

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

FORM 3 Compulsory	HKTDC Inno Design Tech Expo 香港貿發局創新科技及設計博覽 2-4/12/2010	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
Deadline 20 Oct 2010	Electricity Supply & Communication Facilities (For Raw Space Exhibitors Only)	Attn : Mr. Angus Ng Tel.: (852) 2240-5492 / 2240-5499 Fax : (852) 3521-0450 / 2169-9487 Email : idte.es@hktdc.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#	LG052 15Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	4950	660			
2#	LG040 30Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	8820	1176			
3#	LG041 15Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	13500	1800			
4#	LG042 30Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	25200	3360			
5#	LG043 60Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	48600	6480			
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						
7#	CEC001+ Telephone Line with Handset for Local Calls (A charge of HKD600 per set for lost and/or damaged of telephone set)	890	119			
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)	1100	147			
9#	CEC003* Fax Transmission Line for Local Fax Only (Power Socket & Fax Machine Excluded)	890	119			
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)	1100	147			
11#	AU002* Thermal Fax Machine (with 1 roll fax paper) (Fax Transmission Line and Power Supply Excluded)	950	127			
12#	CEC008+* 2M Broadband Line (Power Supply Excluded)(with acces I.D.)(Non-fixed I.P.) (HKD4000 deposit payable to "HKCEC" and mail to Finance Dept, 1 Expo Drive, Wanchai, HK)	2000	267			
20% surcharge for late order received after 20 Oct, 2010						
30% surcharge for late order received after 18 Nov, 2010						

+ # *※ 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 VISA MASTER CARD
Name of Card Holder: _____ Card No: _____
Expiry Date: _____ Amount: HKD / USD _____ Signature: _____

Conditions of Order for FORM 3

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 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 to 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.
- 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.