

FORM 3A
Optional
表格3A
按需要交回

Deadline
31st August,
2023
最後呈交日期
八月三十一日



20-23 OCTOBER 2023
HONG KONG CONVENTION & EXHIBITION CENTRE

For Exhibitors at Hall 1A-E & Concourse,
Hall 3B-E & Concourse Only
只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂

Return to 請交回:
Uniplan Hong Kong Limited 優尼營銷傳播(香港)有限公司
Room 2A, 2/F, Beverly House, No. 93-107 Lockhart Road,
Wanchai, Hong Kong
香港灣仔駱克道93-107號利臨大廈2樓2A室
Contact Person & Direct Line 聯絡人及直線:
Hall 1A-1C 展覽廳 1A-1C
Ms. Minna Lo 盧漢娜小姐 (852) 2294 3618
Hall 1D-1E & 1A-1E Concourse 展覽廳1D-1E 及 1A-1E 大堂
Ms. Stella Lee 李麗琳小姐 (852) 2294 3602
Email 電郵: hongkong.msp1.hall1@uniplan.com
Hall 3B-3C 展覽廳 3B-3C
Ms. Canny Wong 王熙婷小姐 (852) 2294 3640
Hall 3D-3E 展覽廳 3D-3E
Ms. Carmen Wan 溫嘉盈小姐 (852) 2294 3678
Email 電郵: hongkong.msp1.hall3@uniplan.com

Please make a copy for your own record 請自行複印副本, 以作記錄
Official Order Form for Additional Facilities (For Standard Booth Exhibitors Only)
租用額外設施申請表格(只適用於標準展位參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格 (4 days 四天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
Additional Facilities 租用額外傢具類設施						
1	Wooden Display Shelf - 1m L x 0.3m W (FLAT) 木層板 (平放)	185.00	24.00			
2	Wooden Display Shelf - 1m L x 0.3m W (SLOPE) 木層板 (斜放)	185.00	24.00			
3	Glass Display Shelf - 1m L x 0.3m W (FLAT) 玻璃層板 (平放)	265.00	35.00			
*4	White Pegboard with 30 hooks (1m W x 2.4m H) 長洞洞板連30個掛勾	550.00	72.00			
*5	White Pegboard with 30 hooks (1m W x 1.5m H) (SHORT) 短洞洞板連30個掛勾	550.00	72.00			
	* A HK\$10.00 deposit per hook will be required for the collection of pegboard hooks. The said deposit will be refunded upon the return of hook(s) at the end of the show. 每支掛鉤押金港幣10元, 並於撤館歸還全數掛鉤時退回押金。					
6	Information Counter (1m L x 0.5m W x 0.75m H) with 3-Sided Panels 諮詢枱連三面側板	350.00	46.00			
7	Square Table (0.66m L x 0.66m W x 0.75m H) 正方桌	320.00	42.00			
8	Chair 椅子	110.00	15.00			
9	Lockable Cabinet (1m L x 0.5m W x 0.75m H) 帶鎖儲物櫃	520.00	68.00			
10	Ceiling Beam (per metre) 天花橫樑 (每米計算)	75.00	10.00			
11	Single Wall Panel (1m W x 2.5m H) 間格圍板	320.00	42.00			
12	Folding Door with Lock (1m W x 2.5m H) 帶鎖摺門	720.00	94.00			
13	Tall Showcase with 2 nos. Halogen Light (1m L x 0.5m W x 2.5m H) 高身陳列飾櫃連兩盞鹵素射燈	2,200.00	285.00			
14	Low Showcase with Lockable Cabinet (1m L x 0.5m W x 1m H) 矮身陳列飾櫃連帶鎖儲物櫃	720.00	94.00			
15	Telephone (Local Call) (*HK\$900.00 deposit included) 電話 (本地) (含 *HK\$900 押金)	2,250.00	291.00			
16	Telephone (Local + IDD) (*HK\$2,800.00 deposit included) 電話 (本地及國際長途) (含 *HK\$2,800 押金)	4,450.00	576.00			
17	2Mbps Broadband Internet Service (*HK\$4,300.00 deposit included) 寬頻上網服務 (含 *HK\$4,300 押金)	6,850.00	886.00			

All orders must be submitted with full payment made payable to "Uniplan Hong Kong Limited" before 31st August, 2023.

此申請表須於二零二三年八月三十一日前連同所需費用交回

「優尼營銷傳播(香港)有限公司」。

Remarks: Orders without full payment will not be processed.

備註: 未附所需費用之申請概不受理。

All bank charges should be borne by the payer.

所有銀行手續費用需由付款人支付。

Name of Bank: The Hongkong and Shanghai Banking Corporation Ltd.

銀行名稱: 香港上海滙豐銀行有限公司

Bank Address: 1 Queen's Road, Central, Hong Kong

銀行地址: 香港皇后大道中1號

Payee Name: Uniplan Hong Kong Limited

受款人: 優尼營銷傳播(香港)有限公司

A/C No. 戶口號碼: 567-214283-001 (HKD 港元) 567-214283-274 (USD 美元)

Swift Code: HSBCHKHHHKH

Sub-total 小計

20% surcharge for late order received after 31st Aug, 2023

8月31日後提交申請的20%逾期附加費

50% surcharge for late order received after 9th Oct, 2023

10月9日後提交申請的50%逾期附加費

Total Amount 總金額

Company Name 公司名稱: _____

Contact Person 聯絡人: _____

Booth No. 攤位編號: _____

Tel. 電話: _____

E-mail 電郵: _____

Signature & Company Chop

簽署及公司印章: _____

Date 日期: _____

FORM 3B Optional 表格3B 按需要交回	 20 - 23 OCTOBER 2023 HONG KONG CONVENTION & EXHIBITION CENTRE For Exhibitors at Hall 1A-E & Concourse, Hall 3B-E & Concourse Only 只適用於展覽廳 1A-E 及大堂、展覽廳 3B-E 及大堂	Return to 請交回: Uniplan Hong Kong Limited 優尼營銷傳播 (香港) 有限公司 Room 2A, 2/F, Beverly House, No. 93 -107 Lockhart Road, Wanchai, Hong Kong 香港灣仔駱克道93-107號利德大廈2樓2A室 Contact Person & Direct Line 聯絡人及直線: Hall 1A-1C 展覽廳 1A-1C Ms. Minna Lo 盧漢娜小姐 (852) 2294 3618 Hall 1D-1E & 1A-1E Concourse 展覽廳1D-1E 及 1A-1E大堂 Ms. Stella Lee 李麗琳小姐 (852) 2294 3602 Email 電郵: hongkong.msp1.hall1@uniplan.com Hall 3B-3C 展覽廳 3B-3C Ms. Canny Wong 王熙婷小姐 (852) 2294 3640 Hall 3D-3E 展覽廳 3D-3E Ms. Carmen Wan 溫嘉盈小姐 (852) 2294 3678 Email 電郵: hongkong.msp1.hall3@uniplan.com
Deadline 31st August, 2023 最後呈交日期 八月三十一日	Please make a copy for your own record 請自行複印副本, 以作記錄	

Official Order Form for Additional Electricity Supply / Lighting Facilities (For Standard Booth Exhibitors Only)
租用額外供電及照明設施申請表 (只適用於標準展台參展商)

No.	Description of Facilities 設施名稱	Unit Rate 價格(4 days 四天)		Qty 數量	Total Amount 金額	
		HK\$ 港幣	US\$ 美元		HK\$ 港幣	US\$ 美元
Additional Electricity Supply & Lighting Facilities 租用額外供電及照明設施						
1	Square-pin Socket (220V) Max. 500W for One Electrical Appliance Only (NOT FOR LIGHTING CONNECTION) 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)	450.00	59.00			
2	Square-pin Socket (220V) Max. 1,000W for One Electrical Appliance Only (NOT FOR LIGHTING CONNECTION) 只供一件電器用之1,000瓦特電源方腳插座 [220伏特] (不可用於照明裝置)	950.00	123.00			
3	Spotlight 13 watt LED Lamp (Yellow Light) 短臂射燈 13瓦LED燈 (黃光)	360.00	47.00			
4	Longarm Spotlight 13 watt LED Lamp (Yellow Light) 長臂射燈 13瓦LED燈 (黃光)	360.00	47.00			
5	Fluorescent Tube 40W 40瓦特光管	365.00	48.00			
6	Floodlight 300W (Yellow Light) 300瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	810.00	105.00			
7	Floodlight 500W (Yellow Light) 500瓦特鹵素泛光燈 [俗稱小太陽] (黃光)	920.00	120.00			
8	HQI Light 70W (White Light) 70瓦特HQI白光燈	1,200.00	156.00			
9	HQI Light 150W (White Light) 150瓦特HQI白光燈	1,400.00	182.00			
10	HQI Light 250W (White Light) 250瓦特HQI白光燈	1,550.00	201.00			
11	Halogen Tracklight 50W 50瓦特鹵素路軌石英燈	480.00	63.00			
#12	Lighting Connection 100W 100瓦特電線接駁及供電 (以每個燈頭 100 瓦特為限)	270.00	35.00			
#13	Lighting Connection 200W 200瓦特電線接駁及供電 (以每個燈頭 200 瓦特為限)	360.00	47.00			
#14	Lighting Connection 300W 300瓦特電線接駁及供電 (以每個燈頭 300 瓦特為限)	450.00	59.00			
#15	500W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 500瓦特電源方腳插座 (220伏特)	1,500.00	195.00			
#16	1,000W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 1,000瓦特電源方腳插座 (220伏特)	2,950.00	382.00			
#17	2,000W Square-pin Power Socket (220V) for Lighting Connections AND Power Supply to Electrical Machines 供電燈接線及小型電器用之 2,000瓦特電源方腳插座 (220伏特)	5,600.00	725.00			
<p>For item #12 to #17, exhibitors must have their own Hong Kong qualified electricians. The Official Stand Subcontractor will not provide installation and connection service 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 damages caused if the electrician fails to comply with the above requirements.</p> <p>租用#12至#17項設施,參展商必須自簽聘用本地香港持牌電工,大會指定展台承建分判商不會提供上述項目之安裝及接線服務。參展商不可使用超過上述指派的總電量。所有在館內施工之電工必須遵守香港特別行政區政府電力條例的電力註冊規定,如電工未能配合上述規例要求,即其僱主必須負責賠償因此引起之一切損失。</p>						
<p>All orders must be submitted with full payment made payable to "Uniplan Hong Kong Ltd." before 31st August, 2023. 此申請表須於二零二三年八月三十一日連同所需費用交回「優尼營銷傳播(香港)有限公司」。 Remarks: Orders without full payment will not be processed. 備註:未附所需費用之申請概不受理。 All bank charges should be borne by the payer. 所有銀行手續費用需由付款人支付。</p>						
				Sub-total 小計		
				20% surcharge for late order received after 31st Aug, 2023 8月31日後提交申請的20%逾期附加費		
				50% surcharge for late order received after 9th Oct, 2023 10月9日後提交申請的50%逾期附加費		
				Total Amount 總金額		

Company Name 公司名稱: _____

Contact Person 聯絡人: _____ Booth No. 攤位編號: _____

Tel. 電話: _____ E-mail 電郵: _____

Signature & Company Chop 簽署及公司印章: _____ Date 日期: _____

Conditions of Order for FORM 3 / (表格三) 一般守則

- 1) All dimensions are in metre, L=length, W=width, H=height, D=depth.
- 2) In general, rental orders for the facilities and equipment should be submitted to the Official Stand Subcontractors before the specified deadlines, otherwise a 20% surcharge will be levied on the basic rates. Moreover, orders submitted after 9th October, 2023 and on-site orders (if accepted) are subject to a 50% surcharge on the basic rates.
- 3) All rental orders for services / equipment / booth facilities should be submitted with full payment (including those security deposit when applicable). Orders without the required payment(s) will not be entertained.
- 4) All equipment / booth facilities provided by the Official Stand Subcontractors shall only be utilised within the Venue exclusively for the Exhibition.
- 5) Provisions of any services / equipment / booth facilities by the Official Stand Subcontractors are subject to their availability at the time of ordering. Orders will be entertained on a "first-come, first-served" basis. However, the Show Organiser and Official Stand Subcontractors reserve the right not to entertain any orders received, and in such cases, the users will be notified and the payment cheque will be returned or refunded.
- 6) If by reason of force majeure, labour difficulties, shortages of materials or any other causes outside the control of Official Stand Subcontractors who are 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, the 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.
- 7) The hirer shall be responsible for returning all rented equipment and related materials to the Official Stand Subcontractors within one hour on the last show day following the official closure of the Exhibition.
- 8) The hirer should use the equipment and the booth facilities in a careful and proper manner and in accordance with the Rules and Regulations issued by the Show Organiser. The hirer is not allowed to make any alterations, modifications, attachments and / or additions to the equipment / booth facilities rented.
- 9) The hirer shall be liable to any loss or damage to the equipment and booth facilities arising from the hirer's negligence, unintentional act, unauthorised maintenance or other causes within the reasonable control of the hirer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which the hirer is liable, the hirer shall reimburse the Official Stand Subcontractors all cost incurred for repair or replacement.
- 10) The hirer shall be in default hereunder if the hirer fails to pay any charges when due or any other indebtedness or fails to return the equipment / booth facilities to the Official Stand Subcontractors after use.
- 11) At any time after the hirer's default, the Official Stand Subcontractors may terminate the rental services, by notice to hirer and repossess the equipment / booth facilities. The hirer shall remain liable to all unpaid charges and the Official Stand Subcontractors may deduct from all or a portion of the hirer's security deposit as may be necessary to compensate the Official Stand Subcontractors for any unpaid charges or damages and expenses incurred on account of such default; or the Official Stand Subcontractors may exercise any other rights occurring to a less or under any applicable law upon a default by the hirer.
- 12) The hirer must ensure that any additional bank handling charges are included on top of the telegraphic transfer of remitted payments for an order.

- 1) 申請表格內長、闊、高及深等量度尺寸,全以米為單位。
- 2) 所有租用服務及設施的表格,必須於截止申請日期前交回大會指定展台承建分判商,否則會在基本費用外加收20%附加費。此外,任何於2023年10月9日之後才提交的申請或即場租用的申請(如獲接納),將會加收相等於基本費用50%的附加費。
- 3) 所有租用服務/設施的申請表,必須連同全數費用一併交回,及在需要時加付損壞保障金。任何不應繳款項的申請表,概不受理。
- 4) 由大會指定展台承建分判商提供的所有設施,只供在本展覽會場內使用。
- 5) 大會指定展台承建分判商能否提供參展商所需的服務/設施,要視乎於收到申請時有關服務/設施是否仍可供租用。申請將以「先到先得」的方式處理,但大會指定展台承建分判商保留不接納任何申請的權利,遇此情況時,有關展台承建分判商將通知申請者,並退回支票或款項。
- 6) 如因不可抗力、勞工問題、物資短缺或其他非大會指定展台承建分判商所能控制的因素,致使大會指定展台承建分判商不能在展會期間提供已申請租用的部份或全部服務或設施,承租人只能就未能提供之服務或設施按比例取回已付出的服務或設施費用;而已完成安裝的設施及已提供服務的部份將不作退款。
- 7) 承租人須負責在展覽會最後一天結束後一小時內,將所有租用的設備及有關物料完好的交回大會指定展台承建分判商。
- 8) 承租人必須謹慎而正確地使用有關設施,遵守大會指定展台承建分判商定下的使用條款和規則,不得擅自更改設施的結構和用途或增添附加裝置。
- 9) 因承租人的疏忽、非蓄意行為,未經許可的維修或租用者、其代表、僱員、代理人或所邀請訪客在可以控制的情況下對設施造成的損毀,承租人必須承擔賠償責任。大會指定展台承建分判商因此而需更換設施或作出維修所引致的費用,須由承租人承擔。
- 10) 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大會指定展台承建分判商,一概作違約論。
- 11) 承租人違約,大會指定展台承建分判商可在發出通知後,終止提供的租賃服務,並收回租出的設施,而承租人仍須負責所有未付款項。主辦機構及大會指定展台承建分判商在必要時,有權扣除承租人所繳交的部份或全部保障/損壞賠償按金,或根據法例行使其他索償權利。
- 12) 如承租人以電 \square 繳付款項,必須確保已包括另加付的銀行手續費用在內。