

**MAIL ORDER (paid by cheque) or FAX ORDER (paid by credit card)**

<b>FORM 2</b>	<b>HKTDC International ICT Expo 2018</b> <b>香港貿發局國際資訊科技博覽2018</b> <b>13 -16 / 4 / 2018</b>	<b>Return to :</b> Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
<b>Deadline 5 Mar 2018</b>	<b>Electricity Supply &amp; Communication Facilities</b> <b>(For Custom-built Participation Exhibitors Only)</b>	Ms. Christy Pok Tel: (852) 2240-5476 Fax: (852) 3521-0450 / (852) 2169-9487 ✉ <a href="mailto:christy.nk.pok@hktdc.org">christy.nk.pok@hktdc.org</a> ✉ <a href="mailto:icte.es@hktdc.org">icte.es@hktdc.org</a>

No.	Description of Facilities (HK\$ column for Hong Kong exhibitor only, US\$ column for all overseas exhibitor)		Unit Rate (4 DAYS HIRE)		Qty	Total Amount	
			HKD	USD		HKD	USD
<b>Electricity Supply</b>							
1#	LG052	15Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	6090	812			
2#	LG040	30Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	11235	1498			
3#	LG041	15Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	17110	2281			
4#	LG042	30Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	31500	4200			
5#	LG043	60Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	60375	8050			
6#	Othe request (subject to prior confirmation on unit price)						

**For items 1 - 5, exhibitors must have their own electrician. The official contractor will not provide installation and connection services for these items.** Total power consumption shall not exceed the current specified. In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the HKTDC accompanied with this order form. No separate order for individual power socket. **Exhibitor should take full responsibility for daily on/off their own main switch and maintenance.**

<b>Additional Communications Facilities</b>							
7#	CEC001+	Telephone Line with Handset for Local Calls (non-Direct Line) (A charge of HKD600 per set for lost and/or damaged of telephone set)	1095	146			
8#	CEC002+	Telephone Line with Handset for Local & IDD Calls (A charge of HKD600 per set for lost and/or damaged of telephone set) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	1370	183			
9#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power socket & Fax Machine Excluded)	1095	146			
10#	CEC004+*	Fax Transmission Line for Local & IDD Fax (Power Socket & Fax Machine Excluded) (HKD2500 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	1370	183			
11#	CEC008+*	2M Broadband Line (Power Supply Excluded)(with access I.D.)(non-fixed I.P.) (HKD4000 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	2470	329			

**Exhibitors have to give the location plan of the additional communications facilities above. Any change in the location on-site would require an on-site relocation charge 50% of the rental rate.**

**20% surcharge for late order received after 5 Mar 2018**  
**30% surcharge for late order received after 29 Mar 2018**

<b>++*Please read the Conditions of Order clearly when you sign this Form</b> <b>HKTDC will not accept this Form submitted by booth contractor</b>	<b>TOTAL AMOUNT</b>		
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**Application will only be proceeded with installation layout plan and full payment.**

**Authorization from Exhibitor**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**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 Credit Card (Hong Kong Dollar Only)  VISA  MASTER CARD  
 Name of Card Holder: \_\_\_\_\_ Card No: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ Amount: HKD \_\_\_\_\_ Signature: \_\_\_\_\_

## **Conditions of Order for FORM 2**

1. All dimensions are in meter, L=length, W=width, H=height, D=depth.
- 2.# Location for installation of items marked with # must be clearly illustrated by exhibitor in sketch or drawing, e.g. booth layout plan or elevation.
- 3.\* Electricity supply to facilities marked with \* must be ordered separately unless otherwise stated. Exhibitor must order sockets separately.
- 4.+ For items marked with + **deposit** for each telephone/fax line or broadband line is payable to the venue operator. HKCEC (1 Expo Drive, Wanchai, HK. Attn: Finance Department) at time of collection of telephone sets and/or IDD line passwords. Deposit shall be settled by cash, credit card or company cheque at HKCEC service counter and shall be refunded to hirer after deduction of IDD charges incurred (Should IDD charges exceed deposit amount, difference will be **payable by hire to HKCEC directly**). HKCEC will charge HKD4000.00 per set for the lost/ or damaged of the interface Modem or power adaptor.
5. In general, orders for the following services and equipment rental should be submitted to the Organiser before deadline given, otherwise a 20 % surcharge will be imposed on the basic rates to orders accepted. Moreover, on-site orders if accepted are subject to a 30% surcharge on the basic rates.
6. All orders for services/equipment 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. No separate invoice will be issued.
7. All equipment provided by the Organiser shall only be utilised within the Exhibition venue exclusively for the specified event(s).
8. Provisions of any services/equipment by the Organiser are 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. However, the Organiser reserves the right not to entertain any orders received and in such cases, the users will be notified and cheque payment will be returned or refunded.
9. If by reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the Organiser, the Organiser is unable to provide all or any of the services or equipment ordered during the whole or any part of the duration of the specified event, hirer's right shall be limited to the return of a corresponding proportion of the charges paid for such services or equipment.
10. Cancellation of orders will only be accepted in writing before the stipulated deadline for placing orders. All cancelled orders will be subject to a minimum of 30% cancellation charge.
11. Hirer shall be responsible for returning all rented equipment and related materials to the Organiser within one hour on the last open day following the close of the relevant event.
12. Hirer shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organiser. Hirer is not allowed to make any alterations modifications, attachments and/or additions to the equipment rented.
13. Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer shall reimburse the Organiser for all cost of making good or replacement.
14. Hirer shall be in default hereunder if hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment to the Organiser after use.
15. At any time after the hirer's default , the Organiser may terminate the rental services, by notice to hirer and repossess the equipment. Hirer shall remain liable for all unpaid charges and the Organiser may apply and retain all or a portion of the hirer's security/damage deposit as may be necessary to compensate the Organiser for any unpaid charges or damages and expenses incurred on account of such default; or the Organiser may exercise any other rights occurring to a less or under any applicable law upon a default by lessee.
16. Exhibitors must order enough electricity supply. In case of overload, the organiser reserves the right to suspend the electricity supply until the problem is rectified by the exhibitor concerned.
17. The fee stated is exclusive of all taxes.Any local applicable tax on the participation of the Exhibition will be the responsibility of the Exhibitor. If there is any withholding or tax deduction that the Exhibitor would need to apply in accordance with the local laws on the payment to the Organiser, the Exhibitor shall gross up such payment such that the net amount paid to the Organiser shall be equal to the invoice price and as if no deduction and withholding has applied, and the Exhibitor shall be responsible for settling the withholding taxes to the relevant authorities on its own account.