**WSBE17 Hong Kong – Exhibitor Registration Form**

Please complete this form in English,

and email to [exhibition@wsbe17hongkong.hk](mailto:exhibition@wsbe17hongkong.hk) or fax to +852 3468 7178 upon completion.

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| **Company Information** | | |
| **Company / Organisation Name:** | | |
| **Company / Organisation Name in Chinese (if applicable):** | | |
| **Contact Person:** | | **Salutation:** □Mr □Mrs □Ms □Others: |
| **Title:** | | |
| **Email:** | | |
| **Telephone:** | **Fax:** | |
| **Company website:** | | |
| **Address:** | | |
| **Country/Region:** | | |

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| **Fascia Board with company name**  *Recommend less than 30 English letters including spaces for good visual display* |
| **Company Name:** |

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| **Company / Organisation Profile**  *Please provide your company/organisation profile in English, with no more than 100 words* |
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| **Booth Order** | | | | | |
| **Booth Type / Size** | **Early Bird Rate**  *(before 31 Dec 2016)* | **Standard Rate** | **No. of Booth(s)** | |
| Standard Booth\* / 9m² (3mx3m) | HK$20,000 | HK$25,000 |  | |
| Additional Exhibitor’s Badge (HK$600 each) | | | |  | |
| **Total Order Amount in HK$** | | | |  | |

\* Each standard booth includes 4 exhibitor’s badges, white shell scheme frame with panel structure, fascia board with company name, 3 x 100 Watts spotlights, 1 x 500 Watts socket with electrical power, 2 x white folding chairs and 1 x reception counter.

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| **Payment Details**  *Please indicate if you would need an invoice for payment:* ** Yes /  No** | |
| **By Crossed Cheque (Local Exhibitors )** | **By Bank Transfer (Overseas Exhibitors)** |
| Payment should be made in Hong Kong dollars by crossed cheque payable to “**Hong Kong Green Building Council Limited**”. Please indicate on the reverse side of the cheque your company name and send to the following address:  WSBE17 Hong Kong Secretariat Office  Hong Kong Green Building Council Limited  1/F, Jockey Club Environmental Building,  77 Tat Chee Avenue, Kowloon Tong, Hong Kong | Please make telegraphic transfer payable to the following bank account and email the bank-in slip with company/organisation name. All bank charges are to be borne by exhibitors.  Beneficiary name: Hong Kong Green Building Council Limited  Bank name: The Hong Kong Shanghai Banking Corporation Limited  Bank address: 1 Queen’s Road Centre, Hong Kong  Bank account number: 808768949292  Swift code: HSBCHKHHHKH |

A confirmation notice will be emailed to the designated person listed above upon receipt of your Registration Form and payment.

For further enquiries, kindly contact Ms Elaine NG at tel. +852 3468 7172 or email [exhibition@wsbe17hongkong.hk](mailto:exhibition@wsbe17hongkong.hk)

For more information about WSBE17 Hong Kong, please visit: <http://wsbe17hongkong.hk>

**Important Notice**

1. Exhibitors must observe the below payment terms. Otherwise the Organisers may cancel the reserved spaces without being obliged to reimburse the deposit paid.

* Deposit: 50% of the total amount as a confirmation of booth reservation
* Balance: the remaining 50% shall be paid on or before 28th February, 2017

1. Cancellation of the contract by the exhibitor is effective only if in written form. In the event of a cancellation, the Organisers will reimburse the exhibiting company:

* On or before 28 Feb 2017 – the deposit paid (50% of the total amount) will be forfeited
* After 1 Mar 2017 - no reimbursement will be made

1. Decisions regarding admission of exhibitors and the allocation of exhibition spaces are at the sole discretion of the Organisers. However, exhibitors who register earlier may enjoy a higher priority of choosing booth allocation.
2. Sales of exhibits during the exhibition are strictly prohibited.
3. All bank charges are to be borne by exhibitors.
4. The Organisers reserve the right to make any amendments that are deemed to be in the interest of the conference/exhibition without prior notice.

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| I hereby declare that the information above is true.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Stamp and Authorised Signature  Date:  Full Name: |
| For official use only  Reference No. |