

FORM 3C
Compulsory
表格3C
必須交回

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
香港灣仔路克道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 Electricity Supply Facilities (For Raw Space Exhibitors Only)
租用供電設施申請表 (只適用於展覽淨地參展商)

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
Electricity Supply 租用供電設施						
001	15 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 單相 配電總掣	6,400.00	828.00			
002	30 Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 單相 配電總掣	11,700.00	1,514.00			
003	15 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之15 安培 三相 配電總掣	17,500.00	2,264.00			
004	30 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之30 安培 三相 配電總掣	32,000.00	4,140.00			
005	60 Amp Three Phase (380V) for Lighting Connections AND Power Supply to Electrical Appliances 供電燈接線及小型電器用之60 安培 三相 配電總掣	60,300.00	7,801.00			
006	Telephone (Local Call) (*HK\$900.00 deposit included) 電話 (本地) (含 *HK\$900 押金)	2,250.00	291.00			
007	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			
008	2Mbps Broadband Internet Service (*HK\$4,300.00 deposit included) 2Mbps 寬頻上網服務 (含 *HK\$4,300 押金)	6,850.00	886.00			

Exhibitors must have their own Hong Kong qualified electricians. The Official Stand Subcontractor will not provide installation and connection services for the above 001-005 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. The license of the electrician and the employer must be submitted to the Stand Subcontractors accompanied with this order form. No separate order for individual power sockets will be entertained. **Exhibitors should take full responsibility for daily on/off their own main switches and maintenance.**

參展商如選擇租用以上 001-005 的設施, 必須自行聘用在本地香港持牌電工。大會指定展台承建分判商不會提供上述項目之安裝及接駁服務。參展商不可使用超過上述指標的總電量。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, 即其僱主須負責賠償因此引起之一切損失。參展商須於遞交此表格時連同所聘用的電力工人及其公司牌照副本。淨地參展商採用配電總制, 應將所有配電要求計算在總制內, 不能分拆租用獨立插座。參展商同時必須負責其攤位每日之配電總制的開關及維修。

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: _____

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。