FORM 2	HKTDC Hong Kong Book Fair 2022 香港貿發局香港書展2022 20-26/7/2022	Return to : Exhibition Services Department Hong Kong Trade Development Council Unit 13, Expo Galleria, HKCEC, 1 Expo Drive, Wanchai, Hong Kong Attn : Ms. Winnie Ma Email : hkbf.es@hktdc.org Fax : (852) 3521-0450
Deadline **8 Jun 2022**	**Electricity Supply &** **Communication Facilities** **(For Custom-built Participation Exhibitors Only)**	

No.		***Description of Facilities*** (HK$ column for Hong Kong exhibitor only, US$ column for all overseas exhibitor)	Unit Rate (7 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	**7670**	**1023**			
2#	**LG040**	30Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	**14150**	**1887**			
3#	**LG041**	15Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	**21125**	**2817**			
4#	**LG042**	30Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	**38880**	**5184**			
5#	**LG043**	60Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	**73025**	**9737**			
6#	Othe 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. In compliance with the Electricity Ordinance (Chapter 406) Electricity (Wiring) Regulations, all electrical installations, inspection and testing must be carried out by a registered electrical worker together with a registered electrical contractor. "Certification of installation, inspection & testing" (Form WR1) should be submitted to the **Official Electrical Contractor by 1500 hrs** on the last move-in day. Failing to provide by 2200 hrs on the last move-in day will result in suspension of electricity supply throughout the fair period.). The employer of the electrician shall be liable for any damages caused if the electrician fails to comply with the above requirements. The license of the electrician and the employer must be submitted to the HKTDC 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 (non-Direc t Line) (A charge of HKD600 per set for lost and/or damaged of telephone set)	**1155**	**154**			
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)	**1440**	**192**			
9#	CEC003*	Fax Transmission Line for Local Fax Only (non-Direct Line) (Power socket & Fax Machine Excluded)	**1155**	**154**			
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)	**1440**	**192**			
11#	CEC005*	Credit Authorization and EPS line (Card Machine, Bank Account , EPS Account & Power Supply Excluded)	**1440**	**192**			

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 8 Jun 2022
30% surcharge for late order received after 6 Jul 2022

+#*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 (Hong Kong Dollar Only) ☐ VISA ☐ MASTER CARD

Name of Card Holder: _____ Card No: _____

Expiry Date: _____ Amount: HKD_____ Signature: _____

Contact Information

	In-charge	負責人	Telephone / 電話	E-mail / 電郵
Hall 1A	Mr. Frankie Wong	黃永基先生	(852) 2240-5464	frankie.wk.wong@hktdc.org
Hall 1BA - BC	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 1BD - BF	Mr. Don Chan	陳家緯先生	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 1C - E + 3CON	Ms. Winnie Ma	馬翠雯小姐	(852) 2240-5478	winnie.cm.ma@hktdc.org
Hall 3B - D	Mr. Angus Ng	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 3E	Ms. Emmy Chan	陳竺筠小姐	(852) 2240-5496	emmy.ck.chan@hktdc.org
Hall 3F - G	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org

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 with holding 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.

表格二	**HKTDC Hong Kong Book Fair 2022** **香港貿發局香港書展2022** **20-26/7/2022**	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 : 馬翠雯小姐 電郵 : hkbf.es@hktdc.org 傳真 : (852) 3521-0450
截止日期 2022年6月8日	**特裝參展攤位** **供電及通訊設施申請表** **(只適用於特裝參展商)**	

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（供七天使用）HKD	單價（供七天使用）USD	數量	總金額 HKD	總金額 USD
租用額外供電設施							
1#	LG052	供電燈接線及小型電器用之15安培單相配電總制 (220伏特)	**7670**	**1023**			
2#	LG040	供電燈接線及小型電器用之30安培單相配電總制 (220伏特)	**14150**	**1887**			
3#	LG041	供電燈接線及小型電器用之15安培三相配電總制 (380伏特)	**21125**	**2817**			
4#	LG042	供電燈接線及小型電器用之30安培三相配電總制 (380伏特)	**38880**	**5184**			
5#	LG043	供電燈接線及小型電器用之60安培三相配電總制 (380伏特)	**73025**	**9737**			
6#	其他改動 (價錢另議)						

以上之電力供應,只供以特裝參展形式參展商選用.
參展商如選擇以上各項設施，必須聘有持牌電器工人。大會承建商將不會提供安裝及接駁服務予以上項目所使用的自攜電燈及電器用品。參展商不可使用至超過項目上已標明總電量。按電力條例〔第４０６章〕電力〔線路〕規例，所有電力安裝、檢查及測試**必須**由註冊電業工程人員及註冊電業承辦商代行，並須簽發表格WR1及於**最後進場日下午3時前交予大會電力承建商**，以茲證明。如未能於該晚下午10時前交妥，展期內將不獲電力供應。如電器工人未能符合上述規例要求，則其僱主須負責賠償因此引起的一切損失。參展商須於遞交此表格時連同所聘用的電力工人及公司牌照副本。特裝參展商如採用配電總制，應將所有配電要求計算在總制內，不能分拆租用獨立插座。**參展商須負責其攤位之每日配電總制開關及維修**。

租用額外通訊設施							
7#	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)	**1155**	**154**			
8#	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)	**1440**	**192**			
9#	CEC003*	本港用圖文傳真線 (不包括電源插座及傳真機)(非直撥線)	**1155**	**154**			
10#	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)	**1440**	**192**			
11#	CEC005*	信用咭專線及易辦事訊號線(不包括信用咭及易辦事終端機、戶口及電源插座)	**1440**	**192**			

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2022年6月8日後交回須加百份之二十之附加費
於2022年7月6日後交回須加百份之三十之附加費

+ # * 請參閱一般守則以作參考 本局不接受以攤位承建商名義申請此表內的項目	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)

☐ 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: _____

聯絡資料

	In-charge	**負責人**	**Telephone / 電話**	**E-mail / 電郵**
Hall 1A	Mr. Frankie Wong	黃永基先生	(852) 2240-5464	frankie.wk.wong@hktdc.org
Hall 1BA - BC	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org
Hall 1BD - BF	Mr. Don Chan	陳家緯先生	(852) 2240-5479	don.kw.chan@hktdc.org
Hall 1C - E + 3CON	Ms. Winnie Ma	馬翠雯小姐	(852) 2240-5478	winnie.cm.ma@hktdc.org
Hall 3B - D	Mr. Angus Ng	吳偉康先生	(852) 2240-5492	angus.wh.ng@hktdc.org
Hall 3E	Ms. Emmy Chan	陳竺筠小姐	(852) 2240-5496	emmy.ck.chan@hktdc.org
Hall 3F - G	Mr. Patrick Fung	馮嘉駿先生	(852) 2240-5473	patrick.kc.fung@hktdc.org

〔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。參展商將承担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。