

Form F: Communication Facilities Order Form (Return Deadline: 10 October 2008)

TELEPHONE, FACSIMILE, CABLING, DATA AND BROADBAND INTERNET SERVICES

Event Name: WCVD6
 Move In: 19 Nov 2008 Open Period : 20-22 Nov 2008 Move Out : 22 Nov 2008
 Venue/Booth No: _____
 Deadline: _____ (21 days before 1st day of Licensed Period)

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

1.	Telephone	Quantity	HK\$ per Event	Deposit HK\$ Per Line	Total HK\$
a	Telephone (Local calls only) through the HKCEC's PABX system		800	--	
b	Telephone (Local and IDD calls) through the HKCEC's PABX system		1,000	2,500	
2.	Facsimile				
a	Local Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		800	--	
b	IDD Facsimile Transmission line through the HKCEC's PABX system (Facsimile machine excluded)		1,000	2,500	
3.	Cabling				
a	Direct Dial-up Credit Authorisation line (Card machine and bank account excluded)		1,000	--	
b	EPS line (Card machine and EPS account excluded)		1,000	--	
c	Fibre Optic link between 2 venues relatively adjacent to one another (Multi mode, single mode and SC type connector)		1,750	--	
4.	Data Lines				
a	Direct Dial-up modem line - V.34 Standard local only (modem and ISP excluded)		1,000	--	
b	ISDN line (S/T-interface; 64K bps x 2 channels) for local transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		2,500	--	
c	ISDN line (S/T-interface; 64K bps x 2 channels) for overseas transmission (ISDN account, modem, terminal adaptor, ISP and air time charges excluded)		2,500	5,000	
d	Centre internal wiring for Private Circuit (2 telephone wires for voice and/or data communication)		650	--	
5.	Broadband				
	Broadband Internet Service (2M bps) (Rate includes 4 consecutive days of use following day of installation)		1,600	4,000	
				Total without adjustment	
				Late order surcharge 15%	
				Site order surcharge 30%	
				Total Amount	

REMARKS:

- a. 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.
- b. 24-hour power supply normally required for facsimile machine should be ordered separately for exhibition events.
- c. A charge of HK\$ 600 per set will apply for lost and/or damaged telephone sets.
- d. One 2M broadband line supports 1 computer only.
- e. A charge of HK\$4,000 per set will apply for lost and/or damaged Interface Modem and/or power adaptor.
- f. Use of Broadband Internet Service (2M bps) for additional days will be charged at HK\$400 per day.
- g. If a User requires that its computer be tested before use, a minimum notice of 1.5 hours must be given to technician prior to the beginning of the event.
- h. The tested computer must be IBM compatible computers ONLY with the following system requirements:
 Pentium II 400 Mhz or above; 10/100M Ethernet LAN Card; 64MB RAM or above; 100MB or above of free hard disk space; CD-ROM drive; OS MS, Windows 2000 or Windows XP; Internet Browser (Internet Explorer 5.0 or Netscape 4.7 (or newer versions of either) and "Gateway" and "IP Address" parameters in Network setting of users' PC which may be deleted if required.
- i. The minimum lead time to order additional broadband lines is 2 weeks.
- j. For all telecom services, HML shall be under no liability for any loss or damage, whether direct, indirect or consequential which the User may suffer by reasons of equipment failure or defects, or any causes beyond the direct control of the Centre.
- k. Please see reverse side for General Notes and Conditions.
- l. Orders will not be processed until full payment is made.

<p>CREDIT CARD INFORMATION: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> DINERS Card Number: _____ Cardholder Name: _____ Expiry Date: _____ Signature: _____</p>	<p>AUTHORIZATION FROM USER: Company Name: _____ Company Address: _____ Tel No: _____ Fax No: _____ Name (In capitals): _____ Signature: _____</p>
<p>PLEASE RETURN THIS FORM TO: WCVD6 Congress Secretariat Tel: (852) 2559 9973 Fax: (852) 2547 9528 Email: exhibition@vetdermhongkong.com</p>	

ORDERS WILL NOT BE ENTERTAINED UNTIL FULL PAYMENT IS MADE

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 the following services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% may 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.

Deadlines for ordering services and equipment for exhibitions are as follows:

	Time before 1st day of Licensed Period
a Power Mains and Electrical Services	3 Weeks
b Compressed Air, Water and Drainage Services	3 Weeks
c Telephone, Facsimile, Cabling, Data and Broadband Internet Services	3 Weeks
d Wireless Internet Services	1 Month
e Security Personnel Services	2 Weeks

3. **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 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.**
4. Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC's Exhibition or General Rules and Regulations as applicable.
5. 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.
6. 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.
7. Cancellation of orders with the exception of security services (see Section J) will only be accepted in writing if delivered to HML more than 7 days prior to the start of the licensed period; if notice is received within 7 days, Licensee will be subject to a 30% cancellation charge.
8. 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.
9. 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.
10. 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.
11. 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.
12. All orders must be submitted with applicable payment in Hong Kong Dollars, 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 Easiservice Banking Centre, Shops 115 - 117 and 127 - 133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 004-582-000683-001. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.

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