

To: Marketing team

訂場紙 BOOKING FORM

傳真號碼 Fax No: 25309413

\*\*\*\*\*

參展商公司名稱 Company Name of the Organizer: \_\_\_\_\_

參展商公司地址 Company Address of the Organizer: \_\_\_\_\_

聯絡電話 Tel: \_\_\_\_\_ 聯絡人 Contact Person: \_\_\_\_\_

申請場地 Venue of application: \_\_\_\_\_ 面積 Area: \_\_\_\_\_

展覽日期 Exhibition Period: \_\_\_\_\_ (共 \_\_\_\_ 天 days)

展覽商品/活動(必須詳細列明品牌及內容) Exhibits/ Events (Please list out in details the brand or nature): \_\_\_\_\_

參展費/行政費 Licence Fee/ Admin Fee \_\_\_\_\_ 按金 Deposit: \$5,000.00/ \$20,000.00 (請刪除不適用)

- 所有參展商在填寫此訂場紙前必須先閱讀有關申請場地的程序及守則 (“該守則”)。  
All Organizers / Applicant should read the relevant application procedures and guidelines (“the Relevant Guidelines”) for use of the exhibition venue prior to filling in this booking.
- 所有參展商必須以傳真方式預定場地, 本公司並不接受任何電話/電郵預定之申請。  
All Organizers must return this official booking form by fax. Reservations by phone/e-mail will not be accepted.
- a) 除(3b)條所載的參展商外, 一般參展商可於每月之首個工作天以傳真方式預訂未來一個月至三個月內之展期(展期必須為3-10天) Save and except those specified in Clause (3b) hereof, all Organizers in general may make reservations for use of the Exhibition Venue (“the Venue”) for the next coming three months by sending this Booking Form to us by fax on the first working day of each month (Booking must be 3-10 consecutive days per period).  
b) 政府/慈善團體或以優惠價租用場地之團體, 可於每月之首個工作天以傳真方式預訂未來一個月至兩個月內之展期(展期必須為2-10天)。Government organizations / NGOs / Organizers who eligible for discounted Venue rental fees may make reservations for use of the Venue for the next coming two months by sending this Booking Form to us by fax (Booking must be 2-10 consecutive days per period).
- 本公司將以先到先得形式處理申請, 並以本公司之傳真機上之收件時間為準。All venue bookings are on first-come, first-served basis and would base on the time of receipt of this Booking Form as indicated by our fax machine.
- 所有申請一經確認, 本公司將個別以電話形式通知並郵寄正式申請表予參展商簽署。而有關之正式申請表、參展費/行政費及按金必須於收到該正式申請表隨後14個工作天內付清, 否則, 本公司有權取消參展商之預訂和/或申請, 且不作另行通知。Organizer / Applicant will be notified by phone call once this booking form is accepted, after which an official application form will be sent to the Organizer by post for execution and return. All Organizers are required to submit the duly executed official application form, licence fee or administration fee and deposit to our company for approval within 14 working days after the receipt of the original application form, failing which, our Company has the right to cancel the booking and/or application and without any notice.

請填妥「訂場紙」內之所有資料, 如資料不齊, 有關之申請將不受理。Please complete all sections of the booking form. Should there be any missing information, your booking request shall be deemed invalid.

參展商已閱讀、明白及同意上述條款及該守則並予以遵守。參展商授權簽署本申請表之人士代表參展商確認本申請表所載之內容完整、真實及正確。We understand and agree with the Relevant Guidelines and the above terms and conditions. We hereby authorize the person who executed this form to confirm all information stated herein are complete, true and accurate.

Signature of Organizer with company chop affixed

Date 日期

參展商負責人簽署及參展商公司蓋印

查詢請電 For enquiry, please call Marketing team at 2908 3763

備註: 「訂場紙」並非最終確認場地文件, 一切以本公司收妥申請表正本及支票為準

Note: Submission of the booking form does not represent booking/venue confirmation. Confirmation of venue booking is subject to our receipt of the original application form and cheque.

內部專用		<input type="radio"/> 接受	<input type="radio"/> 後補	<input type="radio"/> 拒絕
批出場地:		批出展期:		
參展費:	按金:	交回申請表及付款限期:		
	簽署: _____ 市場拓展主任/助理	簽署: _____ 市場拓展經理		
	日期: _____	日期: _____		
備註:				

註: 本文之一切詮釋如有任何爭議, 均以中文版本為準, 本公司保留一切條文解釋之權利

Remark: If there are discrepancies between the English and Chinese versions of the terms and conditions, the Chinese version shall prevail.



恒基兆業地產代理有限公司  
HENDERSON REAL ESTATE AGENCY LIMITED

(恒基兆業地產有限公司全資附屬公司 A wholly-owned subsidiary of Henderson Land Development Co. Ltd.)

## LICENCE FEE OF EXHIBITION AREA

Location	Gross Area (s.f.)	Licence Fee (Effective from 1/3/2018)					Refundable Deposit (Per Period)
		Commercial Rate		Charity /Gov rate			
		Weekday (Per Day)	Sat, Sun & Public Holidays (Per Day)	Mon-Thur (Per Day)	Fri (Per Day)	Sat, Sun & Public Holidays (Per Day)	
Kolour - Tsuen Wan Level 1 - A	15' x 13'	\$5,200.00	\$10,300.00	\$2,600.00	\$5,200.00	\$10,300.00	\$5,000.00
Kolour - Yuen Long G/F - 1	10' x 10'	\$9,300.00	\$17,600.00	\$4,700.00	\$9,300.00	\$17,600.00	\$5,000.00
G/F - 2*	8' x 8'	\$4,200.00	\$8,300.00	\$2,100.00	\$4,200.00	\$8,300.00	\$5,000.00

Remarks: - Deposit will be refunded to the exhibitor subject to no damaged items

- The above licence fee include tables x2 (size: 2' x 6' without table skirting and subject to availability), 13amp socket x1 and grey carpet. (except malls with \* remark)

\*Grey carpet will **NOT** be provided, exhibitor **MUST** prepare their own carpet to cover the venue during exhibition.

- Booking for commercial use must be **at least 3 consecutive days** per period.

- Booking by Government organization and non-profit making organization must be **at least 2 consecutive days** per period.

- The above rate and terms will be changed without prior notice.

- Related documents must be presented in advance to apply for the special rate for Government organizations / non-profit making organizations.

- Any booking enquiry please contact KOLOUR Marketing team at 29083763 (Mr. Cyrus Chan)