be accepted after February 2, 2017

***Exhibitors should also send us the followings for completing the order:-**

- booth layout with clear indication of the lighting location
- details on weight and type of each light
- details of hanging accessories to be provided

Remarks:

- This order will apply to standard / premium / deluxe booth exhibitors only.
- Lighting hanging accessories (e.g. clips, strips, screws etc.) should be provided by exhibitors. HKTDC reserves the right to reject the order if no accessories are provided.
- Any installation which will damage booth materials or affect booth structure will not be accepted.
- The weight of the lighting cannot exceed our set limit to avoid overloading.
- Exhibitors should provide information including lighting weight, lighting location & exhibitors' own accessories to be provided for HKTDC's verification.
- **The lighting installation service does not include electricity supply. Exhibitors should order electricity (lighting connection or lighting socket) for their own lighting item(s) by using Additional Electricity Supply / Lighting Facilities order form. And extra ceiling beam may need to be added.**
- **Order will only be accepted depending on technician availability before the deadline. On-site order will not be entertained.**

Contact Information

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 1A – 1F (odd no.)	Ms. Winnie Ma	馬翠雯小姐	(852) 2240-5478	winnie.cm.ma@hktdc.org
Hall 1F (even no.) – 1J & 1R	Ms. Emmy Chan	陳竺筠小姐	(852) 2240-5496	emmy.ck.chan@hktdc.org
Japan Pavillion in 1J - 1P	Ms. Emmy Chan	陳竺筠小姐	(852) 2240-5496	emmy.ck.chan@hktdc.org
Hall 1N – 1Q (standard booth only) & Meeting Room	Ms. Christy Pok	濮雅琴小姐	(852) 2240-5476	christy.nk.pok@hktdc.org
Hall 2B – 2U	Ms. Jessica Fong	方家珮小姐	(852) 2240-5416	jessica.kp.fong@hktdc.org
Hall 2 Concourse	Ms. Jessica Fong	方家珮小姐	(852) 2240-5416	jessica.kp.fong@hktdc.org
Hall 5A – 5G	Ms. Diana Chow	鄒淑嫻小姐	(852) 2240-5445	diana.sh.chow@hktdc.org
Hall 5H – 5M	Mr. Angus Ng	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 7A – 7E	Mr. Angus Ng	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 7F – 7M	Ms. Carol Ko	高嘉儀小姐	(852) 2240-5424	carol.ky.ko@hktdc.org
Hall 9A – 9G	Ms. Carol Ko	高嘉儀小姐	(852) 2240-5424	carol.ky.ko@hktdc.org
Hall 9H – 9M	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 11A – 11M	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 10B – 10F, 10M	Mr. Frankie Wong	黃永基先生	(852) 2240-5464	frankie.wk.wong@hktdc.org
Taiwan Pavilion 10D – 10J	Mr. Frankie Wong	黃永基先生	(852) 2240-5464	frankie.wk.wong@hktdc.org
Hall 10G – 10K	Ms. Christy Pok	濮雅琴小姐	(852) 2240-5476	christy.nk.pok@hktdc.org