

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

<b>FORM 4</b>	<b>HKTDC Hong Kong Baby Products Fair 2018</b> 香港貿發局香港嬰兒用品展2018 <b>8-11/1/2018</b>	<b>Return to :</b> Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong  Attn : Ms. Sandy Law Email : <a href="mailto:hkbpf.es@hktdc.org">hkbpf.es@hktdc.org</a> Fax : (852) 3521-0450
<b>Deadline</b> <b>27 Nov 2017</b>	<b>Additional Electricity Supply / Lighting Facilities</b> <b>(Not Applicable for Custom-built Participation Exhibitors)</b>	

No.	Description of Facilities (Raw Space Exhibitor using Order Form 2) (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>Additional Electricity Supply, Lightings</b>						
1#	LG006 500watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)	430	57			
2	Electricity and visible wiring to each light(100 watt included, HK\$92 or US\$12 for each additional 100 watt power consumption. For neon lights, price should be subject to prior confirmation) (INSTALLATION OF LIGHT IS NOT INCLUDED)					
2a	LG007 (a)Each 100 watt Lighting Connection for Exhibitors' own Lighting (1 <sup>st</sup> – 10 <sup>th</sup> )	260	35			
2b	LG008 (b) Each 100 watt Lighting Connection for Exhibitors' own Lighting (11 <sup>th</sup> – 100 <sup>th</sup> )	240	32			
2c	LG010 Additional 100watt power consumption on each Lighting Connection (For item 2a, 2b only)	92	12			
3#	LG011 Spotlight 23 watt Energy Saving Lamp (Yellow Light, 2700K)	350	47			
4#	LG012 Long Armed Spotlight (300mm) 23 watt Energy Saving Lamp (Yellow Light, 2700K)	370	49			
5#	LG014 Fluorescent Tube (1200mmL) (White light, 6500K)	350	47			
6#	LG016 Halogen Downlight 50watt for Tall Showcase (FA017) (Yellow Light)	485	65			
7#	LG015 Halogen Tracklight 50watt x1 on 1 Metre Track (Yellow Light)	485	65			
8#	LG017 Additional Halogen Tracklight 50 watt for Existing Tracks (Yellow Light)	255	34			
9#	LG022 Halogen Floodlight 300 watt (Yellow Light)	800	107			
10#	LG023 Halogen Floodlight 500 watt (Yellow Light)	920	123			
11#	LG024 HQI Floodlight 250watt (White Light)	1360	181			
12#	LG025 HQI Floodlight 70watt (White Light, 4200K) (Inside Tall Showcase(FA017))	1030	137			
13#	LG026 1000watt Square Pin Power Socket (220V) for One Electrical Appliance only (Not for Lighting)	935	125			
14#	LG027 2000 watt Square Power Pin Socket (220V) for One Electrical Appliance only (Not for lighting)	1110	148			
15#	LG028 2860 watt Square Power Pin Socket (220V) for One Electrical Appliance only (Not for lighting)	1620	216			
16#	LG036 500 watt Square Power Pin Socket (220V) for Lighting Connections	1390	185			
17#	LG037 1000 watt Square Power Pin Socket (220V) for Lighting Connections	2780	371			
18#	LG038 2000 watt Square Power Pin Socket (220V) for Lighting Connections	5410	721			
19#	LG029 15Amp Single Phase for One Electrical Machine only (not for lighting connection)	1780	237			
20#	LG030 30Amp Single Phase for One Electrical Machine only (not for lighting connection)	2440	325			
21#	LG031 15Amp Three Phases for One Electrical Machine only (not for lighting connection)	2860	381			
22#	LG032 30Amp Three Phases for One Electrical Machine only (not for lighting connection)	4450	593			

**For items 2, 16 - 22, 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 damages caused if the electrician fails to comply with the above requirements.

23#	LG013 23watt Spotlight / Fluorescent Tube change to 23 watt Long Armed Spotlight (Yellow Light)	20	3			
<b>Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 27 Nov 2017)</b>						
24	On-site relocation / deletion of electricity item (HKD100 per unit)					
25	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	<b>TOTAL AMOUNT</b>
<b>Application will only be proceeded with installation layout plan and full payment.</b>	

**Authorisation from Exhibitor**

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

**Payment Method (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

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

表格四	<b>HKTDC Hong Kong Baby Products Fair 2018</b> <b>香港貿發局香港嬰兒用品展2018</b> <b>8-11/1/2018</b>	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	<b>租用額外設施申請表(供電照明)</b> <b>(不適用於特裝參展商)</b>	聯絡：羅偉琮小姐 電郵： <a href="mailto:hkbpf.es@hktdc.org">hkbpf.es@hktdc.org</a> 傳真：(852)3521-0450

No.	申請項目 (空地參展商請填表格二) 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
<b>租用額外供電及照明設施</b>							
1#	LG006	只供一件電器用之500瓦特電源方腳插座 (220伏特) (不可用於照明裝置)	430	57			
2		每枝照明裝置之電線接駁及供電 (以每個燈頭100瓦特為限) [於同一支燈每增加100瓦特加收費港幣九十二元或美金十二元, 霓虹燈價錢需另議] (大會承建商將不會提供安裝服務)					
2a	LG007	(a) 第一至十支自攜照明裝置 (每個計, 各一百瓦特)	260	35			
2b	LG008	(b) 第十一至一百支自攜照明裝置 (每個計, 各一百瓦特)	240	32			
2c	LG010	額外供電於同一支燈, 每100瓦特計算 (只供選擇項目 2a, 2b)	92	12			
3#	LG011	短臂射燈 (23瓦特恆電燈膽) (黃光, 2700K)	350	47			
4#	LG012	長臂射燈 (約長300mm) (23瓦特恆電燈膽) (黃光, 2700K)	370	49			
5#	LG014	光管 (1200mm長) (白光, 6500K)	350	47			
6#	LG016	供 FA017 高身陳列櫃專用之鹵素射燈 (50瓦特) (黃光)	485	65			
7#	LG015	1 x 50瓦特鹵素路軌燈連一米長路軌 (黃光)	485	65			
8#	LG017	於原有之路軌上再加裝鹵素路軌燈 (50瓦特) (黃光)	255	34			
9#	LG022	鹵素泛光燈, 俗稱「小太陽」(300瓦特) (黃光)	800	107			
10#	LG023	鹵素泛光燈, 俗稱「小太陽」(500瓦特) (黃光)	920	123			
11#	LG024	HQI白光燈 (250瓦特)	1360	181			
12#	LG025	HQI白光燈 (70瓦特) (供FA017高身陳列櫃照明用)	1030	137			
13#	LG026	只供一件電器用1000瓦特電源方腳插座 (220伏特, 不可用於照明裝置)	935	125			
14#	LG027	只供一件電器用2000瓦特電源方腳插座 (220伏特, 不可用於照明裝置)	1110	148			
15#	LG028	只供一件電器用2860瓦特電源方腳插座 (220伏特, 不可用於照明裝置)	1620	216			
16#	LG036	供電燈接線用之500瓦特電源方腳插座 (220伏特)	1390	185			
17#	LG037	供電燈接線用之1000瓦特電源方腳插座 (220伏特)	2780	371			
18#	LG038	供電燈接線用之2000瓦特電源方腳插座 (220伏特)	5410	721			
19#	LG029	只供一件電器用15安培單相配電總制 (不可用於照明裝置)	1780	237			
20#	LG030	只供一件電器用30安培單相配電總制 (不可用於照明裝置)	2440	325			
21#	LG031	只供一件電器用15安培三相配電總制 (不可用於照明裝置)	2860	381			
22#	LG032	只供一件電器用30安培三相配電總制 (不可用於照明裝置)	4450	593			
參展商如選擇項目2, 16--22, 必須聘有持牌電器工人, 大會承建商將不會提供安裝及接駁服務予以上項目所使用的自攜電燈及電器用品。參展商不可使用至超過項目上已標明總電量。所有在展覽會場工作的電器工人必須遵守香港政府電力條例的電力註冊規定。如電器工人未能符合上述規例要求, 則其僱主須負責賠償因此引起的一切損失。							
23#	LG013	短臂射燈 (23瓦特恆電燈膽) / 光管 更換為長臂射燈 (23瓦特恆電燈膽) (黃光)	20	3			
<b>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)</b>							
24		現場改動 / 拆除電力設施費用為每項港幣100元					
25		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			總金額				
●請參閱附頁之攤位設施圖片 ●標準攤位內設施不設更換或退款							

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

	<b>In-charge</b>	<b>負責人</b>	<b>Telephone / 電話</b>	<b>E-mail / 電郵</b>
Hall 3F	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	<a href="mailto:lily.ll.chan@hktdc.org">lily.ll.chan@hktdc.org</a>
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S2 + S4	Ms. Lily Chan	陳鄧莉小姐	(852) 2240-5502	<a href="mailto:lily.ll.chan@hktdc.org">lily.ll.chan@hktdc.org</a>
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Convention Hall	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	<a href="mailto:cherie.y.chen@hktdc.org">cherie.y.chen@hktdc.org</a>

### **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往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，參展商應當自行承担並向有關當局支付相關的預提稅款。