



2019 Christmas Gift Fairs

Tuesday 12th November

Tuesday 26th November

Monday 16th December

Conrad Hong Kong Grand Ballroom 10am - 8pm

APPLICATION FORM

Company Name:				
Name on Fair Directory Board:				
Contact Person:				
Email:				
Telephone:	Mobile		Office	
Mailing Address:				
Website:				
Products:				
Jewellery Vendors:	What percentage of your display is jewellery?			%
Special Requests:	Electrical Outlet: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Remarks:				

Christmas Gift Fair Dates

1. Tuesday 12th November
2. Tuesday 26th November
3. Monday 16th December

Table / Space Sizes

Tables are 3ft wide and 29" high. There is a 3ft space behind each table. Two x 3ft vendors share one x 6ft table and two x 4ft vendors share one x 8ft table. Tables are placed lengthwise in front of selling area. For space only there is no table and the depth of the selling area is 6ft.

Length of selling area	3ft	4ft	6ft	8ft
Fair price per day	HK\$3,990	HK\$5,250	HK\$7,250	HK\$9,550

Table Booking

Please fill in with a **T** for Table or **S** for space, followed by the size you wish to book. (e.g T 3ft) then calculate the total amount.

You can choose to attend one, two or all three dates - the choice is yours. Please note that jewellery vendors may only attend two days.

Date	Table / Space and Size	Amount
Tuesday 12th November		
Tuesday 26th November		
Monday 16th December		
	Total Amount	

Payment Options

Full payment must accompany the application using one of the following options.

Direct Bank Deposit

Please deposit full payment to: HSBC 819-463902-838 | Account Name: Prestige Events Limited

Transfer Date _____ Reference No. _____ Amount \$ _____

Please ensure that the company name used in your application appears in our bank statement for easy tracing. Please email the application form to admin@prestigefairs.hk and attach a copy of your bank transfer advice.

Cheque Payment

Please make cheque payable to **Prestige Events Limited** for the full payment amount and mail with your application form to :

Prestige Events Ltd.
8G Wong Chuk Wan, Sai Kung,
N.T., Hong Kong

Application Acceptance

Applications are only accepted and processed upon receipt of hard / soft copies with proof of full payment. Please allow two weeks for confirmation / receipt to be issued. Thank you for your co-operation.

Promotion Cards - an important marketing tool

For each fair we print 11,000 promotion cards for distribution. These are FREE and will be sent to you 3 weeks before each event.

Please tick the number of cards you require:

25 50 100 200 Other amount : _____

Terms and Conditions

- Vendors can display their products ONLY in the area rented.
 - ▶ Tables are 3ft depth. An additional area of 3ft depth behind your table is for your chairs.
 - ▶ Stock can only be placed under the table or next to your chairs.
- Only products stated in application can be displayed. Any changes must be approved.
- Sharing of tables is not allowed.
- Only a maximum of two people is allowed to staff a 3 x 3ft and 4 x 3ft table.
- There is a cancellation deadline of 30 days before each fair date in which payments can be refunded less 20% cancellation fee. No refund will be given after the cancellation deadline.

The Conrad Hotel will not allow hooks, pins, thumbtacks, etc. to be used on the walls. An indemnity charge will be applied to any participant causing damage.

I, _____ understand that the Organizers, Prestige Events Ltd, the Conrad HK and Pacific Place are not responsible for goods lost, damaged or stolen or any personal injuries. I take full responsibility for my specific display area and am responsible for any damage to such area caused by my helpers or myself.

I agree to all the terms and conditions as stated above.

Company Name : _____

Signature : _____

Date : _____