

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

<b>FORM 5 Optional</b>	<b>HKTDC Inno Design Tech Expo 香港貿發局創新科技及設計博覽 2-4/12/2010</b>	<b>Return to :</b> Exhibition Services Department HK Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong
<b>Deadline 20 Oct 2010</b>	<b>Additional Electricity Supply / Lighting of Standard Facilities (For Standard Booth Exhibitors Only)</b>	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
<b>Additional Electricity Supply, Lightings</b>							
1#	LG006	500 watt Square Pin Power Socket (220V) for One Electrical Appliance only (Not permitted for lighting connection)	342	46			
2		Electricity and visible wiring to each light(100 watt included, HK\$72 or US\$10 for each additional 100 watt power consumption. For neon lights, price should be subject to prior confirmation)( <b>INSTALLATION OF LIGHT IS NOT INCLUDED</b> )					
2a	LG007	(a)Each 100 watt Lighting Connection for Exhibitors' own Lighting (1 <sup>st</sup> - 10 <sup>th</sup> )	198	26			
2b	LG008	(b) Each 100 watt Lighting Connection for Exhibitors' own Lighting (11 <sup>th</sup> - 100 <sup>th</sup> )	180	24			
2c	LG010	Additional 100 watt Power Consumption on each Lighting Connection (For item 2a, 2b only)	72	10			
3#	LG011	Spotlight 23 watt Energy Saving Lamp (Yellow Light)	279	37			
4#	LG012	Long Armed Spotlight (300mm) 23 watt Energy Saving Lamp (Yellow Light)	297	40			
5#	LG014	Fluorescent Tube (1200mmL) (White light)	279	37			
6#	LG016	Halogen Downlight 50 watt for Tall Showcase (FA017) (Yellow Light)	396	53			
7#	LG015	Halogen Tracklight 50 watt on 1 Metre Track (Yellow Light)	396	53			
8#	LG017	Additional Halogen Tracklight 50 watt on existing track (Yellow Light)	198	26			
9#	LG022	Halogen Floodlight 300 watt, Adjustable Angle (Yellow Light)	675	90			
10#	LG023	Halogen Floodlight 500 watt, Adjustable Angle (Yellow Light)	765	102			
11#	LG024	HQI Floodlight 250 watt (White Light)	855	114			
12#	LG025	HQI Floodlight 70 watt (White Light) (Inside Tall Showcase (FA017))	828	110			
13#	LG026	Socket 1000 watt (220V) for One Electrical Machine Only (Not for Lighting)	720	96			
14#	LG027	Socket 2000 watt (220V) for One Electrical Machine Only (Not for Lighting)	855	114			
15#	LG028	Socket 3000 watt (220V) for One Electrical Machine Only (Not for Lighting)	1260	168			
16#	LG036	Socket 500 watt (220V) for Lighting connections AND Power Supply to Electrical Machine	1035	138			
17#	LG037	Socket 1000 watt (220V) for Lighting connections AND Power Supply to Electrical Machine	2070	276			
18#	LG038	Socket 2000 watt (220V) for Lighting connections AND Power Supply to Electrical Machine	4050	540			

**For items 2, 16 - 18, 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.**

19#	LG013	23 watt Spotlight/ Fluorescent Tube Change to 23 watt Long Armed Spotlight	18	2			
20#		Other modification (subject to prior confirmation on unit price)					

<b>20% surcharge for late order received after 20 Oct, 2010</b>							
<b>30% surcharge for late order received after 18 Nov, 2010</b>							
+ # * 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 facilities.							
						<b>TOTAL AMOUNT</b>	

**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.