

23 – 27 February 2026

Hong Kong Convention & Exhibition Centre, Hall 5FG

FORM 6 – Contractors' Information (FOR RAW SPACE OR CUSTOME-BUILT BOOTH ONLY)

Please return this form by post, fax or email to:

ISS-Vision Events Limited

Unit 1, 6/F, One Portside, 29 Tai Yau Street, Kowloon, Hong Kong

Tel: (852) 6625 2556

Fax: (852) 3619 2499

Attn: Ms Wooby Chan / Ms Eva Li

Email: woobychan@iss-vision.com / evali@iss-vision.com

Deadline:
12th January 2026

The following information **MUST** be completed with exhibitor's authorized signature & company chop and return together with copies of

(1) Construction drawings; (2) (Proof of) payment of site work deposit; (3) Public Liability Insurance and (4) Electrical Contractor's Registration.

Contractor's Information

Company Name: _____

Address: _____

Contact Person: _____ Title: _____

Tel: _____ Mobile: _____ Email: _____

On site Supervisor: _____ Mobile: _____

Registered Electrical Contractor – for certification of installation, inspection & testing of Electrical Installation (WR1) in pursuance to Electricity & Wiring Regulations of Electricity Ordinance

Company Name: _____

Name of Registered Electrician: _____ Registration No.: _____

On site Supervisor: _____ Mobile: _____

Site Work Deposit (HKD1,000.00/sqm)

Booth No.: _____ Stand Size: _____ x _____ m Deposit Amount: _____

Cheque, cheque number: _____ Issuing Bank: _____

Local/Telegraphic Transfer reference number: _____ (attached remittance notice)

Exhibitor's Information

Company Name: _____ Booth no.: _____

Contact Person: _____ Title: _____

Address: _____

Tel: _____ Mobile: _____ Email: _____

I hereby authorize the above-appointed contractor(s) to liaise directly with ISS Vision and confirm that both the contractor(s) and I will comply with the Rules & Regulations set for this event.

Exhibitor's Signature & Company Chop: _____ Date: _____

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Plans & Design Proposals

For raw space or custom-built participation exhibitors, **Form 7 (Contractor Information)**, construction drawings, site work deposit, and a copy of valid public liability insurance must be submitted to **Ms. Wooby Chan & Ms. Eva Li** (woobychan@iss-vision.com/evali@iss-vision.com) of ISS Vision no later than **12th January 2026**.

Submitted drawings must be in a reasonable scale of at least 1:100, fully dimensioned, and must include the following information: floor plan, stand elevation, electrical fittings, carpeting, colours and materials to be used, moving exhibits, audio-visual equipment, exhibit weights, and point loading details. Any alterations made after the initial submission must be clearly indicated and resubmitted for review.

The maximum booth height allowed at APAIE is **4 meters**.

- A copy of the booth drawing with structural calculations endorsed by a Registered Structural Engineer must be submitted to the organizer by **8th January, 2026** for review. The RSE Certificate (RSE), Registered Electrician license (WR1) and Fire Certificate (FS251) must be submitted to our on-site office no later than **12:00 noon on 23rd February, 2026**.

Site Work Deposit

Exhibitors or contractors of raw space or custom-built participation are required to lodge a site work deposit, calculated at **HK\$1,000 per sqm**.

All deposits will be banked in and refunded within **TWO months** after the conclusion of the event, provided that the exhibition site is, in the Organizer's view, free of any damage to the exhibition hall and all rubbish has been cleared in accordance with the Organizer's schedule.

Payment methods as below: (either one)

1) By Cheque

Cheque must be crossed and issued from a Hong Kong local bank made payable to **"ISS-Vision Events Limited"** and send along with FORM 7 to

- o Ms Wooby Chan (FOR APAIE)
- o ISS Vision Events Limited
- o Unit 1, 6/F, One Portside, 29 Tai Yau Street, Kowloon, Hong Kong

Please indicate "Site Work Deposit", "APAIE", "Stand Name", and "Exhibitor's Name" on the back of the cheque. Refunds will be arranged by cheque only and will be issued to the same account from which the original cheque was drawn.

2) By Telegraphic Transfer

- o Bank name: The Hong Kong & Shanghai Banking Corporation Limited
- o Bank address: 1 Queen's Road, Central, Hong Kong
- o Account name: ISS-Vision Events Limited
- o Account number: 124-518200-838 (HKD & Multi currencies, except RMB)
- o Swift code: HSBCHKHHHKH

Please send us the remittance notice with the following details clearly stated: "Site Work Deposit", "APAIE", "Stand Name", and "Exhibitor's Name" for easy reference. Refunds will be arranged by bank transfer only and will be issued to the same account from which the payment was made.