

FORM 5	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
	Deadline 27 Nov 2017	AV, Plant & Communications Facilities (Not Applicable for Custom-built participation Exhibitors) Attn : Ms. Sandy Law Email : hkbpf.es@hktcdc.org Fax : (852) 3521-0450

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
Audio Visual Facilities							
1#	AU013*	Fax Machine with 500pcs. of A4 Size Paper (Fax Transmission Line and Power Supply Excluded)	1950	260			
2#	AU005*	32" LCD / Plasma (Power Supply Excluded)	2200	293			
3#	AU006*	42" LCD / Plasma (Power Supply Excluded)	5000	667			
4#	AU008*	DVD Player (Power Supply Excluded)	600	80			
Plant							
6#	PL001A	Potted Plant-Chrysalidocarpus (approx.1mH)	200	27			
7#	PL001B	Potted Plant-Schefflera (Gold Capella) (approx.1mH)	200	27			
8#	PL001C	Potted Plant-Boston Fern (approx.0.3mH)	200	27			
9#	PL001D	Potted Plant-Codiaeum Tree or Calathea (approx.0.3mH)	200	27			
10#	PL002	Fresh Flower Arrangement (approx.0.3mH)	420	56			
Communications Facilities							
11#	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			
12#	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			
13#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power Socket & Fax Machine Excluded)	1095	146			
14#	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			
15#	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 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		
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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: _____

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

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.ys.tsang@hktdc.org
Expo Drive	Mr. Tony Tsang	曾奕誠先生	852) 2240-5440	tony.ys.tsang@hktdc.org
Convention Hall	Ms. Cherie Chen	陳旖小姐	(852) 2240-5465	cherie.y.chen@hktdc.org

郵遞以支票付款

或傳真以信用卡付款

表格五	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	租用影視, 盆栽及通訊設施申請表 (不適用於特裝參展商)	聯絡: 羅偉琮小姐 電郵: hkbpf.es@hktdc.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
租用影視器材							
1#	AU013*	圖文傳真機連500張A4影印紙 (不包括電源插座及傳真線)	1950	260			
2#	AU005*	32"液晶 / 等離子顯示屏 (不包括電源插座)	2200	293			
3#	AU006*	42"液晶 / 等離子顯示屏 (不包括電源插座)	5000	667			
4#	AU008*	DVD 播放機 (不包括電源插座)	600	80			
租用盆栽							
6	PL001A	盆栽 - 散尾葵 (約1米高)	200	27			
7	PL001B	盆栽 - 傘樹 (約1米高)	200	27			
8	PL001C	盆栽 - 波士頓芒 (約0.3米高)	200	27			
9	PL001D	盆栽 - 酒金 或 孔雀葉 (約0.3米高)	200	27			
10	PL002	鮮花擺設 (約0.3米高)	420	56			
租用通訊設施							
11#	CEC001+	只供香港本地通話用的電話線及電話機 (非直撥線) (如電話機遺失/或損壞, 每部收取港幣600元正)	1095	146			
12#	CEC002+	兼備國際直通電話服務的電話線及電話機 (如電話機遺失/或損壞, 每部收取港幣 600 元正) (需繳交HKD2500按金予“香港會議展覽中心” 寄香港博覽道1號 財務部收)	1370	183			
13#	CEC003*	本港用圖文傳真線 (非直撥線) (不包括電源插座及傳真機)	1095	146			
14#	CEC004+*	國際直通圖文傳真線 (不包括電源插座及傳真機) (需繳交HKD2500按金予“香港會議展覽中心” 寄香港博覽道1號 財務部收)	1370	183			
15#	CEC008+*	2M寬頻上網線 (不包括電源插座) (包括登入戶口) (不固定I.P.) (需繳交HKD4000按金予“香港會議展覽中心, 寄香港博覽道1號, 財務部收)	2470	329			
參展商須遞交有關上述額外通訊設施之位置圖。所有現場位置更改須繳付有關設施租賃費之50%作為現場更改費用。							
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 本表格只供參展公司申請, 以承建商名義代為申請將不獲接納			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)	
<input type="checkbox"/> 支票 (抬頭『香港貿易發展局』) 支票號碼: _____ 所付款項: HKD / USD _____ 日期: _____	
<input type="checkbox"/> 信用卡 (只限港幣) <input type="checkbox"/> VISA <input type="checkbox"/> 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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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、信用咭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。