

**SECURITY PERSONNEL SERVICE CHARGES - ORDER FORM**  
(Rates Effective July 2017 - June 2018)

Event Name: \_\_\_\_\_  
 Move in: \_\_\_\_\_ Open Period: \_\_\_\_\_ Move Out: \_\_\_\_\_  
 Venue/Booth No: \_\_\_\_\_  
 Deadline: \_\_\_\_\_ (14 days before 1st day of Licensed Period)

(For office use)
EVENT ID: _____
LOG NO: _____

1.	Security Services	HK\$ per Shift (Consecutive Hours)									
		4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours	13 Hours
a	Security Guard	652	754	824	890	900	974	1,070	1,176	1,284	1,559
b	Security Supervisor	723	825	928	1,004	1,072	1,143	1,209	1,330	1,451	1,752
c	Security Officer	1,100	1,203	1,245	1,402	1,512	1,676	1,776	1,953	2,129	2,601
d	Guard in Plain Clothes	805	906	1,020	1,121	1,260	1,395	1,447	1,593	1,738	2,052
e	Armed Guard	N/A	N/A	N/A	N/A	2,167	2,437	2,708	2,947	3,249	N/A

2.	Services Details	No. of Labour	Working Period				Total Hours	Total HK\$
			Date		Time			
			From	To	From	To		
a								
b								
c								
d								
e								
f								
g								
h								

Total without adjustment:	
Late order surcharge 15%	
Site order surcharge 30%	
<b>Total Amount</b>	
Cancellation charge	

**REMARKS:**

- All Security Guard services are charged for a minimum of 4 hours except for Armed Guard services which are charged for a minimum of 8 hours.
- For Security Guard Service, a minimum of 1 Security Supervisor must be employed for each deployment of 3 to 6 Security Guards or Armed Guards.
- For Armed Guard Service, a minimum of 1 Armed Guard must be employed for relief / stand-by purposes.
- A 2-week notice is required for ordering security services. Provision of security personnel is subject to availability at the time of ordering. Cancellations of confirmed orders for security personnel are subject to 50% and 100% cancellation charges for notice given within 7 days and 3 days respectively prior to the specific service commencement date indicated on the Order Form.
- HML will provide separate quotations for special arrangements such as high level of deployment guard services (in excess of 150 guards per shift), or age and language preference.
- For security services requested in excess of 13 consecutive hours, personnel charges will be calculated on the basis of the rate for 10 hours plus the rate for the additional hours specified in the table above. Examples: charges for security guard service for 14 consecutive hours will total \$1,722 (\$1,070 + \$652); charges for security guard service for 15 consecutive hours will total \$1,824 (\$1,070 + \$754); and, charges for security guard service for 16 consecutive hours will total \$1,894 (\$1,070 + \$824).
- Services for guard services for cash-in-transit may be quoted upon request.
- All security and guarding services at the HKCEC are exclusively provided by a licensed third-party.
- Please see enclosed for General Notes and Conditions.
- Orders will not be processed until full payment is made.

Company Name: _____
Company Address: _____
Tel No.: _____ Fax No.: _____ Email Address: _____
Name (In caps): _____ Signature: _____ Date: _____

**PLEASE RETURN THIS FORM TO:**

Hong Kong Convention & Exhibition Centre (Management) Ltd.  
 Event Planning & Co-ordination Department  
 1 Expo Drive, Wanchai, Hong Kong, China  
 Tel: (852) 2582 8888 Fax: (852) 2582 7106

**GENERAL NOTES AND CONDITIONS**

1 In the document, the following definitions apply:

“HKCEC”

Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, and any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

“HML”

Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the Hong Kong Convention and Exhibition Centre, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management; and,

“User”

Includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document.

2 In general, orders for services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% shall be imposed on the basic rates. In addition, applicable on-site orders or amendments are subject to a surcharge of 30% of the basic rates. HML reserves the right to refuse orders received after any applicable deadline.

3 Cancellation Charges will apply in accordance with the following table:

	Exhibition			All other Events		
	Deadline for ordering (time before the start of the Licensed Period)	≤ 7 days in advance	on-site	Deadline for ordering (time before the start of the Licensed Period)	≤ 3 days in advance	on-site
a Power Mains and Electrical Services	3 Weeks	30%	100%	-	-	100%
b Compressed Air, Water and Drainage Services	3 Weeks	30%	100%	-	-	100%
c Telephone, Facsimile, Cabling and Data Line Services (excluding centre internal wiring for private circuit)	3 Weeks	30%	100%	3 Weeks	30%	100%
d Dynamic Broadband Line	3 Weeks	30%	100%	3 Weeks	30%	100%
e Broadband Line with Fixed IP Address and DIA Line	3 Weeks	100% ≤14 days		3 Weeks	100% ≤14 days	
f Wireless Internet Technical Support Services	1 Month	30%	100%	1 Month	30%	100%
g Material Handling Equipment Services	1 Week	30%	100%	-	-	100%
h Labour - Security Personnel Services	2 Weeks	50%	100% ≤3 days	2 Weeks	50% ≤7 days	100% ≤3 days
i Labour - Technician / Casual Labour / Housekeeping Attendant Services	2 Weeks	30%	100%	2 Weeks	30%	100%
j Floral Arrangement / Potted Plant Services	2 Weeks	30%	100%	2 Weeks	30%	100%

4 Any individual equipment relocation on the same day will be subject to a labour charge equal to 30% of the rental charge. Any requests for equipment relocation to a different venue on subsequent day(s) will require a separate order.

5 All equipment provided by HML must be utilised within HKCEC and used exclusively for the specified event and/or time period. The HKCEC’s Exhibition or General Event Rules and Regulations will apply to such use and the User is responsible for full compliance with any and all applicable provisions of those Rules and Regulations and will use equipment in a safe and proper manner. The User may not make any alternations, modifications to, or utilise any attachments and/or additions with equipment.

6 Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC’s Exhibition or General Event Rules and Regulations as applicable.

7 The provision of any services / equipment is subject to availability at the time of ordering. Orders will be accepted on a “first come, first served” basis. HML reserves the right to reject any orders received; in such cases, Users will be notified accordingly.

8 If by reason of Force Majeure Event, labour difficulties, shortage of materials or any other cause outside the control of HML, or if HML is unable to provide any or all of the services or equipment ordered during the whole or any part of the duration of the event, the User’s sole right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.

9 The User will be responsible for returning all equipment and related materials to HML within 1 hour of the end of the Licensed Period or other time period specified.

10 The User will be liable for any loss or damage to the equipment arising from the User’s negligence, mis-use, unauthorised maintenance or other cause within the reasonable control of the User, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which User is responsible, the User will reimburse HML for the total cost of making good, or replacement if necessary.

11 The User will be in default of the agreement to use services and/or equipment if the User fails to pay any charges when due or fails to return the equipment to HML after

12 At any time after a User has not complied with an agreement to use service and/or equipment, HML may terminate the rental services or use of equipment, by notice to the User and will take possession of the equipment. The User will remain liable for any and all unpaid charges and HML may apply, and retain all or a portion of the User’s security / damage deposit as may be necessary to compensate HML for any unpaid charges, damages or expenses incurred on account of non-compliance.

13 All orders must be submitted and settled with applicable payment in Hong Kong Dollars by the specified due date of the invoice, exempt from any bank charges, including the required deposit. Cheque or bank draft (must be drawn from local banks) must be made payable to “Hong Kong Convention and Exhibition Centre (Management) Ltd.” or T/T or cable transfer to “The Hong Kong and Shanghai Banking Corporation Ltd., Sun Hung Kai Centre Branch, Shops 115-117 and 127-133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 582-000683-001.” Swift Code: HSBCHKHCHK. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.