

<b>FORM 3A</b> <b>Optional</b> <b>表格3A</b> 按需要交回	 <b>PART 2 • 27-30 OCTOBER 2024</b> HONG KONG CONVENTION & EXHIBITION CENTRE 	<b>Return to 請交回:</b> <b>Uniplan Hong Kong Limited</b> 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 <b>Contact Person &amp; Direct Line 聯絡人及直線:</b> <b>Convention Hall 會議廳</b> Ms. Stella Lee 李麗琳小姐 (852) 2294 3602 Email 電郵: hongkong.msp2.chall@uniplan.com <b>Halls 3F&amp;G 展覽廳3F&amp;G</b> Ms. Minna Lo 盧漢娜小姐 (852) 2294 3618 Email 電郵: hongkong.msp2.hall3@uniplan.com <b>Halls 5F&amp;G 展覽廳5F&amp;G</b> Mr. Andy Kan 簡翊文先生 (852) 2294 3659 Email 電郵: hongkong.msp2.hall5@uniplan.com
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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 (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
<b>Additional Facilities 租用額外傢具類設施</b>						
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) w/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) 正方形桌	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 w/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 w/ 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	2M bps 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 16th September, 2024. 此申請表須於二零二四年九月十六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 16th Sept, 2024 九月十六日後申請20%逾期附加費				
		50% surcharge for late order received after 10th Oct, 2024 十月十日後申請50%逾期附加費				
		<b>Total Amount 總金額</b>				

Company Name 公司名稱: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Booth No. 攤位編號: \_\_\_\_\_

Tel. 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

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

FORM 3B  
Optional  
表格3B  
按需要交回

Deadline  
16th Sept, 2024  
最後呈交日期  
九月十六日



PART 2 • 27-30 OCTOBER 2024  
HONG KONG CONVENTION & EXHIBITION CENTRE



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:  
Convention Hall 會議廳  
Ms. Stella Lee 李麗琳小姐 (852) 2294 3602  
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租用額外設施申請表 (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
<b>Additional Electricity Supply, Lightings 租用額外供電及照明設施</b>						
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 23 watt Energy Saving Lamp (Yellow Light) 短臂射燈 23瓦特節能燈 (黃光)	360.00	47.00			
4	Longarm Spotlight 23 watt Energy Saving Lamp (Yellow Light) 長臂射燈 23瓦特節能燈 (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 Contractor will not provide installation and connection services 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>#12至#17 項設施, 參展商必須聘用在本地香港持牌電工, 大會指定展位承建商不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。</p>						
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Sub-total 小計						
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<b>Total Amount 總金額</b>						

Company Name 公司名稱: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Tel. 電話: \_\_\_\_\_

Signature & Company Chop  
簽署及公司印章: \_\_\_\_\_

Booth No. 攤位編號: \_\_\_\_\_

Fax 傳真: \_\_\_\_\_

Date 日期: \_\_\_\_\_

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

- 1) All dimensions are in metres, L=length, W=width, H=height, D=depth.
- 2) All rental orders for the facilities and equipment should be submitted to the Official Stand Contractor before the specified deadlines, otherwise a 20% surcharge will be levied on the basic rates. Moreover, orders submitted after 10th October, 2024 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 together with any damage / security deposit if necessary. Orders without the required payment(s) will not be entertained.
- 4) All equipment / booth facilities provided by the Official Stand Contractor shall only be utilised within the Venue exclusively for the Exhibition.
- 5) Provisions of any services / equipment / booth facilities by the Official Stand Contractor are subject to their availability at the time of ordering. Orders will be entertained on a "first-come, first-served" basis. However, the Organiser and Official Stand Contractor reserve the right not to entertain any orders received, and in such cases the users will be notified and payment cheque will be returned or refunded.
- 6) If by reason of force majeure, labour difficulties, shortages of materials or any other cause outside the control of Official Stand Contractor who 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.
- 7) Hirer shall be responsible for returning all rented equipment and related materials to the Official Stand Contractor within one hour on the last show day following the close of the Exhibition.
- 8) Hirer shall use the equipment in a careful and proper manner and in accordance with the Rules and Regulations issued by the Organiser. Hirer is not allowed to make any alterations, modifications, attachments and / or additions to the equipment / booth facilities rented.
- 9) Hirer shall be liable to 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 the hirer, its representative, 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 Contractor for all cost incurred for repair or replacement.
- 10) 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 / booth facilities to the Official Stand Contractor after use.
- 11) At any time after the hirer's default, the Official Stand Contractor may terminate the rental services, by notice to hirer and repossess the equipment / booth facilities. Hirer shall remain liable to all unpaid charges and the Official Stand Contractor may apply and retain all or a portion of the hirer's security / damager deposit as may be necessary to compensate the Official Stand Contractor for any unpaid charges or damages and expenses incurred on account of such default; or the Official Stand Contractor may exercise any other rights occurring to a less or under any applicable law upon a default by the hirer.
- 12) Hirer must ensure that the 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，須於截止申請日期前交回大會指定展台承建商，否則會在基本費用外加收 20% 附加費。此外，在 2024 年 10 月 10 日之後才提交的申請或即場租借申請(如獲接納)，最少將加收基本費用的 50%。
- 3) 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。任何不連款項的申請表，概不受理。
- 4) 由大會指定展台承建商提供的所有設施，只供在本展覽會場專用。
- 5) 大會指定展台承建商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。申請將以「先到先得」的方式處理，但大會指定展台承建商保留不接納任何申請的權利，遇此情況時當通知申請者，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商所能控制的因素，致使大會指定展台承建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；而已完成安裝設施和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交回大會指定展台承建商。
- 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商定下的條款和規則，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，須由承租人繳付。
- 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商，一概作違約論。
- 11) 承租人違約，大會指定展台承建商可在發出通知後，終止提供的租賃服務，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) 如承租人以電匯繳付款項，必須確保已包括另加付的銀行手續費用在內。