

**ART CENTRAL**  
**Hong Kong Convention & Exhibition Centre, Hall 3FG**  
**20 – 23 MAY, 2021**

## FORM 11 TRUSS

**Deadline**  
**16 April 2021**

Description	Unit Cost US\$	Qty	Amount
<b><u>LIGHTING TRUSS</u></b>			
0.5 meter sections of aluminum lighting truss (280mm x 280mm)	32		
1 meter sections of aluminum lighting truss (280mm x 280mm)	63.5		
<b><u>SAFETY REPORTS AND OTHER NECESSARY EQUIPMENT FOR TRUSS HANGING</u></b>			
Registered Structural Engineer Report with calculation (RSE Report) * RSE report is required in order to ensure all hanging structures meet the safety standards	220		
Manual Chain Hoist	185		
Electric Chain Hoist	229		
Manpower charge for truss installation and dismantling	207 per rigging point		
Sub-Total:			
20% surcharge after 16 April 2021			
Total Amount (US\$):			

**CONDITIONS:**

1. All items ordered are on rental basis and exhibitors will therefore have to make good for any damages or losses.
2. Any complaints regarding rental furniture / installation must be lodged the day before the exhibition commence. Otherwise all items are deemed to have received in good order.
3. Late order: 20% penalty fee will be charged for any late orders received on/after the deadline (**16 April 2021**), on-site order will be subject to a 30% surcharge.
4. Cancellation of any orders must be submitted in writing. Cancellation after the deadline (**16 April 2021**) is subject to 30% cancellation charge. No cancellation will be accepted on/after **1 May 2021**.

**Please make copy for your reference**

**Please return to Pico IES Group, a division of Pico International (HK) Limited.**

<u>Contact Person:</u> Mr Kelvin Mok Tel: +852 2660 4566 Fax: +852 2667 7178 / 2660 2844 E-Mail: kelvin.mok@pico.com	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Gallery Name</u></td> <td style="width: 50%;"><u>Stand Number</u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Contact Person and Number</u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Email Address</u></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Signature</u></td> </tr> </table>	<u>Gallery Name</u>	<u>Stand Number</u>	 		<u>Contact Person and Number</u>		 		<u>Email Address</u>		 		<u>Signature</u>	
<u>Gallery Name</u>	<u>Stand Number</u>														
<u>Contact Person and Number</u>															
<u>Email Address</u>															
<u>Signature</u>															
Enquiry: Please refer to Individual Stand Plan															

## Payment To PICO

Please fill in the form to show how you will settle the payment and return to PICO.

### Customer's Information

Company Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Invoice no.: \_\_\_\_\_ Booth no.: \_\_\_\_\_

**\* Notes: For those who want to pay in HK Dollars, the exchange rate US\$1 : HK\$7.85 will be used.**

**The full payment, as indicated, amount to USD \_\_\_\_\_ = HKD \_\_\_\_\_ is made by:**

☐ Cheque or Bankdraft payable to "Pico International (HK) Limited"  
Please put down the invoice no. and booth no. at the back of the cheque before sending to the abovementioned address.

☐ Telegraphic Transfer directly to the following account:  
Hong Kong & Shanghai Banking Corporation Limited  
Hay Wah Branch, Hong Kong  
Account No: 110-067295-292 (HKD) / 110-067295-274 (USD)  
Account Name: Pico International (HK) Limited  
Bank code: 004  
Swift Code: HSBCHKHCHKH

**"WHEN MAKING PAYMENT FOR THIS INVOICE, PLEASE INCLUDE ALL BANK CHARGES, INCLUDING INTERMEDIARY BANK COMMISSIONS AND OTHER HANDLING COSTS IN YOUR PAYMENT."**

*Photocopy of bank slip/ receipt of your TT payment must be sent accompanying the cover page of this form to us by fax or mail. We will only accept cash or credit payment after 1 May 2021.*

☐ Credit Card **\*\*Bank Charge will be borne by cardholders maximum of 4%**

☐ MasterCard

☐ Visa

☐ Amex

Cardholder's Name: \_\_\_\_\_

Credit Card no.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ (mm/yy)

Credit Card CVV: \_\_\_\_\_ (3 digits for Master Card & Visa, 4 digits for Amex)

Cardholder's Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**\* Notes: For those who want to pay by Visa / Master / Amex, the payment currency must be HK Dollars and the exchange rate is US\$1 : HK\$7.85.**

*Global Payment - Merchant Name: Pico International (HK) Limited Merchant no.: 43994001*

*American Express - Merchant Name: Pico International (HK) Limited Merchant no.: 9816581862*

### CONDITIONS:

- 1) Price does not include turnover tax, business tax, VAT or sales tax or any other taxes, which shall be invoiced separately if applicable. Price to be received by Pico shall be net of all bank charges and commissions charged against Customer or Pico.
- 2) The outstanding amount must be settled before the show opening.