

<b>FORM 3A</b>		<b>Hong Kong International Tea Fair 2026</b> 香港國際茶展2026 13-15 / 8 / 2026		<b>Return to :</b> Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong  Attn : Ms. Chloe Ma Tel: (852) 2240 5458 Fax: (852) 3521 0450 ✉ <a href="mailto:chloe.hy.ma@hktcdc.org">chloe.hy.ma@hktcdc.org</a> ✉ <a href="mailto:hkitf.es@hktcdc.org">hkitf.es@hktcdc.org</a>				
<b>Deadline</b> <b>2 Jul 2026</b>		<b>Additional Furniture Facilities /</b> <b>Modification of Standard Facilities</b> (Not Applicable for Custom-built Participation Exhibitors)						
No.	Description of Facilities (HK\$ column for Hong Kong exhibitor only, US\$ column for all overseas exhibitor)			Unit Rate (3 DAYS HIRE)		Qty	Total Amount	
				HKD	USD		HKD	USD
<b>Additional Facilities</b>								
1#	FA007	Wooden Display Shelf, Flat (1mL X 0.3mD), max loading 3kg per metre	195	26				
2#	FA008	Wooden Display Shelf, Slope (1mL X 0.3mD), max loading 3kg per metre	195	26				
3#	FA009	Wooden Display Shelf with Structure Pole Mounted - Flat (1mL X 0.5mD), max loading 10kg per metre	310	41				
4#	FA010	Glass Display Shelf , Flat (1mL X 0.3mD), max loading 2kg per metre	265	35				
5#	FA011	Glass Display Shelf with Structure Pole Mounted – Flat (1mL x 0.5mD), max loading 5kg per metre	410	55				
6#	FA012	Wooden Display Shelf change to Glass Display Shelf per metre	80	11				
7#	FA013	Cabinet with Sliding Doors (1mL X 0.5mW X 0.75mH)	505	67				
8#	FA020	Pegboard with 30 Hooks (1mL X 2-2.5mH)	555	74				
9#	FA021	Pegboard with 30 Hooks (1mL X 1.5-1.75mH)	555	74				
10#	FA022	Pegboard with 30 Hooks (0.5mL x 2-2.5mH)	325	43				
11#	FA022A	Pegboard with 30 Hooks (0.5mL x 1.5-1.75mH)	325	43				
12#	FA023	Additional Pegboard Hook (5 inches)	5	1				
13#	FA026	Square Meeting Table (0.7-0.76mL X 0.7-0.76mD X 0.75mH)	325	43				
14#	FA027	Rectangular Table (1mL X 0.5mD X 0.75m)	325	43				
15#	FA047	Black Round Table (0.7m x 0.725mH)	475	63				
16#	FA029	Black Leather Chair	100	13				
17#	FA030	Black Bar Stool (Adjustable Height)	220	29				
18#	FA031	White Folding Door (1mL X 2mH)	630	84				
19#	FA032	Wooden Swinging Door (1mL X 2mH)	730	97				
20#	FA033	Smoked Glass Swing Door (1mL x 2mH)	1220	163				
21#	FA034	Partition Panel (0.5mL X 2.5mH)	230	31				
22#	FA035	Partition Panel (1mL X 2.5mH)	340	45				
23#	FA036	Transparent Acrylic Partition Panel (0.5mL X 2.5mH)	380	51				
24#	FA037	Transparent Acrylic Partition Panel (1mL X 2.5mH)	480	64				
25#	FA038	Smoked Acrylic Partition Panel (0.5mL X 2.5mH)	500	67				
26#	FA039	Smoked Acrylic Partition Panel (1mL X 2.5mH)	600	80				
27#	FA040	Ceiling Beam per meter (1mL X 70mmH)	75	10				
28#	FA041	Ceiling Beam per meter (1mLx175mmH)	120	16				
29#	FA044	Pentagonal Display Platform (0.75mH)	765	102				
<b>Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 2 Jul 2026)</b>								
30#	FA003	Relocate Cabinet/ Shelf / Platform (on-site charge HKD100 per unit/metre) Relocate Tall Showcase (on-site charge HKD500 per metre)						
31		Other modification (subject to prior confirmation on unit price)						
<b>20% surcharge for late order received after 2 Jul 2026</b> <b>30% surcharge for late order received after 30 Jul 2026</b>								
#*Please read the Conditions of Order clearly before you sign this Form ●You may refer to the colour photos of booth facilities ●NO Exchange and NO Refund for standard booth facilities						<b>TOTAL AMOUNT</b>		
<b>Application will only be proceeded with installation layout plan and full payment.</b>								
<b>Exhibitor Information</b>								
Company Name: _____ Booth No.: _____								
Tel: _____ Fax: _____ Email: _____ Date: _____								
Contact Person: _____ Position: _____ Signature: _____								
<b>Payment Method (To be completed in page 3)</b>								

表格3A	<b>Hong Kong International Tea Fair 2026</b> <b>香港國際茶展2026</b> <b>13-15 / 8 / 2026</b>	請交回 香港貿易發展局, 展覽服務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號
截止日期 2026年7月2日	租用額外傢具設施/ 改動標準設施申請表 (不適用於特裝參展商)	馬曉瑩小姐 電話: (852) 2240 5458 傳真: (852) 3521 0450 ✉ <a href="mailto:chloe.hy.ma@hktdc.org">chloe.hy.ma@hktdc.org</a> ✉ <a href="mailto:hkitf.es@hktdc.org">hkitf.es@hktdc.org</a>

No.	申請項目 香港參展商以港幣付款, 海外參展商以美元付款		單價 (供三天使用)		數量	總金額	
			HKD	USD		HKD	USD
<b>租用額外傢具設施</b>							
1#	FA007	平放木層板 (1米長 x 0.3米深) (最大承重3公斤/每米計算)	195	26			
2#	FA008	斜放木層板 (1米長 x 0.3米深) (最大承重3公斤/每米計算)	195	26			
3#	FA009	平放式木層架(1米長x0.5米深) (最大承重10公斤/每米計算)	310	41			
4#	FA010	平放玻璃層板 (1米長 x 0.3米深) (最大承重2公斤/每米計算)	265	35			
5#	FA011	平放式玻璃層架(1米長x0.5米深) (最大承重5公斤/每米計算)	410	55			
6#	FA012	木層板轉換為玻璃層板(每米)	80	11			
7#	FA013	儲物櫃 (1米長 X 0.5米闊 X 0.75米高)	505	67			
8#	FA020	有孔陳列板連30個掛鉤(1米闊X2-2.5米高)	555	74			
9#	FA021	有孔陳列板連30個掛鉤(1米闊X1.5-1.75米高)	555	74			
10#	FA022	有孔陳列板連30個掛鉤(0.5米闊X2-2.5米高)	325	43			
11#	FA022A	有孔陳列板連30個掛鉤(0.5米闊X1.5-1.75米高)	325	43			
12#	FA023	額外有孔陳列板掛鉤(5吋)	5	1			
13#	FA026	會議桌(正方檯) (0.7-0.76米長 X 0.7-0.76米闊 X 0.75米高)	325	43			
14#	FA027	諮詢檯(長方檯) (1 米長 X 0.5米闊 X 0.75米高)	325	43			
15#	FA047	圓桌(黑色)	475	63			
16#	FA029	黑色皮椅	100	13			
17#	FA030	黑色吧椅 (可調較高度)	220	29			
18#	FA031	膠摺門 (1米闊X2米高)	630	84			
19#	FA032	木掩門 (1米闊X2米高)	730	97			
20#	FA033	玻璃門 (1米闊X2米高)	1220	163			
21#	FA034	圍板(0.5米闊X2.5米高)	230	31			
22#	FA035	圍板(1米闊X2.5米高)	340	45			
23#	FA036	透明膠片(0.5米闊x2.5米高)	380	51			
24#	FA037	透明膠片(1米闊x2.5米高)	480	64			
25#	FA038	磨砂膠片(0.5米闊x2.5米高)	500	67			
26#	FA039	磨砂膠片(1米闊x2.5米高)	600	80			
27#	FA040	天花橫樑(每米)(1米長X70毫米高)	75	10			
28#	FA041	天花橫樑(每米)(1米長X175毫米高)	120	16			
29#	FA044	五角形展示台(0.75米高)	765	102			

**改動原有標準設施申請 (於2026年7月2日或之前申請改動/拆除設施, 費用全免)**

30#	FA003	改動地櫃/ 層板 /五方形平台位置 (現場改動費用為每項/每米港幣100元)					
		改動高身陳列飾櫃 (現場改動費用為每米港幣500元)					
31		其他設備(租金另議)					

**於2026年7月2日後交回須加百分之二十之附加費**  
**於2026年7月30日後交回須加百分之三十之附加費**

# \*請參閱一般守則●請參閱書內之攤位設施圖片

- 標準攤位內設施不設更換或退款

總金額

**申請必須連同規劃圖及全數款項方為有效**

**申請參展商資料**

公司名稱: \_\_\_\_\_ 展台編號: \_\_\_\_\_

聯絡人: \_\_\_\_\_ 職位: \_\_\_\_\_ 電子郵件號: \_\_\_\_\_

電話: \_\_\_\_\_ 傳真: \_\_\_\_\_ 簽署: \_\_\_\_\_ 日期: \_\_\_\_\_

**付款方法 (請於下頁填寫)**

**Hong Kong International Tea Fair 2026**  
**香港國際茶展2026**  
**13-15 / 8 / 2026**

**Return to :**

Exhibition Services Department  
Hong Kong Trade Development Council  
Unit 13, Expo Galleria, HKCEC,  
1 Expo Drive, Wanchai, Hong Kong

Attn : Ms. Chloe Ma  
Tel: (852) 2240 5458  
Fax: (852) 3521 0450  
✉ [chloe.hy.ma@hktdc.org](mailto:chloe.hy.ma@hktdc.org)  
✉ [hkitf.es@hktdc.org](mailto:hkitf.es@hktdc.org)

**請交回**

香港貿易發展局, 展覽服務部  
香港灣仔博覽道一號  
香港會議展覽中心  
博覽商場13號

馬曉瑩小姐  
電話: (852) 2240 5458  
傳真: (852) 3521 0450  
✉ [chloe.hy.ma@hktdc.org](mailto:chloe.hy.ma@hktdc.org)  
✉ [hkitf.es@hktdc.org](mailto:hkitf.es@hktdc.org)

**Authorization from Exhibitor**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

**Payment Method (Please see condition 6. No separate invoice will be issued)**

- By Cheque (Payable to Hong Kong Trade Development Council)  
Cheque No.: \_\_\_\_\_ Amount : HKD/USD \_\_\_\_\_ Date : \_\_\_\_\_
- By Online Payment (VISA / Mastercard / Union Pay / WeChat Pay / Alipay - Hong Kong Dollar Only)  
Please contact us for payment link detail

**申請參展商之授權**

公司名稱 : \_\_\_\_\_ 展台編號 : \_\_\_\_\_

**付款方法 (請參閱說明六, 本局不會另開發票)**

- 支票 (抬頭『香港貿易發展局』)  
支票號碼 \_\_\_\_\_ 所付款項: HKD / USD \_\_\_\_\_ 日期 : \_\_\_\_\_
- 以網上付款 (VISA / Mastercard / 銀聯 / 微信支付 / 支付寶 - 只限港幣)  
請與本局職員聯絡付款詳情