HKCCF 2021
HONG KONG COMPUTER & COMMUNICATIONS FESTIVAL
香港電腦通訊節

Additional Order Form

Deadline	Form No.	From Name	Application	Remarks
7-Jul-21	Form 1*	Exhibitor's Information	Email: operation@chkci.org.hk	Return to CHKCI
7-Jul-21	Form 2*	Exhibitor Name Badge		
7-Jul-21	Form 3A	Raw Space / Special Design Contractor Registration / Contractor Vehicle Passes		
7-Jul-21	Form 3B	Raw Space / Special Design Contractor Registration / Contractor Vehicle Passes		
7-Jul-21	Form 4	Working Exhibits		
7-Jul-21	Form 5	Special Publicity Functions		
16-Jul-21	Form 6	Banner Advertisement	Email: HKCCF2021@landf.com.hk	Return to L&F
16-Jul-21	Form 7A	Electricity Supply & Communication Facilities		
16-Jul-21	Form 7B	Electricity Supply & Communication Facilities		
16-Jul-21	Form 7C	Additional Furniture Facilities		
16-Jul-21	Form 7D	Additional Furniture Facilities / Relocation		
16-Jul-21	Form 7E	Location Plan		

* Must Be Returned

Enquiry

CHKCI 香港電腦商會 The Chamber of H.K. Computer Industry

The Chamber of HK Computer Industry
Tel: (852) 3428 5115
Email: operation@chkci.org.hk

L&F associates
L&F Associates Co. Ltd.

L&F Associates Co. Ltd.
Mr. Steven Wong
Tel: (852) 2781 0620
Email:HKCCF2021@landf.com.hk

FORM 1 Exhibitor's Information

參展商資料

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

*** Must Be Returned必須交回**

FASCIA NAME

*****Following information will be showed in the Exhibitor List*****

*****以下資料將會被刊登於大會參展商名單上*****

English : Same as the applicantion form

Chinese : 與參展表格上的公司名稱一樣

Brands to be exhibit: _____

_____

Products/ Service to be exhibit:

☐ 電腦及週邊產品 Computer & Peripherals	☐ 手機及通訊產品 Mobile & Telecom	☐ 高清視聽產品 HD Audio-Visuals	☐ 智能家電 Smart Home Appliances
☐ 數碼攝影產品 Digital Photography	☐ 軟件及商業方案 Software & Business Solutions	☐ 電競及遊戲產品 eSports & Games	☐ 其他 Others_____

The information provided in this form will appear in the Official Exhibition Directory. Entries will appear in alphabetical order (A –Z).

Company (In English): _____

Company (In Chinese): _____

Booth No: _____

Address: _____

_____

Tel: _____ Fax: _____

E-Mail: _____ Website: _____

FORM 2 Exhibitor Name Badge

參展商名牌

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

* Must Be Returned必須交回

Exhibitors' name badges are for personnel from the exhibiting company who will be manning the stand during the exhibition and will be available from the COUNTERS in Expo Drive Entrance of the HKCEC on 19 Aug 2021. Please register at the above mentioned location before entering the exhibition halls.

Company Name: Same as the applicantion form 與參展表格上的公司名稱一樣

Sample Badge:

ABC Company Booth no.
EXHIBITOR

The number of exhibitors' badges is subject to the total booth area as follows:

參展商可根據其攤位面積，獲發基本數量的參展商工作證。有關數量如下：

Booth area (square meters)	9 – 17	18 – 26	27 – 35	36 – 44	45 – 53	54 – 80	81 or above
Number of Badge	4	8	12	16	20	28	32

***Note: NO PRINTING OF BADGES WILL BE AVAILABLE ON-SITE.**
EXTRA REQUEST OF BADGES AFTER 23 JULY, COMPANY NAME WILL BE SHOWED AS "EXHIBITOR"

Extra Badges Request: _____

DEADLINE FOR RECEIPT OF FORM: 7 July

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 3A Raw Space / Special Design Contractor Registration / Contractor Vehicle Passes

表格3A 光地 / 特別設計承辦商登記 / 承辦商車證

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

Exhibitors are reminded that with the exception of electrical work, they are free to appoint a contractor of their choice to design, embellish or build their stands. However, in the interests of security all contractors are required to register with the Organizer before arriving on the site, by completing the form below.

All design proposals must be approved by the Organizer and should conform to all statutory requirements. Drawing to scale in A3 size (2 sets) should accompany this form and must show the plan and elevation of the stand and its fittings, state materials, and colors to be used, describe moving exhibits, projectors and displays and give details of measurements, weights and loadings of all exhibits.

＊ Failure to provide this information will result in additional charges being levied by the Official Contractor/Exhibition Centre and for safety reasons, may result in the cancellation of your stand.

Please tick where appropriate:

☐ We will appoint an outside contractor to build our own stand, as completed below.

☐ Our company will build our stand, and act as an outside contractor during the move in/ out period, as completed below.

Note: Exhibitors who have reserved a shell stand or upgraded shell scheme are not required to return this form, unless the shell stand is being modified by any outside stand contractors.

DEADLINE FOR RECEIPT OF FORM: 7 July

Please pass to your contractor to complete Form 3B of this form for application to be made.

The appointed stand contractor responsible for the construction of the stand:

Contractor Information:

Contractor Name: _____

Contact Person: _____ Mobile Phone: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signed for and behalf of:

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 3B Raw Space / Special Design Contractor Registration / Contractor Vehicle Passes

表格3B 光地/特別設計承辦商登記/承辦商車證

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

APPLICATION BY CONTRACTOR TO WORK ON BEHALF OF:

Exhibitor/Group name: _____

Stand No.: _____ Sqm: _____

This section should be completed by the contractor as appointed by the individual exhibitor, (or if an individual exhibitor who will build-up their own stand, they will be considered as an outside contractor during the move-in/out period) and must be accompanied by a cheque deposit issued by the contractor made payable to The Chamber of Hong Kong Computer Industry Co. Ltd., and Marked HKCCF - Contractor which will be held against damages to the Hong Kong Convention and Exhibition Centre, and/or the disposal of extra waste left on site after the event.

It is the stand contractor's responsibility to remove all packaging and waste materials from the Centre. Garbage and waste materials from decoration work must not be discarded into the aisles and must be cleared daily. Failure to comply following a written warning from the Organizer will result in the contractor deposit being totally forfeited.

The deposit amount is **HK$300/sqm**.

On receipt of this form and the deposit payment, contractor passes and contractor vehicle passes will be issued. Only holders of OFFICIAL PASSES will be allowed access to the site.

Please supply contractor's passes : No. required _____

Please supply vehicle pass (es) : No. required _____
(For outside contractors only)

The deposit will be refunded after the exhibition subject to the clearance of the site by the contractors and no damage nor garbage being recorded by Exhibition Centre management.

For the deposit, please make cross cheque payable to "The Chamber of Hong Kong Coumputer Industry Co LTD"

DEADLINE FOR RECEIPT OF FORM: 7 July

Signed for and behalf of:

Contractor Name: _____

Contact Person: _____ Mobile Phone: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 4 Working Exhibits

表格4 機械展品

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

All operational machinery must be driven by electricity – no liquid fuel is permitted in the Exhibition Hall. Please ensure that the correct electricity supply has been ordered in advance from the Official Stand Contractor and that the machinery is wired to the compatible with the Hong Kong electrical system.

In order to avoid the overloading of electrical circuits, a start-up schedule may be implemented. Exhibitors wishing to demonstrate exhibits at their stands should supply the Organizers with full details including floor loading, dimensions etc.

The floor loading in Hall 3 is 1,250kg per sqm.
NOTE: THIS IS NOT AN ELECTRICITY ORDER FORM. PLEASE REFER TO FORM 7A or 7B FOR ELECTRICITY ORDERING.

DETAILS OF OPERATIONAL MACHINERY

QUANTITY: _____

LENGTH (cm): _____

WIDTH (cm): _____

HEIGHT (cm): _____

WEIGHT (KG): _____

POWER (KW): _____

VOLTAGE (V): _____

DEADLINE FOR RECEIPT OF FORM: 7 July

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 5 Special Publicity Functions

表格5 特別宣傳活動

表格必須於7月7日或之前電郵至 operation@chkci.org.hk

FORM Must Be Returned on/before 7 July to CHKCI by email at operation@chkci.org.hk

Exhibitors, who would like to organize any promotional activities on their stand such as special demonstration or giving out souvenirs during the Exhibition, please fill in this form and return to the Organizer together with detailed information. Relevant information will be listed in the Official Exhibition and the Official Visitor Guide.

Note:
1. All activities held must observe the Laws of Hong Kong. The Organizer will not be held liable for any infringements of the Laws arising from Exhibitor's activities.
2. Exhibitors are held responsible for applying for any requisite licenses.
3. The Organizer reserves the right to decline any application and subsequent publication in the Official booklet.

Event Date / Time: _____

Location: _____

Promotional Activities: _____

_____

Participation Requirements _____

Person-in-charge: _____ Title: _____

Tel: _____ Fax: _____ Email: _____

Prizes or souvenirs given out: _____

_____

DEADLINE FOR RECEIPT OF FORM: 7 July

Signed for and behalf of:

Contractor Name: _____

Contact Person: _____ Mobile Phone: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 6 Banner Advertisement

表格6 橫額懸掛

表格必須於7月16日或之前電郵至 **HKCCF2021@landf.com.hk**

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

To highlight your location in the show, it is suggested to hang a banner above your stand inside the exhibition hall. This is a highly visible way of indicating your brand and location in the show.

HANGING BANNERS WITH 2 HANGING POINTS

DETAILS OF OPERATIONAL MACHINERY

Advertising rate of the hanging space only	**HK$3,900**
Banners Accessories	**HK$1,100**
Location	**Inside Exhibition Hall (only permitted over your stand space)**
Maximum Weight	**20kg for each banner**
Height from Ground	**The bottom of banner must be at least 6.5m from ground**
Size	**Maximum 3000mmW x 3500mmH (Banner size must be submitted to the Organizers for approval)**
REMARKS:	- Please be reminded that price includes space and hanging only, it does **NOT** include banner production (for production of banners, please contact L&F Associates Co. Ltd. for quotation.) - Banners must not extend beyond the boundaries of the site allocated. - Banners are restricted to 2-dimensional signs only. Hanging of 3-dimensional structures are subject to prior approval and a separate quotation will be provided based on the size, weight & shape etc. Neither banners nor structures are allowed to be hung without organizers' prior approval. - The Organizers will try to hang the banner in the most appropriate site, but final location depends on proximity to the fixed hanging points in the ceiling. (The location of hanging points are fixed to the ceiling grid of the exhibition hall and are not moveable) - Exhibitors are strongly suggested to return the banner advertising form as soon as possible in order that availability of hanging points can be checked. - Banners with accessories (S-hooks, rods across the top and bottom of banners, wires, etc) must be prepared by exhibitor or appointed contractor. Hanging & delivery date will be announced later.

***Cheque Payable to L&F

No. of hanging banners required : _____

Total Amount : **HKD** _____

Please indicate location of banner on below plan:

Back Stand Panel

(____ m)

Top Elevation

Fascia (Front)

(____ m)

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

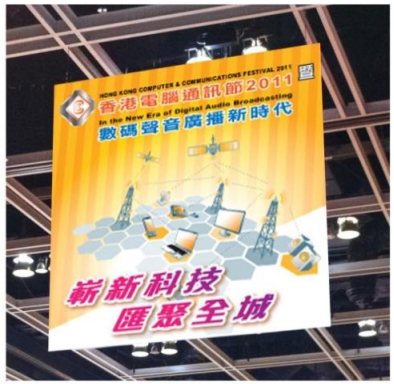
_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Banner Notice

Max Size for Banner 最大尺寸：
3mW x 3.5mH / pair Banner Point



配件細詳：
Accessories Details:

配件A. 鐵通兩條
Accessory A: Iron Pipe x 2

配件B. 4吋(M6)花欖二個
Accessory B: 4 inch (M6) Banner Hook x 2

配件C. 7-8號威也夾六個 (上組三個, 下組三個)
Accessory C: 7-8 size Wire Clip x 6
(3 at the top & 3 at the bottom)

配件D. 4mm鋼線(威也) (不接受包膠鋼線)
Accessory D: 4mm Wire
(Wire without plastic cover)

FORM 7A Electricity Supply & Communication Facilities

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

	Ref.	*Description of Furniture*		Unit Rate(4 days rent) HK$	Qty	Amount
*	**CF803**	Fluorescent Tube		$ 455		$
*	**CF802**	23 watt Energy Saving Lamp (Yellow Light)		$ 455		$
*	**CF801**	Long Arm 23 watt Energy Saving Lamp (Yellow Light)		$ 475		$
*		Halogen Floodlight 200W		$ 780		$
*	**CF823**	Halogen Floodlight 300W		$ 1,030		$
*		Halogen Spotlight 50W		$ 590		$
*	**CF813**	Halogen Long Arm Spotlight 50W		$ 650		$
*		HQI Light 70W		$ 895		$
*	**CF833**	HQI Light 150W		$ 1,070		$
*		Halogen Eyeball Down light		$ 590		$
*	**CF806**	Halogen Down light		$ 590		$
*	**CF850**	500watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)		$ 535		$
*		1000watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)		$ 980		$
*		2000watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)		$ 1,660		$
*		3000watt Square Pin Power Socket (220V) for one Electrical Appliance only (Not permitted for lighting connection)		$ 2,375		$
*		15Amp/ 220V Single Phase Power Main (for single machine only)		$ 2,375		$
*		30Amp/220V Single Phase Power Main (for single machine only)		$ 3,570		$
*		24 Hours Power Supply (13Amp) (max. 500W for single machine only)		$ 1,070		$
*		Lighting Connection Charge - 100watt (installation of light is NOT included) 11th - 50th unit	1st - 10th unit	$ 305		$
*			11th - 50th unit	$ 285		$
		Additional 100watt power consumption on each Lighting Connection (For item 7A020, 7A021 only)		$ 140		$
				Sub-Total:		$
		30% surcharge for late order received after 16 July				
		50% surcharge for late order received after 30 July				
		Total Amount (5% Discount for CHKCI Member):				

*****Cheque Payable to L&F**

Enquiry :

L&F Associates Co. Ltd.

Mr. Steven Wong

Tel: +852 2781 0620

Email:

HKCCF2021@landf.com.hk

*****Application will only be proceeded with installation layout plan and full payment.**

NOTE

1. All items are on rental basis.

2. Please read the Decoration Guide and Payment Method.

3. Please refer to our furniture catalogue for information.

4. Please indicate on Location Plan, the position of items marked with " * " asterisk. Otherwise, they would be installed at L&F's discretion. Any alternation on site will be at the expense of exhibitors.

5. Late order: 30% penalty fee will be charged for any late orders received after the deadline (16 July 2021), while orders received after 30 July 2021 will be subject to 50% surcharge.

6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted after 30 July 2021.

7. All electricity power point installed is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor. Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.

8. Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.

9. One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 7B Electricity Supply & Communication Facilities

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

	Ref.	*Description of Furniture*	Unit Rate (4 days rent) HK$	Qty	Amount
*		15Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	$ 8,210		$
*		30Amp Single Phase (220V) for Lighting Connections AND Power Supply to Electrical Machine	$ 14,070		$
*		15Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	$ 20,685		$
*		30Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	$ 37,960		$
*		60Amp Three Phases (380V) for Lighting Connections AND Power Supply to Electrical Machine	$ 73,290		$
*		Telephone Line with Handset for Local Calls (non-Direct Line) (A charge of HKD600 per set for lost and/or damaged of telephone set)	$ 1,500		$
*		Telephone Line with Handset for Local & IDD Calls (A charge of HKD600 per set for lost and/or damaged of telephone set) (HKD2500 deposit payable to contractor)	$ 1,745		$
*		Fax Transmission Line for Local Fax Only (non-Direct Line) (Power socket & Fax Machine Excluded)	$ 1,500		$
*		Fax Transmission Line for Local & IDD Fax (Power Socket & Fax Machine Excluded) (HKD2500 deposit payable to contractor)	$ 1,745		$
*		2M Broadband Line (Power Supply Excluded)(with access I.D.)(non-fixed I.P.) (HKD4000 deposit payable to Contractor)	$ 4,420		$
*		Credit Card Line (Card Machine and Account Excluded)	$ 1,985		$
*		EPS Line (EPS Machine and EPS account Excluded)	$ 1,985		$
*		TV Receiving Connection Outlet	$ 1,250		$
*		Fibre Optic link	$ 6,500		$
			Sub-Total:		$
		30% surcharge for late order received after 16 July			
		50% surcharge for late order received after 30 July			
				Total Amount (5% Discount for CHKCI Member):	

***Cheque Payable to L&F

For items 7B001 to 7B005, exhibitors must have their own electrician. The official 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. The license of the electrician and the employer must be submitted to the L&F accompanied with this order form. No separate order for individual power socket. Exhibitor should take full responsibility for daily on/off their own main switch and maintenance.

Enquiry :

L&F Associates Co. Ltd.

Mr. Steven Wong

Tel: +852 2781 0620

Email:

HKCCF2021@landf.com.hk

*****Application will only be proceeded with installation layout plan and full payment.**

NOTE

1. All items are on rental basis.

2. Please read the Decoration Guide and Payment Method.

3. Please refer to our furniture catalogue for information.

4. Please indicate on Location Plan, the position of items marked with " * " asterisk. Otherwise, they would be installed at L&F's discretion. Any alternation on site will be at the expense of exhibitors.

5. Late order: 30% penalty fee will be charged for any late orders received after the deadline (16 July 2021), while orders received after 30 July 2021 will be subject to 50% surcharge.

6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted after 30 July 2021.

7. All electricity power point installed is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor. Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.

8. Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.

9. One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 7C Additional Furniture Facilities

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

	Ref.	*Description of Furniture*	Unit Rate (4 days rent) HK$	Qty	Amount
*	**CF307**	Wooden Display Shelf, Flat (1mL X 0.3mD)	$ 210		$
*	**CF308**	Wooden Display Shelf, Slope (1mL X 0.3mD)	$ 210		$
*		Glass Display Shelf , Flat (1mL X 0.3mD)	$ 245		$
	CF103	Cabinet with Sliding Doors (1mL X 0.5mW X 0.75mH)	$ 560		$
	CF104	Cabinet with Sliding Doors (1mL X 0.5mW X 1mH)	$ 670		$
	CF101	Information Counter (1mL X 0.5mD X 0.75mH)	$ 440		$
	CF102	Information Counter (1mL X 0.5mD X 1mH)	$ 535		$
	CF107	L-Shape Counter (1mL X 1.5mD X 0.75mH)	$ 810		$
	CF108	Low Display Cube (0.5mL x 0.5mD x 0.5mH)	$ 295		$
	CF109	Tall Display Cube (0.5mL x 0.5mD x 0.75mH)	$ 410		$
*		Table Showcase Counter (1mL X 0.5mD X 1mH)	$ 875		$
		TV Stand (0.7mL X 0.5mD X 1mH)	$ 580		$
*	**CF111**	Low Showcase (1mL X 0.5mD X 1mH)	$ 925		$
*	**CF112**	Low Showcase (0.5mL X 0.5mD X 1mH)	$ 875		$
*	**CF113**	Tall Showcase with 2 layers of Glass Shelf and 2 X 50 watt Halogen Downlights (1mL X 0.5mD X 2.5mH)	$ 2,100		$
*	**CF114**	Tall Showcase with 2 layers of Glass Shelf and 2 X 50 watt Halogen Downlights (0.5mL X 0.5mD X 2.5mH)	$ 1,850		$
*	**CF304**	Pegboard with 30 Hooks (1mL X 2.5mH)	$ 640		$
*		Pegboard with 30 Hooks (1mL X 1.75mH)	$ 610		$
*		Partition Panel (0.5mL X 2.5mH)	$ 250		$
*		Partition Panel (1mL X 2.5mH)	$ 380		$
*		Ceiling beam (1mL X 70mmH)	$ 95		$
			Sub-Total:		$
		30% surcharge for late order received after 16 July			
		50% surcharge for late order received after 30 July			
			Total Amount (5% Discount for CHKCI Member):		

*****Cheque Payable to L&F**

Enquiry :

L&F Associates Co. Ltd.

Mr. Steven Wong

Tel: +852 2781 0620

Email:

HKCCF2021@landf.com.hk

*****Application will only be proceeded with installation layout plan and full payment.**

NOTE

1. All items are on rental basis.

2. Please read the Decoration Guide and Payment Method.

3. Please refer to our furniture catalogue for information.

4. Please indicate on Location Plan, the position of items marked with " * " asterisk. Otherwise, they would be installed at L&F's discretion. Any alternation on site will be at the expense of exhibitors.

5. Late order: 30% penalty fee will be charged for any late orders received after the deadline (16 July 2021), while orders received after 30 July 2021 will be subject to 50% surcharge.

6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted after 30 July 2021.

7. All electricity power point installed is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor. Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.

8. Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.

9. One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 7D Additional Furniture Facilities / Relocation

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

	Ref.	*Description of Furniture*	Unit Rate (4 days rent) HK$	Qty	Amount
	CF135	Cyber Bar Table (diameter 0.6mL x 1.1mH)	$ 495		$
	CF131	Coffee Table (0.5mL x 0.5mL x 0.5mH)	$ 460		$
	CF137	Rectangular Table (1.2mL X 0.6mD X 0.75m)	$ 695		$
	CF134	Cyber Table (diameter 0.7mL x 0.75mH)	$ 460		$
	CF132	Square Meeting Table (0.75mL X 0.75mD X 0.75mH)	$ 390		$
	CF133	Round Meeting Table (diameter 0.8mL x 0.75mH)	$ 410		$
	CF301	White Folding Door (1mL X 2mH)	$ 695		$
	CF302	Swinging Door (1mL X 2mH)	$ 810		$
	CF201	Cyber Bar Chair	$ 495		$
	CF202	Bar Stool	$ 350		$
	CF208	Black Leather Chair	$ 180		$
	CF209	White Folding Chair	$ 75		$
	CF210	Wooden Chair	$ 295		$
			Sub-Total:		$
		30% surcharge for late order received after 16 July			
		50% surcharge for late order received after 30 July			
		Total Amount (5% Discount for CHKCI Member):			

***Cheque Payable to L&F

Enquiry :

L&F Associates Co. Ltd.

Tel: +852 2781 0620

Email:
HKCCF2021@landf.com.hk

*****Application will only be proceeded with installation layout plan and full payment.**

NOTE

1. All items are on rental basis.
2. Please read the Decoration Guide and Payment Method.
3. Please refer to our furniture catalogue for information.
4. Please indicate on Location Plan, the position of items marked with " * " asterisk. Otherwise, they would be installed at L&F's discretion. Any alternation on site will be at the expense of exhibitors.
5. Late order: 30% penalty fee will be charged for any late orders received after the deadline (16 July 2021), while orders received after 30 July 2021 will be subject to 50% surcharge.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline is subject to 30% cancellation charge. No cancellation will be accepted after 30 July 2021.
7. All electricity power point installed is for machinery use only, not for lighting. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to the Official Contractor. Exhibitors / Contractor are not allowed to install any additional lighting devices without prior application / notification to the official contractors. Penalty fee will be applied if such situation is found.
8. Connectors or joints and wiring from the power point to the exhibits/machines are to be provided by exhibitors.
9. One socket/power supply is for one electrical appliance/machine only. No multi-plug is allowed.

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

FORM 7E LOCATION PLAN

FORM Must Be Returned on/before 16 July 2021 to L&F by email at HKCCF2021@landf.com.hk

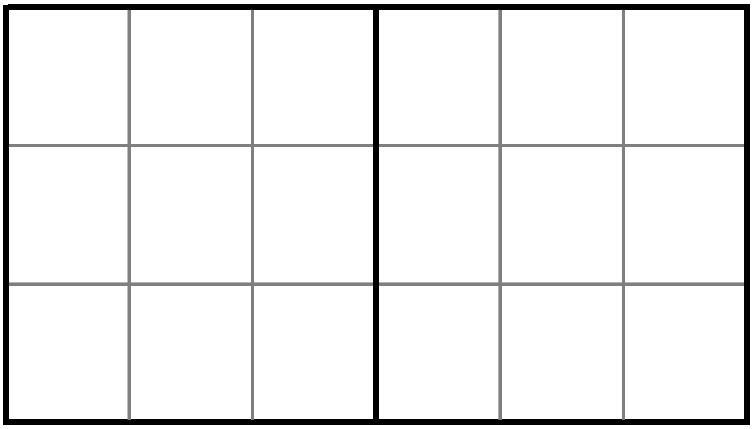
Exhibitors are requested to indicate on the plan below the position of all electrical, wall fittings and shelves... etc. Otherwise, contractor will build the booth as standard package.

TOP ELEVATION

☐ Exhibitor Request (use a separate paper, if necessary)

1M

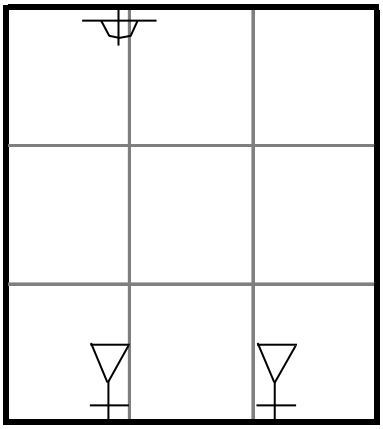
1M



☐ Standard Package

1M

1M



KEYS:

Fluorescent tube

Long arm spotlight

Flat shelf

Slope shelf

13Amp socket

Spotlight

Wall panel

Enquiry :

L&F Associates Co. Ltd.

Mr. Steven Wong

Tel: +852 2781 0620

HKCCF2021@landf.com.hk

CONDITIONS:

1. All items ordered are on rental basis and exhibitors will therefore have to make good for any damages or losses.

2. Any complaints regarding rental furniture / installation must be lodged the day before the exhibition commence. Otherwise all items are deemed to have received in good order.

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 will be subject to service charge equivalent to 30% of the on-site order charge.

DEADLINE FOR RECEIPT OF FORM: 16 July 2021

Company: _____ Booth No: _____

Contact: _____ Position: _____

Address: _____

_____ Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____