FORM 6	**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 5 August 2026	**Contractors' Information** **(For Standard Booth Exhibitors' requesting early move-in for booth decoration)**	Hall 3DE Attn: Mr Abel Kwan Tel: (852) 2240 5466 ✉ abel.kwan@hktdc.org

For Standard Booth Exhibitors Only

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 (proof of) payment of site work deposit to the above mentioned. Application after deadline will not be entertained.

Please submit booth design drawing with structural and/or graphic work(s) to be done within the shell scheme provided by the Organiser. Maximum height allowed is 2.5m. Self alteration of and attachment to the existing Organiser's booth materials and fittings are prohibited. **For addition, modification or deletion of facilities, please use Forms 3-5 and contact Ms Christine Ng at (852) 2240 5502 or e-mail at wb.es@hktdc.org**

1. Exhibitor's Information

Company Name: _____

Address: _____

Stand No: _____ Stand Size: _____ x _____ m

Contact Person: _____ Position: _____

Tel: _____ Mobile Phone: _____ Email: _____

2. Contractor's Information

Company Name: _____

Address: _____

Contact Person: _____ Position: _____

Tel: _____ Mobile Phone: _____ Email: _____

On-site Supervisor: _____ Mobile Phone: _____

3. 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

I hereby authorize 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 Organiser.

_____ _____

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

Site Work Deposit

Exhibitors/Contractors requesting early move-in for booth decoration are required to lodge a site work deposit which will be collected based on **HK$300 / US$40 per sqm**. 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 4.1 and 4.1.1 of Exhibitors' Manual. Otherwise, costs incurred by the Organiser will be deducted from the deposit.

If there is any construction materials move in/booth set up before 1800 on **31 August 2026** found at the fairground, they are required to stop at once and follow the Organiser's on-site instruction. Their site work deposit will be forfeited.**without prior notice**.

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 **5 August 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.

Remarks:

Except for arranging the deposit via pre-authorisation by credit cards, all site work deposits should reach us by **5 August 2026**.

Supplementary Guidelines

(Applicable to contracting work done within organiser's shell scheme booths)

1. The fascia panel and its fixing structure must not be removed.
2. All built-in structures including the lighting fixtures within the shell scheme must not be removed without the prior approval from the organiser.
3. All lighting fixtures must not be tampered; if necessary, the work should be done by a locally qualified electrician.
4. All structures brought in must not be attached, by any means, to the aluminum profiles of the shell scheme. Any resulting damages due to unauthorized attachment will be borne by the corresponding exhibitor.
5. All structures brought in must be removed at the end of the fair. The organiser reserves the right to claim any waste disposal cost from the corresponding exhibitor due to their negligence.
6. Any drilling/nailing to the shell scheme panels and shelves is strictly not allowed.
7. The use of strong adhesives and glues to the shell scheme panels and shelves is strictly not allowed.
8. Any stickers applied to the shell scheme panels and shelves have to be removed at the end of the fair. The organiser reserves the right to claim the cleaning cost from the corresponding exhibitor if stickers not removed.
9. All the shell scheme structures, lighting fixtures and furniture items are property of the organiser. The furniture items must be kept within the booth area and the remaining items in their original place as evidence of complete hand over of the booth after dismantling by your contractor. Any missing or damaged items due to proper procedures not followed will be at the account of the corresponding exhibitor.
10. The exhibitor undertakes to indemnify the organiser from any claims caused by their own works done to the shell scheme.

標準展台參展商適用

表格六	**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8月5日	承建商資料申報表 （需提早布置的標準展台參展商適用）	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。請連同施工按金或付款證明一併交回。逾期申請恕不接受。

標準展台參展商需遞交一份詳細的展台設計圖，包括需要改裝之展台結構部份、美術製作等，高度限制 為2.5米；未經主辦機構同意，不得拆除標準展台內任何原有構件。如需加設、更改或刪除展台設施， 請用**表格三至五並與伍紫祺小姐聯絡（電話：(852) 2240 5502或電郵：wb.es@hktdc.org）**。

1. **參展商資料**

公司名稱: _____

地址：_____

攤位編號：_____ 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：_____ 流動電話：_____

3. **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

本人特此授權上述承建商直接聯絡香港貿易發展局(「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：_____

施工按金

所有申請提早佈置展台的標準展台參展商 / 承建商必須繳交施工按金，按金以**每平方米300港元(40美元）**計算。而**最低及最高的金額為5,000港元（667美元）及75,000港元（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4.1及4.1.1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。

如發現於 **2026 年 8 月 31 日下午 6 時前**有任何展台違規進場/搭建，必須遵照主辦機構指示立即停工，其施工按金將全數被扣除，**而不須事先通知**。

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8月5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。

2. **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 8 月 5 日**或之前入帳。

補充守則

(適用於標準展台內進行承建工程)

1. 不得拆除公司名牌及其固定構件。
2. 未經主辦機構同意，不得拆除標準展台內任何原有構件，包括照明裝置。
3. 不得擅自改動任何照明裝置；若需進行改動，必須由本地合資格電力技師施工。
4. 外來裝置不得以任何方法附加於標準展台的鋁架上。任何因擅自在鋁架上附加裝置而造成的損壞，概由有關參展商負責。
5. 所有外來裝置必須於展覽會完結時拆除。參展商若因疏忽而未有拆除該等裝置，主辦機構有權向其收取廢物處理費。
6. 嚴禁在標準展台的圍板及陳列架打釘或鑽孔。
7. 嚴禁在標準展台的圍板及陳列架施用強力黏貼劑或膠水。
8. 所有貼在標準展台圍板及陳列架的膠貼，必須於展覽會完結時清理妥當。假若膠貼未有清理，主辦機構有權向有關參展商收取清理費。
9. 標準展台的構件、照明裝置及傢俬全屬主辦機構所有。承建商拆卸展台裝置後，原有傢俬必須放於展台範圍內，其他物品亦須放回原位，以示展台完整交還。若因拆卸程序不當而導致任何物件遺失或損壞，概由有關參展商負責。
10. 參展商保證，對於任何因其對標準展台施工而引致的索償，主辦機構毋須負責。