



mega SHOW HONG KONG

PART 1 • 20-23 / 10 / 2025
HONG KONG CONVENTION & EXHIBITION CENTRE



ORDER FORM

Organiser :



Supporting Organisations :



Japan Industry and Commerce Ltd.
日本工商會有限公司

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PART 1 • 20-23 / 10 / 2025

HONG KONG CONVENTION & EXHIBITION CENTRE

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 Directory Listing, Photo Promotion & Business Matching 免費於場刊內登載公司資料、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	29 th Aug, 2025 2025 年 8 月 29 日
2	Submission of Attendee's Information for Exhibitor Badge 參展商證申請 - 提交出席展會人員資料	Online Submission COMPULSORY 必須在網上交回	15 th Oct, 2025 2025 年 10 月 15 日
3A & 3B	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	29 th Aug, 2025 2025 年 8 月 29 日
3C	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	29 th Aug, 2025 2025 年 8 月 29 日
4	Basic & Additional Facilities Indication Form 攤位設施位置圖	COMPULSORY 必須交回	29 th Aug, 2025 2025 年 8 月 29 日
5	Raw Space / Standard Booth Exhibitor Early Move-in for Construction or Decoration Application Form 展覽淨地 / 標準展台參展商提早施工承建或佈置申請表格	COMPULSORY 必須交回	29 th Aug, 2025 2025 年 8 月 29 日

Exhibitors should return the above relevant Order Forms to the Show Organiser or respective Official Stand Contractors 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或大會指定展台承建商。請注意：任何未附所需費用之申請概不受理。

*** A 20% surcharge will be levied if the Additional Facilities Order Form (Form 3A/3B/3C) is/are received by the Official Stand Contractors after the submission deadline. Any orders received after 9th October, 2025 will be regarded as on-site orders and a 50% surcharge will be applied.**

***若於上述截止日期後才提交租用額外設施申請表 (表格 3A/3B/3C)，需額外繳付 20% 的附加費。任何於 2025 年 10 月 9 日 後才收到之申請表格一概視作即場申請論，並需額外繳付 50% 的附加費。**



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Online Submission of Form 1 網上呈交表格一

Fair Directory Listing, Photo Promotion & Business Matching

免費於場刊內登載公司資料、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 29th August 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 8 月 29 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 Show 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。

PRODUCT PHOTOS for Free Publicity

提供產品照片 盡享免費宣傳

We can include your product photos in our press releases and buyer newsletters which will be sent out to influential trade publications and prospective buyers attending the show, and being posted on the show website. To help exhibitors connect more efficiently with relevant buyers, the organizer is providing business matching services to facilitate connections with high-quality buyers, arrange meetings during the event, and drive more successful orders.

Simply submit 3 to 6 product photos (in JPEG format) via the Online Submission Platform URL below **by 29th August 2025**.

大會為各參展商呈獻免費的「**參展產品**」宣傳服務：透過在本展會的新聞發佈、貿易刊物上的特稿、給買家發送的宣傳函，以及本展會的官方網站上展示及發放，讓 貴公司的產品在展會正式開幕前率先曝光，盡享一個額外的宣傳機會。大會亦增設商貿配對服務，助您快速對接優質買家，於展會期間安排會面，從而促成更多訂單。

敬請 貴公司於 **2025 年 8 月 29 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。



通訊配件贈品展
Premiums for Commtech
Products SHOW



五金及戶外用品展
Hardware & Outdoor
Products SHOW

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HONG KONG CONVENTION & EXHIBITION CENTRE

Online Submission of Form 2 網上呈交表格二

Submission of Attendee's Information for Exhibitor Badge

參展商證申請 - 提交出席展會人員資料

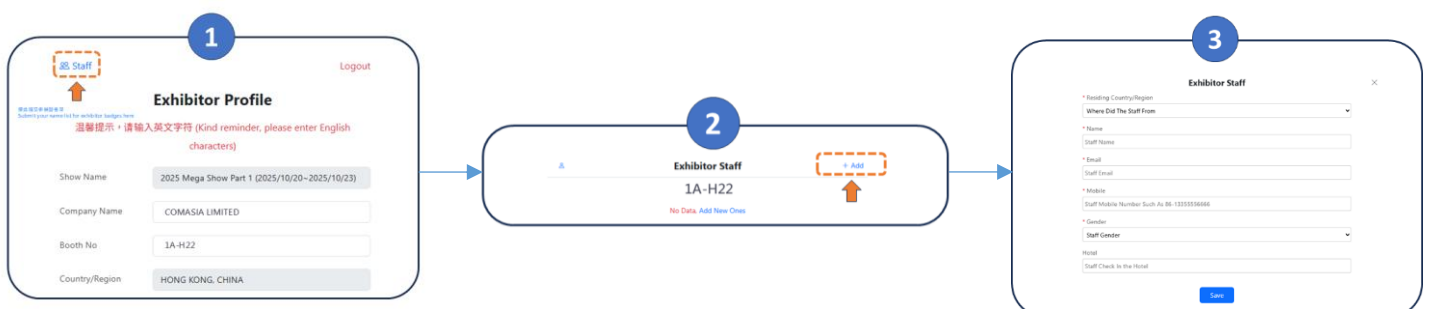
所有參展商必須透過以下連結提供所有出席展會人員的姓名、電話號碼及電郵地址，以編製參展商證。請注意，參展商證上將顯示人員姓名，不可轉讓他人使用，展會期間請佩戴參展商證以進出展覽廳。

請通過線上平台提交人員名單，並於 **10月5日後再次登入** 線上平台預先列印參展商證。為確保順暢入場及節省時間，請攜帶實體參展商證到場。

All exhibitors need to provide the names, phone numbers, and email addresses of all personnel attending the exhibition through the link below for exhibitor badge. Please note that exhibitor badges display the attendee's name, are non-transferable, and must be worn at all times to enter and exit the exhibition hall.

Submit your personnel list via the online platform and you can print your exhibitor badges in advance after **5th October**. For seamless entry and to save time, please arrive with your physical exhibitor badge.

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



FORM 3A
Optional
表格3A
按需要交回

Deadline
29th Aug, 2025
最後呈交日期
八月二十九日



PART 1 • 20-23 / 10 / 2025
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to請交回:
Uniplan Hong Kong Limited
優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228,Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道228號22樓全層

Contact Person & Direct Line聯絡人及直線:
Hall 1A-1B+ Hall 1 concourse
展覽廳 1A-1B+ Hall 1 大堂: Ms. Christy Man 文子欣 (852) 2294 3618
Hall 1C-1E 展覽廳1C-1E: Ms. Stella Lee 李麗琳 (852) 2294 3602
Email 電郵: hongkong.msp1.hall1@uniplan.com
Hall 3B-3C 展覽廳 3B-3C: Ms. Canny Wong 王熙婷 (852) 2294 3640
Hall 3D-3E + Hall 3 Concourse
展覽廳 3D-3E + Hall 3 大堂: Ms. Winki He 何泳琪 (852) 2294 3678
Email 電郵: hongkong.msp1.hall3@uniplan.com

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

Official Order Form for Additional Facilities (For Standard Booth Exhibitors Only)

租用額外設施申請表格(只適用於標準展台參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (4 days 四天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
	Additional Facilities 租用額外傢具類設施					
1	Wooden Display Shelf - 1m L x 0.3m W (FLAT) 木層板 (平放)	185.00	24.00			
2	Wooden Display Shelf - 1m L x 0.3m W (SLOPE) 木層板 (斜放)	185.00	24.00			
3	Glass Display Shelf - 1m L x 0.3m W (FLAT) 玻璃層板 (平放)	265.00	35.00			
*4	White Pegboard with 30 hooks (1m W x 2.4m H) 長洞洞板連30個掛勾	550.00	72.00			
*5	White Pegboard with 30 hooks (1m W x 1.5m H) (SHORT) 短洞洞板連30個掛勾	550.00	72.00			
	* A HK\$10.00 deposit per hook will be required for the collection of pegboard hooks. The said deposit will be refunded upon the return of hook(s) at the end of the show. 每支掛鉤押金港幣10元，並於撤館歸還全數掛鉤時退回押金。					
6	Information Counter (1m L x 0.5m W x 0.75m H) with 3-Sided Panels 諮詢枱連三面側板	350.00	46.00			
7	Square Table (0.66m L x 0.66m W x 0.75m H) 正方桌	320.00	42.00			
8	Chair 椅子	110.00	15.00			
9	Lockable Cabinet (1m L x 0.5m W x 0.75m H) 帶鎖儲物櫃	520.00	68.00			
10	Ceiling Beam (per metre) 天花橫樑 (每米計算)	75.00	10.00			
11	Single Wall Panel (1m W x 2.5m H) 間格圍板	320.00	42.00			
12	Folding Door with Lock (1m W x 2.5m H) 帶鎖摺門	720.00	94.00			
13	Tall Showcase with 2 nos. Halogen Light (1m L x 0.5m W x 2.5m H) 高身陳列飾櫃連兩盞鹵素射燈	2,200.00	285.00			
14	Low Showcase with Lockable Cabinet (1m L x 0.5m W x 1m H) 矮身陳列飾櫃連帶鎖儲物櫃	720.00	94.00			
15	Telephone (Local Call) (*HK\$900.00 deposit included) 電話 (本地) (含 *HK\$900 押金)	2,250.00	291.00			
16	Telephone (Local + IDD) (*HK\$2,800.00 deposit included) 電話 (本地及國際長途) (含 *HK\$2,800 押金)	4,450.00	576.00			
17	2Mbps Broadband Internet Service (*HK\$4,300.00 deposit included) 寬頻上網服務 (含 *HK\$4,300 押金)	6,850.00	886.00			

All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 29th August, 2025.

此申請表須於二零二五年八月二十九日前連同所需費用交回「優尼營銷傳播 (香港) 有限公司」。

Remarks : Orders without full payment will not be processed.

備註: 未附所需費用之申請概不受理。

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 : The Hongkong and Shanghai Banking Corporation Ltd.

銀行名稱: 香港上海滙豐銀行有限公司

Bank Address : 1 Queen's Road, Central, Hong Kong

銀行地址: 香港皇后大道中1號

Payee Name : Uniplan Hong Kong Limited

受款人: 優尼營銷傳播 (香港) 有限公司

A/C No. 戶口號碼 : 567-214283-001 (HKD 港元) 567-214283-274 (USD 美元)

Swift Code : HSBCHKHHHKH

Sub-total 小計

20% surcharge for late order received after 29th Aug, 2025
8月29日後提交申請的20%逾期附加費

50% surcharge for late order received after 9th Oct, 2025
10月9日後提交申請的50%逾期附加費

Total Amount 總金額

Company Name 公司名稱 : _____

Contact Person 聯絡人 : _____ Booth No. 攤位編號 : _____

Tel. 電話 : _____ E-mail 電郵: _____

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

FORM 3B
Optional
表格3B
按需要交回

Deadline
29th Aug, 2025
最後呈交日期
八月二十九日



通訊配件禮品展
Premiums for Commtch
Products SHOW

五金及戶外用品展
Hardware & Outdoor
Products SHOW

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For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to請交回:
Uniplan Hong Kong Limited
優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228, Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道228號22樓全層
Contact Person & Direct Line聯絡人及直線:

Hall 1A-1B+ Hall 1 concourse
展覽廳 1A-1B+ Hall 1 大堂:
Ms. Christy Man 文子欣 (852) 2294 3618

Hall 1C-1E
展覽廳 1C-1E:
Ms. Stella Lee 李麗琳 (852) 2294 3602
Email 電郵: hongkong.msp1.hall1@uniplan.com

Hall 3B-3C 展覽廳 3B-3C:
Ms. Canny Wong 王熙婷 (852) 2294 3640

Hall 3D-3E + Hall 3 Concourse
展覽廳 3D-3E + Hall 3 大堂:
Ms. Winki He 何泳琪 (852) 2294 3678
Email 電郵: hongkong.msp1.hall3@uniplan.com

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

Official Order Form for Additional Electricity Supply / Lighting Facilities (For Standard Booth Exhibitors Only)

租用額外供電及照明設施申請表 (只適用於標準展台參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格(4 days 四天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
Additional Electricity Supply & Lighting Facilities 租用額外供電及照明設施						
1	Square-pin Socket (220V) Max. 500W for One Electrical Appliance Only (NOT FOR LIGHTING CONNECTION) 只供一件電器用之500瓦特電源方腳插座 [220伏特] (不可用於照明裝置)	450.00	59.00			
2	Square-pin Socket (220V) Max. 1,000W for One Electrical Appliance Only (NOT FOR LIGHTING CONNECTION) 只供一件電器用之1,000瓦特電源方腳插座 [220伏特] (不可用於照明裝置)	950.00	123.00			
3	Spotlight 13 watt LED Lamp (Yellow Light) 短臂射燈 13瓦LED燈 (黃光)	360.00	47.00			
4	Longarm Spotlight 13 watt LED Lamp (Yellow Light) 長臂射燈 13瓦LED燈 (黃光)	360.00	47.00			
5	Fluorescent Tube 40W 40瓦特光管	365.00	48.00			
6	Floodlight 300W (Yellow Light) 300瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	810.00	105.00			
7	Floodlight 500W (Yellow Light) 500瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	920.00	120.00			
8	HQI Light 70W (White Light) 70瓦特HQI白光燈	1,200.00	156.00			
9	HQI Light 150W (White Light) 150瓦特HQI白光燈	1,400.00	182.00			
10	HQI Light 250W (White Light) 250瓦特HQI白光燈	1,550.00	201.00			
11	Halogen Tracklight 50W 50瓦特鹵素路軌石英燈	480.00	63.00			
#12	Lighting Connection 100W 100瓦特電線接駁及供電 (以每個燈頭 100 瓦特為限)	270.00	35.00			
#13	Lighting Connection 200W 200瓦特電線接駁及供電 (以每個燈頭 200 瓦特為限)	360.00	47.00			
#14	Lighting Connection 300W 300瓦特電線接駁及供電 (以每個燈頭 300 瓦特為限)	450.00	59.00			
#15	500W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 500瓦特電源方腳插座 (220伏特)	1,500.00	195.00			
#16	1,000W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 1,000瓦特電源方腳插座 (220伏特)	2,950.00	382.00			
#17	2,000W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 2,000瓦特電源方腳插座 (220伏特)	5,600.00	725.00			
For item #12 to #17, exhibitors must have their own Hong Kong qualified electricians. The Official Stand Subcontractor will not provide installation and connection service for these items. Total power consumption shall not exceed the current 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 shall be liable for any damages caused if the electrician fails to comply with the above requirements. 租用#12至#17 項設施, 參展商必須自簽聘用在本地香港持牌電工, 大會指定展台承建分判商不會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標的總電量。所有在館內施工之電工必須遵守香港特別行政區政府電力條例的電力註冊規定, 如電工未能配合上述規例要求, 即其僱主必須負責賠償因此引起之一切損失。						
All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 29th August, 2025. 此申請表須於二零二五年八月二十九日前連同所需費用交回 「優尼營銷傳播 (香港) 有限公司」。 Remarks : 未附所需費用之申請概不受理。 備註: 未附所需費用之申請概不受理。 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 : The Hongkong and Shanghai Banking Corporation Ltd. 銀行名稱: 香港上海滙豐銀行有限公司 Bank Address : 1 Queen's Road, Central, Hong Kong 銀行地址: 香港皇后大道中1號 Payee Name : Uniplan Hong Kong Limited 收款人: 優尼營銷傳播 (香港) 有限公司 A/C No. 戶口號碼: 567-214283-001 (HKD 港元) 567-214283-274 (USD 美元) Swift Code : HSBCHKHHHKH		Sub-total 小計				
		20% surcharge for late order received after 29th Aug, 2025 8月29日後提交申請的20% 逾期附加費				
		50% surcharge for late order received after 9th Oct, 2025 10月9日後提交申請的50% 逾期附加費				
		Total Amount 總金額				

Company Name 公司名稱: _____

Contact Person 聯絡人: _____ Booth No. 攤位編號: _____

Tel. 電話: _____ E-mail 電郵: _____

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

FORM 3C
Optional
表格3C
按需要交回

Deadline
29th Aug, 2025
最後呈交日期
八月二十九日



通訊配件贈品展
Premiums for Commtch
Products SHOW

五金及戶外用品展
Hardware & Outdoor
Products SHOW

PART 1 • 20-23 / 10 / 2025
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to請交回:
Uniplan Hong Kong Limited
優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228,Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道228號22樓全層

Contact Person & Direct Line聯絡人及直線:
Hall 1A-1B+ Hall 1 concourse
展覽廳 1A-1B+ Hall 1 大堂: Ms. Christy Man 文子欣 (852) 2294 3618
Hall 1C-1E 展覽廳1C-1E: Ms. Stella Lee 李麗琳 (852) 2294 3602
Email 電郵: hongkong.msp1.hall1@uniplan.com
Hall 3B-3C 展覽廳 3B-3C: Ms. Canny Wong 王熙婷 (852) 2294 3640
Hall 3D-3E + Hall 3 Concourse
展覽廳 3D-3E + Hall 3 大堂: Ms. Winki He 何泳琪 (852) 2294 3678
Email 電郵: hongkong.msp1.hall3@uniplan.com

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

Official 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 (4 days 四天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
	Electricity Supply 租用供電設施					
001	15 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 單相 配電總掣	6,400.00	828.00			
002	30 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 單相 配電總掣	11,700.00	1,514.00			
003	15 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 三相 配電總掣	17,500.00	2,264.00			
004	30 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 三相 配電總掣	32,000.00	4,140.00			
005	60 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之60 安培 三相 配電總掣	60,300.00	7,801.00			
006	Telephone (Local Call) (*HK\$900.00 deposit included) 電話 (本地) (含 *HK\$900 押金)	2,250.00	291.00			
007	Telephone (Local + IDD) (*HK\$2,800.00 deposit included) 電話 (本地及國際長途) (含 *HK\$2,800 押金)	4,450.00	576.00			
008	2Mbps Broadband Internet Service (*HK\$4,300.00 deposit included) 2Mbps 寬頻上網服務 (含 *HK\$4,300 押金)	6,850.00	886.00			

Exhibitors must have their own Hong Kong qualified electricians. The Official Stand Subcontractor will not provide installation and connection services for the above 001-005 items.

Total Power Consumption shall not exceed the current 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 shall be liable for any damages caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the Stand Subcontractors accompanied with this order form. No separate order for individual power sockets will be entertained. Exhibitors should take full responsibility for daily on/off their own main switches and maintenance.

參展商如選擇租用以上 001-005 的設施，必須自行聘用在本地香港持牌電工。大會指定展台承建分判商不會提供上述項目之安裝及接駁服務。參展商不可使用超過上述指標的總電量。所有在館內施工之電工必須遵守香港特別行政區政府電力條例的電力註冊規定，如電工未能配合上述規例要求，即其僱主須負責賠償因此引起之一切損失。參展商須於遞交此表格時連同所聘用的電力工人及其公司牌照副本。淨地參展商採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。參展商同時必須負責其攤位每日之配電總制的開關及維修。

All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 29th August, 2025.
此申請表須於 二零二五年八月二十九日前連同所需費用交回「優尼營銷傳播 (香港) 有限公司」。
Remarks : Orders without full payment will not be processed.
備註: 未附所需費用之申請概不受理。
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 : The Hongkong and Shanghai Banking Corporation Ltd.
銀行名稱: 香港上海滙豐銀行有限公司
Bank Address : 1 Queen's Road, Central, Hong Kong
銀行地址: 香港皇后大道中1號
Payee Name : Uniplan Hong Kong Limited
受款人: 優尼營銷傳播 (香港) 有限公司
A/C No. 戶口號碼: 567-214283-001 (HKD 港元) 567-214283-274 (USD 美元)
Swift Code : HSBCHKHHHKH

Sub-total 小計

20% surcharge for late order received after 29th Aug, 2025
8月29日後提交申請的20% 逾期附加費

50% surcharge for late order received after 9th Oct, 2025
10月9日後提交申請的50% 逾期附加費

Total Amount 總金額

Company Name 公司名稱: _____

Contact Person 聯絡人: _____ Booth No. 攤位編號: _____

Tel. 電話: _____ E-mail 電郵: _____

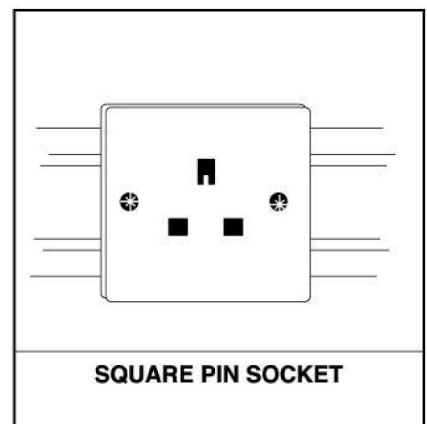
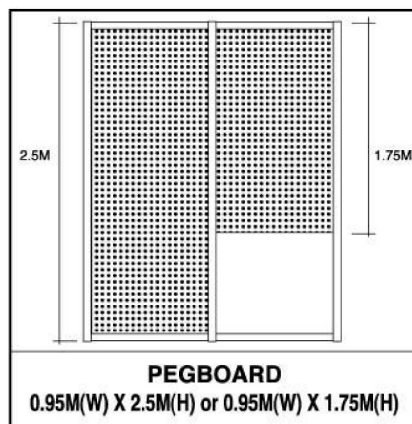
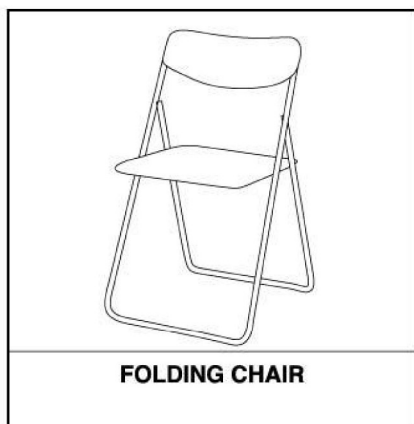
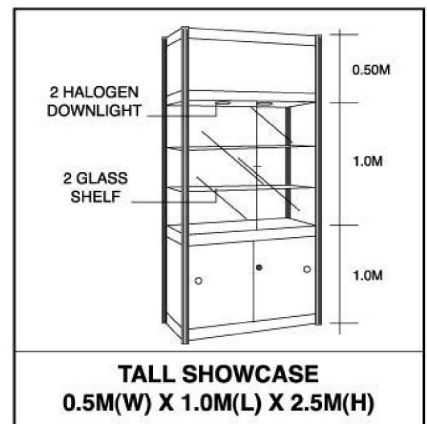
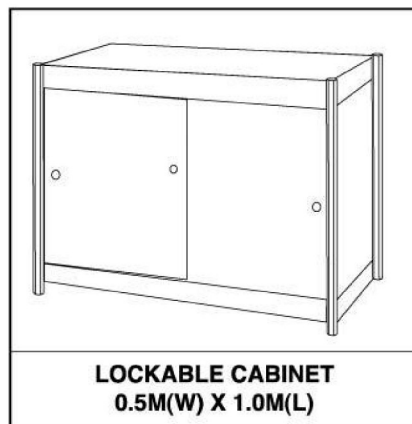
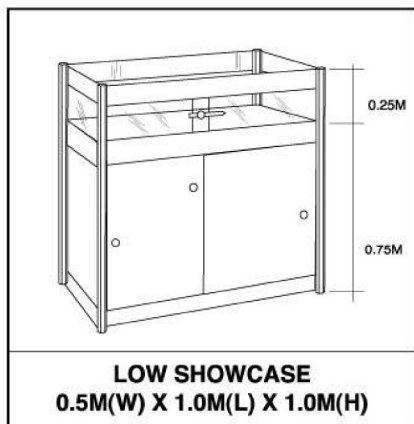
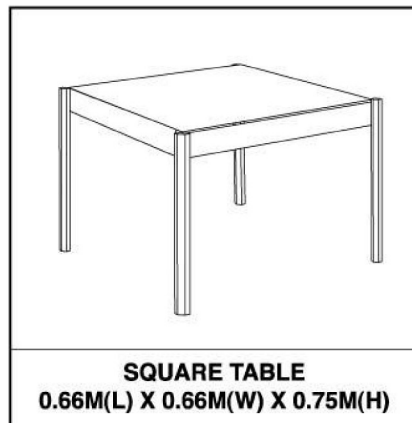
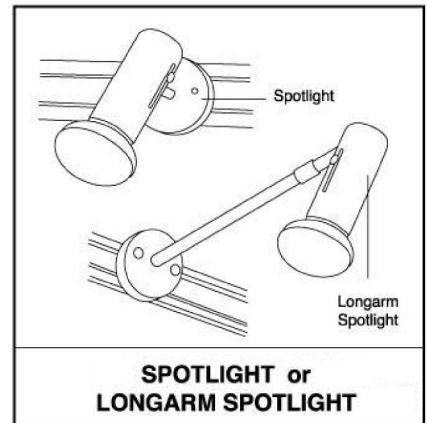
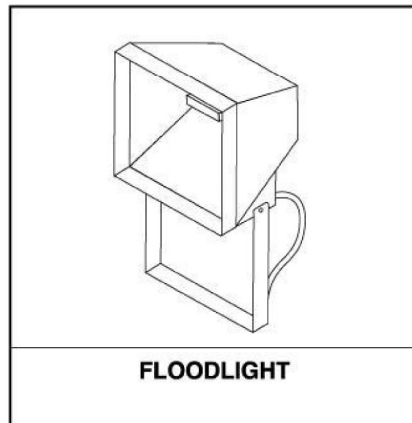
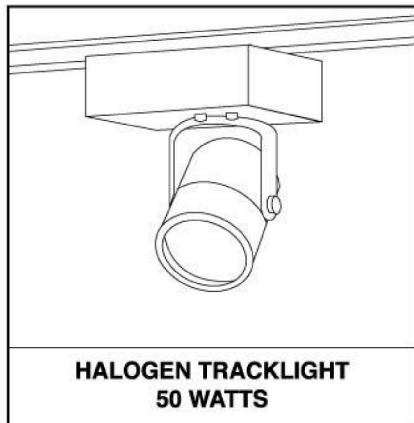
Signature & Company Chop 簽署及公司印章: _____ Date 日期: _____

Conditions of Order for FORM 3 / (表格三)一般守則

- 1) All dimensions are in metre, L=length, W=width, H=height, D=depth.
 - 2) In general, rental orders for the facilities and equipment should be submitted to the Official Stand Subcontractors before the specified deadlines, otherwise a 20% surcharge will be levied on the basic rates. Moreover, orders submitted after 9th October, 2025 and on-site orders (if accepted) are subject to a 50% surcharge on the basic rates.
 - 3) All rental orders for services / equipment / booth facilities should be submitted with full payment (including those security deposit when applicable). Orders without the required payment(s) will not be entertained.
 - 4) All equipment / booth facilities provided by the Official Stand Subcontractors shall only be utilised within the Venue exclusively for the Exhibition.
 - 5) Provisions of any services / equipment / booth facilities by the Official Stand Subcontractors 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 Subcontractors reserve the right not to entertain any orders received, and in such cases, the users will be notified and the payment cheque will be returned or refunded.
 - 6) If by reason of force majeure, labour difficulties, shortages of materials or any other causes outside the control of Official Stand Subcontractors who are unable to provide all or any of the services or equipment or booth facilities ordered during the whole or any part of the duration of the Exhibition, the 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) The hirer shall be responsible for returning all rented equipment and related materials to the Official Stand Subcontractors within one hour on the last show day following the official closure of the Exhibition.
 - 8) The hirer should use the equipment and the booth facilities in a careful and proper manner and in accordance with the Rules and Regulations issued by the Show Organiser. The hirer is not allowed to make any alterations, modifications, attachments and / or additions to the equipment / booth facilities rented.
 - 9) The hirer shall be liable to any loss or damage to the equipment and booth facilities arising from the hirer's negligence, unintentional act, unauthorised maintenance or other causes within the reasonable control of the hirer, its representatives, 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 Subcontractors all cost incurred for repair or replacement.
 - 10) The hirer shall be in default hereunder if the hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment / booth facilities to the Official Stand Subcontractors after use.
 - 11) At any time after the hirer's default, the Official Stand Subcontractors may terminate the rental services, by notice to hirer and repossess the equipment / booth facilities. The hirer shall remain liable to all unpaid charges and the Official Stand Subcontractors may deduct from all or a portion of the hirer's security deposit as may be necessary to compensate the Official Stand Subcontractors for any unpaid charges or damages and expenses incurred on account of such default; or the Official Stand Subcontractors may exercise any other rights occurring to a less or under any applicable law upon a default by the hirer.
 - 12) The hirer must ensure that any additional bank handling charges are included on top of the telegraphic transfer of remitted payments for an order.
-
- 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,必須於截止申請日期前交回大會指定展台承建分判商,否則會在基本費用外加收 20%附加費。此外,任何於 2025 年 10 月 9 日之後才提交的申請或即場租用的申請(如獲接納),將會加收相等於基本費用 50%的附加費。
 - 3) 所有租用服務/設施的申請表,必須連同全數費用一併交回,及在需要時加付損壞保障金。任何不應應繳款項的申請表,概不受理。
 - 4) 由大會指定展台承建分判商提供的所有設施,只供在本展覽會場內使用。
 - 5) 大會指定展台承建分判商能否提供參展商所需的服務/設施,要視乎於收到申請時有關服務/設施是否仍可供租用。申請將以「先到先得」的方式處理,但大會指定展台承建分判商保留不接納任何申請的權利,遇此情況時,有關展台承建分判商將通知申請者,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分判商所能控制的因素,致使大會指定展台承建分判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,承租人只能就未能提供之服務或設施按比例取回已付出的服務或設施費用;而已完成安裝的設施及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,將所有租用的設備及有關物料完好的交回大會指定展台承建分判商。
 - 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分判商定下的使用條款和規則,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。大會指定展台承建分判商因此而需更換設施或作出維修所引致的費用,須由承租人承擔。
 - 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分判商,一概作違約論。
 - 11) 承租人違約,大會指定展台承建分判商可在發出通知後,終止提供的租賃服務,並收回租出的設施,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分判商在必要時,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) 如承租人以電匯繳付款項,必須確保已包括另加付的銀行手續費用在內。

ADDITIONAL ITEMS FOR RENTAL

額外設施圖



For reference only, subject to change if necessary

只供參考，如有需要，隨時作出更改。

This Specimen For Reference Only

此樣本只供參考

*FACILITIES INDICATED BELOW ARE FOR REFERENCE ONLY.
THEY DO NOT NECESSARILY REFER TO YOUR BOOTH PACKAGE.

以下所顯示之設施只供參考之用，並不代表 貴公司攤位實具之設施

Basic Facilities / Additional Facilities Indication Form

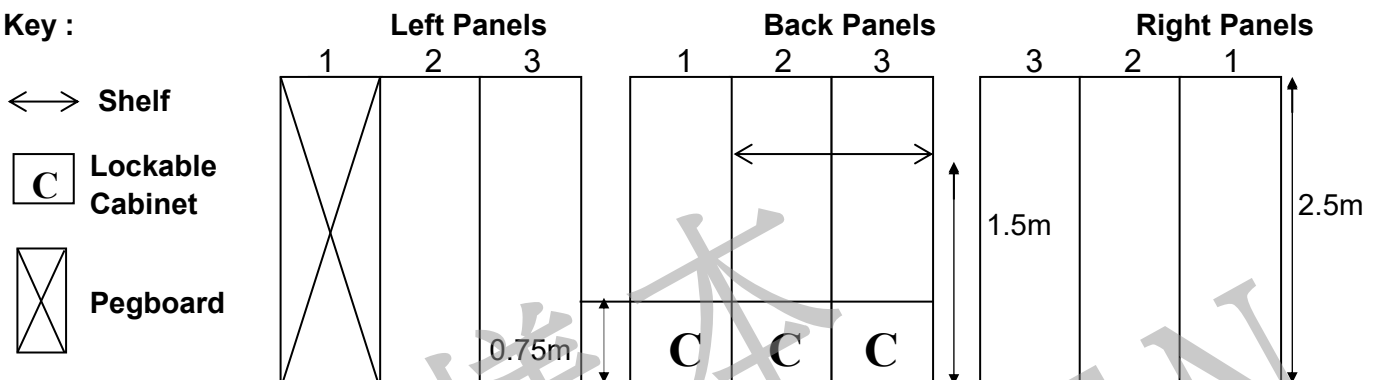
基本及額外設施位置圖

Example I:

For General Facilities

- a) 2m Shelves on Back Panel #2 & #3 at 1.5m Height
- b) 3m Lockable Cabinets on Back Panels
- c) One Pegboard on Left Panel #1

Key :



Example II:

For Electrical Items

- a) 2 Spotlights behind Fascia Board
- b) 1 Long-arm Spotlight on Back Panel #2
- c) 1 unit of Square-pin Socket on Right Panel #2

Key :





通訊配件贈品展
Premiums for Commtch
Products SHOW

mega
SHOW
HONG KONG



五金及戶外用品展
Hardware & Outdoor
Products SHOW

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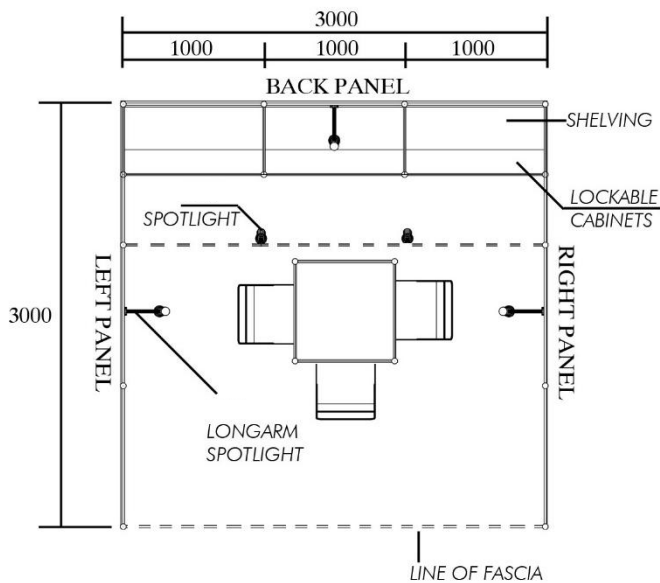
HONG KONG CONVENTION & EXHIBITION CENTRE

FURNISHED STAND SPECIFICATIONS

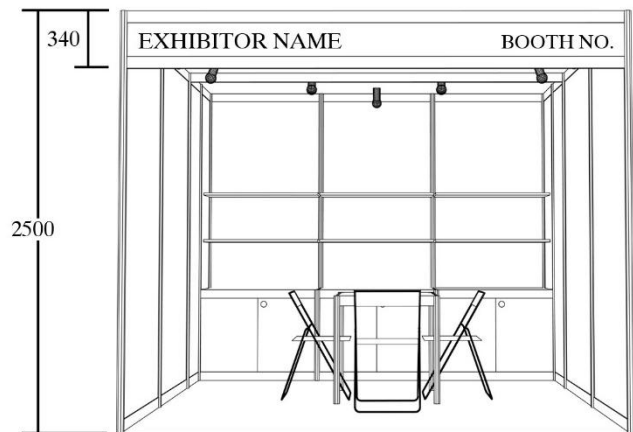
標準展覽攤位規格

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

標準攤位 三米(深) x 三米(闊)



PLAN VIEW



PERSPECTIVE VIEW

* All dimensions in mm

Booth Facilities

- Fascia
- Wall Panels
- Carpet
- 3 Long-arm Spotlights
- 2 Spotlights
- 1 Square 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
- 一張方檯
- 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



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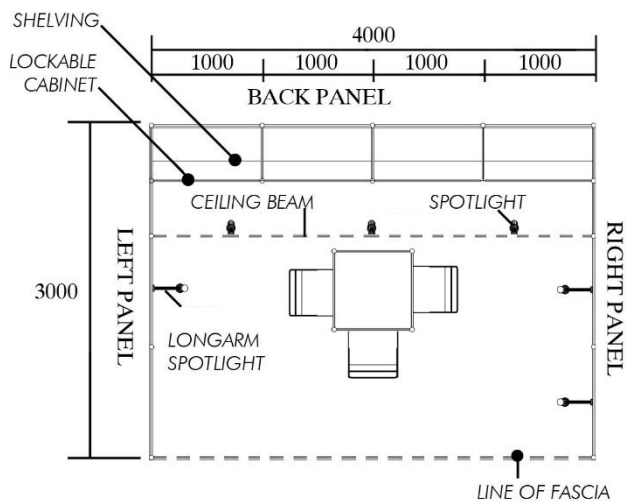
HONG KONG CONVENTION & EXHIBITION CENTRE

FURNISHED STAND SPECIFICATIONS

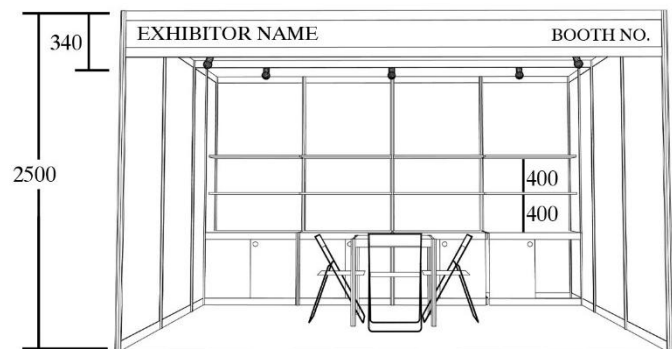
標準展覽攤位規格

Furnished Shell Scheme 3m(D) x 4m(W)

標準攤位 三米(深) x 四米(闊)



PLAN VIEW



PERSPECTIVE VIEW

* All dimensions in mm

Booth Facilities

- Fascia
- Wall Panels
- Carpet
- 3 Long-arm Spotlights
- 3 Spotlights
- 1 Square Table
- 3 Chairs
- 4-metre Lockable Cabinets
- 8-metre Display Shelves
- 4-metre Ceiling Beam

攤位設施

- 公司招牌板
- 圍板
- 地毯
- 三枝長臂射燈
- 三枝射燈
- 一張方檯
- 三張椅子
- 四米帶鎖儲物櫃
- 八米陳列層板
- 四米天花橫樑鋁條



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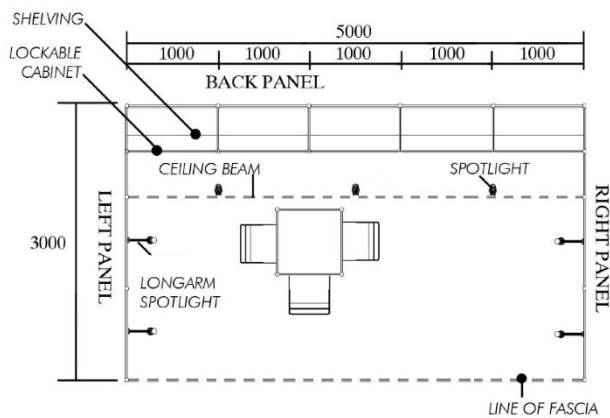
HONG KONG CONVENTION & EXHIBITION CENTRE

FURNISHED STAND SPECIFICATIONS

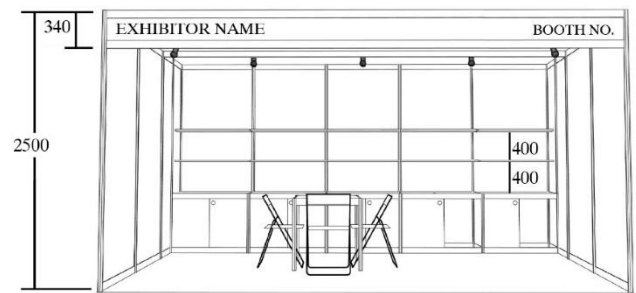
標準展覽攤位規格

Furnished Shell Scheme 3m(D) x 5m(W)

標準攤位 三米(深) x 五米(闊)



PLAN VIEW



PERSPECTIVE VIEW

* All dimensions in mm

Booth Facilities

- Fascia
- Wall Panels
- Carpet
- 4 Long-arm Spotlights
- 3 Spotlights
- 1 Square Table
- 3 Chairs
- 5-metre Lockable Cabinets
- 10-metre Display Shelves
- 5-metre Ceiling Beam

攤位設施

- 公司招牌板
- 圍板
- 地毯
- 四枝長臂射燈
- 三枝射燈
- 一張方檯
- 三張椅子
- 五米帶鎖儲物櫃
- 十米陳列層板
- 五米天花橫樑鋁條

- 公司招牌板
- 圍板
- 地毯
- 六枝長臂射燈
- 四枝射燈
- 兩張方檯
- 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 4
Compulsory
表格四
必須交回

Deadline
29th Aug,
2025
最後呈交日期
八月二十九日



PART 1 • 20-23 / 10 / 2025
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to 請交回:
Uniplan Hong Kong Limited
優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228, Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道 228 號 22 樓全層

Contact Person & Direct Line 聯絡人及直線:
Hall 1A-1B+ Hall 1 concourse Ms. Christy Man 文子欣
展覽廳 1A-1B+ Hall 1 大堂: (852) 2294 3618

Hall 1C-1E 展覽廳 1C-1E: Ms. Stella Lee 李麗琳
(852) 2294 3602

Email 電郵: hongkong.msp1.hall1@uniplan.com

Hall 3B-3C 展覽廳 3B-3C: Ms. Canny Won 王熙婷
(852) 2294 3640

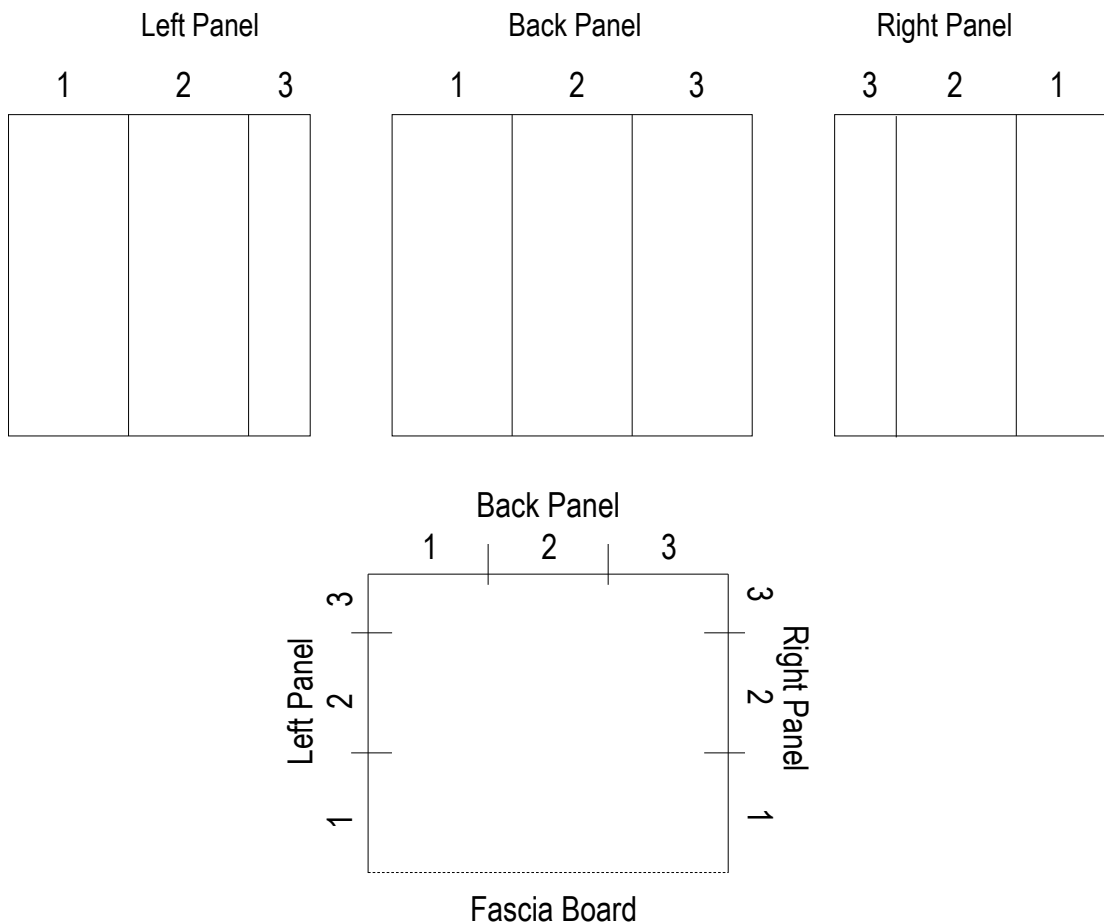
Hall 3D-3E + Hall 3 Concourse Ms. Winki He 何泳琪
展覽廳 3D-3E + Hall 3 大堂: (852) 2294 3678

Email 電郵: hongkong.msp1.hall3@uniplan.com

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
2.5m (D) x 3m (W)

Common Key Symbols	
For General Facilities:	
Flat Shelf	↔
Slope Shelf	↔//↔
Glass Shelf	↔↔↔↔
Lockable Cabinet	C
Pegboard	⊠
For Electrical Items:	
Spotlight	△
Long-arm Spotlight	⊥△
HQI (White)	⊙
Floodlight (Yellow)	⊕
Square-pin Socket	S



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
29th Aug,
2025
最後呈交日期
八月二十九日



PART 1 • 20-23/10/2025
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to 請交回:
Uniplan Hong Kong Limited
優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228, Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道 228 號 22 樓全層

Contact Person & Direct Line 聯絡人及直線:
Hall 1A-1B+ Hall 1 concourse Ms. Christy Man 文子欣
展覽廳 1A-1B+ Hall 1 大堂: (852) 2294 3618
Hall 1C-1E 展覽廳 1C-1E: Ms. Stella Lee 李麗琳
(852) 2294 3602

Email 電郵: hongkong.msp1.hall1@uniplan.com
Hall 3B-3C 展覽廳 3B-3C: Ms. Canny Won 王熙婷
(852) 2294 3640
Hall 3D-3E+ Hall 3 Concourse Ms. Winki He 何泳琪
展覽廳 3D-3E + Hall 3 大堂: (852) 2294 3678
Email 電郵: hongkong.msp1.hall3@uniplan.com

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Basic Facilities / Additional Facilities Indication Form

2.5m (D) x 4m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1 2 3

--	--	--

Back Panel

1 2 3 4

--	--	--	--

Right Panel

3 2 1

--	--	--

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel

	1	2	3	4	
3					3
2					2
1					1

Fascia Board

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
29th Aug,
2025
最後呈交日期
八月二十九日



五金及戶外用品展
Hardware & Outdoor
Products SHOW

PART 1 • 20-23 / 10 / 2025
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to 請交回:

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優尼營銷傳播 (香港) 有限公司
Level 22, Plaza 228, Wanchai Road, Wanchai, Hong Kong
香港灣仔灣仔道 228 號 22 樓全層
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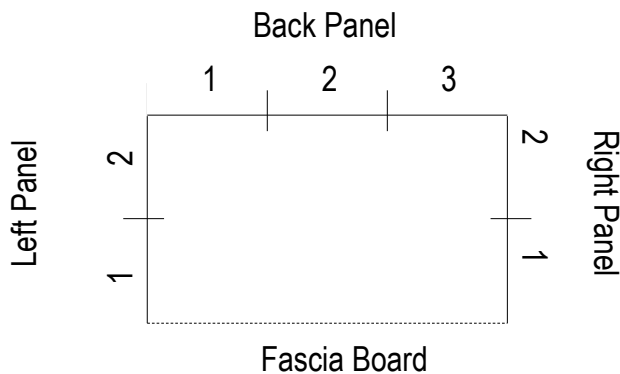
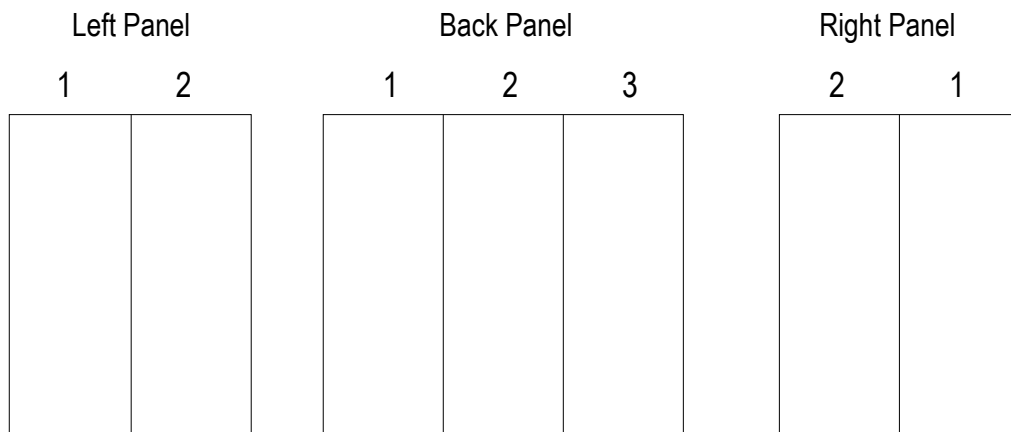
Email 電郵: hongkong.msp1.hall3@uniplan.com

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Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖
2m (D) x 3m (W)

Common Key Symbols	
For General Facilities:	
Flat Shelf	↔
Slope Shelf	↔↗↘
Glass Shelf	↔↔↔↔
Lockable Cabinet	C
Pegboard	X
For Electrical Items:	
Spotlight	△
Long-arm Spotlight	⊥△
HQI (White)	⊕
Floodlight (Yellow)	⊕
Square-pin Socket	S



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
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(852) 2294 3640

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展覽廳 3D-3E + Hall 3 大堂: (852) 2294 3678

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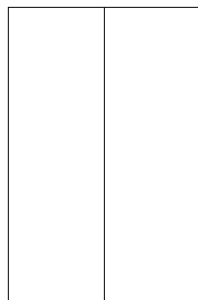
Please make a copy for your own record

請自行複印副本，以作記錄

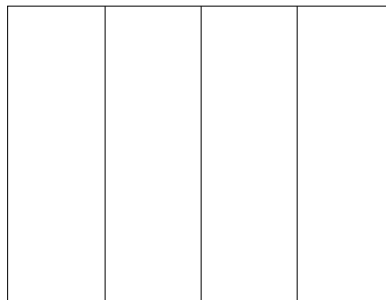
Basic Facilities / Additional Facilities Indication Form
基本設施及額外設施位置圖
2m (D) x 4m (W)

Common Key Symbols	
For General Facilities:	
Flat Shelf	↔
Slope Shelf	↔↗↘
Glass Shelf	↔↔↔↔
Lockable Cabinet	C
Pegboard	X
For Electrical Items:	
Spotlight	△
Long-arm Spotlight	⊥△
HQI (White)	⊙
Floodlight (Yellow)	⊕
Square-pin Socket	S

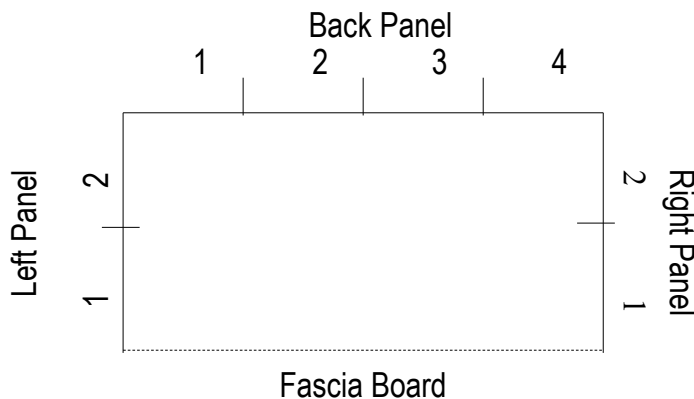
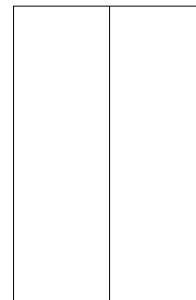
Left Panel



Back Panel



Right Panel



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: _____

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Basic Facilities / Additional Facilities Indication Form

2m (D) x 6m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	↔	Slope Shelf	↗↘	Glass Shelf	↔↔↔	Lockable Cabinet	C	Pegboard	⊠
------------	---	-------------	----	-------------	-----	------------------	---	----------	---

Left Panel		Back Panel						Right Panel	
1	2	1	2	3	4	5	6	2	1

For Electrical Items:

Spotlight	△
Long-arm Spotlight	⊕
HQI (White)	⊙
Floodlight (Yellow)	⊕
Square-pin Socket	S

Back Panel					
1	2	3	4	5	6

Left Panel 2 1 Right Panel 2 1

Fascia Board

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: _____

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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 2.5m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel			Back Panel			Right Panel		
1	2	3	1	2	3	3	2	1

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel		
1	2	3

Left Panel Right Panel

Fascia Board

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: _____

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五金及戶外用品展
Hardware & Outdoor
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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 2m (W)

Left Panel

Back Panel

Right Panel

Common Key Symbols	
For General Facilities:	
Flat Shelf	↔
Slope Shelf	↔↗↘
Glass Shelf	↔↗↘↗↘
Lockable Cabinet	C
Pegboard	X
For Electrical Items:	
Spotlight	△
Long-arm Spotlight	△
HQI (White)	⊙
Floodlight (Yellow)	⊕
Square-pin Socket	S

1 2 3

--	--	--

1 2

--	--

3 2 1

--	--	--

Back Panel

1 2

3 2 1

Left Panel

Right Panel

Fascia Board

--	--

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: _____

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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 3m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1 2 3

--	--	--

Back Panel

1 2 3

--	--	--

Right Panel

3 2 1

--	--	--

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel

1 2 3

3	2	1
3	2	1
3	2	1

Fascia Board

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: _____

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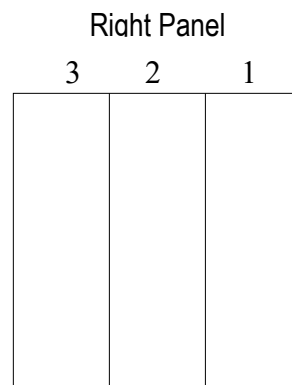
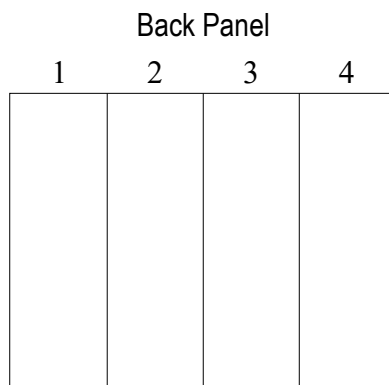
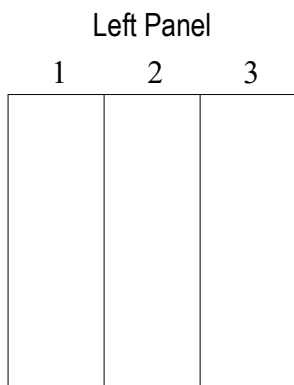
基本設施及額外設施位置圖

3m (D) x 4m (W)

Common Key Symbols

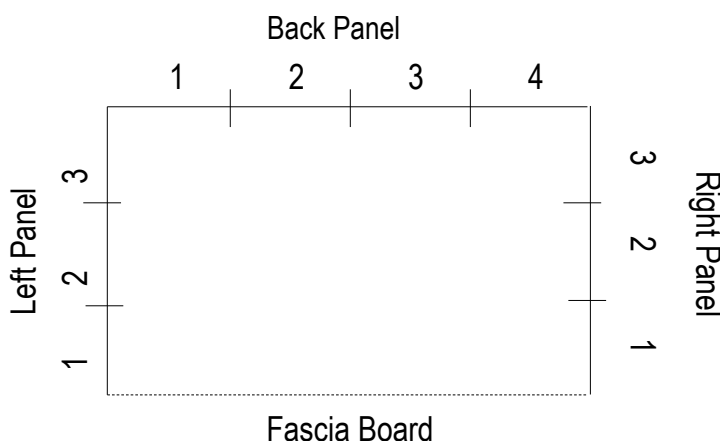
For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------



For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	



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: _____

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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 5.5m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1 2 3

--	--	--

Back Panel

1 2 3 4 5 6

--	--	--	--	--	--

Right Panel

3 2 1

--	--	--

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel

1 2 3 4 5 6

--	--	--	--	--	--

Fascia Board

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: _____

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優尼營銷傳播 (香港) 有限公司

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香港灣仔灣仔道 228 號 22 樓全層

Contact Person & Direct Line 聯絡人及直線:

Hall 1A-1B+ Hall 1 concourse Ms. Christy Man 文子欣
展覽廳 1A-1B+ Hall 1 大堂: (852) 2294 3618

Hall 1C-1E 展覽廳 1C-1E: Ms. Stella Lee 李麗琳
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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 5m (W)

Common Key Symbols

For General Facilities:

Flat Shelf 	Slope Shelf 	Glass Shelf 	Lockable Cabinet 	Pegboard 
--	---	---	--	--

Left Panel

1	2	3






Back Panel

1	2	3	4	5

Right Panel

3	2	1

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel

	1	2	3	4	5	
3						3
2						2
1						1

Fascia Board

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
29th Aug,
2025
最後呈交日期
八月二十九日



PART 1 • 20-23/10/2025
HONG KONG CONVENTION & EXHIBITION CENTRE

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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	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1	2	3

Back Panel

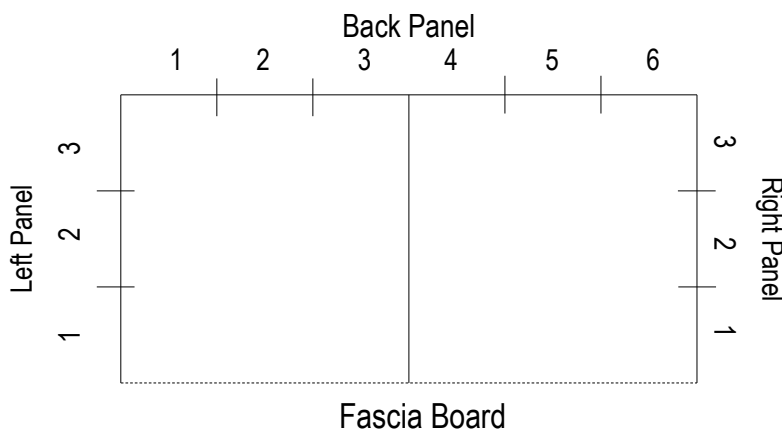
1	2	3	4	5	6

Right Panel

3	2	1

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	



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: _____

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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 7m (W)

Common Key Symbols

For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

Back Panel

Right Panel

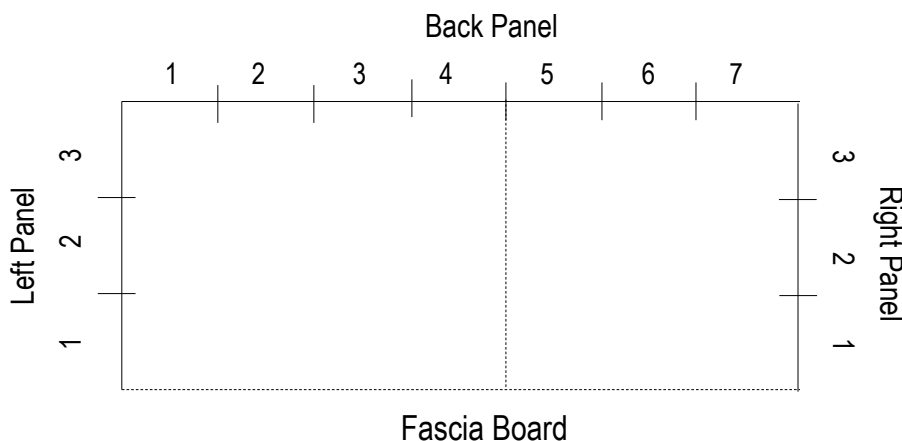
1	2	3

1	2	3	4	5	6	7

3	2	1

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	



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
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PART 1 • 20-23 / 10 / 2025
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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 9m(W)


Common Key Symbols
For General Facilities:

Flat Shelf 

Slope Shelf 

Glass Shelf 

Lockable Cabinet 

Pegboard 

Left Panel

123


Back Panel


123456789


Right Panel


321


For Electrical Items:

Spotlight 

Longarm Spotlight 

HQI (White) 

Floodlight (Yellow) 

Square Pin Socket 

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: _____

Back Panel

123456789

Left Panel

321

Right Panel

321

Fascia Board

FORM 4
Compulsory
表格四
必須交回

Deadline
29th Aug,
2025
最後呈交日期
八月二十九日



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

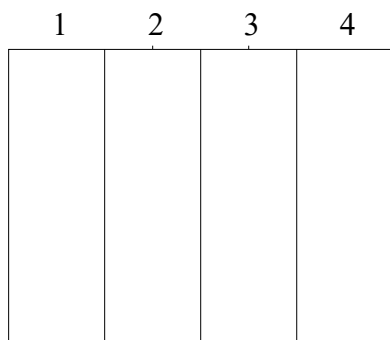
4m (D) x 2.5m (W)

Common Key Symbols

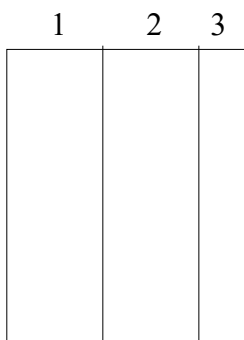
For General Facilities:

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

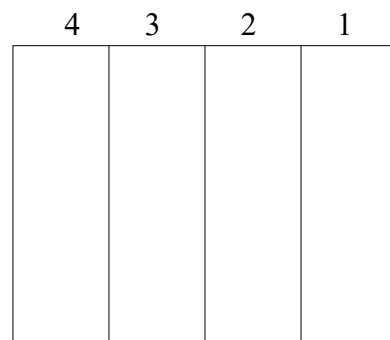
Left Panel



Back Panel



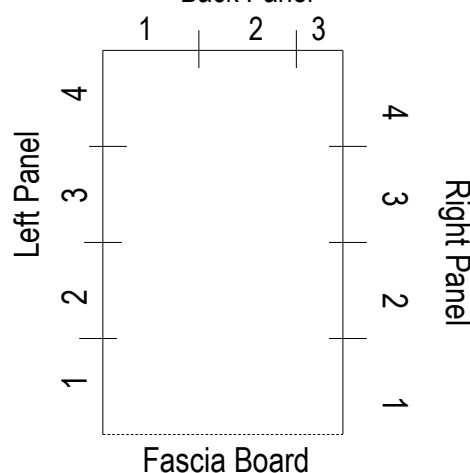
Right Panel



For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel



Fascia Board

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
29th Aug,
2025
最後呈交日期
八月二十九日



通訊配件贈品展
Premiums for Commetech
Products SHOW



PART 1 • 20-23/10/2025
HONG KONG CONVENTION & EXHIBITION CENTRE



五金及戶外用品展
Hardware & Outdoor
Products SHOW

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

Common Key Symbols

For General Facilities:

4m (D) x 3m (W)

Flat Shelf	Slope Shelf	Glass Shelf	Lockable Cabinet	Pegboard
------------	-------------	-------------	------------------	----------

Left Panel

1	2	3	4

Back Panel

1	2	3

Right Panel

4	3	2	1

For Electrical Items:

Spotlight	
Long-arm Spotlight	
HQI (White)	
Floodlight (Yellow)	
Square-pin Socket	

Back Panel

	1	2	3	
4				4
3				3
2				2
1				1
Left Panel				Right Panel

Fascia Board

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 5
Compulsory
表格五
必須交回

Deadline
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2025
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八月二十九日



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Please make a copy for your own record

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Raw Space / Standard Booth Exhibitor Early Move-in for Construction or Decoration Application Form
展覽淨地 / 標準展台參展商提早施工承建或佈置申請表格

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: _____ Dimensions 尺寸: _____ m 米 x _____ m 米

Contact Person 聯絡人: _____ Position 職位: _____

Tel. 電話: _____ Email 電郵: _____

2. Contractor Information 承建商資料

(Local contractors must be appointed for the stand design and construction.)

(必須委聘本地符合資格的承建商設計及蓋建展台。)

Name of Contractor 承建商名稱: _____

Contact Person 聯絡人: _____ Position 職位: _____

Address 地址: _____

Tel 電話: _____ Mobile Phone 手提電話: _____ Email 電郵: _____

On-site Supervisor's Name

On-site Supervisor's Mobile Phone No.

現場負責人姓名: _____ 現場負責人電話: _____

3. Electrical Contractor 電力裝置承建商

(Pursuant to Electricity [Wiring] Regulations of Electricity Ordinance 所聘的電力裝置承建商必須符合香港電力條例之電力【電線接駁】之規定)

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 Phone 手提電話: _____ Email 電郵: _____

Security Deposit 承建展台保證金	Raw Space Booth 展覽淨地展台	National/Regional Pavilion 國家/地區館
	HK\$ 10,000 / US\$ 1,280	HK\$ 30,000 / US\$ 3,840
Standard Booth Site Work Deposit 標準展台施工按金	18 sqm or below 18 平方米或以下	19 sqm or above 19 平方米或以上
	HK\$ 3,000 / US\$ 384	HK\$ 5,000 / US\$ 640

* Raw Space Exhibitors are required to pay a Security Deposit while Standard Booth Exhibitors are required to pay a Site Work Deposit as stated above. The deposit will be refunded after the exhibition.

展覽淨地展台須預先繳交以上之承建展台保證金，而標準展台則須預先繳交以上之標準展台施工按金，該等預繳按金於完展後將予退回。

** This form must be submitted to the Official Stand Subcontractor no later than **29th August, 2025.**

此表格必須在 **2025 年 8 月 29 日或以前** 交回大會指定展台承建分判商。

Signature & Company Chop

簽署及公司印章：

Date 日期:

Special Notes For Form 5 / (表格五) 特別注意事項

(Please refer to Exhibitor Manual for more details 詳細內容請參閱參展商手冊)

RAW SPACE

1. 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 29th August, 2025**. Drawings submitted must be in a scale of not smaller than 1:100 with full dimensions and they must contain such information as the floor plan, stand elevation, telephone/broadband internet installation, electrical fittings, audio-visual equipment, colours and materials to be used, etc.

Any signage and visual parts (including the company name, logo, slogan, photo, pattern, etc.) at the height of over 2.5 metres facing the adjacent booth must be set back 0.5 metres from the booth boundary.

The common side-wall bordering neighbouring stands with the height of over 2.5 metres has to be in smooth finishing, coloured WHITE and without any logos or graphics on it.

2. 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 Show Organiser, the Official Stand Contractor. For any structure exceeding the height of 3 metres, a safety certificate issued by **an Authorised Person / a Registered Structural Engineer ("RSE")** must be provided to the Official Stand Contractor before the opening of the show.

Stand Structure Type	Stand Height Limit
Single-decker Stand	4 metres
Double-decker Stand (Prior Application & Approval Required)	5 metres

Please note that there are varied maximum booth heights for different halls or ancillary areas. We recommend the Exhibitors to seek advice from the Official Stand Contractor for more information.

For booths located within $\pm 500\text{mm}$ area under the hall's smoke curtain, the maximum permitted height is 2.5 or 3 metres as per below specifications. The Official Stand Contractor will notify and alert the concerned Exhibitors individually about their booth height limits.

Booths under the Smoke Curtain in	Maximum Booth Height
Hall 1A-E, Hall 3B-E	3 metres
Hall 3FG, Hall 5FG	2.5 metres

3. Hanging Structures & Trusses

Exhibitors must apply prior approval from the Show Organiser for hanging structures/trusses. The Official Stand Contractor will permit hanging structures/trusses only with such an approval. Any hanging structure and truss from the hall ceiling must also carry a "Safety Certificate" and structural calculations issued by **an Authorised Person / a Registered Structural Engineer**. Exhibitors must submit this safety certificate and structural calculations to the Official Stand Contractor before the opening of the show.

4. Two-Storey Structures

Exhibitors must apply to the Show Organiser for approval of any two-storey structure. The two-storey structure construction is permissible only with approval by the Official Stand Contractor. Exhibitors must bear full responsibilities for the safety of the structure as stipulated in the Construction Site Safety Regulation (Chapter 59).

Any custom-built exhibition structure with access to the second level must also carry a Safety Certificate and Structural Calculations issued by **an Authorised Person / a Registered Structural Engineer**. Exhibitors have to submit this Safety Certificate and Structural Calculations to the Official Stand Contractor by the end of the stand construction period before the opening of the show. In case of failure to do so, the Official Stand Contractor reserve the right to prohibit access to the second level of the structure.

5. Floor Load Limits

The total weight of stand and exhibits shall not exceed the floor load limits of respective halls.

Hall No.	Floor Load Limit (KG / sq.m.)
Hall 1DE, Hall 3DE	1,250
Hall 1ABC, Hall 3BC, Hall 3FG, Hall 5FG	1,700
Hall 1, 3 and 5 Concourses	500

6. Electricity

All electrical works shall only be carried out at Exhibitors' expenses by the electrical contractors appointed by the Official Stand Contractor. Design plans or proposals for electrical installation together with aforementioned stand design proposals must be submitted to the Official Stand Contractor for approval **before 29th August, 2025**. Electricity will be supplied in 220 volt ($\pm 6\%$), single phase, 50Hz or 380 volt ($\pm 6\%$), three-phase, 50Hz. One electric socket only serves one electrical appliance. All electrical fittings and wiring must be installed in compliance with the Electricity (Wiring) Regulations of the Hong Kong Electricity Ordinance (Chapter 406).

In compliance with the Electricity (Wiring) Regulations of Electricity Ordinance (Chapter 406), all electrical installations, inspections and testing must be carried out by a qualified electrical worker from a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the Official Stand Contractor by 3:00pm on 19th October, 2025. Failure to provide the properly certified Form WR1 by 10:00pm on that

day will result in suspension of electricity supply for the stand throughout the show period.

7. Fire Precautions / Fire Service Certificate

To ensure fire safety for all construction with wooden materials, raw space contractors are required to install one fire extinguisher at a conspicuous spot within the assigned booth area during the construction period for safety reasons. This rule is also applicable to group pavilion and themed zone area with installation of one fire extinguisher for every 60 sqm within its assigned area.

Also for all two-storey booths, one functional extinguisher must be available at a conspicuous spot within the assigned booth area during the construction and show period.

For stand structure using cloth fabric as its ceiling cover, please refer to the Clause 5.2.2 for the requirement details.

All combustible materials used for raw space stands shall conform to the standards acceptable to the Director of Fire Services of Hong Kong SAR; or shall be brought up to those standards by treating with a fire-retardant paint or solution acceptable to the Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect must be submitted to the Official Stand Contractor by **3:00pm on 19th October, 2025** as a documentary proof of the fire safety compliance. For enquiry, please contact the Official Stand Contractor.

8. Exhibitor-Appointed Contractor

a. Employment of Exhibitor-appointed Contractor

A Raw Space Exhibitor **must appoint competent local contractor to design and construct its stand**. Exhibitors should provide the names of their appointed contractors, contact persons, telephone and address information to the Official Stand Contractor by using **Form 5** 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.

b. Construction Industry Safety Training Certificate

The Hong Kong Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA) and the Venue Operator have concurrently agreed to endorse the Contractor Green Card System at the Exhibition Venue. Contractors entering the Exhibition Venue for construction works are required to obtain the Construction Industry Safety Training Certificates (also known as "Green Card"). The main objective is to ensure that mandatory basic safety training has been provided to contractors before working at the Exhibition Venue. All stand fitting contractors must acquire the aforementioned certificates (cards) and have them properly displayed while working at the Venue. The Venue Operator's security reserves the rights to refuse entry or remove personnel who fail to provide valid credentials.

c. Insurance

The Exhibitor-Appointed Contractor shall effect or procure to be effected by its relevant subcontractor(s) public liability insurance(s) exclusively for the provision of the contracting works for a sum (or the aggregate sum if more than one insurance policy will be effected) of not less than Ten Million Hong Kong Dollars (HK\$10,000,000) for any one occurrence and unlimited for the period of insurance with an insurance company authorised under the Insurance Companies Ordinance (Chapter 41 of the Laws of Hong Kong) during the period from the Move-in Day to the Closing Day of the Exhibition against liability to pay damages and compensation for injuries to or death of any persons and for losses or damages to any properties where such injuries, death, loss, or damage as the case can be caused or arisen out of any act or default of the Exhibitor-Appointed Contractor and its employees, agents and subcontractors in relation to their carrying out of the Contracting Work or defects of the Construction Materials.

In addition, contractors are obligated to comply with Section 40 of the Employees' Compensation Ordinance, Cap.282 ("ECO") to cover liabilities both under the ECO and the common law for injuries at work in respect of all their employees, irrespective of the length of employment contract or working hours, full time or part time, permanent or temporary employment.

The insurance liability encompassing thefts, fire, property damage, accidents, natural disasters and other general risks as demanded by the Show Organiser should fully cover all periods throughout the Move-in Day, Show Days, Move-out Day and booth dismantle period (i.e. from 18th to 24th October, 2025).

Inspectors from Labour Department are authorised to check the contractors working in the Exhibition Venue at all reasonable times under section 72(1) of Employment Ordinance, section 45(1) of Employees' Compensation Ordinance and section 17L(1) of Immigration Ordinance. Relevant records and documents should be provided for checking and inspection as required.

UPGRADED STANDARD BOOTH

1. Booth Design Drawing

Upgrade Booth Exhibitors who need an early move-in for stand construction or booth decoration must submit on or before **29th August, 2025** the duly completed **FORM 5** together with their full-detailed booth design drawings to the Official Stand Contractor for prior approval.

2. Fire Safety Precautions / Fire Service Certificate

According to the Venue's regulations, Exhibitors with their booth ceiling structures covered with fabrics (whether be it fully or partially enclosed) must notify the Official Stand Contractor about the concerned setup for approval six weeks before the start of the exhibition and verify its flame-retardant property and water permeability. Exhibitors or their self-appointed contractors also need to submit a valid Fire Service Certificate (FS251) to the Official Stand Contractor by 3 pm on 19th October, 2025 as a proof document for the materials being in compliance with relevant fire protection regulations. For further details and inquiries, please contact the Official Stand Contractor.

Please note that regardless of whether they have been fireproof-treated or not, the use of straws and any kind of covering materials which are impermeable to cause heat and smoke to accumulate are all strictly prohibited.

The Venue and the Show Organiser reserve the right to stop the contractors who are not in compliance with the above rules from carrying out their stand construction work inside the Venue.

1. 展台設計圖則

自建展台的參展商必須於 2025 年 8 月 29 日前 填妥並提交表格五, 連同展台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/上網網絡安裝位置、電力裝置、視聽器材、用色及用料等資料。

任何超過 2.5 米面向毗鄰展台的招牌板及裝飾 (包括: 公司名稱、商標、標語、相片、及背景圖案等)，必須放置於展台界線 0.5 米以內的地方。

面向毗鄰交界之牆壁，位於 2.5 米以上之部份，必須為白色和平滑，並不可附有任何公司商標或圖案等裝飾。

2. 高度限制

除非參展商事先獲得主辦機構、大會指定展台承建商書面批准，否則所有展台裝飾、裝置及展品高度均不得超過 4 米。此外，任何展台裝置、裝飾及展品的高度超出 3 米者，則必須向大會指定展台承建商提交一份由認可人士 / 註冊結構工程師簽發之安全證明書。

展台結構	展台高度限制
單層結構	4 米
雙層結構 (需事先申請及獲得批准)	5 米

另外，不同展覽廳可能有不同的高度限制，建議參展商事先與大會指定展台承建商確認。在展廳防煙閣下±0.5 米的範圍內的展台高度，更一律不得超過 2.5 米或 3 米。

位處在展廳防煙閣範圍內的展台	高度限制
展覽廳 1A-E, 展覽廳 3B-E	3 米
展覽廳 3FG, 展覽廳 5FG	2.5 米

3. 懸空結構及支架

參展商如欲懸掛任何懸空結構及支架，請預先以書面向大會指定展台承建商申請，並必須獲得主辦機構書面批准。任何懸空結構及支架必須取得一份由具認可資格人士 / 註冊結構工程師簽發之安全證明書及數據證明，並須將證明書及數據證明於展覽會開幕前呈交大會指定展台承建商備案。

4. 雙層展台

參展商如欲興建雙層展台，須預先以書面向主辦機構申請，並必須獲得大會指定展台承建商書面批准。參展商需完全負責展台結構的安全，詳情可參照《建築地盤(安全)條例》第 59 章。

所有可進入上層的特別展覽展台必須擁有由認可人士 / 註冊結構工程師簽發之安全證明書及數據證明，並須將證明書連同數據證明於展台興建工程完成後交予大會指定展台承建商備案。如有不符規定要求者，大會指定展台承建商有權禁止所有人士進入該展台之上層。

5. 地面承重限制

展台及展品的重量，不可超越以下地面承重限制。

展廳位置	地面承重限制 (公斤/平方米)
展覽廳 1DE, 展覽廳 3DE	1,250
展覽廳 1ABC, 展覽廳 3BC, 展覽廳 3FG, 展覽廳 5FG	1,700
展覽廳 1A-E 大堂, 展覽廳 3B-G 大堂, 展覽廳 5B-G 大堂	500

6. 電力裝置

所有電力裝置必須由大會指定的電力承建商進行安裝和接駁，所涉費用由參展商負責。電力裝置設計草圖則需連同上述展台設計圖，於 2025 年 8 月 29 日前 呈交大會指定展台承建商審批。會場供應電力為 220 伏特 (±6%)、 單相、50 赫或 380 伏特 (±6%)、 三相、50 赫。每個電力插頭只可供一件電器使用。所有電力裝置及電線的安裝必須遵循香港<<電力條例>>(第 406 章)之<<電力(線路)>>規定。

按<<電力條例(第 406 章)電力(線路)規例>>，所有電力安裝、檢查及測試必須由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格 WR1 及於 2025 年 10 月 19 日下午 3 時前交予大會指定展台承建商，以茲證明。如未能於當晚 10 時前交妥表格 WR1，展期內將不會獲電力供應。

7. 防火措施 / 消防證書

為安全起見，凡使用木材蓋建之展台承建商，必須在展台施工期間預備一個有效的滅火筒，並放置在展台內的顯眼位置。上述規例亦適用於各地區或專題館，每六十平方米就須有一個有效的滅火筒裝置。

為安全理由，如興建雙層結構展台，承建商必須在展台施工及展覽期間，放置一個有效的滅火筒在展台內的顯眼位置。

如展台天花結構有布料覆蓋，請參閱參展商手冊 5.2.2 的要求。

所有用作搭建及裝飾的物料必須符合香港消防處處長接受的標準，或使用消防處處長接受的防火溶液加以處理以達致任何該等標準。以防火溶液加以處理的工序，須由註冊二級消防裝置承辦商進行，完工後須於 2025 年 10 月 19 日下午 3 時前提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

8. 參展商自聘承建商注意

甲. 參展商自聘承建商

租用展覽淨地的參展商必須自行委聘**本地符合資格的承建商**為其設計及蓋建展台。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**表格五**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。

乙. 建築業安全訓練證明書

香港勞工處、香港展覽會議業協會及展覽營運者已達成共識，並同意在香港會議展覽中心推行建築業安全訓練證明書的認可措施（即「平安咭」）。凡進入香港會議展覽中心進行裝拆展台的承建商必須持有效的建築業安全訓練證明書，其目的是確保承建商旗下的工人在展館工作前已接受強制的的基本安全訓練。

凡進入展館的承建商工人，必須持有，並須清楚展示其「平安咭」，否則展館的保安人員有權拒絕該人士進入或要求有關人士離開展館。

丙. 保險

參展商自聘的承建商必須從條例所認可之保險公司(參閱香港條例第 41 章)購買有效之公眾責任險。每次事故賠償限額不少於港幣 1,000 萬，保險期內累積賠償額則須無限。保險範圍應包括但不限於人身傷害及財物損毀。

此外，該參展商自聘的承建商也必須遵從香港條例第 282 章僱員補償條例第 40 條的規定，以承擔該承建商在該條例及普通法就其僱員在受僱工作期間因工作遭遇意外以致受傷的法律責任，不論該僱員的合約期或工作時數長短、全職或兼職、長工或臨時工等。

有關承建商必須於展覽期間（包括進場及離場）就其財物及其活動和其他項目投保足夠的保險，包括盜竊、火災、財物損毀、意外、自然災害、天災以及其他通常由承建商投保及主辦機構要求投保的風險。保險有效期須包括進場、展覽期間及離場（即 2025 年 10 月 18 日至 24 日）。

按《僱傭條例》第 72(1)條、《僱員補償條例》第 45(1)條及《入境條例》第 17L(1)條，授權予勞工處人員於任何合理時間，在展覽館內進行視察及檢查相關記錄及文件資料。

升級標準展台

1. 展台設計圖則

如需要提早施工承建或佈置**升級標準**展台，參展商必須於 2025 年 8 月 29 日前 填妥並提交表格五，連同展台設計草圖呈交到大會指定展台承建商審批。

2. 防火措施 / 消防證書

按展館規定，如展台天花結構有布料覆蓋(不論全封或部份用布封頂)，需於展覽會開展前六星期或之前通知大會指定展台承建商，並確認可阻燃及透水。參展商或承建商須亦於 2025 年 10 月 19 日下午 3 時前提交一份證書〔消防表格 251〕予大會指定展台承建商，以證明該物料符合相關防火規定。如有查詢，請與大會指定展台承建商聯絡。

不論有否經過防火處理，展館一概禁止使用禾稈草。

展館有權禁止違反上述要求及細則的相關展台承建商在展館範圍內進行搭建工作。