

FORM SC 2		HKTDC Hong Kong Electronics Fair (Autumn Edition) 2023 香港貿發局香港秋季電子產品展2023 13-16/10/2023		Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong			
Deadline 1 Sep 2023		Additional Electricity Supply / Lighting Facilities (for Showcase II / III exhibitors only)		Attn : Mr. Patrick Fung Email : hkefae.es@hktdc.org Tel : (852) 2240-5479 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
Additional Electricity Supply, Lightings							
1#	LG006	500watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)	450	60			
2#	LG026	1000watt Square Pin Power Socket (220V) for One Electrical Appliance only (Not for Lighting)	955	127			
3#	LG027	2000 watt Square Power Pin Socket (220V) for One Electrical Appliance only (Not for lighting)	1160	155			
4#	LG028	2860 watt Square Power Pin Socket (220V) for One Electrical Appliance only (Not for lighting)	1690	225			
Total power consumption shall not exceed the current specified.							
Modification of Package Facilities (Free of charge for relocation / deletion of facilities if order placed on or before 1 Sep 2023)							
5		On-site relocation / deletion of electricity item (HKD100 per unit)					
6		Other modification (subject to prior confirmation on unit price)					
20% surcharge for late order received after 1 Sep 2023 30% surcharge for late order received after 29 Sep 2023							
#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				
Application will only be proceeded with installation layout plan and full payment.							
Exhibitor Information							
Company Name: _____ Booth No.: _____ Tel: _____ Fax: _____ Email: _____ Date: _____ Contact Person: _____ Position: _____ Signature: _____							
Payment Method (To be completed in page 5)							

Conditions of Order for Facilities Rental Form

1. All dimensions are in meter, L=length, W=width, H=height, D=depth.
- 2.# Location for installation of items marked 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. 100% cancellation charge will be levied for Broadband Line and DIA with fixed IP address 17 days before the fair opens.
5. In general, orders for the facilities and equipment rental should be submitted to the Organiser with full payment before specified deadline, otherwise a 20 % and 30% 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. Hirer must ensure that the additional bank handling charges are included on top of the telegraphics transfer of remitted payments for an order. The Organiser reserves the right to change / reject the form of payment method without prior notice.
8. All equipment provided by the Organiser shall only be utilised within the hirer's booth in the Exhibition venue exclusively for the specified event(s).
9. 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.
10. 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 or booth facilities ordered during the whole or any part of the duration of the exhibition, hirer's right shall be limited to the return of a corresponding proportion of the charges paid for such undelivered services or equipment or booth facilities. There will be no refund for all completed set up of facilities and provided services.
11. 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. Order(s) cannot be cancelled 1 week before the fair opens.
12. 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.
13. 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.
14. Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorised 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.
15. 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.
16. 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.
17. 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.
18. 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.

表格SC2	HKTDC Hong Kong Electronics Fair (Autumn Edition) 2023 香港貿發局香港秋季電子產品展2023 13-16/10/2023		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 聯絡: 馮嘉駿先生 電郵: hkefae.es@hktdc.org 電話: (852) 2240 5479 傳真: (852) 3521 0450				
截止日期 2023年9月1日	租用額外設施申請表 (供電照明) 【只適用於選用陳列飾櫃 II / III 之參展商】						
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
租用額外供電及照明設施							
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〕	450	60			
2#	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〕	955	127			
3#	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〕	1160	155			
4#	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〕	1690	225			
參展商不可使用至超過項目上已標明總電量。							
改動原有標準設施申請 (於2023年9月1日或之前申請改動/拆除設施, 費用全免)							
5		現場改動 / 拆除電力設施費用為每項港幣100元					
6		其他設備 (租金另議)					
於2023年9月1日後交回須加百分之二十之附加費 於2023年9月29日後交回須加百分之三十之附加費							
# 請參閱一般守則 ● 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			總金額				
申請必須連同規劃圖及全數款項方為有效							
申請參展商資料 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 (請於第五頁填寫)							

〔額外設施申請表〕 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。展會開幕前17天起，固定IP地址的寬頻上網線和DIA線將徵收100%的取消費用。
5. 一般而言，租用服務及設施的表格，須於截止申請日期前連同全部費用交回主辦機構，否則會在基本費用外加收20%或30%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。本局將不會另開發票。
7. 如承租人以電匯繳付款項，必須確保已包括另加付的銀行手續費用在內。主辦機構保留更改/拒絕付款方式的權利，恕不另行通知。
8. 主辦機構提供的所有設施，只能在展覽會場內承租人之展台為該項活動專用。
9. 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。
10. 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。而已完成安裝設施和已提供服務的部分將不作退款。
11. 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。所有設施申請/服務於展覽開幕日前一星期或以後均不能取消。
12. 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。
13. 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。
14. 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。
15. 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。
16. 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。
17. 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。
18. 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，參展商應當自行承擔並向有關當局支付相關的預提稅款。

HKTDC Hong Kong Electronics Fair (Autumn Edition) 2023
香港貿發局香港秋季電子產品展2023
13-16/10/2023

Return to :

Exhibition Services Department
Hong Kong Trade Development Council
Unit 13, Expo Galleria, HKCEC,
1 Expo Drive, Wanchai, Hong Kong

Attn : Mr. Patrick Fung
Email : hkefae.es@hktdc.org
Fax : (852) 3521-0450

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

聯絡 : 馮嘉駿先生
電郵 : hkefae.es@hktdc.org
傳真 : (852)3521-0450

Authorization from Exhibitor

Company Name: _____ Booth No.: _____

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: _____

申請參展商之授權

公司名稱: _____ 展台編號: _____

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: _____