

IAAPA Expo Asia 2020		<u>FORM 5</u>
9-11 June 2020		
Return to: AMC (Exhibits) Limited		Submission Deadline 4 May 2020
Hall A	Hall B-C	
Ms Janet Chan , Mr Decko Lee	Ms Circle Yuen, Mr Carl Wong	
Email: Janet.Chan@arconmarketing.com	Email: Circle.Yuen@arconmarketing.com	
Email: Decko.Lee@arconmarketing.com	Email: Carl.wong@arconmarketing.com	
Tel: (852) 3752 9038 / (852) 3752 9003	Tel: (852) 3752 9028 / (852) 3752 9045	
Fax: (852) 3585-6008		
Address: Factory AB, 8th Floor, Tung Kin Factory Building, 196-202 Tsat Tsz Mui Road, North Point, Hong Kong		

Telecommunication, Internet Connection & Water supply for rental

No.	Description of Facilities	Unit Rate	Qty	Total
		(3 Days Hire)		Amount
		USD		USD
Telephone, Fax & Internet service				
1	Telephone Set (For local call only)	172		
2	Fax Machine (for local telephony including intra-city telephone)	172		
3	Broadband Internet Connection (Bandwidth Sharing) - for PC, printer or laptop [NOT for networking devices] (interface RJ-45 plug with speed & duplex auto sensing; user device must be TCP/IP enabled and set for DHCP with all proxy settings off)	386		
4	Credit Card Line (credit card machine excluded)	172		
Compressed Air				
5	30 Liter Tank 2HP / 8 bar (with Power Socket)-1500W	725		
6	50 Liter Tank 3HP / 8 bar (with Power Socket)-2200W	937		
7	100 Liter Tank 4HP / 8 bar (with Power Socket)-3000W	1236		
8	Connection Service Charges for Compressed Air Supply	300		
Water Supplies & Drainage Items				
9	19mm Water supply line at 1.2-2 bar with 5m hose for horizontal run *(Excluding connection)	665		
10	sink cabinet completed with water supply, drainage and pump set	785		
11	Connection Service Charges for Water Supply	265		
* Other facilities to be quoted separately.				
		30% surcharge for late order received after 4 May 2020		
		40% surcharge for late order received after 18 May 2020		
		TOTAL AMOUNT		

Note: Please read the Conditions of Order clearly when you sign this Form.
 Application will only be processed with installation layout plan and FULL payment.
 This order form is the official invoice for the additional orders.
 (Please submit your payment together with this application form.)

Contact Person Name: _____ Tel: _____ Fax: _____ Email: _____ Signature w/ company chop: _____	Exhibitor's Information Company: _____ Booth No: _____ Date: _____
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IAAPA Expo Asia 2020		FORM 10
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Return to: AMC (Exhibits) Limited		
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Location Plan

Legend:



1.03mL Slatwall 	Information Counter 	Lockable Cabinet 	Square Pin Socket
Tall Glass Showcase 	12W LED Spotlight 	12W LED Longarm Spotlight 	150W Flood Light

1. Please sketch on the grid plan above the desired layout of your Shell Scheme booth indicating all the standard and/or additional items.
2. Exhibitors will be subject to an additional charge for relocation of any item on-site.
3. Exhibitors are requested to mark on the plan above the position of their electrical requirements. We will install at our discretion if we do not receive any instructions before move-in. Requests for re-positioning of each item will be subject to a US\$ 20 extra charge for each relocation.
4. Official Contractor will build the stand according to the shell scheme proposed layout plan if no return form is received on or before 18 May 2020.

Contact Person Name: _____ Tel: _____ Fax: _____ Email: _____ Signature w/ company chop: _____	Exhibitor's Information Company: _____ Booth No: _____ Date: _____
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TERMS & CONDITIONS FOR ADDITIONAL ORDERS FROM AMC (Exhibits) Ltd's

- 1.) All items ordered are on rental basis and exhibitors have to make good any damage or loss incurred.
- 2.) Facilities and services not indicated on the forms are subject to quotation on individual job basis.
- 3.) **LATE ORDER SURCHARGES**
 - **30%** Surcharge for orders received after **4 May 2020**
 - **40%** Surcharge for orders received after **18 May 2020**
 - **50%** Surcharge for orders received on-site if accepted

Due to limited stock of items and the time needed to prepare additional stocks, no guarantee of the availability of items can be made for orders received after the deadline date. AMC (Exhibits) Ltd will endeavour to meet any such orders or offer an alternative. In the event this is not possible, the hirer will be notified and the order will not be accepted.

- 4.) Cancellation of any orders will be accepted in writing before **17 May 2020** for ordering additional items, in which case a 50% refund of the rental rate for the cancelled items will be made. Cancellations from **29 May 2020** onwards will be subject to a 25% refund of the rental rate of cancelled items.
- 5.) All orders must be submitted with full payment including any late order surcharges. Orders without full payment will not be accepted.
- 6.) Provisions of any services/equipment by the Official Contractor are subject to the availability of the required services/equipment at the time of ordering. Orders will be accepted on a "first come first served" basis. However, the Official Contractor reserves the right not to accept any orders received and in such cases, the exhibitors will be notified and the payment will be returned or refunded.
- 7.) Complaints regarding stand construction or rental items supplied by the Official Contractor must be lodged the day before the exhibition opens at the Official Contractor site office. Otherwise, all items will be deemed to have been received in good order.
- 8.) Hirer shall be liable for any loss or damage to the equipment arising from the hirer's negligence, unintentional act, unauthorized maintenance or other cause within the reasonable control of hirer, its representative, employees, agents or invitees. In the event of any loss or damage to the equipment for which hirer is liable, the hirer shall reimburse the Official Contractor for all costs of repair or replacement.
- 9.) All induced bank charges (both local and overseas) by any transaction, exchange rate, bank handling fee, etc., should be borne by the exhibitor. The Official Contractor reserves the right to claim the loss from the Exhibitor in the event of occurrence.
- 10.) One light connection is for a single light to use only.

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- 11.) One 3 phase power point is strictly for single machine use only.
- 12.) In case of light box connection, lighting connections should be counted by the number of lights used in the light box.
- 13.) All orders must be accompanied by full payment either by

A) By Cheque (Payable to AMC (Exhibits) Limited)

Remarks: Only received the cheque issued by Hong Kong Bank

B) By Credit Card

(Exhibitors can settle their payment online by MasterCard, Visa or American Express via the secure online payment system in the online manual provided by PayDollar (operated by AsiaPay Limited).

C) Cash or T/T to:

Account Name: AMC (Exhibits) Ltd.

Bank Name: The HongKong And Shanghai Banking Corporation Limited

Bank Address: 1 Queen's Road, Central, Hong Kong

A/C No: 808-250757-001 (HKD)

808-250757-274 (USD)

Swift No: HSBCHKHKKH

Exchange Rate: USD1 = HKD7.76

(Please fax the bank-in slip or T/T statement with company name & booth number to AMC (Exhibits) Ltd for their record)

*** All bank charges are for exhibitor account.**

D) Wechat Pay or Alipay:

- 14.) AMC (Exhibits) Ltd will send acknowledgement within 1 week of receipt of your order. If no response has been received, please contact AMC immediately to check the status of your order.
- 15.) All furniture and electrical items included in the Shell Scheme Package are not exchangeable.