

COMPULSORY for Outside Stand Contractor	FORM C Outside Stand Contractor	Deadline 10 April, 2014
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Exhibitors using outside stand contractor to decorate their booths, please read the detail on **P.10-11** and **MUST** submit the following document and site work deposit :

The plans of special design with indicated (Booth height, type of materials used, front view, elevation, plan view & perspective view) must be submitted by e-mail to shirley@paper-com.com.hk for approval before the deadline.

Full payment of site work deposit must accompany with this form.

By Cheque

Payable to “ Paper Communication Exhibition Services “, Cheque must be issued from the bank of Hong Kong and mail/ deliver to us.

Address : Rm 15, 5/F., Wah Shing Centre, 11 Shing Yip Street, Kwun Tong, Kowloon, Hong Kong.

Remark : Booth Number, Exhibitor Name and AIAA must clearly indicate at the back side of cheque.

Exhibitor's Details :

Company Name : _____

Booth No. : _____ Total Booth Area : _____

Deposit Amount : _____ Cheque No. : _____ Pay by : Exhibitor / Contractor

Contractor's Details :

Contractor Name : _____

Contact Person : _____ Email : _____

Tel : _____ Fax : _____ Mobile : _____

No. of Contractor Badges requested: _____ (to be collected on site only)

For security purposes, contractor must present the copy of this page to get the badge pass.

Important Notes

- ✧ All decoration materials must be placed within your booth area to keep the gangway clear. The deposit is refundable upon the proper placing of his construction materials on site and removal.
- ✧ Carpeting & overhead structure are not allowed in the gangway.
- ✧ For booth higher than 2.5m, wall facing and in touch with your labouring booth must be painted in white.
- ✧ Exhibitor must submit booth design with surveyor's report to the organizer for approval if its booth structure exceeding 2.5m height.
- ✧ No part of any structure may extend beyond the boundaries and airspace of the site allocated.
- ✧ Paint, adhesive or any other coating carryout inside the exhibition hall or apply directly to building columns/pillars and floors are not permitted.
- ✧ 50% additional fee of booth rental will be charged for the double-deck design. Please contact the organizer for further details.

Please make a copy, and return form to :



Paper Communication Exhibition Services
Rm 515, Wah Shing Centre, 11 Shing Yip Street,
Kwun Tong, Kln., Hong Kong
Tel: (852) 2763 9011 Fax: (852) 2341 0379
Email: info@paper-com.com.hk

Exhibitor Company chop & Signature :
