

Please return this form to:

**PICO IES Group Ltd**

Pico House, 4 Dai Fu Street, Tai Po Industrial Estate, Tai Po, NT, Hong Kong

Attn: **Mr. Matthew Chan Ms. Fion Law**

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Code	Description	Unit Price (HKD)	QTY	Amount
<b>FURNITURE RENTAL</b>				
CC05	Black Leather Arm Chair (560 x 550 x 820mmH)	300		
CC07	Office Chair (500 x 560 x 870-970mmH)	670		
CC08	Wooden Chair (Wooden)(560 x 500 x 920mmH)	670		
CC09	Wooden Chair (White)(560 x 500 x 920mmH)	800		
CC10	Meeting Chair (600 x 600 x 780mmH)	800		
CC11	Meeting Chair (Red / White) (480 x 550 x 800mmH)	540		
EC08	White Folding Chair (450 x 400 x 455mmH)	100		
EC09	Aluminium Chair (460 x 550 x 800mmH)	335		
EC11	Conference Chair (with armrest) (580 x 600 x 900mmH)	630		
EC12	Bar Stool (Black / White) (370 x 850mmH)	400		
EC13	Bar Stool (Red / Black / White) (360 x 400 x 760-860mmH)	800		
EC14	Bar Stool (Red / Black / White) (360 x 400 x 760-860mmH)	800		
EC15	Executive Chair (600 x 560 x 900-1000mmH)	925		
AU02	One Seater Sofa (800 x 730 x 790mmH)	700		
AU03	Two Seater Sofa (1300 x 730 x 790mmH)	800		
AU04	Three Seater Sofa (1800 x 730 x 7090mmH)	900		
AU05	One Seater Sofa (800 x 770 x 850mmH)	750		
AU06	Two Seater Sofa (1470 x 770 x 850mmH)	950		
AU07	Sofa (Black / Red) (600 x 570 x 730H)	550		
ET01	Long glass coffee table (1200 x 600 x 430mmH)	1,100		
ET02	Glass coffee table (600 x 600 x 430mmH)	650		
ET03	Long Glass Coffee Table (1100 x 550 x 450H)	595		
ET04	Glass Coffee Table (550 x 550 x 450H)	350		
ET05	Glass Round Table (800 x 750H)	530		
ET06	Round Table (White) (800 x 750H)	475		
ET07	Round Table (Wooden) (800 x 750H)	600		
ET08	Round Table (Black) (800 x 750H)	525		
ET10	Tall Round Table (Wooden) (600 x 1100H)	740		
ET11	Tall Round Table (Black) (600 x 1100H)	580		
ET19	Meeting Table (Wooden) (1400 x 700 x 750H)	680		
ET20	Meeting Table (Black) (1400 x 700 x 750H)	600		
PF01	Information Counter (1030 x 535 x 750H)	335		
PF02	Low Glass Showcase (1030 x 535 x 1000H)	780		
PF03	Lockable cupboard (1030 x 535 x 750H)	490		
PF04	Tall Glass Showcase with 2 down lights (1030 x 535 x 2500H)	1,820		
CH03	Magazine holder (380 x 1500mmH)	450		
CH04	Magazine holder (270 x 250 x 1200mmH)	500		

Deadline: 21 Sept 2020

Code	Description	Unit Price (HKD)	QTY	Amount
<b>FURNITURE RENTAL</b>				
CH05	Magazine holder (380 x 1500mmH)	450		
ES11	Belt Barricade (2 pole as one set)	320 Per set		
ES07	Coat hanger (320 x 1700mmH)	230		
EW11	Wastepaper basket	30		
EE02	90L Fridge (24 hr socket included)	1,600		
EE03	220L Fridge (24 hr socket included)	2,400		
AS01	Spittoon (Logo not included)	70		
AS02	Drop Saver (each piece)	50		
AS03	Corkscrew	35		
AS04	Ice Bowl (Logo not included)	230		
AS05	Napkins (Logo not included) (50 pcs)	50		
<b>Sub Total HK\$</b>				
30% surcharge for late order received after 21 Sept 2020				
50% surcharge for late order received after 28 Sept 2020				
<b>Grand Total HK\$</b>				

For Raw Space exhibitors, the site work deposit will be deducted if any loss / damage on the furniture they ordered.

**EXHIBITOR'S AUTHORISATION**

Company Name: _____	Stand No: _____
Contact Person: _____	Job Title: _____
Telephone: _____	Fax: _____
Email: _____	
Address: _____	
Date: _____	Signature: _____

**Remark: Application will only be proceeded with installation layout plan and full payment.**

**Any other request, please feel free to contact PICO to get the quotation.**

**CONDITIONS OF HIRE for "ORDER FORM – Form 1 – Furniture Rental"**

1. All items are on rental basis.
2. Please indicate location of items on stand plan or sketch. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
3. Services/equipment/furniture is subject to the availability of the required services/equipment at the time of ordering. Orders will be entertained on a "first come first serve" basis.
4. Late order: 30% penalty fee will be charged for any late orders received after the deadline (21 Sept 2020), while orders received after 28 Sept 2020 will be subject to a 50% surcharge.
5. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted on/after 28 Sept 2020.
6. All orders for services/equipment/furniture rental should be submitted with full payment together with any damage/security deposit if necessary. Orders without the required payment(s) will not be entertained.
7. For Raw Space exhibitors, the site work deposit will be deducted if any loss / damage on the furniture they ordered.

**Payment details**

All orders must be accompanied with full payment either by:

**By Telegraphic Transfer**

Bank: The Hong Kong and Shanghai Banking Corporation Limited  
Account Name: Pico IES Group Limited  
Address: No. 1 Queen's Road Central, Hong Kong  
A/C No.: 037-0-606469 (Multi Currencies)  
037-880606-001 (HKD)  
Swift code: HSBCHKHHHKH

Please fax the bank-in slip or T/T statement with company name & stand number to Pico IES Group Limited as a confirmation of the payment.

**By Credit Cards payment**, please contact PICO IES Group Ltd directly.

Remark: All bank charges will be borne by the payer.