

FORM S3	HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025 香港貿發局香港國際鑽石、寶石及珍珠展2025 2-6/3/2025	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline 17 Jan 2025	Lighting Installation Service (For Premium & Standard Booth Exhibitors only)	Attn : Mr. Patrick Fung Email : hkdgs.es@hktdc.org Fax : (852) 3521-0450

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 (HKD230 / USD31) per lighting item installation	X _____	= _____

To order, please send the form and payment **by Jan 17, 2025** below.

Exhibitor Information

Company Name: _____ Booth no: _____

Tel no: _____ Fax: _____ Email: _____

Contact person: _____ Signature: _____

Payment Method (To be completed in page 3)

****Ordering Deadline:**

20% surcharge for late order received after Jan 17, 2025

No order will be accepted after Feb 14, 2025

***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.**

表格S3	HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025 香港貿發局香港國際鑽石、寶石及珍珠展2025 2-6/3/2025	請交回 香港貿易發展局, 展覽服務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號
截止日期 2025年1月17日	燈具安裝服務 (只適用於特級展台/標準展台參展商)	聯絡：馮嘉駿先生 電郵： hkdgs.es@hktdc.org 傳真：(852)3521-0450

如參展商自攜燈具，主辦機構可提供協助裝掛燈具之服務。任何現場提出之裝掛燈具申請恕不接受。

申請項目	數量	總金額
LG062 燈具安裝 (港幣230 / 美金31) 燈具裝掛費用(每支)	X	=

如有意申請，請於 **2025 年 1 月 17 日** 前繳交表格及全數費用。

申請參展商資料

公司名稱: _____ 展台編號: _____
 電話: _____ 傳真: _____ 電子郵件號: _____
 聯絡人: _____ 簽署: _____

付款方法 (請於下頁填寫)

****截止日期:**

於 **2025 年 1 月 17 日** 後交回須加百分之二十之附加費

於 **2025 年 2 月 14 日** 後遞交的申請恕不接納

***參展商必須連同以下文件遞交申請:**

- 清楚標示燈具位置之攤位規劃圖
- 每支燈具的類型及重量
- 由參展商提供其掛燈配件之詳細資料

備註:

- 此申請只適用於標準展台及特級展台參展商。
- 掛燈配件(例如: 燈夾、索帶、螺絲)必須由參展商提供。如未有提供掛燈配件，主辦機構保留不接納申請的權利。
- 任何可能影響展台結構或損壞展台物料的安裝將不被接納。
- 為避免超出展台負荷，燈具不得超出指定重量。
- 參展商須提供燈具重量，燈具位置示意圖及掛燈配件資料予主辦機構核對。
- 燈具安裝服務並不包括電力供應。參展商應使用租用額外設施申請表(供電照明)為其燈具申請電力供應(自攜照明裝置或供電燈接線用之插座)。視乎情況參展商可能需要增租天花橫樑。
- 只接受截止日期前提交之申請，現場申請恕不接受。

HKTDC Hong Kong International Diamond, Gem & Pearl Show 2025

香港貿發局香港國際鑽石、寶石及珍珠展2025

2-6/3/2025

Return to :

Exhibition Services Department
Hong Kong Trade Development Council
Unit 13, Expo Galleria, HKCEC,
1 Expo Drive, Wanchai, Hong Kong

Attn : Mr. Patrick Fung
Email : hkdgs.es@hktdc.org
Fax : (852) 3521-0450

請交回

香港貿易發展局, 展覽服務部
香港灣仔博覽道一號
香港會議展覽中心
博覽商場13號

聯絡 : 馮嘉駿先生
電郵 : hkdgs.es@hktdc.org
傳真 : (852)3521-0450

Authorization from Exhibitor

Company Name: _____ Booth No.: _____

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: _____

申請參展商之授權

公司名稱 : _____ 展台編號 : _____

付款方法 (請參閱說明六, 本局不會另開發票)

支票 (抬頭『香港貿易發展局』)

支票號碼 _____ 所付款項: HKD / USD _____ 日期 : _____

信用卡 (只限港幣) VISA Master Card

卡主名稱: _____ 信用卡號: _____

有效日期: _____ 所付款項: HKD _____ 簽署: _____

Contact Information 聯絡資料

Hall	In-charge / 負責人	Telephone / 電話	E-mail / 電郵
1A – 1H	Mr Patrick Fung 馮嘉駿先生	852-2240 5473	patrick.kc.fung@hktdc.org
1J – 1M	Mr Julian Lee 李祉睿先生	852-2240 5445	julian.ty.lee@hktdc.org
1N – 1R	Ms Zoe Leung 梁筱悠小姐	852-2240 5464	zoe.sy.leung@hktdc.org
2F – 2H	Mr Julian Lee 李祉睿先生	852-2240 5445	julian.ty.lee@hktdc.org
2J – 2Q	Ms Chloe Ma 馬曉瑩小姐	852-2240 5458	chloe.hy.ma@hktdc.org
5	Ms Alice Lai 厲瑋晴小姐	852-2240 5485	alice.wc.lai@hktdc.org
7, 9	Mr Noah Wu 胡君義先生	852-2240 5494	noah.ky.wu@hktdc.org
8	Ms Stephanie Kwan 關明珠小姐	852-2240 5496	stephanie.mc.kwan@hktdc.org
10	Ms Zoe Leung 梁筱悠小姐	852-2240 5464	zoe.sy.leung@hktdc.org
11	Ms Charlotte Yuen 袁靖霖小姐	852-2240 5478	charlotte.cl.yuen@hktdc.org