

# Instruction for Submitting Space Application Form

## Part 1: Fill in Space Application Form (Serve as Valid Contract)

ITE Hong Kong - Space Application Form

Guidelin

### Step 1: Package option, Company & Billing info

\* required field

**Step 1 –**  
Select your package option

**Step 2 –**  
Fill in the length and width of your booth size (e.g. 3m X 3m)

**Step 3 –**  
Select frontage


**Step 4 –**  
Select the currency you would like to pay


**Step 5 –**  
Fill in Exhibiting Company info


**Step 6 –**  
Fill in billing info if different from part E.

**Step 7 –**  
Fill in validation code shown and click “Next” to Part 2.

**A. PACKAGE OPTION \***

Shell Standard A(US\$500 / SQM)  
  
Click for Stand dimension

Shell Standard B(US\$520 / SQM)  
  
Click for Stand dimension

Shell Corner Upgrade(US\$570 /SQM)  
  
Click for Stand dimension

Raw Space(US\$460 / SQM)

- Space with white system panels & blue carpet
- Fascia board with company name & booth no.
- 1 lockable cabinet (750mmH)
- 2 spotlights (23W)
- 2 leather chairs
- 1 waste paper basket

**B. SPACE REQUIRED \***  
(  ) m x (  ) m = Total area(  )SQM

**C. FRONTAGE REQUIRED \***

1-side open (no surcharge)

2-side open (Shell Standard / raw space +5%; Shell Corner Upgrade without surcharge)

3-side open (Shell Standard / raw space +7.5%; Shell Corner Upgrade +2.5%)

4-side open (Shell Standard / raw space +10%; Shell Corner Upgrade +5%)

**D. TOTAL AMOUNT \***  
Please select preferred currency for payment  
 US\$4725 or  HK\$36855

**E. COMPANY INFORMATION**

COMPANY \*

ADDRESS \*

CITY \*

POSTAL CODE

COUNTRY / REGION \*

TEL \* country / region  area  number

FAX country / region  area  number

EMAIL \*

WEBSITE

GREETING \*

CONTACT PERSON \*

JOB POSITION \*

**F. BILING INFORMATION**

Same with the Company Information

COMPANY \*

ADDRESS \*

CITY \*

POSTAL CODE

COUNTRY / REGION \*

TEL \* country / region  area  number

FAX country / region  area  number

EMAIL \*

WEBSITE

GREETING \*

CONTACT PERSON \*

JOB POSITION \*

**VALIDATION CODE \***  
Please fill in the validation code as shown

REMARKS

MIN. 18 SQM is required for Shell Corner Upgrade Booth and Raw Space booking. Standard dimension for

**Shell Standard** is 9SQM (3m x 3m);

**Shell Corner Upgrade or raw space** is 18SQM (3m x 6m).

REMARKS

The text must be

- in LOWERCASE letter;
- WITHOUT http:// and SPACE

REMARKS

TICK if the detail is the same with the above company information and no need to re-enter it.

REMARKS

Make sure to complete ALL ITEMS WITH \*, then proceed to the next part.

TKS, the organizer reserves the final right to reject any applications that are of inappropriate content.

## Part 2: Terms and conditions acceptance

The participating terms and conditions will be shown. The application will be successfully submitted ONLY after accepting the terms and conditions.

### Step 8 –

Tick the box after you have read the Conditions of Contract and Click “proceed our online application” to submit

We have read the terms and conditions as stated below. We agreed to comply with the terms and conditions and proceed our online application

Cancel and return to previous screen

### REMARKS

Click ‘return’ to cancel the application or return to the previous page for amendment.

#### CONDITIONS OF CONTRACT

##### 1. Allocation and Use of Space

- Allocation of space is made by the Organizer. While attention will be paid to the Exhibitor's preference the Organizer has absolute discretion in space allocation.
- The Organizer reserves the right in their absolute discretion to change the space allocation in the general interests of the Exhibition.
- Exhibitor shall not assign sublet/underlet or sublicense the space allocated or part with possession thereof, or use space at the Exhibition venue other than that allocated by the Organizer, without the Organizer's prior consent, or use the allocated space for any purpose other than the Exhibition.
- Upon full payment the Organizer shall issue to the Exhibitor an entrance permit for allowing the Exhibitor's personnel and exhibits to enter the Exhibition venue. This permit may be revoked by the Organizer at any time upon breach by the Exhibitor of any Condition of Contract or supplementary Conditions relating to the Exhibition.
- On expiry of the period stipulated by the Organizer or termination of this contract for whatever reason, the Exhibitor shall deliver up vacant possession of the allocated space in good and clean condition.

##### 2. Payment

- The Exhibitor undertakes to pay such fees at the sums and times as set out in the Invoice attached to this Contract.
- In default of punctual payment, the Organizer reserves the right to terminate this Contract and forfeit all sums previously paid and to further claim all loss. Upon termination, the Organizer shall have the right to refuse any personnel or exhibit of the Exhibitor from entering the Exhibition Venue.
- Variations to the Invoice must be in writing and signed by the Organizer before becoming effective.

##### 3. Withdrawal by Exhibitor

disclosed to the Organizer, and that all reasonable precautionary measures have been taken.

##### 8. Fire Prevention and other Regulations

- All Exhibits, materials and equipment used or displayed at and in the Exhibitor's stand must be properly fire-protected and be in accordance with applicable fire prevention and building regulations.
- Exhibitors display shall not obstruct the view of other Exhibitors nor be in any manner objectionable to the Host Authority, or be against the general interest of the Exhibition and other Exhibitors or cause any annoyance or nuisance to other Exhibitors.
- The Organizer reserves the right to issue such directions as it may deem necessary to the Exhibitor requesting rectification or remedying a breach of this clause. The Exhibitor shall promptly comply with such directions, in default of which the Exhibitor shall be deemed to have served a notice of withdrawal under clause 3 which shall apply accordingly.

##### 9. Insurance, Liability and Risks

- The Exhibitor shall indemnify and hold the Organizer, the Exhibition venue owners, their servants and agents harmless for and against all loss of and damage to their property and effects, personal injury or death, and against all damages, claims, writs, demands, judgements, costs and expenses which they may incur or may be made by anyone against them arising out of or incidental to or as a result of or for any cause related to the carrying out of the Exhibit or of any preparatory or related services incidental thereto. The Exhibitor shall at all times maintain a valid insurance policy to cover this risk.
- The Organizer shall not be liable to the Exhibitor for any injury to, or death of, any person, whether before, during or after the Exhibition arising from its acts or omissions, except to the extent that any such injury or death cannot be limited or

## Part 3: Space Application Confirmation

The following confirmation page will be shown once you have submitted your application SUCCESSFULLY. Otherwise, please contact our staff at –

**Tel:** (852) 3155 0600 OR **Email:** [travel@tkshk.com](mailto:travel@tkshk.com) for assistance.

### Space Application Form

#### ITE & MICE - Space Application Form

Thank you for your application!

The organizer will contact you within 3 working days. Should you need further assistance, please contact:

TKS Exhibition Services Ltd  
Tel: (852) 3155 0600  
Fax: (852) 3520 1500  
E mail : [travel@tkshk.com](mailto:travel@tkshk.com)

- END -