

## Form 13 Overtime Working Application

**This form is only applicable if overtime working requested during move-in & out period.**  
**Deadline: Before 15:00 on the day of overtime-working requested.**

Company Name:	
Booth Number:	Size of Booth: m <sup>2</sup>
Contact Person:	Contact Number:
Overtime working: _____(Date)_____ - _____(Time), Total hours: _____	
Fee	<input type="checkbox"/> For booth / stand from 9m <sup>2</sup> - 50m <sup>2</sup> (HKD/MOP2,640/hr) <input type="checkbox"/> For booth / stand from 51m <sup>2</sup> - 100m <sup>2</sup> (HKD/MOP3,300/hr) <input type="checkbox"/> For booth / stand from 101m <sup>2</sup> - 500m <sup>2</sup> (HKD/MOP3,960/hr) <b>The above prices are for reference only, final prices are decided by venue.</b>
Amount Payable:	HKD/MOP:

Remarks :

1. Please bring the completed application form to the Official Contractor Office before 15:00 on the day of application for overtime work and pay the fee at the same time. Any request submitted after 3:00 PM on the event day will be subject to a 100% Onsite Order Surcharge.
2. A minimum of four (4) hours will be charged for the "Overtime" Work Charges per booth/stand.
3. All additional costs incurred by temporary overtime work will be borne by the applicant. Applicant can continue construction on the site only after approval and paying the relevant fees.
4. For contractors who have built overtime in the venue without prior approval from the Organizer/Official Contractor, the Organizer/Official Contractor reserves the right to terminate the construction and pursue compensation.

Company Chop & Signature : \_ \_ \_ \_ \_ Date : \_ \_ \_ \_ \_