

### **Conditions of Order for FORMS 3 - 5**

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 communication facilities is payable to **Hong Kong Trade Development Council**. Deposit shall be settled by credit card or company Cheque which sent to the address shown on the order form. The deposit shall be refunded to hirer after deduction of IDD charges incurred (Should IDD charges exceed deposit amount, difference will be **payable by hire to Hong Kong Trade Development Council directly**).
5. In general, orders for the following services and equipment rental should be submitted to the Organisers 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. Hirer must ensure that the additional bank handling charges are included on top of the telegraphics transfer of remitted payments for an order. The Organisers reserve the right to change / reject the form of payment method without prior notice.
8. All equipment provided by the Organisers shall only be utilized within the Exhibition venue exclusively for the specified event(s).
9. Provisions of any services/equipment by the Organisers 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 Organisers reserve 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 Organisers, the Organisers are 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.
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 10 days before the fair opens.
12. Hirer shall be responsible for returning all rented equipment and related materials to the Organisers 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 Organisers. 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, 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 Organisers 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 Organisers after use.
16. At any time after the hirer's default, the Organisers may terminate the rental services, by notice to hirer and repossess the equipment. Hirer shall remain liable for all unpaid charges and the Organisers may apply and retain all or a portion of the hirer's security/damage deposit as may be necessary to compensate the Organisers for any unpaid charges or damages and expenses incurred on account of such default; or the Organisers 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 Organisers reserve 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 Organisers, the Exhibitor shall gross up such payment such that the net amount paid to the Organisers 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.

### **Conditions of Order for Communications Facilities in Form 5**

1. Telephone lines should not be used for facsimile or any other data transmissions.
2. Exhibitors should order the 24-hours power supply for the facsimile machine if necessary.
3. Telephone services will be terminated one hour before the close of the exhibition on the last open day and telephone set or fax machine will be collected by the telecom service personnel.
4. For telecom services, the Organisers and AsiaWorld-Expo shall be under no liability for any loss or damage, whether direct, indirect or consequential which the hirer may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Organisers and AsiaWorld-Expo. Any claims against the Organisers and AsiaWorld-Expo shall not exceed the total amount charged for the services provided.
5. For Broadband Internet Services, the hirer should bring their PC or notebook computer to the Venue 1.5 hours before the event. The AsiaWorld-Expo shall only provide setup assistance to the hirer to ensure their PC or notebook is accessible to the Internet.
6. A penalty charge will be imposed for lost or damaged telephones sets. (The penalty charges are: HK\$600 for Analogue Telephone; HK\$2,500 for Digital Feature Telephone; HK\$4,500 for IP Feature telephone)
7. A penalty charge will be imposed for lost or damaged Dial-Up modem (The penalty charge is HK\$200).
8. A penalty charge will be imposed for lost or damaged Fax Machine (The penalty charge is HK\$2,700).

## 一般守則 - 表格三至五

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予「香港貿易發展局」。訂金可以信用卡或公司支票交往申請表格上所標明的地址。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「香港貿易發展局」）
5. 一般而言，租用服務及設施的表格，須於截止申請日期前交回主辦機構，否則會在基本費用外加收20%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。
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。
11. 取消租用服務/設施，必須於表上所载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十天或以後均不能取消。
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。如因用電超出負荷，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，參展商應當自行承担並向有關當局支付相關的預提稅款。

## 通訊設施守則 - 表格五

1. 話音電話線不得用作傳真或其他資料傳輸用途。
2. 傳真機如需要二十四小時電力供應，參展商須自行安排。
3. 電話服務將於最後一個開放日展覽結束一小時前終止。電話機和傳真機將由亞洲國際博覽館電信服務人員收回。
4. 在提供一切電訊服務時，如因設備失靈、損壞或非主辦機構及亞洲國際博覽館合理控制之原因，令租用者蒙受任何損失或不便，主辦機構及亞洲國際博覽館不會承擔任何直接、間接或因此而引起之責任。向主辦機構及亞洲國際博覽館提出之任何索償，不得超過所受提供之服務而已經/將會支付予主辦機構及亞洲國際博覽館之款項總額。
5. 如使用寬頻上網服務，請於活動開始前不少於一個半小時將個人電腦或筆記電腦交與亞洲國際博覽館的技術人員代為接駁。亞洲國際博覽館僅會對電腦或筆記電腦接駁提供協助。
6. 如電話遺失及/或損壞，須徵收以下費用：港幣\$600 / 話音電話機，港幣\$2,500 / 數碼電話機，港幣\$4,500 / IP網路電話機。
7. 如數據機遺失及/或損壞，須徵收港幣\$200。
8. 如傳真機遺失及/或損壞，須徵收港幣\$2,700。