



TELEPHONE, FACSIMILE, DATA LINE AND CABLING SERVICE CHARGES - ORDER FORM (Rates Effective July 2017 - June 2018)

Event Name: _____
Move in: _____ Open Period: _____ Move Out: _____
Venue/Booth No: _____
Deadline: _____ (21 days before 1st day of Licensed Period)

(For office use)

EVENT ID:

LOG NO:

1. Telephone	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Telephone (Local calls only) through the HKCEC's PABX system		1,016	--	
b Telephone (Local and IDD calls) through the HKCEC's PABX system		1,276	2,500	

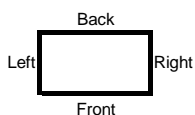
2. Facsimile	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Local Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,016	--	
b IDD Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,276	2,500	

3. Cabling	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Direct Dial-up Credit Authorisation line and EPS line (Card machine, Bank Account and EPS account excluded)		1,276	--	

4. Data Lines	Quantity	HK\$ per set per Event	Deposit HK\$ Per Line	Total HK\$
a Direct Dial-up modem line - V.34 Standard local only (modem and ISP excluded)		1,276	N/A	
b ISDN line (S/T-interface; 64K bps x 2 channels) for local/overseas transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		3,197	5,000	
c Centre internal wiring for Private Circuit (2 telephone wires for voice and/or data communication)		827	N/A	
d Fibre Optic link (Multi mode, single mode and SC type connector) between two non-contiguous venues		2,235	--	

Please indicate your telecom needs for our easy reference in a standard booth below:

Booth No: _____
T: Telephone
F: Fax
D: Data line
I: ISDN line



Total without adjustment
Late order surcharge 15%
Site order surcharge 30%
Total Amount
Cancellation charge

REMARKS:

- Call charges are excluded for telephones with IDD service, overseas facsimile transactions and data communication calls. All IDD call charges plus a handling fee (minimum \$20 per call) will be deducted from the deposit paid, or any excess will be settled by User before the close of the event.
- A charge of HK\$ 600 per set will apply for lost and / or damaged telephone sets.
- User shall submit to HML a copy of perspective layout plan for any telecom services (with the exception of standard booth).
- 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 use.
- 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: HSBCHKHCHKH. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.