

**Diving
Resort
Travel**

EXHIBITOR MANUAL

Diving and Resort Travel Expo

08 -10 July 2011

HONG KONG EXHIBITION CENTER

DIVING AND RESORT TRAVEL EXPO
08-10 July 2011

Thank you for your participation at **DRT SHOW 2011**.

This manual has been designed to simplify your preparations for the Exhibition. Careful study of the contents will help you to enjoy a smooth build up. Please retain a **printout** of each form to enable questions to be settled quickly and for the checking of your invoices.

We will do our best to maintain rates and prices quoted; however, there is a possibility that there could be some changes.

If you have questions relating to anything in this manual please do not hesitate to phone, fax or email the Organizer's office.

There is one important point which we must bring to your notice. Exhibitors are only authorized to exhibit products for which they are manufacturer, agent, distributor or dealer. If there is any conflict, we will try to settle things quickly and fairly for those concerned.

PROHIBITED:

- 1) No booth sharing with other brand or company, ONE 9sqm booth is for ONE company name only.
- 2) No marketing is allowed for non-exhibitor in the exhibition area.
- 3) Exhibitor is no allowed to place any marketing materials and furniture outside of the designed booth space or any other place in exhibition hall.
- 4) No smoking is permitted in the exhibition hall.

DRT Show Organizer :
LX Development Group Ltd
Tel: +852-2961-4565 Fax: +852-3007-4645

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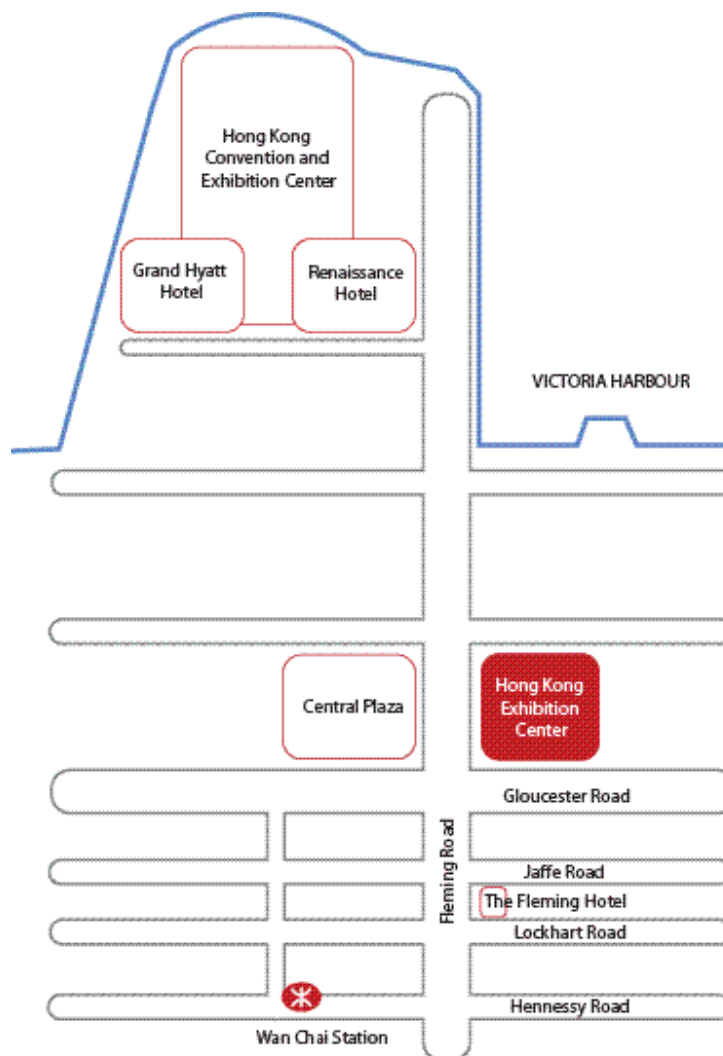
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1. GENERAL INFORMATION

1.1 THE EXHIBITION : Diving and Resort Travel Expo 2011

1.2 HALL VENUE : Hong Kong Exhibition Centre (HKEC)
3/F & 4/F., Low Block, China Resources Building, 26 Harbour Road,
Wanchai, Hong Kong

1.3 HALL LOCATION MAP :



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1.4 DATES AND OPENING HOURS

Contractors move-in	Thursday	07 July 2011	10 : 00 – 22 : 00
Exhibition Opening Hours	Friday	08 July 2011	10 : 00 – 20 : 00
Opening Ceremony	Friday	08 July 2011	10 : 30 – 11 : 00
	Saturday	09 July 2011	10 : 00 – 19 : 00
	Sunday	10 July 2011	10 : 00 – 18 : 00

1.5 ORGANISER : LX Development Group Ltd

1.6 OFFICIAL WEBSITE : www.divingandresorttravelexpo.com

1.7 OFFICIAL CONTRACTOR : AMC (Exhibits) Ltd

1.8 OFFICIAL FREIGHT FORWARDER : BALtrans Exhibition & Removal Ltd

2. RULES & REGULATION

2.1 ONSITE OPERATIONS TIMETABLE

The Exhibition Hall is opened for build up from 0800 hrs to 2300 hrs on 07 July 2011.

BUILD-UP PERIOD	DATE / TIME
Official Contractor move-in	07 July 2011 0800
"Space Only" Contractors move-in	07 July 2011 1000
Completion of Official Shell Scheme Booth	07 July 2011 1200
Registration of Exhibitors / booth interior dressing and positioning of exhibits by Exhibitors	07 July 2011 1200
All construction works must be completed by	07 July 2011 2200

SHOW DAYS	DATE / TIME
08 July 2011	1000 – 2000
(Opening Ceremony)	1030 – 1100
09 July 2011	1000 – 1900
10 July 2011	1000 – 1800

EXHIBITOR MOVE IN	DATE / TIME
08 July 2011	0930
09 July 2011	0930
10 July 2011	0930

BREAKDOWN PERIOD	DATE / TIME
Distribution of empty crates / exhibits re-packing	10 July 2011 1800
Disconnection / Cut-off of all utilities	10 July 2011 1800
Collection of rental items	10 July 2011 1800
Dismantling could take place until	10 July 2011 2300
Exhibits and booth-fitting materials must be cleared from the Exhibition Hall	10 July 2011 2300

2.2 OVERTIME WORK

Due to the rigid arrangement of working hours in The Hall, Exhibitors who, for any reasons, require working overtime in the Exhibition Hall should be aware of the very heavy overtime charges levied by the Exhibition Centre, for which they will personally be responsible. In addition, notice must be given by 1500 hrs of that day if overtime work is required so that the necessary security and electrical staff can be arranged.

OVERTIME CHARGE

CHARGE	20 : 00 - 24 : 00 (Per hour)	After 24 : 00 (Per hour)
Currency	(USD)	(USD)
Hall	2500/Share by all overtime exhibitors	3000/ Share by all overtime exhibitors

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2.3 REGISTRATION

2.3.1 EXHIBITOR BADGE APPLICATION

Badges allowing Exhibitors and bona fide members of their staff to enter the Exhibition Hall throughout the build-up, breakdown and show days will be issued free of charge (for quantity within the free entitlement). For security reason, Exhibitors must wear their Badges at all times during the build-up, breakdown and show days whilst they are in the Exhibition Hall. Exhibitor Badges may not be used for contractors or persons not working on the Booth.

The Organizer retains the right to carry out ALL REGISTRATION OF EXHIBITORS AND THEIR STAFF AT BOOTHS. We are required to provide them with a complete list of all those persons who will be on your booth. It is therefore particularly important that you complete and return FORM 1 and keep us informed by EMAIL OR FAX of last minute changes.

2.3.2 APPLICATION OF VISA INVITATION LETTER

All participants are required to have an Invitation Letter to support their applications for a visa. Please take the official invitation letter with your passport to your local embassy or consulate to get your visa. If you would like to apply your visa invitation letter, please fill in the FORM 9 and keep us informed by EMAIL or FAX.

2.3.3 ONSITE REGISTRATION AND DRAW THE EXHIBITOR BADGE

TIME :	Shell Scheme Exhibitor	07 July 2011	12 : 00-20 : 00
	Space Only Exhibitor	07 July 2011	10 : 00-20 : 00
Address :	Hong Kong Exhibition Center (3rd Floor) Service Center		

2.3.4 TRADE VISITOR INVITATIONS

The exhibitors can use below ways to invite your trade visitors for free visit:

- 1 \ Fill up the pre-registration form on DRT Show event website:
- 2 \ www.divercommunity.com/en/registration.html

2.4 SHELL SCHEME STAND SPECIFICATIONS

2.4.1 SHELL SCHEME PACKAGE

Shell Scheme booths will be built from modular extruded Aluminum System to the following specifications:

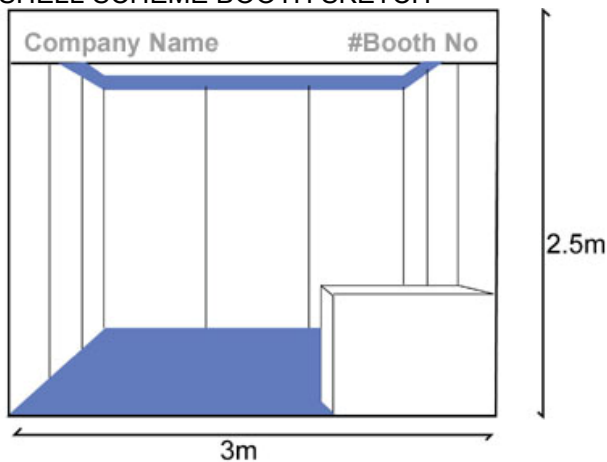
- (a) system wall panel
- (b) fascia with company name (in English) and booth number
- (c) carpet
- (d) 1 x information table
- (e) 2 x folding chairs
- (f) 2 x fluorescent tube light
- (g) 1 x socket/registration

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STANDARD SHELL SCHEME FURNITURE & ELECTRICAL ENTITLEMENT

Shell Scheme / sqm	9 - 17	18 - 36	37 or above
fascia with company name	1	2-3	2-4
fluorescent tube light	2	4	6
information table	1	2	2
folding chairs	2	4	6
socket	1	1	1

SHELL SCHEME BOOTH SKETCH



2.4.2 SHELL SCHEME RULES AND REGULATIONS

- 2.4.2.1 No rebuilding on standard booth is allowed. Available space for exhibitor is only the interior space of his own booth. Maximum height of any exhibit or structure (including company logo) is 2.5m. No article is allowed to affix onto the upper and exterior sides of partitions and fascia board. Exhibits might be confiscated if any violation of this article.
- 2.4.2.2 Exhibitor logo isn't included in the standard booth configuration.
- 2.4.2.3 Additional equipments or items could be rented from the organizer. Please place your order by completing the attachment FORM 6 and return it by the stipulated deadline.
- 2.4.2.4 If exhibitor does not want any item in the standard booth package, he must accept that the cost of the package will not be changed and there will be no compensation by other equipment. ◦

2.4.3 COMPULSORY FORM FOR SHELL SCHEME EXHIBITORS

- 2.4.3.1 Form 1 《Exhibitor Badge Application》
- 2.4.3.2 Form 2 《Directory Listing》

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2.5 SPACE ONLY EXHIBITORS SPECIFICATIONS

2.5.1 EXHIBITION HALL RULES

- Shell Scheme booth configuration won't be provided to raw space / special design stand. Exhibitor could either build up by himself or consign some installation contractor to do the job.
- Any installation contractor without the permit won't be allowed to enter and conduct the installation in the exhibition hall of Hong Kong Exhibition Center.

2.5.2 NOTES OF SPACE ONLY EXHIBITORS

2.5.2.1 Materials of space only exhibitors contractor :

- 1) Booth plan, effect chart, circuit diagram, illustration of fireproof material etc.
- 2) Double storey stand should be designed by one who's qualified to province (directly governed city region) level design unit.
- 3) Fill in the application of Furniture form.

2.5.2.2 Rental service of water, electricity, compressed air supply, furniture and appliance water, electricity, compressed air supply and furniture could be rented from the organizer. Please place your order by completing the FORM 6 & FORM 7 and returning them by 10 June 2011.

2.5.3 REGULATIONS OF SPACE ONLY EXHIBITORS

- The maximum booth construction height for "Space Only" stand in hall is 4m
- No fitting or display may be attached, nailed, screwed or drilled onto any other part of the building. If this instruction is ignored, the exhibitor / contractor concerned will be charged for the damage done.
- No part of any structure may extend beyond the boundaries of the site allocated. This includes Exhibitor's name, logo or light fittings. No suspensions are to be made from the ceiling of the Exhibition Hall.
- A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.
- Where "Space Only" booths abut Shell Scheme Package Booth(s), the walls of the Shell Scheme Package may not be used by the "Space Only" exhibitor.
- Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean of the booth they constructed, before handing over to the exhibitor. Any left over construction materials will be the responsibility of the exhibitor's appointed booth-fitting contractor.
- Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organizer.
- Double-decker or multi-storey booth construction is not permitted unless prior approval from Organizer and hall management is obtained.
- When the space only exhibitor selected the contractor, please return the FORM 4 and the booth layout and perspective plan to organizer.

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2.5.4 SPACE ONLY CONTRACTORS MOVE-IN: 07 July 2011 10 : 00 - 22 : 00

2.5.5 COMPULSORY FOR SPACE ONLY EXHIBITORS

2.5.5.1 Form 1 《Exhibitor Badge Application》

2.5.5.2 Form 2 《Directory Listing》

2.5.5.3 Form 4 《Registration of Contractors》

2.5.5.4 Form 7 《Electrical Service Rental》

- If any other orders, please find the other application forms.

2.6 OTHERS

2.6.1 ADMISSION

Minors under 16 years of age will not be admitted during build-up & teardown. The Organizer reserves the right to refuse entry to any person whom we deem to be undesirable.

2.6.2 SECURITY

We have engaged a SECURITY force from the hall management and will do our best to ensure the safety of your exhibits. Nevertheless, you must be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time that there is the greatest risk of theft. Please be sure to see that your booth is not left unattended until all portable items have been secured.

2.6.3 Exhibitor should adhere to the following requirements when preparing promotional materials:

Do not have any contents morally unacceptable to the visitors in general public.

2.6.4 EXHIBITS DISPLAY

No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruiting be carried out during the Exhibition, other than the search for local agents for the sale of their products.

2.6.5 PAYMENT FOR SPACE ONLY OR SHELL SCHEME BOOTH

No exhibitor may begin booth construction or move his exhibits into the hall or surrounding area until full payment, including deposits, has been received by the Organizer.

2.6.6 CUSTOMS CLEARANCE

All items and exhibits entering the Exhibition Hall must first be cleared by the Customs. Only the Official Freight Forwarder can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with the Official Freight Forwarder regarding this procedure in any case. Please note that any item that is not cleared by the Customs will not be allowed to leave the Exhibition Hall once brought in. Exhibitors must adhere to this to prevent any delay in their operations.

2.6.7 LOCAL DELIVERY

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organizer will not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organizer be responsible for the safekeeping of such items after delivery. Exhibitors may arrange delivery of their hand-carried items. However, if you

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have large exhibits requiring to be lifted by lift jack, forklift or crane, we strongly advise you to make arrangements with the Official Freight Forwarder.

2.6.8 DELIVERY AND REMOVAL OF EXHIBITS

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the Show closes on the final day of the Exhibition.

2.6.9 IN-HALL FREIGHT HANDLING

For insurance reasons and to ensure proper control and co-ordination of site movements, only the Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. Unless, the consignment can be carried without mechanical equipment, such as sack-barrows, hard-wheel trolleys, pallet trucks or crane. This regulation will be strictly enforced.

2.6.10 STORAGE AND WASTE MATERIALS

The Organizer is unable to provide storage facilities on site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for safekeeping of such items must be made with the Official Freight Forwarder. Goods must not be stored in service spaces behind or between Booths and/or walls, nor in adjacent areas. During the moving-in of exhibits, the construction of booths and unpacking of exhibits, the aisles in the Exhibition Areas MUST NOT be obstructed with packing materials, construction materials or debris. At the end of each day, Exhibitors are responsible for seeing that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designed areas. Exhibitors are requested to place their packing waste in the aisle, for removal by the cleaners. The Organizer reserves the right to invoice Exhibitors for the removal of EXCESSIVE packing materials and discarded crates or cartons.

2.6.11 CENSORSHIP

All promotional materials, give-aways and audio-visual presentations (films, videotapes and slides) must be censored by the Customs. All Exhibitors must comply with this rule and should contact our Official Freight Forwarder immediately to make all arrangements necessary. Important: All exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by Government Officials during the Exhibition period.

2.6.12 PUBLIC ADDRESS SYSTEM

The Public Address System in the Exhibition Hall is for use by the Organizer and the Hall Authorities for official announcements ONLY. Paging for exhibitors or visitors cannot be carried out.

2.6.13 FIRE PRECAUTIONS

Exhibitors, who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own cost, for the provision of such equipment. The Organizer will assist and advise if required. Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

NO SMOKING IS PERMITTED IN THE EXHIBITION HALL.

3. ORDER FORMS & PUBLICITY SERVICES

FORM NO	FORM NAME	DEADLINE	REMARK
1	Exhibitor Badge Application	31 May 2011	Compulsory for both "Shell Scheme"/ "Space Only" Exhibitors
2	Directory Listing	31 May 2011	Compulsory for both "Shell Scheme"/ "Space Only" Exhibitors
3	Trade Visitor Invitations	31 May 2011	
4	Registration of Contractors	31 May 2011	Compulsory for "Space Only" Exhibitors
5	Hotel Reservation	31 May 2011	
6	Furniture Rental	31 May 2011	
7	Electrical Service Rental	31 May 2011	Compulsory for "Space Only" Exhibitors
8	Temporary Booth Personnel	31 May 2011	
9	Application of Visa Invitation Letter	31 May 2011	
10	Dive Supplement Advertising	15 June 2011	
11	Meeting Room Reservation Form	15 June 2011	
12	Sponsorship Form	15 June 2011	
13	Special Event Sponsorship Form	15 June 2011	

Forms MUST fill up for Standard Shell Scheme Booth exhibitor:

- 1) Exhibitor Badge Application Form
- 2) Directory Listing Form

Forms MUST fill up for Raw Space Booth exhibitor:

- 1) Registration of Contractors Form
- 2) Electrical Service Rental Form
- 3) Furniture Rental Form

**Form 1
Exhibitor Badge Application**

Organizer will carry out registration of all Exhibitors and their staff in this show in accordance with their normal practice. It is essential that you return this form to us as early as possible as and not later than the deadline date above.

EXHIBITION SPACE CONTRACTED	NO. OF FREE EXHIBITOR BADGES ENTITLED
1 - 9 sqm	3
10 - 18 sqm	6
19 - 36 sqm	8
37 sqm and above	8

The Organizer reserves the right not to issue Exhibitor Badge to those who have no connection with the exhibiting company. Additional charges will be borne by the Exhibitor at HKD100 per Exhibitor Badge under the following circumstances:

- a) Requests in excess of the free entitlement
- b) On-site additional requests
- c) On-site alterations

Company Name _____ Booth No _____

EXHIBITOR DETAILS	
1	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____
2	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____
3	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____
4	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____
5	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____
6	Name : _____ Job Title : _____
	Company Name : _____
	Country/Region : _____

* You may duplicate this form.

**Form 3
TRADE VISITOR INVITATIONS**

TRADE VISITOR INVITATIONS

Please invite your clients/customers to meet you at DRT SHOW 2011. Please advise your customers visit our website www.divercommunity.com/registration.html to do the pre-registration.

Please refer to 2.3.4.

**Form 4
REGISTRATION OF CONTRACTORS**

If you are using your own contractor for booth construction and/or interior decoration other than the Official Booth-fitting Contractor, you must fill in the following details. If not, no working pass will be issued to your contractor.

Name of Exhibitor :			
Booth No :			
Name of Contractor :			
Contact Person :			
Address :			
City :			
Postal Code :			
Country :			
Tel :			
	Country Code	Area Code	Number
Fax :			
	Country Code	Area Code	Number
E-mail :	@		

- 1 \ Technical drawings of your special design booth with clear dimensions must be submitted to the following persons on or before 31 May 2011
- 2 \ The maximum booth construction height for "Space Only" stand in hall is 4m
- 3 \ All electrical requirements must be ordered from the Organizer. Please see FORM 7
- 4 \ Please refer to 2.5

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**Form 5
HOTEL RESERVATION**

The Organizer has set aside rooms at competitive room rates for your choice. Exhibitors, who wish to make reservation, please fill in the hotel form on the website.

I. HOTEL RESERVATION

Hotel Name	Daily Room Rate From	Booking Due Date	Distance from hall
Renaissance	HK\$2000 + 10%	01 June 2011	3min
The Fleming	HK\$980 + 10%	06 June 2011	3min
Metropark Hotel Mongkok	HK\$720 + 10%	06 June 2011	30min
Harbour Plaza North Point	HK\$730 + 10%	06 June 2011	20min
Ramada Hong Kong Hotel	HK\$650 + 10%	06 June 2011	20min

* Airport pickup service or shuttle bus is available from some hotel.

Remark :

- 1) These is organizer contract hotels, you may book directly to the hotel to enjoy the discount rate, please fill up the hotel form on our website with your credit card information, you are only pay when you check out the hotel.
- 2) All reservations are on a first come first serve basis. Preference indications and late submissions are subject to availability.
- 3) reservation due date : 06 June 2011.

**Form 6
FURNITURE RENTAL**

Please use this form to order your additional furnishing needs. For SHELL SCHEME booth Exhibitors, please refer to 2.4.1 to view your standard furniture provision before you place your order.

FURNITURE ITEMS	DIMENSION * (L x W x H)	UNIT COST(HKD)	QTY	AMOUNT(HKD)
Information Counter	1000 x 500 x 750H	360		
Lockable Capboard	1000 x 500 x 750H	460		
Round Table	Dia 800 x 720H	360		
Square Table	Dia 800 x 780H	300		
Folding Chair	460 x 400 x 455H	60		
Black Leather Armchair	530 x 570 x 780H	220		
Magazine/Catalog Stand		380		
Standing Coat Hanger	1620H	340		
Name Card Box	250 x 130	500		
Pegboard w/20 hooks		660		
Cup Board	1000 x 500 x 750	480		
Table Showcase	1000 x 500 x 1000	1000		
Tall Showcase	1000 x 500 x 2500	2000		
Slope Shelf	1000L x 300D	180		
Flat Shelf	1000L x 300D	180		
Display Box	535 x 535 x 500	350		
Spot Light	100w	350		
Fluorescent Light		350		
Desktop Computer-Pentium IV	With 17" LCD	4000		
32" Flat LCD TV		5000		
42" Flat TV		6000		
DVD Player		935		
Telephone Line		1600		
ADSL Internet		2500		
3'H Potted Plant with Pot		250		
		Total		

*Above rate is for 3 day rental rate

1. We cannot guarantee provision of orders received after deadlines. Please refer below for deadlines and respective surcharges. (Form deadline) to 31 May 2011: 0% surcharge, 07 July 2011 to 10 July 2011: 30% surcharge. Moreover, a cancellation charge of 50% of the basic rates will be applied if cancellation is made after 31 May 2011. The exhibition hall has much other furniture available for your selection. Please contact them should you require items not listed here.

**Form 7
ELECTRICAL SERVICE RENTAL**

ITEM	UNIT COST (HKD)	QTY	AMOUNT
15Amp / 380V three phase power point	2600		
30Amp / 380V three phase power point	5500		
100W Lighting Connection (exclude wiring)	260		
200W Lighting Connection (exclude wiring)	380		
300W Lighting Connection (exclude wiring)	500		
500W S/P Socket (For single machines only)	500		
1000W S/P Socket (For single machines only)	600		
2000W S/P Socket (For single machines only)	1100		
3000W S/P Socket (For single machines only)	1500		
500W (24 hours power Socket)	800		
500W S/P Socket (For lighting only)	1350		
1000W S/P Socket (For lighting only)	2700		
30 Amp Single Phase (220V) for Lighting Connection And Power Supply	9000		
15 Amp Single Phase (380V) for Lighting Connection And Power Supply	11000		
30 Amp Single Phase (380V) for Lighting Connection And Power Supply	23000		
	Total		

Remark :

1. We cannot guarantee provision of orders received after deadlines. Please refer below for deadlines and respective surcharges. (Form deadline) to 31 May 2011: 0% surcharge, 07 July 2011 to 10 July 2011: 30% surcharge. Moreover, a cancellation charge of 50% of the basic rates will be applied if cancellation is made after 31 May 2011. The exhibition hall has much other furniture available for your selection. Please contact them should you require items not listed here.

**Form 8
TEMPORARY BOOTH PERSONNEL**

For Exhibitors who require the temporary personnel to assist them in their booth.

ROLE	DAILY RATE	LANGUAGE	FROM (dd/mm/yy)	TO (dd/mm/yy)	QTY	AMOUNT (HKD)
Interpreter (Male Female)	HKD 3500	English & Mandarin				
Interpreter (Male Female)	HKD 4000	Mandarin & others (French/German /Japanese)				
Booth attendant (Male Female)	HKD 2500	Mandarin only				
					Total	

Other requirements: Please specify:

Remark :

- Daily working hours of temporary staff is from 1000-1800hrs during 08 July 2011 to 10 July 2011, inclusive of one hour lunch break.
- Temporary staff should not be entrusted with the handling of cash or other valuables. Exhibitors will be responsible for the safety of temporary staff whilst on their Booths. The Manager will not be responsible for losses or damages caused by such personnel.
- Please attach catalogues / pamphlets / technical specification of your exhibits when you return this form.
- We cannot guarantee provision of orders received after deadlines. Please refer below for deadlines and respective surcharges. (Form deadline) to 31 May 2011: 0% surcharge, 07 July 2011 to 10 July 2011: 30% surcharge. Moreover, a cancellation charge of 50% of the basic rates will be applied if cancellation is made after 31 May 2011. The exhibition hall has much other furniture available for your selection. Please contact them should you require items not listed here.

**Form 9
APPLICATION OF VISA INVITATION LETTER**

All participants are required to have an Invitation Letter to support their applications for a visa. Please take the official invitation letter with your passport to your local embassy or consulate to get your visa.

If you would like to apply your visa invitation letter, please fill in the following information:

Title :	Mr	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Others _____
Name :				
Company Name :				
Company Address :				
Sex :	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Passport Number :				
Nationality :				
Occupation :				
Place of Birth :				
Date of Birth :				
Arrival Date :				
Departure Date :				
Country for Visa Issuance :				
City for Visa Issuance :				
Passport Expiry Date :				
E-mail :				@
Tel :				
	Country Code	Area Code	Number	
Fax :				
	Country Code	Area Code	Number	

Remark :

1. Please be reminded that all applicants' passports must be valid for at least six months beyond the intended date to enter Hong Kong or any other destinations.
2. We cannot guarantee provision of orders received after deadlines. Please refer below for deadlines.
3. For Hong Kong Visa Information, please visit the following Hong Kong government website:
http://www.immd.gov.hk/ehtml/hkvisas_4.htm

**Form 10
Onsite Advertisements**

The DRT SHOW 2011 Show Directory is in fact a Buyers' Guides! Attendees use this as a valuable guide not only to locate companies and products at the show but also keep the directories as reference after the show. As such, do not miss this great chance to promote your company through a PRODUCTIVE AND COST EFFECTIVE MEANS. Act now and fill in the application form.

No.	ITEM	SIZE	REMARK	UNIT COST (USD)	SPECIAL RATE (USD)	QTY	AMOUNT
A1	Show directory advertisement	210H x 148W (mm)	Run of Full Page	1,500	500		
A2			1/2 Page	800	300		
A4			Back Cover	2,200	1,000		
A5			Inside Front Cover	2,000	800		
A6			Inside Back Cover	2,000	800		
A7	Brand Wall logo listing	100H x 200W (mm)	300 dpi	300/Logo	200/Logo		
A8	Carrier bag Advertisement	400H x 300W (mm)	-	3,500	N/A; Booked		
A9	Carrier bag Logo	20H x 40W (mm)	-	200/Logo	N/A; Booked		
A10	Poster in Hall	A1	-	200/Pcs	50/Pcs		
A11	Supplement	A4	-	200/Pcs	50/Pcs		
A12	Hall Pillar Advertisement	(130w x 350h cm)	-	2,500	1,000		
A13	Web Banner	168w x 80h	jpg or gif	200	100/Pcs		
A14		168w x 168h	jpg or gif	300	150/Pcs		
A15		168w x 300h	jpg or gif	400	200/Pcs		
						Total	

Remark :

1. A1-A15 does not include the design fee
2. The pictures provided must be 300DPI for resolution; Provide completed design for the Organizer to print; The CD (saved as psd, ai, tif, pdf) and printed design must be expressed or emailed to the organizer before the deadline.
3. Application due date: 15 June 2011.

Company Stamp or Signature:

Date:

**Form 11
Meeting Room Reservation Form**

This form is to be used for an exhibitor sponsored seminar during DRT SHOW 2011. Please fill in the form below in BLOCK letters. The information provided in this form will be used in all DRT SHOW 2011 promotional or on-site collaterals and signages including the Show Directory, website, Seminar Board, etc....

No	ITEM	SIZE	RATE	SEATING CAPACITY
1	Big Room	80 sqm	USD1000/hour	80
2	Small Room	50 sqm	USD800/hour	40
3	Stage (Seminar)		USD500/hour	

Preferred Date : _____ Preferred Time : _____

Meeting Room Reservation includes :

1. Seminar schedule and seminar brief listed on DRT SHOW 2011's website
2. Seminar schedule and seminar brief listed in DRT SHOW 2011's Show Directory / Show supplement (subject to the time of application)
3. Seminar schedule and seminar brief listed on DRT SHOW 2011 Seminar Board on site
4. Meeting room usage of required time slot

Remark :

- All meeting rooms are reserved for DRT SHOW 2011 exhibitors only
- Meeting room slots will not be assigned without the submission of the reservation form and full payment. Full payment is due within 5 days after the submission of the reservation.
- Meeting rooms will be assigned on a first-paid, first served basis. The Organizer has the right to provide a new time slot for the reservation without full payment.
- Cancellation must be submitted to the Organizer in writing prior to 15 June 2011. No refund will be processed for cancellations received after 15 June 2011.
- The Organizer will notify you if your time slot requested is not available and propose another time slot, subject to availability.
- Each booked session includes a 15-minute preparation time. The meeting room must also be ready for the next session within the stipulated time.

1 \ Proposed topic :

2 \ Name of speaker :

3 \ Brief of the topic (200 words)

Form 12 Sponsorship Form

DRT SHOW 2011 will organize in hall lucky draw, all exhibitors could participate this lucky draw sponsorship program by contribute your product and services.

Lucky Draw Program:

All visitors will receive a Lucky Draw Form when fill up the registration form, visitors need to fill up name and contact information and put the Lucky Draw Form into the lucky draw box, DRT SHOW 2011 will draw the lucky winner at 1600 during 08 July 2011 to 10 July 2011.

Sponsorship Terms and Conditions:

- Sponsor Company is sponsor own product or representing product only.
- The minimum value of sponsor items is USD100.
- Sponsor Company could not ask for return of the sponsor items, DRT SHOW 2011 reserved the right to provide lucky draw for other program in hall.
- Sponsor Company must deliver the sponsor items to organizer service center in hall on 07 July 2011 12.00pm.
- Sponsorship of lucky draw program due date: 15 June 2011.

Benefits of being Sponsor Company:

- Enhance your brand visibility.
- Increase your visibility in all media channel.
- Free Logo advertising in price sponsor section.

Sponsor Company Information:

Sponsor Company			
Sponsor Item :		Value :	USD

Sponsor Company			
Sponsor Item :		Value :	USD

Sponsor Company			
Sponsor Item :		Value :	USD

Sponsor Company			
Sponsor Item :		Value :	USD

Sponsor Company			
Sponsor Item :		Value :	USD

**Form 13
Special Event Sponsorship Form**

The DRT SHOW 2011 provides special event sponsorship to all exhibitors to celebrating the event, therefore we are please to invite exhibitor to sponsor our event party, and host the party with us together.

No.	ITEM	REMARK	RATE (USD)	QTY	AMOUNT
1	Exhibitor Dinner Party	Event Sponsor Partner	200/Logo		
2	Royal VIP Party at Royal Hong Kong Yacht Club	Event Sponsor Partner	200/Logo		
				Total	

Remark :

- Sponsor partner's logo will display on all event backdrop and hanging banner.
- The pictures provided must be 300DPI for resolution; Provide completed design for the Organizer to print; The CD (saved as psd, ai, tif, pdf) and printed design must be expressed or emailed to the organizer before the deadline.
- Application due date: 15 June 2011.

Company Stamp or Signature:

Date: