

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

FORM 3	HKTDC Hong Kong Baby Products Fair 2018 香港貿發局香港嬰兒用品展2018 8-11/1/2018	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Attn : Ms. Sandy Law Email : hkbpf.es@hktcdc.org Fax : (852) 3521-0450
Deadline 27 Nov 2017	Additional Furniture Facilities / Modification of Standard Facilities (Not Applicable for Custom-built Participation Exhibitors)	

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
Additional Facilities							
1#	FA007	Wooden Display Shelf, Flat (1mL X 0.3mD)	180	24			
2#	FA008	Wooden Display Shelf, Slope (1mL X 0.3mD)	180	24			
3#	FA010	Glass Display Shelf , Flat (1mL X 0.3mD)	260	35			
4#	FA011	Glass Display Shelf, Flat with Racks and Posts Mounted (1mL x 0.5mD)	400	53			
5#	FA012	Wooden Display Shelf change to Glass Display Shelf per metre	80	11			
6#	FA013	Cabinet with Sliding Doors (1mL X 0.5mW X 0.75mH)	475	63			
7#*	FA014	Table Showcase (1mL x 0.5mD x 0.75mH)	710	95			
8#*	FA014A	Table Showcase (1mL x 0.5mD x 1mH)	710	95			
9#*	FA015	Table Showcase Counter (1mL x 0.5mD x 1mH)	810	108			
10#	FA017	Tall Showcase with 2 layers of Glass Shelf and 2 X 50 watt Halogen Downlights (Yellow Light) (1mL X 0.5mD X 2.5mH)	1910	255			
11#	FA020	Pegboard with 30 Hooks (1mL X 2.5mH)	535	71			
12#	FA021	Pegboard with 30 Hooks (1mL X 1.75mH)	535	71			
13#	FA024	Garment Hanging Rack (1mL)	300	40			
14#	FA026	Square Meeting Table (0.7mL X 0.7mD X 0.75mH)	310	41			
15#	FA027	Retangular Table (1mL X 0.5mD X 0.75m)	310	41			
16#*	FA028	Information Counter (1mL x 0.5mD x 0.75mH)	350	47			
17#*	FA028A	Information Counter (1mL x 0.5mD x 1mH)	350	47			
18#	FA029	Black Leather Chair	95	13			
19#	FA031	White Folding Door (1mL X 2mH)	600	80			
20#	FA032	Wooden Swinging Door (1mL X 2mH)	700	93			
21#	FA033	Smoked Glass Swing Door (1mL x 2mH)	1200	160			
22#	FA034	Partition Panel (0.5mL X 2.5mH)	210	28			
23#	FA035	Partition Panel (1mL X 2.5mH)	320	43			
24#	FA040	Ceiling Beam (1mL X 70mmH)	65	9			
25#	FA044	Pentagonal Display Platform (0.75mH)	720	96			
26#	FA019	3 side Panels for Information Desk / Table Showcase	120	16			
Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 27 Nov 2017)							
27#	FA003	Relocate Cabinet/ Shelf / Platform (on-site charge HKD100 per unit/metre) Relocate Tall Showcase (on-site charge HKD500 per metre)					
28		Other modification (subject to prior confirmation on unit price)					

20% surcharge for late order received after 27 Nov 2017
30% surcharge for late order received after 22 Dec 2017

##Please read the Conditions of Order clearly before you sign this Form
 ●You may refer to the colour photos of booth facilities
 ●NO Exchange and NO Refund for standard booth facilities

**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 _____ Signature: _____

Contact Information

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 3F	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
Hall 3G	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
Hall 3CON	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
S2 + S4	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
M2	Mr. Tony Tsang	曾奕誠先生	(852) 2240-5440	tony.y.s.tsang@hktdc.org
Expo Drive	Mr. Tony Tsang	曾奕誠先生	852) 2240-5440	tony.y.s.tsang@hktdc.org
Convention Hall	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org

表格三	HKTDC Hong Kong Baby Products Fair 2018 香港貿發局香港嬰兒用品展2018 8-11/1/2018	請交回 香港貿易發展局, 展覽服務部 香港灣仔博覽道一號 香港會議展覽中心 博覽商場13號
截止日期 2017年11月27日	租用額外傢具設施/ 改動標準設施申請表 (不適用於特裝參展商)	聯絡: 羅偉琮小姐 電郵: hkbpf.es@hktcdc.org 傳真: (852)3521-0450

No.	申請項目 香港參展商以港幣付款, 海外參展商以美元付款		單價 (供四天使用)		數量	總金額	
			HKD	USD		HKD	USD
租用額外傢具設施							
1#	FA007	平放木層板 (1米長 x 0.3米深)	180	24			
2#	FA008	斜放木層板 (1米長 x 0.3米深)	180	24			
3#	FA010	平放玻璃層板 (1米長 x 0.3米深)	260	35			
4#	FA011	平放玻璃層板 (1米長 x 0.5米深)	400	53			
5#	FA012	木層板轉換為玻璃層板, 每米計	80	11			
6#	FA013	儲物櫃 (1米長 X 0.5米闊 X 0.75米高)	475	63			
7#*	FA014	陳列飾櫃檯 (1米長 X 0.5米闊 X 0.75米高)	710	95			
8#*	FA014A	陳列飾櫃檯 (1米長 X 0.5米闊 X 1米高)	710	95			
9#*	FA015	陳列飾櫃檯連三面側板(腳擋)(1米長 X 0.5米闊 X 1米高)	810	108			
10#	FA017	高身陳列飾櫃連兩層一米長玻璃板及兩盞50瓦特鹵素射燈(黃光) (1米闊 X 0.5 米深 X 2.5米高)	1910	255			
11#	FA020	有孔陳列櫃板連30個掛鉤 (1米闊 X 2.5米高)	535	71			
12#	FA021	有孔陳列櫃板連30個掛鉤 (1米闊 X 1.75米高)	535	71			
13#	FA024	掛衣通 (1米長)	300	40			
14#	FA026	會議桌(正方檯) (0.7米長 X 0.7米闊 X 0.75米高)	310	41			
15#	FA027	諮詢檯(長方檯) (1 米長 X 0.5米闊 X 0.75米高)	310	41			
16#*	FA028	諮詢檯連三面側板 (腳擋)(1 米長 X 0.5米闊 X 0.75米高)	350	47			
17#*	FA028A	諮詢檯連三面側板 (腳擋)(1 米長 X 0.5米闊 X 1米高)	350	47			
18#	FA029	黑色皮椅	95	13			
19#	FA031	摺門 (1米闊 X 2米高)	600	80			
20#	FA032	掩門 (1米闊 X 2米高)	700	93			
21#	FA033	玻璃門 (1米闊 X 2米高)	1200	160			
22#	FA034	間格半米圍板 (0.5米闊 X 2.5米高)	210	28			
23#	FA035	間格一米圍板 (1米闊 X 2.5米高)	320	43			
24#	FA040	天花橫樑 (1米長X 70毫米高)	65	9			
25#	FA044	五方形平台 (0.75米高)	720	96			
26#	FA019	加裝三面側板(腳擋)於長方檯/玻璃飾櫃檯	120	16			

改動原有標準設施申請 (於2017年11月27日或之前申請改動/拆除設施, 費用全免)

27#	FA003	改動地櫃/ 層板 /五方形平台位置 (現場改動費用為每項/每米港幣100元) 改動高身陳列飾櫃 (現場改動費用為每米港幣500元)					
28		其他設備(租金另議)					

於2017年11月27日後交回須加百分之二十之附加費
於2017年12月22日後交回須加百分之三十之附加費

*請參閱一般守則

- 請參閱書內之攤位設施圖片
- 標準攤位內設施不設更換或退款

總金額

申請必須連同規劃圖及全數款項方為有效

申請參展商

公司名稱: _____ 展台編號: _____
 聯絡人: _____ 職位: _____ 電子郵件號: _____
 電話: _____ 傳真: _____ 簽署: _____ 日期: _____

付款方法 (請參閱說明六, 本局不會另開發票)

- 支票 (抬頭『香港貿易發展局』)
 支票號碼: _____ 所付款項: HKD / USD _____ 日期: _____
 信用卡 (只限港幣) VISA Master Card
 卡主名稱: _____ 信用卡號: _____
 有效日期: _____ 所付款項: HKD _____ 簽署: _____

聯絡資料

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 3F	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
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Hall 3CON	Ms. Sandy Law	羅偉琮小姐	(852) 2240-5497	sandy.wk.law@hktdc.org
S2 + S4	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	lily.ll.chan@hktdc.org
M2	Mr. Tony Tsang	曾奕誠先生	(852) 2240-5440	tony.y.s.tsang@hktdc.org
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Conditions of Order for FORMS 3 - 6

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 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 utilized 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, 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 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.

〔申請表三至表六〕 一般守則

1. 表內長、闊、高、深等量度尺寸，全以米為單位。
- 2#. 參展商如租用帶 # 號之設施，須以草圖或繪圖適當顯示安放位置，例如提供攤位設計圖則或平視圖。
- 3*. 租用帶有* 號之設施均不連電源裝置，參展商必需另行申請插座。
- 4+. 租用附有 + 之設施，每條電話/傳真線或寬頻線須繳付訂金，請於領取電話機及/或國際直通電話密碼時付予場地管理機構「香港會議展覽中心」(香港博覽道1號，財務部收)。訂金可以現金、信用卡或公司支票交予香港會議展覽中心服務櫃檯。訂金將於展覽結束並扣除國際直通電話費後退還(如國際直通電話費金額超逾訂金，餘數須由承租人直接付予「香港會議展覽中心」)
如界面或調制/解調器或電源適配器遺失或損壞，「香港會議展覽中心」將會收取每部港幣4000元正。
5. 一般而言，租用服務及設施的表格，須於截止申請日期前交回主辦機構，否則會在基本費用外加收20%附加費。此外，即場租借申請如獲接納，最少將加收基本費用的30%。
6. 所有租用服務/設施申請表，必須連同全部費用一併交回，及在需要時加付保障/損壞保金，不連款項的申請表，概不受理。本局不會另開發票。
7. 主辦機構提供的所有設施，只能在展覽會場為該項活動專用。
8. 主辦機構能否提供參展商所需的服務/設施，要視乎接到申請時有關服務/設施是否仍可供租用。申請表將以「先到先得」的方式處理，但主辦機構保留不接納申請的權利，遇此情況時當通知申請者，取回支票或退款。
9. 如因不可抗力、勞工問題、物資短缺或其他非主辦機構所能控制的因素，致使主辦機構不能在指定活動進行期間，提供已租用的部分或全部服務或設施，承租人只能按比例取回已付出的服務或設施費用。
10. 取消租用服務/設施，必須於表上所載截止申請日期前以書面提出，主辦機構對所有已取消的申請最少收取30%作取消費用。
11. 承租人須負責在最後一天展覽活動結束後一小時內，將所有租用的設備及有關物料交回主辦機構。
12. 承租人必須謹慎而正確地使用有關設施，遵守主辦機構定下的條例和規則，不得擅自更改設施的用途和結構或增添附加裝置。
13. 因承租人的疏忽、非蓄意行為，未經許可的維修或在租用者、其代表、僱員、代理人或所邀請訪客可以控制的情況下對設施造成的損毀，承租人必須負責。主辦機構因此更換設施或作出賠償而涉及的所有費用，須由承租人繳付。
14. 承租人如未能如期繳款、償付其他欠款或於設施使用完畢後未能交回主辦機構，則作違約論。
15. 承租人違約，主辦機構可在發出通知後，終止提供的租賃服務，收回租出的設施，承租人仍須負責所有未付款項。主辦機構在需要時，有權申請扣除承租人所繳交的部分或全部保障/損壞賠償按金，或根據法例行使其他索償權利。
16. 參展商須申請足夠供電。如因用電超荷，主辦機構有權立即終止供電至有關參展商將問題插座改正。
17. 條款中所述的申請費並不包括任何稅項。參展商將承擔與參展有關的或附帶發生的任何當地稅項。若根據當地適用法律，參展商須對支付給主辦機構的款項預提或扣除相關稅款，參展商應返計還原有關款項，即支付給主辦機構的淨金額應等於發票上的金額，如就有關服務費用並未履行預提或扣除相關稅款的納稅義務，參展商應當自行承擔並向有關當局支付相關的預提稅款。