

FORM 2	HKTDC Hong Kong International Building & Decoration Materials & Hardware Fair 2011 香港貿發局香港國際建築裝飾材料及五金展 2011 27-29 / 10 / 2011	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
	Deadline: 15 Sep 2011	Electricity Supply & Communication Facilities <i>(For Custom-built participation Exhibitors Only)</i> Attn : Ms. Tweety Yu Tel.: (852) 2240-5435 / 2240-5499 Fax : (852) 3521-0450 / 2169-9487 Email : hkb.es@hktcdc.org

No.	Description of Facilities (HKD column for Hong Kong exhibitor only, USD column for all overseas exhibitor)		Unit Rate (3 DAYS HIRE)		Qty	Total Amount	
			HKD	USD		HKD	USD
Electricity Supply							
1#	E054	16Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	4590	612			
2#	E042	32Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	8550	1140			
3#	E043	63Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	16650	2220			
4#	E044	32Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	24300	3240			
5#	E045	63Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	45000	6000			
6#	Other 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. Please note that all electricians working in the exhibition hall must comply with the subsidiary regulation in the Government Electricity Ordinance - Electricity (Registration). The employer of the electrician shall be liable for any damage caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the Hong Kong Trade Development Council 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.

Additional Communications Facilities							
11#	301	Telephone Line with Handset Through PABX (For Local Calls only) (A charge of HKD600 per set for lost and/or damaged of telephone set)	850	113			
12#+	302	Telephone Line with Handset Through PABX system(Local & IDD Calls) (A charge of HKD600 per set for lost and/or damaged of telephone set) (HKD2500 deposit payable to "HKTDC")	1050	140			
13#*	305	Fax Transmission Line Through PABX (For Local Fax Only) (Power Socket & Fax Machine Excluded)	850	113			
14#+*	306	Fax Transmission Line Through PABX system (For Local & IDD Fax) (Power Socket & Fax Machine Excluded) (HKD2500 deposit payable to "HKTDC")	1050	140			
15#+*	307	Fax machine (Supplied with 500 sheets A4 size paper) (Fax Transmission Line and Power Supply Excluded) (A charge of HKD2700 per set for lost and/or damaged of fax machine)	850	113			
16#*	313	Broadband Line (Power Socket Excluded)(Without Public IP Address)(Network Connection to the Centre's Shared Internet Line)	1600	213			

20% surcharge for late order received after 15 Sep 2011

30% surcharge for late order received after 13 Oct 2011

+ # * Please read the Conditions of Order clearly when you sign this Form
HKTDC will not accept this Form submitted by booth contractor

**TOTAL
AMOUNT**

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 / USD _____ 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 mark 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 communication facilities is payable to **Hong Kong Trade Development Council**. Deposit shall be settled by credit card or company Cheque which sent to the address shown on the order form. The deposit shall be refunded to hirer after deduction of IDD charges incurred (Should IDD charges exceed deposit amount, difference will be **payable by hire to Hong Kong Trade Development Council directly**).
5. In general, orders for the following services and equipment rental should be submitted to the Organizer 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. Order(s) without the required payment will not be entertained.
7. All equipment provided by the Organizer shall only be utilized within the Exhibition venue exclusively for the specified event(s).
8. Provisions of any services/equipment by the Organizer 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 Organizer 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 Organizer, the Organizer 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 Organizer 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 Organizer. 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, unauthorized 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 Organizer 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 Organizer after use.
15. At any time after the hirer's default, the Organizer may terminate the rental services, by notice to hirer and repossess the equipment. Hirer shall remain liable for all unpaid charges and the Organizer may apply and retain all or a portion of the hirer's security/damage deposit as may be necessary to compensate the Organizer for any unpaid charges or damages and expenses incurred on account of such default; or the Organizer 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 organizer 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 Organizer, the Exhibitor shall gross up such payment such that the net amount paid to the Organizer 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.

Conditions of Order for Communications Facilities in Form 2

1. Telephone lines should not be used for facsimile or any other data transmissions.
2. Exhibitors should order the 24-hours power supply for the facsimile machine if necessary.
3. Telephone services will be terminated one hour before the close of the exhibition on the last open day and telephone set or fax machine will be collected by the telecom service personnel.
4. For telecom services, the Organizer and AsiaWorld-Expo shall be under no liability for any loss or damage, whether direct, indirect or consequential which the hirer may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Organizer and AsiaWorld-Expo. Any claims against the Organizer and AsiaWorld-Expo shall not exceed the total amount charged for the services provided.
5. For Broadband Internet Services, the hirer should bring their PC or notebook computer to the Venue 1.5 hours before the event. The AsiaWorld-Expo shall only provide setup assistance to the hirer to ensure their PC or notebook is accessible to the Internet.
6. A penalty charge will be imposed for lost or damaged telephones sets. (The penalty charges are: HK\$600 for Analogue Telephone; HK\$2,500 for Digital Feature Telephone; HK\$4,500 for IP Feature telephone)
7. A penalty charge will be imposed for lost or damaged Dial-Up modem (The penalty charge is HK\$200).
8. A penalty charge will be imposed for lost or damaged Fax Machine (The penalty charge is HK\$2,700).