

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

FORM 4 Optional	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	Additional Furniture / Facilities / Modification of Standard Facilities (For Standard Booth 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
Additional Facilities (Standard Both Exhibitor Only)							
1#	FA007	Wooden Display Shelf – Flat (1mL x 0.3mD)	170	23			
2#	FA008	Wooden Display Shelf – Slope (1mL x 0.3mD)	170	23			
3#	FA010	Glass Display Shelf – Flat (1mL x 0.3mD)	250	33			
4#	FA012	Wooden Display Shelf change to Glass Display Shelf per metre	80	11			
5#	FA013	Cabinet with Sliding Doors (1mL x 0.5mW x 0.75mH)	475	63			
6#	FA014	Table Showcase (1mL x 0.5mD x 1mH)	710	95			
7#	FA015	Table Showcase Counter (1mL x 0.5mD x 1mH)	810	108			
8#	FA017	Tall Showcase with 2 Layers of Glass Shelf and 2 x 50 watt Halogen Downlights (1mL x 0.5mD x 2.5mH)	1730	231			
9#	FA020	Pegboard with 30 Hooks (1mL x 2.5mH)	500	67			
10#	FA021	Pegboard with 30 Hooks (1mL x 1.75mH)	500	67			
11	FA026	Square Meeting Table (0.7mL x 0.7mD x 0.75mH)	310	41			
12	FA027	Rectangular Table (1mL x 0.5mD x 0.75mH)	310	41			
13	FA028	Information Counter (1mL x 0.5mD x 0.75mH)	350	47			
14	FA029	Black Leather Chair	90	12			
15	FA031	White Folding Door (1mL x 2mH)	600	80			
16#	FA032	Wooden Swinging Door (1mL x 2mH)	700	93			
17#	FA033	Smoked Glass Swinging Door (1mL x 2mH)	1200	160			
18#	FA034	Partition Panel (0.5mL x 2 .5mH)	210	28			
19#	FA035	Partition Panel (1mL x 2.5mH)	320	43			
20#	FA040	Ceiling Beam (1mL x 70mmH)	65	9			
21#	FA044	Pentagonal Display Platform (0.75mH)	720	96			
22#	FA019	3 Side Panels for Information Desk / Table Showcase	120	16			
Modification of Standard Facilities (Free of charge for relocation of facilities if order placed on or before 20 Oct, 2010)							
23#	FA003	Relocate Cabinet / Display Platform (On-Site Order Unit Cost = HK\$100)					
24		Other modification (subject to prior confirmation on unit price)					
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 before you sign this Form • You may refer to the attached color photos of booth facilities • NO Exchange and NO Refund for Standard 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 VISA MASTER CARD
 Name of Card Holder: _____ Card No: _____
 Expiry Date: _____ Amount: HKD / USD: _____ Signature: _____

Conditions of Order for FORMS 4 –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 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.