

Exhibitor's Check List 參展商便覽
Forms to be returned to the Organizer 以下表格需交回主辦機構

Form 表格	Subject 說明	Condition 備註	Deadline 截止日期
1	Fair Catalogue & Fascia Board - Free Entry Form 免費於場刊及招牌板內刊載公司資料	COMPULSORY 必須交回	28th Nov., 2008 十一月二十八日
2	Official Order Form for Additional Facilities 租用額外設施申請表	OPTIONAL 隨意交回	28th Nov., 2008 十一月二十八日
3	Basic Facilities or Additional Facilities (on separate sheet) 攤位設施位置圖(附頁)	COMPULSORY 必須交回	28th Nov., 2008 十一月二十八日
4	Show Directory - Advertising Order Form 展覽會場刊 - 廣告位預訂表格	OPTIONAL 隨意交回	10th Nov., 2008 十一月十日
5	Freight Forwarder Information 貨物托運公司資料	COMPULSORY 必須交回	24th Nov., 2008 十一月二十四日

Exhibitors are requested to complete and return relevant Order Forms to the Organizer before the deadlines as specified. Order Forms without appropriate payment will not be processed.

30% surcharge will be applied if Form 2 received after 28th November, 2008. Form 2 submitted after 5th January, 2009 will not be processed instantly. It will only be treated as on-site order to be processed on 25th January, 2009 and a 50% surcharge will be applied, plus U.K. V.A.T. (17.5%)

Application for the alteration of locations of booth facilities (Submission of Form 3) made after 5th January 2009 will be subject to a charge of GBP 8.00 per item (Except tall showcase) and processed as an on-site order on 25th January 2009, plus U.K. V.A.T. (17.5%)

參展商請於上列截止日期前將有關表格填妥並交回主辦機構。
不附所需費用的設施及服務申請表格概不受理。

所有於二零零八年十一月二十八日後交回之租用額外設施申請表(表格二), 需繳付百分之三十的附加費。而於二零零九年一月五日後收到之申請一概視作即場申請, 祇會安排在二零零九年一月二十五日即場辦理, 並需繳付百分之五十的附加費; 另加英國銷售稅百分之十七點五。

而所有於二零零九年一月五日後改動攤位設施位置的申請(表格三), 也將一概視作即場申請, 只會安排在二零零九年一月二十五日即場辦理, 改動攤位設施位置之收費為每件八英鎊, 另加英國銷售稅百分之十七點五, (高身陳列櫃除外)。