FORM 1	**Centrestage 2026** **2 – 5 / 9 / 2026**	Return to : Exhibition Services Department Hong Kong Trade Development Council 83 Chun Yat Street Tseung Kwan O Industrial Estate Tseung Kwan O, Kowloon, Hong Kong
Deadline 15 July 2026	Custom-built Participation Contractors' Information (For Custom-built Participation Only)	Hall 3D,E Attn: Mr Abel Kwan Tel: (852) 2240 5466 ✉ abel.kwan@hktdc.org

For Custom-built Participation Only (MUST BE RETURNED)

The following information MUST be completed with the signature of the Exhibitor's authorised signatory and the Exhibitor's company chop and returned together with copies of (1) construction drawings; (2) (proof of) payment of site work deposit; (3) public liability insurance and (4) the Electrical Contractor's registration certificate(s).

1. Exhibitor's Information

Company Name: _____

Address: _____

Stand No: _____ Stand Size: _____ x _____ m

Contact Person: _____ Position: _____

Tel. No: _____ Mobile No.: _____ Email: _____

2. Contractor's Information

Company Name: _____

Address: _____

Contact Person: _____ Position: _____

Tel. No: _____ Mobile No.: _____ Email: _____

On-site Supervisor: _____ Mobile Phone: _____

3. Authorised Person/Registered Structure Engineer (AP/RSE)

(for certification of safety and compliance of stand structures exceeding 2.5m in height upon completion)

Name of AP/RSE: _____ AP/RSE No.: _____

Company Name: _____

4. Site Work Deposit Payment Methods (please refer to the following page for details)

1) ☐ Cheque Cheque number: _____

2) ☐ Local Transfer (Telegraphic Transfer is not acceptable) Reference number: _____

3) Online Payment (or Pre-Authorisation where applicable*)

☐ VISA* ☐ MasterCard*

☐ Wechat Pay ☐ Alipay / AlipayHK ☐ Union Pay

5. Registered Electrical Contractor and Registered Electrical Worker

(for certification of installation, inspection and testing of Electrical Installation (Form WR1) pursuant to Electricity [Wiring] Regulations)

Registered Electrical Contractor: _____ Registration No.: _____

Contact Person: _____ Mobile Phone: _____ Fax: _____

Registered Electrical Worker: _____ Registration No.: _____

Grade: _____ Mobile Phone: _____ Fax: _____

I hereby authorise the above-appointed contractor(s) to liaise directly with HKTDC (the "Organiser") and confirm both the contractor's and my compliance with the Rules and Regulations set by the Organiser.

_____ _____

Exhibitor's Authorised Representative's Signature and Company Chop Date

Plans, Design Proposals and Insurance

For Custom-built Participation Exhibitors, Form 1 (Custom-built Participation Contractors' Information), construction drawings, site work deposit and a copy of valid public liability insurance should be provided to Mr. Abel Kwan (abel.kwan@hktdc.org), Exhibition Services Department, Hong Kong Trade Development Council no later than **15 July 2026**. Otherwise, a late submission fee of **HK$3,000 (US$400)** will be applied to the Exhibitor or its appointed contractor.

Drawings submitted must be in a reasonable scale of at least 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits etc. Any alterations after drawing submission should be addressed to the Organiser for review.

Submission of drawings:

1. Booth construction height below 4m → Submission via email to the Organiser
2. Booth construction in Two-Storey Construction → **Submit 4 copies of drawings with structural calculations endorsed by an Authorized Person/Registered Structural Engineer (AP/RSE)** to the Organiser. The Organiser will keep 1 copy for review, pass 1 copy to Venue Operator for record and submit 2 copies to Director of Food & Environmental Hygiene at least **42 days before** first show day for further distribution to Fire Services Department and Buildings Department for review.

Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.

Site Work Deposit

Exhibitors/Contractors of custom-built participation are required to lodge a site work deposit which will be collected based on **HK$300 / US$40 per sqm**. For two-storey construction stands, site work deposit is doubled. However, the **minimum and maximum deposit amounts are HK$5,000 (US$667) and HK$75,000 (US$10,000)** respectively.

Deposits paid will be refunded within **TWO months** after conclusion of the Fair if the exhibition sites are, in the Organiser's view, clear of damage to the exhibition hall and all rubbish is cleared according to the time schedule of the Organiser and without violating the conditions as stipulated under section 4.2.15 of Exhibitors' Manual. Otherwise, costs incurred by the Organiser will be deducted from the deposit.

Please select one of the following payment methods:

1. Online Payment (VISA / MasterCard / UnionPay / Alipay / WeChat Pay)

Please use the unique online payment link provided at "Acknowledgement – Site Work Deposit" to settle the site work deposit within three (3) days of receiving this acknowledgement.

Upon completion of the payment, please email the payment confirmation record to the Organiser.

Where applicable, the Organiser may request a **pre-authorisation via VISA / MasterCard**. In this case, the deposit amount will be temporary held against your available credit line. This amount will not be immediately charged but will be reserved for the transaction. If necessary, the final amount will be charged at a later stage when determined.

2. Local HKD Cheque

Cheques should be crossed and made payable to "**Hong Kong Trade Development Council**". Please mail or deliver the cheque to:

Mr Abel Kwan
Exhibition Services Department
Hong Kong Trade Development Council
83 Chun Yat Street, Tseung Kwan O Industrial Estate
Tseung Kwan O, Kowloon, Hong Kong

Please indicate "Site Work Deposit", "Fair Name", "Stand Number", and "Exhibitor's Name" on the back of the cheque.

We do not accept payment by cheque after **15 July 2026,** please settle by local bank transfer or online payment after such date.

Refunds will ONLY be arranged by local HKD cheques payable to the original account.

3. Local Bank Transfer (Telegraphic Transfer is not accepted)

Account Name: Hong Kong Trade Development Council
Bank Name: The Hongkong & Shanghai Banking Corporation
Account No.: 004-002-222701-005

Please indicate "Site Work Deposit", "Fair Name", "Stand Number" and "Exhibitor's Name" on the payment receipt and

provide a copy to the Organiser by email or fax.

All cash or cheque deposits without identifiable bank account details will not be accepted.

Refunds will ONLY be arranged by local HKD cheques payable to the original account.

Additional Remarks

- Except for arranging the deposit via pre-authorisation by credit cards, all site work deposits should reach us by **15 July 2026**.

只適用於特裝參展 必須交回

表格一	**Centrestage 2026** **2 – 5 / 9 / 2026**	**請交回：** 香港貿易發展局 展覽服務部 香港 九龍 將軍澳 將軍澳工業邨 駿日街83號
截止日期 2026年7月15日	承建商資料申報表 （只適用於特裝參展）	展覽廳 3D,E 關志文先生 電話：(852) 2240 5466 ✉ abel.kwan@hktdc.org

以下資料必須填報並須由參展商授權人簽署及加蓋參展商公司印章。請連同（1）設計圖則、（2）施工按金及其付款證明、（3）公眾責任保險副本；以及（4）電力裝置承建商之註冊證明書副本一併交回。

1. **參展商資料**
   公司名稱: _____
   地址：_____
   攤位編號：_____ 攤位面積：_____ x _____ 米
   聯絡人：_____ 職位：_____
   電話號碼：_____ 手機號碼：_____ 電郵：_____

2. **承建商資料**
   公司名稱: _____
   地址：_____
   聯絡人：_____ 職位：_____
   電話號碼：_____ 手機號碼：_____ 電郵：_____
   臨場負責人：_____ 手機號碼：_____

3. **認可人士/註冊結構工程師**
   （對高度超逾2.5米之特裝攤位結構實施安全及合規性之完工認證）
   認可人士/註冊結構工程師姓名：_____ 註冊編號：_____
   公司名稱: _____

4. **施工按金付款方式**（請參閱下頁以了解詳情）
   1) ☐ 支票 支票號碼：_____
   2) ☐ 本地轉賬 (不接受海外匯款) 參考編號：_____
   3) 線上支付 (或於適用情況下提供預授權*)
   ☐ VISA* ☐ MasterCard*
   ☐ 微信支付 ☐ 支付寶 / 支付寶香港 ☐ 銀聯支付

5. **註冊電業承辦商及註冊電業工程人員**
   （根據香港《電力條例》下制定的《電力（線路）規例》進行電力裝置的安裝、檢查及測試認證〔表格WR1〕）
   註冊電業承辦商名稱：_____ 註冊編號：_____
   聯絡人：_____ 手機號碼：_____ 傳真：_____
   註冊電業工程人員姓名：_____ 註冊編號：_____
   級別：_____ 手機號碼：_____ 傳真：_____

本人特此授權上述委任之承建商可直接與香港貿易發展局(「主辦機構」)聯絡，商量有關事宜，並確認該承辦商及本人均遵守主辦機構所訂立的所有細則和規定。

參展商授權代表簽署及公司蓋章：_____ 日期：_____

設計圖則及保險

參展商或其委託之承建商須於 **2026 年 7 月 15 日**或之前將承建商資料申報表(**表格一**)、設計圖則、施工按金、有效的保險單副本交到香港貿易發展局 展覽服務部 關志文先生 (abel.kwan@hktdc.org) 。否則主辦機構會收取 **3,000 港元（400 美元）**的逾期行政費。

圖則比例必須不少於 1:100，註明詳盡尺的平面圖及正視圖、電力裝置、地毯、用色及用料、流動展品、視聽器材、展品重量及點荷載等資料。所有已提交到主辦機之圖則如有改動，亦須交予主辦機構審閱。

呈交圖則:

1. 攤位高度少於 4 米設計圖則 → 可以電郵方式交予主辦機構
2. 攤位為雙層結構 → 須呈交**一式四份擬議設計圖並附上由認可人士/註冊結構工程師証明其穩定性的數據**予主辦機構。主辦機構會保留一份作審閱之用，遞交一份予展館營運者存檔，及於活動首日的**最少 42 天前**遞交二份予食物環境衛生署署長(繼而再分發予消防處及屋宇署審閱)。

按照《電子交易條例》(2000 年第一號) 第 11(1) 條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。

施工按金

所有特裝攤位的參展商 / 承建商必須繳交施工按金，按金以**每平方米港幣300元（40美元）**計算。搭建雙層結構攤位必須繳交雙倍施工按金。而**最低及最高的金額為港幣5,000元（667美元）及港幣75,000元（10,000美元）**。

若主辦機構認為攤位裝置並無任何損壞，且所有垃圾在大會指定時間內完清理妥當，以及沒有違反《參展商手冊》第 4.2.15 節所載條款，所繳付之按金將於展覽會結束後 **2 個月**內退回。否則，主辦機構所產生的相關費用將從按金中扣除。

請選擇以下其中一種付款方式：

1. 線上支付 (VISA / MasterCard / 銀聯支付 / 支付寶 / 微信支付)

請使用於「確認書 - 施工按金」中所提供的專屬線上付款連結，在收到確認書後三（3）天內完成按金繳付。

付款完成後，請將付款確認紀錄以電郵發送予主辦機構。

於適用情況下，主辦機構可要求透過 VISA / MasterCard 進行預授權處理。此情況下，按金金額將暫時於閣下的可用信用額度內凍結。此金額不會即時扣賬，惟將為此交易預留。如有需要，最終金額將於稍後確定時收取。

2. 本地港幣支票

支票須劃線，抬頭請寫上「香港貿易發展局」。請將支票郵寄或親自遞交至以下地址：

關志文先生

展覽服務部
香港貿易發展局
香港 九龍 將軍澳 將軍澳工業邨 駿日街 83 號

請於支票背面註明「施工按金」、「展覽名稱」、「攤位號碼」及「參展商名稱」。

於 **2026 年 7 月 15 日**後我們將不再接受支票付款，屆時請以本地銀行轉賬或線上付款方式繳付。

退款僅以本地港幣支票形式安排，並支付予原帳戶持有人。

3. 本地銀行轉賬 (不接受海外匯款)

戶口名稱: 香港貿易發展局
銀行名稱: 香港上海滙豐銀行
戶口號碼: 004-002-222701-005

請於付款收據上註明「施工按金」、「展覽名稱」、「攤位號碼」及「參展商名稱」，並將收據副本以電郵或傳真提供予主辦機構。

任何缺乏可識別銀行帳戶資料之現金或支票存款將不獲接納。

退款僅以本地港幣支票形式安排，並支付予原帳戶持有人。

附註

- 除透過信用卡預授權方式安排之施工按金外，所有施工按金須於 **2026 年 7 月 15 日**內繳交。