

SENSE

THE TRANSFORMATION

EXHIBITOR MANUAL



SIGGRAPHASIA2013

The 6th ACM SIGGRAPH Conference and Exhibition on
Computer Graphics and Interactive Techniques in Asia

CONFERENCE 19 NOV - 22 NOV
EXHIBITION 20 NOV - 22 NOV

HONG KONG CONVENTION
AND EXHIBITION CENTRE

SA2013.SIGGRAPH.ORG

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WELCOME NOTE

Dear Exhibitor,

Welcome to **SIGGRAPH Asia 2013!**

This is your personal copy of the Exhibitor Manual, which has been carefully compiled to assist and facilitate you in your preparation for the event. The manual will provide you with information required for the preparation of your exhibition stand.

General guidelines, marketing aides and useful addresses are also included in the manual. We recommend a careful study of its content to ensure that **SIGGRAPH Asia 2013** will be a smooth and successful experience for your company.

The "Index of Forms" lists every individual form included in the Manual. It is the Exhibitor's responsibility to submit all necessary order forms to aid in their booth preparations.

Kindly return the order forms to the respective contacts by the stipulated deadlines so that we can ensure the services you require are arranged before the exhibition. Do remember to make a copy for your own reference.

While all measures have been taken to ensure that all information is being communicated, we understand that each exhibitor is unique. As such, you will most probably have some questions for us with regards to your participation. Should you require any assistance, please feel free to contact us.

You may also visit our website sa2013.siggraph.org to gain access to the latest information about our event.

We look forward to welcoming you in Hong Kong at **SIGGRAPH Asia 2013!**

Best Regards,

**SIGGRAPH Asia 2013
Exhibition Management Team**

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All Information in this Manual is correct at the time of printing as the Organizer has done its utmost to ensure accuracy. The Organizer apologizes for any misprint or error, and regrets that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS

ORGANIZER

SIGGRAPH Asia 2013
C/o Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
Tel: +65 6500 6725
Email: b.kee@koelnmesse.com.sg

Contact: **Mr Brian Kee**

VENUE

Hong Kong
Convention and Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong
Tel: +852 2582 8888
Email: burnschow@hkcec.com

Contact: **Mr Burns Chow**

OFFICIAL STAND CONTRACTOR

Milton Exhibits (Hong Kong) Limited
3/F Midas Plaza, 1 Tai Yau Street,
Kowloon, Hong Kong
Tel: +852 3605 9623
Fax: +852 3605 9423
Email: benng@milton-hk.com

Contact: **Mr Ben Ng**

OFFICIAL AUDIO VISUAL PROVIDER

Rentech Service Limited
Unit B, 6/F, Meyer Industrial Building
2 Chong Yip Street, Kowloon, Hong Kong
Tel: +852 3590 9740
Fax: +852 3590 9519
Email: cynthiachan@rentech.com.hk

Contact: **Ms Cynthia Chan**

OFFICIAL FREIGHT FORWARDER

Agility Fairs & Events Logistics Ltd
Room 2105, 21/F, CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung, NT, Hong Kong
Tel: +852 2211 8203
Fax: +852 2866 2421
Email: bchiu@agilitylogistics.com
Email: chchan@agilitylogistics.com

Contact: **Mr Bart Chiu / Ms Christina Chan**

OFFICIAL HOTELS

Empire Hotel Wan Chai
33 Hennessy Road, Wan Chai, Hong Kong
Tel: +852 3692 2148
Fax: +852 2865 7012
Email: chrisangeltam@empirehotelsandresorts.com

Empire Hotel Tsim Sha Tsui
62 Kimberly Road, Tsim Sha Tsui,
Kowloon, Hong Kong
Tel: +852 3692 2148
Fax: +852 2865 7012
Email: chrisangeltam@empirehotelsandresorts.com

Empire Hotel Causeway Bay
8 Wing Hing Street, Causeway Bay, Hong Kong
Tel: +852 3692 2148
Fax: +852 2865 7012
Email: chrisangeltam@empirehotelsandresorts.com

Grand Hyatt Hong Kong
1 Harbour Road, Wan Chai, Hong Kong
Tel: +852 2584 7038
Fax: +852 2824 2077
Email: hongkong.reservations@hyatt.com

Novotel Hong Kong Century
238 Jaffe Road, Wan Chai, Hong Kong
Tel: +852 2507 6632
Fax: +852 2598 4837
Email: H3562-SL2@accor.com

The Wharney Guangdong Hotel Hong Kong
57 - 73 Lockhart Road, Wan Chai, Hong Kong
Tel: +852 2862 1006
Fax: +852 2529 3282
Email: ssm@wharney.com

The Harbourview Hotel Hong Kong
4 Harbour Road, Wan Chai, Hong Kong
Tel: +852 2802 0111
Email: w.lee@koelnmesse.com.sg

The Kowloon Hotel
19- 21 Nathan Road, Tsim Sha Tsui
Kowloon, Hong Kong
Tel: +852 2929 2888
Email: tayt@harbour-plaza.com

EXHIBITION SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Official Stand Contractor Move-In	18-19 November 2013	08:00 – 24:00 hrs
Floor Marking by Official Stand Contractor	18 November 2013	08:00 – 14:00 hrs
Exhibitor Nominated External Contractor Move-In	18 November 2013 19 November 2013	14:00 – 22:00 hrs 08:00 – 22:00 hrs
Exhibitor Registration and Badge Collection	18 November 2013 19 November 2013	15:00 – 18:00 hrs 09:00 – 18:00 hrs
Exhibitors Move-In and Stand Decoration	19 November 2013	09:00 – 20:00 hrs
EXHIBITION PERIOD	DATE	TIME
Opening Hours of Exhibition	20-21 November 2013	10:00 – 18:00 hrs
	22 November 2013	10:00 – 17:00 hrs
DISMANTLING PERIOD	DATE	TIME
Exhibitors Move-Out	22 November 2013	17:00 – 22:00 hrs
Exhibitor Nominated External Contractor Stand Dismantling*	22 November 2013	18:00 – 22:00 hrs

Notes:

- Exhibitors can be admitted to the exhibition hall 30 minutes prior and after the official opening hours.
- **All exhibitors and external contractor MUST complete their stand construction and decoration by 20:00 hrs on 19 November 2013. Please note that NO construction or decoration works are permitted when hall cleaning commences at 20:00 hr onwards.** Exhibitors who require exceptions from this rule must obtain written permission from the Organizer.
- Overtime charge : -
 - o If over time is required by the exhibitor for booth construction, exhibitors must contact the Organizer for permission in advance and submit their application before 12:00 hrs on the same day if over time is required. The application of overtime is subjected to the approval of the Organizer and the Venue; with different rates apply for different booth sizes based on per hour basis.

***Exhibitors and all stand contractors must complete dismantling by 22:00 hrs on 22 November 2013. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement will be charged to the exhibitors.**

A) GENERAL INFORMATION

A1 NAME OF EVENT

SIGGRAPH Asia 2013
The 6th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia

A2 VENUE

Hong Kong Convention & Exhibition Centre
1 Expo Drive, Wanchai
Hong Kong

A3 DATES & TIMES

Conference:

Tuesday to Friday
19 November – 22 November 2013
09:00 – 18:00 hrs

Exhibition:

Wednesday to Friday
20 November – 22 November 2013
10:00 – 18:00 (Wednesday and Thursday)
10:00 – 17:00 (Friday)

A4 ORGANIZER, CO-ORGANIZER AND SUPPORTING BODIES

Organizer

ACM SIGGRAPH

Conference and Exhibition Management

Koelnmesse Pte Ltd

A5 VISITOR ADMISSION

- Admission is granted to registered professionals, invited guests, trade, business visitors and students in related fields free of charge. A business card or student ID to prove that you are in the computer graphics and interactive techniques related fields must be produced at the time of registration.
- Visitors who have been invited by one of the SIGGRAPH Asia exhibitors or the organizer can register online at no charge with their invitation code.
- Visitors must register at the registration counters located on the Ground Floor of Hong Kong Convention and Exhibition Centre.
- Visitors below 16 years of age will not be admitted. Proof of age may be requested upon badge collection.
- The Organizer reserves the rights to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless approval is obtained from the Organizer.

A) GENERAL INFORMATION

A6 SECURITY

The Organizer will provide general security for the Exhibition Hall after show hours only. Exhibitors are obligated to ensure the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, Exhibitors may hire a security guard. Exhibitors who require security services specifically for their booths, please refer to **Form 15** as attached.

Please note that you are not allowed to hire staff or personnel from other security agencies.

A7 CAFETERIA / RESTAURANTS AND STAND CATERING SERVICES

A variety of restaurants and café are located at Hong Kong Convention and Exhibition Centre. For booth catering services, please refer to **Form 17** as attached.

A8 WIRELESS / INTERNET INFORMATION

SIGGRAPH Asia 2013 will provide free wireless in designated areas to its attendees.

If exhibitors need dedicated internet services within their exhibition booths, please refer to Form 9 as attached

A9 HOTELS

We have appointed 8 official hotels whereby special discounted hotel rates have been secured for the Exhibitors and visitors of SIGGRAPH Asia 2013. Please refer to **Form 18** for your hotel bookings or refer to our website <http://sa2013.siggraph.org/en/registration-travel/hotel-reservations.html> for further details.

A10 TRANSPORTATION

Hong Kong International Airport is located approximately 34km by road and rail from Hong Kong Island and is well served by various forms of transportation from the airport to SIGGRAPH Asia 2013 appointed official hotels and event venue. Below are details of the following options:

- Airport Express Train
- Taxis
- Bus Services
- Luxury Coach Shuttle and Limousine Services

1) Airport Express Train

Airport Express train, operated by MTR, is usually the fastest method of travel between the airport to Kowloon and Hong Kong Island.

At the airport, this express train station platform is within the terminal building about 50 metres from the arrivals hall and clearly signed. Seven-car trains leave every 12 minutes and trains are fast, comfortable and designed with plenty of luggage storage space.

A) GENERAL INFORMATION

A10 TRANSPORTATION (CONT')

The Airport Express Line serves four stations, Asia World-Expo (an exhibition, conference and event centre, adjacent to the airport), Tsing Yi, Kowloon and Hong Kong **. The journey times on the Airport Express from the airport are:

- Asia World-Expo 1 minute
- Tsing Yi Station 12 minutes
- Kowloon Station 21 minutes
- ** Hong Kong Station 24 minutes

**** Hong Kong Station being the station nearest to SIGGRAPH Asia appointed official hotels and event venue ****

Guests and attendees of SIGGRAPH Asia 2013 who book with any of our official hotels should alight at the last station, ie Hong Kong station and hop on to the respective buses. Please go to http://www.mtr.com.hk/eng/getting_around/complom_free_bus.html for routing. This is a free Airport Express Shuttle Bus services for all Airport Express passengers.

2) Taxis

Taxi stands are located at the Ground Transportation Centre outside the Arrivals Hall. A taxi from the airport to Hong Kong Island costs approximately HK\$350, with a minimum rate of HKD18 for a 2-kilometre ride

3) Bus Services

Almost all areas of Hong Kong are served by frequent scheduled bus services to and from the airport Ground Transportation Centre. There are clear direction signs (bus pictograms and "airbus" signs) from the Arrivals Hall to the Ground Transportation Centre (about 3 minutes walk) from where the buses depart, and there is a detailed information display board detailing all routes at the entrance to the Ground Transportation Centre.

4) Luxury Coach Shuttle and Limousine Services

AIRPORT - HOTELINK is appointed by the airport authority as the licensed operator of airport - hotel coach shuttle services.

Luxury coaches serve over 100 participating hotels in Kowloon and on Hong Kong Island. One-way fares are HKD130 to hotels in Kowloon and HKD150 to hotels on Hong Kong Island. Coaches depart from the coach station attached to Terminal 2 (three minutes walk from Terminal 1) at the airport and operate about every 30 minutes from the airport and at 30 - 60 minute frequency from hotel to airport.

A) GENERAL INFORMATION

4) Luxury Coach Shuttle and Limousine Services (cont')

Tickets can be purchased at counter BO1 in the Arrivals Hall of the airport Terminal 1, counters C07 & C08 (near the coach station) in Terminal 2 or from hotel's concierge.



A11 OTHER USEFUL INFORMATION

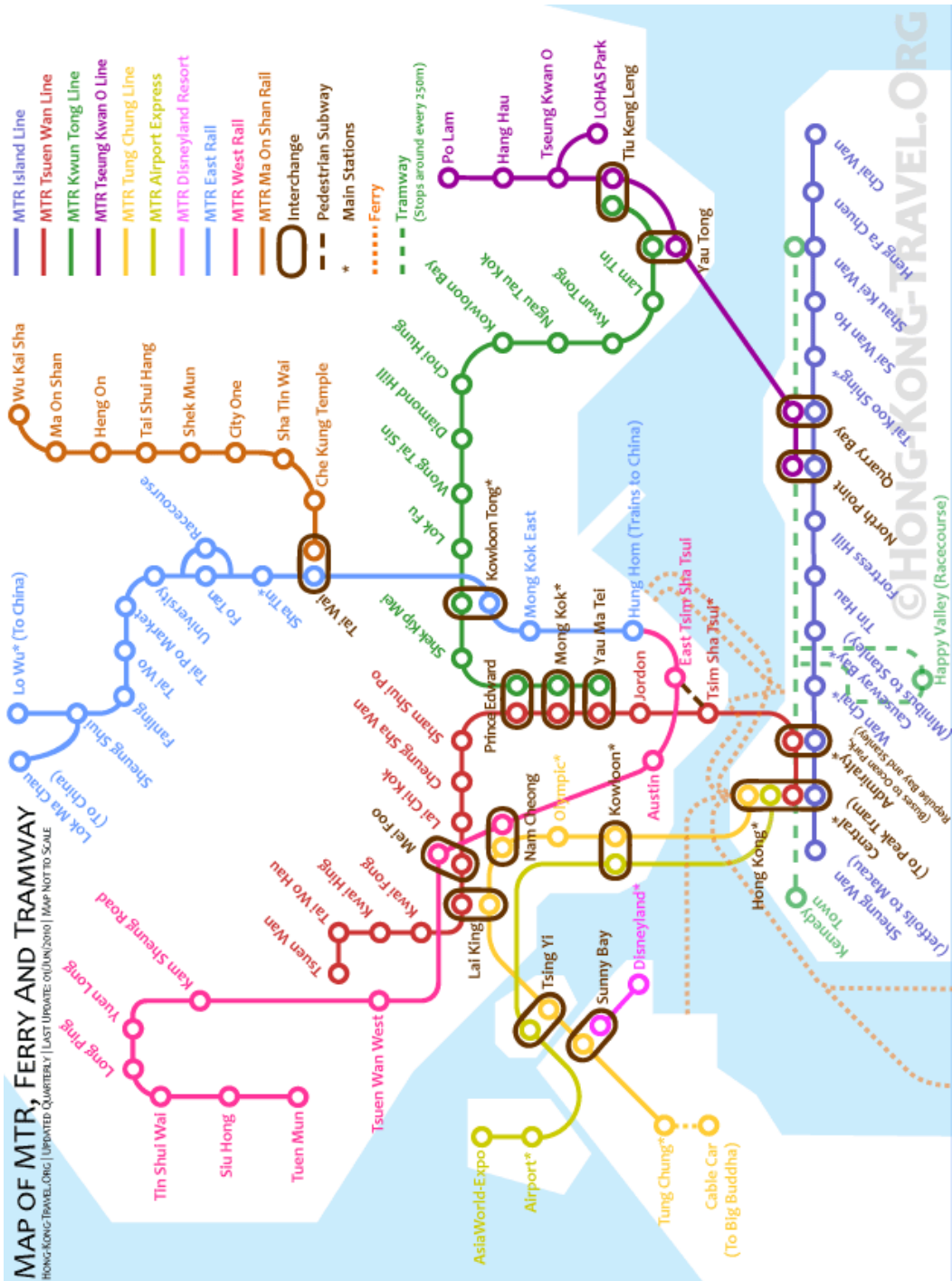
1) DIRECTIONS AND MAP OF HKCEC

For information on the location of HKCEC and how to get there, please visit <http://www.hkcec.com/venue-information/location-hkcec>

2) Map of MTR

As attached next page.

A) GENERAL INFORMATION



B) TECHNICAL INFORMATION

B1 BOOTH CONSTRUCTION REGULATIONS

1.1 Official Stand Contractor

Milton Exhibits (Hong Kong) Limited, has been appointed as the Official Stand Contractor for this event. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The name of the contractor must be addressed to the Organizer by completing and submission of **Form 6 – Raw Space Exhibitor**.

Milton Exhibits (Hong Kong) Limited
 3/F Midas Plaza, 1 Tai Yau Street
 Kowloon, Hong Kong
 Tel: +852 3605 9634/ +852 3605 9524
 Fax: +852 3605 9434/ +852 3605 9424
 Email: mhatwo@milton-hk.com

Contact: Ms Eve Lam / Mr Ben Ng

1.2 Shell Scheme Booth Package and Entitlement

1.2.1 Standard Shell Scheme Booth



Furniture & Fittings	Code	9sqm	18sqm	27sqm
Needle Punch Carpet		As per stand space		
System Wall, White Color		As per stand space on all closed sides		
Fascia Board with English Company Name and Booth Number		On all open sides (aisle facing)		
Lockable Cabinet (0.75mH)	MA02	1	2	3
Round Discussion Table	TA51w	1	2	3
Black Leather Chair	CH22b	3	5	6
Waste Paper Basket	MA07	1	1	1
Power Socket, 500w power supply (not for lighting use)	ML004	1	2	3
Spotlight 100w (1 per 3sqm)	ML002	3	6	9

1.2.2 Premium Shell Scheme Booth



Furniture & Fittings	Code	18sqm	27sqm	36sqm
Needle Punch Carpet		As per stand space		
System Wall, White Color		As per stand space on all closed sides		
Fascia board with English Company Name, Booth Number and Company's Logo on tower		On all open sides (aisle facing)		
Lockable cabinet with Company's Logo (1mH)	MA02	1	1	2
Bar stool	BS31b	1	1	2
Showcase	MA06	1	1	1
Slope Shelf	MS03	2	2	4
Round Discussion Table	TA51w	1	2	2
Black Leather Chair	CH22b	4	6	8
Wastepaper Basket	MA07	1	1	2
Power socket, 500w power supply (not for lighting use)	ML004	2	3	4
Spotlight 100w (1 per 3sqm)	ML002	6	9	12

B) TECHNICAL INFORMATION

*Note:

- Please contact the Organizer for entitlements of booth size which are not specified above.
- Booth visuals, furniture and fittings listed above are subject to change at the discretion of the Organizer without prior notice.
- If Exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment.

1.2.3 Additional Orders

Additional furniture and electrical items can be rented from the Official Stand Contractor. Please place your order by completing the respective forms within this Manual and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the Manual.

1.2.4 Damage Cost

No drill, screw, paint, nail or fixture of any kind is allowed to be affixed onto the booth partitions, venue flooring or ceiling. Exhibitors are liable for any damages to their booths, fixtures & fittings and the Exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair of any damages will be assessed by both the Official Stand Contractor and Venue Owner and charged accordingly to the Exhibitor. The Organizer, together with the Venue Owners and Official Stand Contractor will inspect the hall before and after the event to ascertain any damage charges required.

1.2.5 Alteration of Shell Scheme Booths

Exhibitors are disallowed from replacing existing fascia with self-made fascia for all Shell Scheme Booths, or altering any existing structures within the booth. Please refer to Figure 1.0 for an example.



Figure 1.0

1.3 Raw Space Exhibitors / Island Booth Construction

Exhibitors who reserve raw spaces / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

However, should Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting the following documents / clearance deposit:

- **Form 6 – Raw Space Exhibitor** with all details duly filled up
- Booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with **Form 6 – Raw Space Exhibitor**
- A refundable and interest-free Damage & Rubbish Clearance deposit (refer to **Form 6 – Raw Space Exhibitor** for details)
- RSE (Registered Structural Engineer) report and PE calculations for booth HT exceed 3.1mHT. Please refer to **item 1.3.3 - Permitted Construction Height** for more details

B) TECHNICAL INFORMATION

Please note that failure to submit the above required documents and clearance deposit for Organizer approval will result in the following consequences:

- The external contractors will be denied entry into the hall for any installation works
- Exhibitors will have to bear all costly alterations on-site in the event any designs or installations by their contractors violate fire and safety, stand height and boundary or any space contract rules and regulations

1.3.1 Raw Space Booth Construction Regulation

Exhibitors who reserve raw spaces with neighboring booths behind or besides their booths must take note of the stipulated regulation as below:

- Each booth must cover up all sides which do not face an aisle by building own panels. They are NOT permitted to use the neighbor's panels as its own structure
- If any panel or structure is higher than 2.5mHT, a clearance of 1mW distance away from the dividing walls of their neighboring stands is required. Please see Figure 1.1 as below for an example:

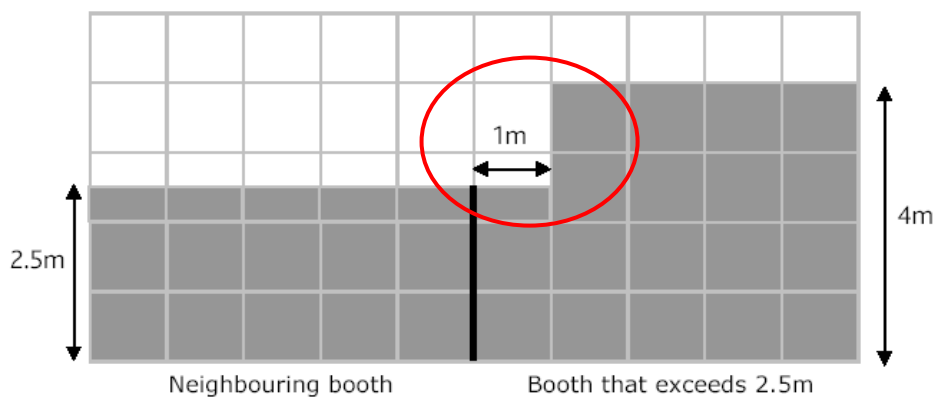


Figure 1.1

- The back of these panels or structures MUST be appropriately furnished with white paint or acceptable decoration or material. Please refer to Figure 1.2 as below on an example of unacceptable furnishings and a violation of the 1mW clearance regulation (the structures is more than 2.5mHT in this case)



Figure 1.2

B) TECHNICAL INFORMATION

1.3.2 Island Booths Construction Regulation

Exhibitors who reserve island booths must take note of the stipulated regulation as below:

- all sides of the booth MUST NOT be entirely enclosed up with full back walls. All back walls should only take up 1/3 length of the entire booth at a maximum
- all exposed back walls MUST be appropriately furnished with white paint or acceptable decoration or material

Note that the Organizer reserves the right to reject any contractor and design deemed inappropriate.

1.3.3 Permitted Construction Height

Exhibitors and external contractors must take note of the permitted construction height requirement as below:

- maximum height limit allow within Hall 3G is **7mHT** .
- special booths design from 3.1mHT – 4.4mHT will require an RSE (Registered Structural Engineer) report to be submitted to Official Contractor for approval. Pls refer to the Building Department of HKSAR website: http://www.bd.gov.hk/english/inform/index_ap.html to engage the service of a RSE. The submission of the RSE report must be accompanied by copies of their booth designs with detailed dimensions, and **Form 6 – Raw Space Exhibitor (please refer to item 1.3)**.
- special booths design for 4.5mHT and above will require the following documents to be submitted to Official Contractor for approval:
 - i) RSE report
 - ii) Professional Engineer calculations

Please refer them to the Building Department of HKSAR website:

http://www.bd.gov.hk/english/inform/index_ap.html to engage the relevant services.

The submission of the RSE report and PE calculation must be accompanied by copies of their booth designs with detailed dimensions, and **Form 6 – Raw Space Exhibitor (please refer to item 1.3)**.

1.3.4 Fire & Safety Compliance

- Materials for the construction of the exhibition booths and its decoration MUST be non-combustible, inherently non-flammable or durably flameproof. The surface of material MUST not be painted onsite. The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- No false ceiling will be allowed regardless of the materials used, eg fabric, unless the material used will allow water to flow through freely, or coated with special chemicals that impede fire spreading. In such instance, The exhibitors or their appointed external contractors must make available relevant documentation relating to fire tests, flame tests, fume tests and other similar tests upon request by inspection of the Organizer and Venue Owner
- Any booth of more than 60sqm MUST be equipped with at least 1 fire extinguisher within the booth by the respective stand contractor
- All fixtures, equipment from the exhibitors must be placed within the compounds of their licensed booth spaces, and nothing is allowed on the aisles. The Organizer reserves the right to remove anything that obstructs the aisle

B) TECHNICAL INFORMATION

1.4 Double storey stands

Exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

- the exhibiting company of the lower tier of a particular booth must be the same as that of the upper tier
- the rental rates for the contracted floor area at the upper tier shall be fifty percent (50%) of that of the lower tier. That is, if the rental rate for the lower tier floor area is US\$ 330 per square meter, the rental rate for the upper tier floor area is US\$ 165 per square meter
- double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 25 square meters and that the minimum length of any dimension of that area is 5 meters
- the contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth
- the width of stairs for double storey booth shall be above 1.2m
- fire extinguisher shall be placed every 10m of the walkway in the double storey booth and a safety personnel must station at the booth at all times
- all booth designs and stand construction must be approved in advance by the Organizer and the Venue Owner in writing. Detailed designs (including technical & structural plans) have to be submitted before the stipulated deadline for the relevant authorities' review and approval **(please refer to item 1.3 on details for submission)**
- special structures are restricted to a clearance distance of 1mW away from the dividing walls of the neighboring stands **(please refer to item 1.3.1 for more details)**
- the design, construction and tear-down of double storey stands have to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the Venue Owner **(please refer to item 1.3.4 for more details)**

B2 HALL SPECIFICATIONS

2.1 Floor Loading Capacity

Floor loading inside exhibition Hall 3G must not exceed 1,700 kg/sqm or 350 lbs/sq ft.

If exhibitors would like to bring any equipment exceeding the limit above, they will need to inform the Organizers **1 month before move in date**. The Organizers will then advise on the documentations required for submission for approval to bring in the equipment.

2.2 Power Supply and Electrical Cabling

All electrical installation, supplies, wiring and dismantling work at the exhibition **MUST** be ordered and carried out by the appointed Official Stand Contractor.

All electrical equipment and installations should be tested and approved by the appointed Official Stand Contractor prior to turning on the electricity supply.

The standard electrical current supply available for use is 220V (single phase) or 380V (three phase). Exhibitors requiring different voltage/frequency or special connections to equipment must arrange directly with the appointed Stand Contractor.

B) TECHNICAL INFORMATION

Exhibitors who reserved for raw space / island booth and using external contractors are required to adhere the following:

- submit their electrical order form (refer to **Form 7 – Electricity & Lighting**) accompanied by a proposed layout plan to the Official Stand Contractor for their approval. Inspection on-site will then be carried out before the power supply is turned on
- exhibitors or their contractors who wish to bring in special lights, lamps and lighting to be used in their stand must receive approval from the Official Stand Contractor at least 4 weeks before the commencement of the exhibition. Applicants are requested to submit the following information and documents when applying for approval:
 1. specifications and its rating in watts / units of the light fitting
 2. total units to be installed
 3. layout line drawing of planned electrical installation
 4. company name of the contractor
 5. names and identification card / passport numbers of all attending electrical personnel
 6. electrical order form in the Exhibitors Manual (refer to **Form 7 – Electricity & Lighting**)

When using electrical equipment, each of the following must be observed:

- electrical tools and oxygen cutter including saw, electric plane, welder, electric grinder etc shall not be used in HKCEC
- boiler, furnace, stove etc shall not be used

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are **not permitted** as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.

During the move-out period, temporary electricity supply can be arranged by prior arrangements (at least 24 hours in advance) with the Organizer.

2.3 General Lighting

The Organizer will provide general lighting in the exhibition hall during show time. An adequate level of lighting will be provided during move in and move out period.

2.4 Water and Compressed Air

For operational safety reasons, only the Official Contractor is permitted to carry out the installation work required. For orders please use **Form 11 – Compress Air & Water Drainage**.

2.5 Air-Conditioning

Air-conditioning within the Venue will be operational during official exhibition opening hours only. Ventilation will be maintained during move-in and move-out period. For any further requirements on extension of air-conditioning during operational hours, please contact the Organizer directly to make your request.

B) TECHNICAL INFORMATION

B3 FREIGHT AND EXHIBITS

3.1 Official Freight Forwarder

The Organizer has appointed **Agility Fairs & Events Logistics Ltd** as the Official Freight Forwarder, site handling and customs clearance agent for SIGGRAPH Asia 2013.

Please refer to **Form 13 – Freight Forwarding Services** for detailed guidelines on freight forwarding services.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out half an hour before the start or immediately after the show opening hours.

Please address all correspondence concerning exhibition freight forwarding matters directly to:

Agility Fairs & Events Logistics Ltd

Room 2105, 21/F, CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung, NT, Hong Kong
Tel: +852 2211 8203
Fax: +852 2866 2421
Email: bchiu@agilitylogistics.com
Email: chchan@agilitylogistics.com

Contact: **Mr Bart Chiu / Ms Christina Chan**

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, Exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls before, during and after the show. Any cost incurred will be borne by the respective Exhibitor.

C) RULES & REGULATIONS

C1 FILM, AUDIO / VISUAL AND PRODUCT DEMONSTRATION

Audio visual equipment may be provided by the Exhibitor or hired from the official AV and computer supplier using **Form 8 – Audio Visual Equipment**. When in operation, audio visual equipment must not disturb visitors or other Exhibitors with excessive sound / noise. All audio visual equipment should be kept to a maximum level of 70dB, unless otherwise stated by the Organizer. Sound levels will be measured using a noise meter at each booth. The Organizer reserves the rights to discontinue any audio visual presentation which in their opinion is detrimental to the event.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other Exhibitors. Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizer, who reserves the right to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizer.

C2 GENERAL CLEANING

The Organizer will only provide general cleaning, ie, aisles of exhibition hall, prior to the opening of the exhibition and daily thereafter. It is the responsibility of each Exhibitor to maintain the cleanliness of their booth at all times (including emptying of waste paper baskets).

C3 REMOVAL OF WASTE

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. External contractors appointed by Exhibitors building raw space or island booths are responsible for removing their own debris from the site at the end of each day.

At the end of the exhibition, the contractor must remove from the site all the materials from their client's booth. Should they not do so; the deposit paid will be used to pay for removal by the official cleaning contractor.

During show period, Exhibitors are requested to place their general rubbish in the aisle just in front of their booths, so that the official cleaners will remove them at the end of each show day. The Organizer reserves the right to charge Exhibitors for the cost of removal of excessive packing materials and discarded bulky crates or cartons.

C4 INDUSTRIAL GAS DEMONSTRATION AND FIRE PRECAUTION

Exhibitors, who because of the nature of their exhibits require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizer. Even when consent is given, adequate precautionary measures must be taken by Exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the Exhibitor to protect the public against any danger of fire outbreak. The venue may require on-site inspection to ensure maximum fire safety.

Smoking is strictly not permitted in the venue premises at all times.

C) RULES & REGULATIONS

C5 LIABILITIES

General third party liability insurance will be covered and handled by the Organizer. However, it is the responsibility of each Exhibitor to arrange adequate coverage for its own exhibits during the exhibition.

All Exhibitors must arrange at their own cost "all-risk" insurance coverage from their origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take out public liability and comprehensive protection.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizer maintains security surveillance at all times, Exhibitors are reminded that goods / exhibits will still, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please refer to Form 15 of this exhibitor manual. Please note that you are not allowed to hire staff or personnel from another security agency.

C6 GENERAL SECURITY

The Organizer will provide general security at Hall 3G entrances and exits throughout the entire period from move-in till move-out.

All personnel and attendees of SA2013 must wear their badge at all times, and be prepared to present their badge upon request by the security for identification, especially prior to accessing inside the exhibition hall.

All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair.

For security and safety reasons, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If Exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizer for approval in advance. However, Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 17:00 hrs on the final day of the show, ie 22 November 2013.

*** Notes:**

i. Move-in and move-out period: all exhibitors and contractors are allowed to enter inside Hall 3G as per the stipulated timing indicated on the Exhibition Schedule

ii. Show period from 20 – 22 November 2013: all exhibitors are only allowed to enter inside Hall 3G 30minutes before official show opening hour, and 30minutes after show officially closes for the day. Thereafter, no one will be allowed entry inside the exhibition hall

iii. If suspects of crime are found, please contact the Organizer or the security guard in the exhibition hall immediately

iv. All enquiries regarding lost and found items should be made to the Organizer or the security guards on duty

C) RULES & REGULATIONS

C7 BOOTH OPERATION

No business activity shall be conducted by the Exhibitor and/or his co-participants outside their booth boundaries, such as distribution of promotional material outside their booths.

Activities which will cause inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles (conduct of lucky draws or lotteries), picture taking, and use of excessive animation and sound equipment. Individual stage shows are also not permitted (including live band performances or dancing on the aisles).

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage solutions. Please also refer to item **1.3.4 - Fire & Safety Compliance** for more information.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizer, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works. These charges will either be deducted from clearance deposit or send directly to the exhibitors for payment.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic.

Exhibitors and Contractors must clear items not for display purposes (e.g. containers, packing items) on **19 November 2013 by 20:00 hrs.** Otherwise the Exhibitors will have to pay the Organizer for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C8 USE OF DANGEROUS MATERIALS

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The Exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standards and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C) RULES & REGULATIONS

C9 FAILURE TO EXHIBIT

Any organization which has signed and submitted a valid contract for space reservation deems a confirmed Exhibitor. If he fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizer, he shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizer.

C10 GROUPS AND NATIONAL PAVILIONS

Organizers of group and national pavilions are responsible for ensuring that all Exhibitors and or / Co-exhibitors on their stand are fully aware of, agree to, and abide with all the Technical Information and Rules & Regulations stated herein.

C11 FOOD, BEVERAGE AND OTHER CONCESSION SERVICES

According to regulations of HKCEC, all supply and use of catering equipment, including sale, distribution and sampling of food, beverage and other concession items are prohibited without prior permission from Venue Owner.

Except with authorized by Venue Owner, the exclusive rights to food & beverage and concession operations belong to HKCEC.

Note that deliveries of any food & beverage from outside suppliers are NOT permitted. Exhibitors, who require food catering for their booths, please refer to **Form 17 - Catering Services** in this manual.

C12 INTELLECTUAL PROPERTY RIGHTS

The Organizers reserve the right to request Exhibitors to remove exhibits which are alleged of violating Intellectual Property Rights. Any possible legal consequence as a result will have to be borne by Exhibitors concerned.

C13 UNFORESEEN OCCURRENCES

In the event of any unforeseen occurrences or not stated, the decision of the Organizer shall be final.

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee
Koelnmesse Pte Ltd
 152 Beach Road, #25-05 Gateway East
 Singapore 189721
b.kee@koelnmesse.com.sg

Tel: +65 6500 6725
Fax: +65 6500 2771

1.1 DIGITAL ADVERTISING

SIGGRAPH Asia 2013 Website

The SIGGRAPH Asia website is the main source of information for attendees. It is the ideal place to highlight your products and services. Ads run from the time they are received and will be placed on the homepage and main landing pages. Up to two ads will rotate on each page.

<p>Top Leader Board Ad Exclusive to 3 Advertisers 728px wide x 90px tall GIF or JPEG files accepted, no animation</p>	HKD 35,000
<p>Button Ad Exclusive to 3 Advertisers 200px wide x 180px tall GIF or JPEG files accepted, no animation</p>	HKD 17,500



Attendee Registration Website

Include your company's message in a banner ad that is prominently displayed on the SIGGRAPH Asia 2013 registration website. Your banner ad will appear on the homepage and on every page of the registration process.

<p>Bottom Leader Board Ad Exclusive to 1 Advertiser 728px wide x 90px tall GIF or JPEG files accepted, no animation</p>	HKD 35,000
---	------------



Order form only valid with complete company details

Company Name:		Stand No:
Fax:	Tel:	Email:
Contact:		Date & Signature:

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

HTML Mailer to Attendees

Gain access to over 7,000 researchers, artists and animators by opting for the HTML mailer, where you can create your own customized HTML Mailer to promote your products and/or services directly to your target audience.

Pre-registered Attendee List Scheduled 2 to 4 weeks before show	HKD 6,500
All Registered Attendee List Scheduled 2 to 4 weeks after show	HKD 8,000

E-newsletter Banner

A static banner with your company logo and key messages reaches 50,000+ prospects from the computer graphics and interactive techniques industry subscribed to SIGGRAPH Asia's mailing list. This opportunity is limited by the number of e-newsletters issued in a year, and it's going fast!

Static Banner Exclusive to 1 advertiser per newsletter issue 500px wide x 100px tall Only JPEG files accepted	HKD 9,500
---	-----------

1.2 PRINT ADVERTISING

Print Ad in Exhibition Guide

The Exhibition Guide offers you maximum reach to all attendees with a full page, full color ad that places your company right ahead of the competition. It is widely distributed with all event information, including the exhibitor list, booth numbers and floor plan.

Back Cover	HKD 32,500
Inside Back Cover	HKD 25,000
Inside Front Cover	HKD 25,000
Inside Page	HKD 19,000

Print Ad in Program Matrix

Advertise in the Program Matrix, a handy, foldable program guide that all conference attendees refer to for conference programs including the daily schedules and session topics presented at SIGGRAPH Asia 2013.

Print Ad	Contact us for individual quote
-----------------	---------------------------------

* All Print Ad are in Full Color

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

1.3 SPONSORSHIP OPPORTUNITIES

Lanyard

Have your company's name or logo printed exclusively on the lanyard worn by all SIGGRAPH Asia 2013 attendees.

Sponsorship Fee Exclusive to 1 Sponsor	HKD 35,000
<i>Sponsor to provide production of 7,000 lanyards and shipping cost or; Sponsor to bear production cost and lanyards produced by SIGGRAPH Asia.</i>	

Attendee Badge

No other advertising medium allows your marketing message to reach the SIGGRAPH Asia 2013 attendees as personally as the attendee badges do. Carried throughout the event by all attendees, it offers you prime back advertising spot and serves as a reminder of your presence at the event.

Sponsorship Fee Exclusive to 1 Sponsor	HKD 25,000
<i>Sponsor to provide artwork file with logo and text based on specifications provided by SIGGRAPH Asia.</i>	

Merchandise Bag

Thousands of attendees will be collecting their entitlements and are expected to make merchandise purchases. Your company name and logo will be prominently displayed on one side of the bag. Make use of these merchandise bags to provide maximum visibility for your company.

Sponsorship Fee Exclusive to 1 Sponsor	HKD 17,000
<i>Sponsor to bear sample cost and mass production cost, and provide artwork file based on specifications provided by SIGGRAPH Asia.</i>	

Merchandise Bag Insert

Draw the crowd to your booth by giving your company's message out to attendees with an insert in the merchandise bags. Get creative! From your company info to a game card to attract them to your booth, we will be delighted to work with you to create a branded insert that will entertain and attract attendees.

Sponsorship Fee Exclusive to 3 Sponsors	HKD 8,500
<i>Sponsors to provide production of 1,500 inserts and shipping cost.</i>	

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

Standing Banner

Place your banner in high-traffic areas: a perfect opportunity to showcase your company logo and promotional message for all to see. Includes production, installation and dismantling.

Exhibition Hall Entrance Exclusive to 3 Sponsors (Exhibitors only)	HKD 9,000
Conference Area Exclusive to 5 Sponsors	HKD 7,500
Sponsor to provide final artwork file in specifications provided by SIGGRAPH Asia.	

Exhibitor & Contributor Reception

Host a party or evening reception for all SIGGRAPH Asia 2013 exhibitors and contributors from all over the world. Most of them will be your company's key audience too. If this is an interesting possibility for you, get in touch with us.

Sponsorship Fee	Contact us for individual quote
------------------------	---------------------------------

Attendee Lounge

Sponsor our official attendee lounge located in the exhibition hall for attendees to network and hold discussions. The lounge will be decorated with your company's branding as recognition.

Sponsorship Fee Exclusive to 1 Sponsor	From HKD 130,000
--	------------------------

Equipment Support

The successful hosting of the SIGGRAPH Asia conference is dependent on the kind assistance of the industry's companies to loan equipment to the conference during the event days.

All equipment sponsors will be accorded sponsorship recognition. Equipment loaned during the conference will be covered under our insurance blanket.

Student Volunteer Support

Every year, more than 100 dedicated computer graphics enthusiasts contribute to SIGGRAPH Asia through the Student Volunteers program. We are looking for give-aways, meal and/or accommodation sponsors, and donations to fund this program. You get to reach out exclusively to our Student Volunteers from all over the world. If you are interested in contributing, please contact us for more details.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

1.4 PROMOTIONAL OPPORTUNITIES

Exhibitor Talk

Host Exhibitor Talks to deliver in-depth information about your products and services. The theatre-style stage is located within the exhibition hall and all talks will be promoted online, in e-newsletters, in the printed exhibition guide, and via announcements in the exhibition hall during event days.

Promotional Fee	HKD 14,500
<i>Talks are a 2 hour session inclusive of setup and tear down. Standard AV equipment provided.</i>	

Exhibitor Session

Host your user group meetings and presentation sessions during SIGGRAPH Asia 2013 with a theatre-style presentation area that is located right in the exhibition hall. Your session will be promoted online, in e-newsletters, in the printed exhibition guide and via announcements in the exhibition hall. Contact us for more information.

Booking Fee	Contact us for individual quote
--------------------	---------------------------------

Recruitment Talk

Hold recruitment talks and share about your company, past and upcoming projects, recruitment plans, and job openings with our attendees. The theatre-style stage is located within the exhibition hall and all talks will be promoted online, in e-newsletters, in the printed exhibition guide, and via announcements in the exhibition hall. All recruitment talks will be hosted on a dedicated recruitment day – 21 November 2013.

Promotional Fee	HKD 14,500
<i>Talks are a 1 hour session inclusive of setup and tear down. Standard AV equipment provided.</i>	

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

1 Advertising & Sponsorship



To be returned by: **30 September 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

1.1 DIGITAL ADVERTISING		
<input type="checkbox"/>	Website – Top Leader Board Ad	HKD 35,000
<input type="checkbox"/>	Website – Button Ad	HKD 17,500
<input type="checkbox"/>	Registration Website – Bottom Leader Board Ad	HKD 35,000
<input type="checkbox"/>	HTML Mailer to Attendee – Pre-registered List	HKD 6,500
<input type="checkbox"/>	HTML Mailer to Attendee – All Registered List	HKD 8,000
<input type="checkbox"/>	E-News Banner / Write-up	HKD 9,500
1.2 PRINT ADVERTISING		
<input type="checkbox"/>	Print Ad in Exhibition Guide – Back Cover	HKD 32,500
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Back Cover	HKD 25,000
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Front Cover	HKD 25,000
<input type="checkbox"/>	Print Ad in Exhibition Guide – Inside Page	HKD 19,000
<input type="checkbox"/>	Print Ad in Program Matrix	*Price upon request
1.3 SPONSORSHIP OPPORTUNITIES		
<input type="checkbox"/>	Lanyards	HKD 35,000
<input type="checkbox"/>	Attendee Badge	HKD 25,000
<input type="checkbox"/>	Merchandise Bag	HKD 17,000
<input type="checkbox"/>	Merchandise Bag Insert	HKD 8,500
<input type="checkbox"/>	Standing Banner – Exhibition Hall Entrance	HKD 9,000
<input type="checkbox"/>	Standing Banner – Conference Area	HKD 7,500
1.4 PROMOTIONAL OPPORTUNITIES		
<input type="checkbox"/>	Exhibitor Session	*Price upon request
<input type="checkbox"/>	Exhibitor Talk	HKD 14,500
<input type="checkbox"/>	Recruitment Talk	HKD 14,500

Acceptance:

Upon acceptance, if any, of this application by Koelnmesse Pte Ltd, Advertiser/Sponsor and Koelnmesse Pte Ltd agree to be bound by the Terms, Conditions and Rules set forth, including the General and Special Conditions of Participation, in the Exhibitor Manual, and in any correspondence outline revised specification, all of which are incorporated herein and made a part of this Contract.

Advertiser/Sponsor agrees to meet all requirements and deadlines outlined in the Confirmation Letter as well as full payment with Contract or upon receipt of Invoice. This Contract is binding and any attempt to cancel all or part of this Contract shall result in the forfeit of 100% of sponsorship fee.

The undersigned parties confirm that they have authority to enter into this Contract and hereby agree to the terms set forth herein.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

2 Attendees Data



To be returned by: **18 October 2013**

Please complete and return to:


Ms Carmen Wong
Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building, 2 Chong Yip Street
Kwun Tong, Kowloon, HKSAR
siggraph2013@rentech.com.hk

Tel: +852 3590 9740
Fax: +852 3590 9519

2.1 LEAD RETRIEVAL ORDER FORM

We offer you an efficient method of collecting data from the visitors to your booth using a handheld scanner that instantly records sales lead information. This elegant service enables you to professionally record visitors' data at your stand, manage your lead contacts after the fair, and plan your follow up activities at leisure. The handheld scanner is light-weight and simple to operate, requiring no computer literacy.

	Description	Unit Price HKD	Qty	Total HKD
	Early Bird Discount Offer (Order on or before 18 October 2013)	HKD1,800 (Approx. USD240)		
	Scanner Rental Onsite	HKD2,300 (Approx. USD295)		
Grand Total				

Notes:

- By submitting this order form, the exhibitor acknowledges that the full data generated will be made available on 9 December 2013.
- Should the scanner be damaged, lost or not returned, a HKD 5,000 (USD 650) will be charged. (Prices exclude refundable security deposit)
- Prices quoted are for the whole duration of the exhibition, 20-22 November 2013.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

3 Exhibitor Badges



To be returned by: **18 October 2013**

Please complete and return to:

Mr Brian Kee

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

b.kee@koelnmesse.com.sg

Tel: +65 6500 6725

Fax: +65 6500 2771

3.1 GENERAL INFORMATION

Exhibitor Badges can be collected at the Exhibitor Check-in Counter outside Hall 3G. Please bring a Name Card and a copy of your Booth/Room Confirmation Letter issued by the Organizer.

For security and safety reasons, the Organizer will not send out exhibitor badges in advance.

Exhibitor Registration and Badge Collection	18 November 2013	15:00 – 18:00 hrs
	19 November 2013	09:00 – 18:00 hrs

3.2 EXHIBITOR BADGES

SIGGRAPH Asia 2013 grants **6 exhibitor badges per 9sqm booth space**. In addition to the Exhibition, in-booth personnel can also attend Exhibitor Talks & Sessions and Recruitment Talks for all three days.

*Additional Exhibitor Badges can be obtained at cost of **HKD 90.00** each.

No.	Staff Name	Country	Company
1			
2			
3			
4			
5			
6			
7			
8			
9			

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

***This form is applicable and compulsory for all Standard & Premium Shell Scheme Exhibitors.**

4.1 FASCIA NAME

For Standard & Premium scheme stands, the fascia lettering in English (**max. 24 letters including spaces**) is free-of-charge. Please fill in your exact company name in block letters.

Failure to submit this form by the above stipulated deadline, the official stand contractor will use the company's name submitted in your space application form as your fascia. Should there be a request for change of name on-site, additional charge will be imposed.

English (no more than 24 characters, including space and punctuation)

Font type : Myriad Pro Bold
Text colour : White

4.2 FASCIA LOGO

1) **Standard shell scheme booths** – if a corporate logo is to be added on the fascia board, please note that an **additional cost of HKD 350.00 per logo applies**. Size: Approx. 190mmHt. Material: Inkjet Print mount on Compressed Foam [2930mmL x 230mmHt]. Please adhere as per following requirement and submit, together with this Form 4, **no later than 29 October 2013** to mhatwo@milton-hk.com.
*If no request is received from the exhibitor, show logo will be shown on the fascia board.

2) Late orders received after the **29 October 2013** or **on-site** may not be catered to, and if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.

* Send the logo in high resolution TIFF, JPG (at least 50cmH in 100dpi), AI or EPS together with your company's name

* Tick the below box

Yes, I would like to include a logo on my fascia.

* Submit this form together with full payment to above contact

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

4 Fascia Name



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

4.2 FASCIA LOGO (Cont.)

Important Note:

- A. Orders are valid only when accompanied by full remittance. Payment could be made by Hong Kong local cheque, bank draft, telegraphic transfer or credit card.
- B. Late orders i.e. received after the deadline or on-site may not be catered to, and if available, will be subjected to a 50% surcharge. Priority will be given to advance orders.
- C. Amount paid are non-refundable should the event is being cancelled or withdrawn.

3) **Premium shell scheme booths** – Company's logo on tower and info Counter is part of the premium shell scheme package entitlement hence no additional charge is imposed. Please complete 4.2 and submit your logo in the correct format by the stipulated deadline. The actual size printed for logo on tower will be at maximum 80cm by 64cmH.

5 Service Location Plan



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.
 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
 mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

***This form is applicable and compulsory for all Exhibitors.**

5.1 MAIN CONNECTION POINTS

Indicate clearly the location of your utilities such as power outlets, spotlights and furniture. It is imperative that you complete this form as it will be used to install your requirements in the correct location. Points of connections will be placed at Official Contractor's discretion for forms submitted after deadline.

	Left				Back of Booth				Right	
Indicate Adjacent Booth No. in this direction.										Indicate Adjacent Booth No. in this direction.
	Left				Front of Booth (Aisle)				Right	

Legend (Use only the items applicable):

- | | | | | | |
|--|-------------------|--|---|--|---------------|
| | LONGARM SPOTLIGHT | | SPOTLIGHT | | SOCKET POINT |
| | LOCKABLE CABINET | | 1mH INFORMATION COUNTER WITH LOCKABLE CABINET | | TALL SHOWCASE |
| | FLAT SHELF | | SLOPE SHELF | | |

Remarks: _____

Conditions:

- Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
- Any on-site adjustment will be charged additionally.

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

6 Raw Space Exhibitors



To be returned by: **30 September 2013**

Please complete and return to:

Ms Low Yan Ling

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

yl.low@koelnmesse.com.sg

Tel: +65 6500 6709

Fax: +65 6500 2771

The submission of this form is compulsory for all Raw Space Exhibitors by the above stipulated deadline.

6.1 GENERAL INSTRUCTIONS

Exhibitors who reserve raw space / island booth are recommended to use the service of our Official Stand Contractor for their special booth design and construction to facilitate convenient installation.

Should Raw Space Exhibitors wish to appoint their own external contractors, they **MUST** seek consent from the Organizer by submitting required documents / clearance deposit as below:

- Form 6 with all details duly filled up
- booth designs; including overview layouts, elevation plans, schematic diagrams and at least 3 different 3D perspectives are to be submitted together with Form 6.
- a refundable and interest-free Damage & Rubbish Clearance deposit (refer to 6.3 for details)
- PE (Professional Engineer) endorsement for booth HT exceeds 4.0mHT. Please refer to **B) Technical Information, 1.3.3 - Permitted Construction Height** for more details

Please note that failure to obtain consent from the Organizer and incomplete submission of all the above required documents and clearance deposit, the external contractors will NOT be allowed to work onsite. The Organizer also reserves the right to reject any contractor and design deemed inappropriate.

All Raw Space Exhibitors MUST also ensure that their outside contractors abide by the regulations and read all our Technical Information in this manual.

6.2 INDEPENDENT CONTRACTOR CONTACT

Exhibitors have to indicate the address and contact person of their stand fitting contractor

Stand Contractor

Address

Tel

Fax

Email

6 Raw Space Exhibitors



To be returned by: **30 September 2013**

Please complete and return to:

Ms Low Yan Ling

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

yl.low@koelnmesse.com.sg

Tel: +65 6500 6709

Fax: +65 6500 2771

6.3 CLEARANCE DEPOSIT

Raw Space Exhibitors or their contractors are required to place with the Official Stand Contractor a refundable and interest-free Damage & Rubbish Clearance deposit in an amount calculated at a rate of **HKD500 per sqm (up to a maximum of HKD35,000)**. Damage & Rubbish Clearance Deposit will be returned in full to the contractor within one month after the fair only if the raw space site is - in the Organizer's view - clean and clear of any rubbish or litter and no damage whatsoever has been caused (including any damage to the raw space site or any part of the venue building).

Please make your payment via cheque or wire transfer to:-

1. Local Hong Kong Cheque

Milton Exhibits (Hong Kong) Limited

3/F, Midas Plaza, 1 Tai Yau Street,

Kowloon, Hong Kong

Attention: Ms Eve Lam/ Mr Ben Ng

2. Telegraphic Transfer

Milton Exhibits (Hong Kong) Limited

004-191-700947-838

The Hong Kong & Shanghai Banking Corporation Ltd.

Tai Yau Street Branch, G/F, 26-28 Tai Yau Street,

San Po Kong, Kowloon

SWIFT CODE: HSBC HK HHHKH

*Please send us the remittance notice with booth number by fax (+852 3605 9492) or email (mhatwo@milton-hk.com) for our easy checking.

6.4 TECHNICAL CONNECTIONS

The contractor has to order all necessary electricity (Form 7), water supply and compressed air (Form 11), with the official contractor Milton Exhibits (Hong Kong) Limited.

According to the rules and regulations of the exhibition hall, all raw space exhibitors or their appointed external contractors should order at least one power main box for their lighting purpose. All power sockets are for exhibits/machines use only; connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supply is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is permitted.

6.5 CONTRACTOR BADGES / TEMPORARY PASSES

All on site personnel of the stand contractor are required to apply for an entry pass for Move-In / Out period. Exhibitors and their stand contractors must ensure that for security reasons, all workmen onsite must wear their passes for identification purposes.

7 Electricity & Lighting



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
 mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

7.1 Electrical Services

Electrical Services are provided by Milton Exhibits (HK) Ltd. Prices are in **Hong Kong Dollars** and based on per event basis from 19 November –22 November 2013. Late orders i.e. received after **18 October 2013** may not be catered to, and if available, will be subjected to a **30% surcharge**. Order received after **29 October 2013 or on-site** may not be provided and, if available, will be subjected to a **50% surcharge**. Priority will be given to advance orders.

Code	ITEM	ADVANCE RATE Submit on/before 18 Oct 2013	STANDARD RATE Submit after 18 Oct 2013	LATE OR ON-SITE RATE Submit after 29 Oct 2013	QTY	COST (HKD)
SECTION A – INDIVIDUAL FITTINGS						
ML006	40W Fluorescent Tube (1220mm) (White Light)	360.00	468.00	540.00		
ML001	100W Spotlight (Yellow Light)	360.00	468.00	540.00		
ML002	100W Long-arm Spotlight (Yellow Light)	380.00	494.00	570.00		
ML013	300W Floodlight	600.00	780.00	900.00		
	Mini Fluorescent Tube for Table Showcase	380.00	494.00	570.00		
	Mini Spotlight for Showcase	380.00	494.00	570.00		
	250W HQI	960.00	1,248.00	1,440.00		
ML004	13Amp / 220V Single Phase Socket (3 square pin, max. 500W for machine only, not for lighting)	470.00	611.00	705.00		
	24 Hours 13Amp / 220V Single Phase Socket (3 square pin, max. 500W for machine only, not for lighting)	800.00	1,040.00	1,200.00		
SECTION B – FOR CONNECTION TO LIGHTING ONLY						
	100W Lighting Connection (Including Wiring) Max. 100W	260.00	338.00	390.00		
	Each Additional 100 Watt Power Consumption. (For neon lights, price should be subject to prior confirmation)	200.00	260.00	300.00		

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

7 Electricity & Lighting



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
 mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

NO.	ITEM	ADVANCE RATE Submit on/before 18 Oct 2013	STANDARD RATE Submit after 18 Oct 2013	LATE OR ON-SITE RATE Submit after 29 Oct 2013	QTY	COST (HKD)
SECTION C – FOR RAW SPACE EXHIBITOR ONLY						
1	15Amp/ 380V Three Phase Power Supply Main	14,700.00	19,110.00	22,050.00		
2	30Amp/ 220V Single Phase Power Supply Main	10,080.00	13,104.00	15,120.00		
3	30Amp/ 380V Three Phase Power Supply Main	28,350.00	36,855.00	42,525.00		
4	60Amp/ 380V Three Phase Power Supply Main	55,650.00	72,345.00	83,475.00		
					Total:	

Remarks

- Please indicate the location of the rental items on the Location Plan on Form 5. Otherwise, they would be installed at Milton's discretion. Any relocation on-site will be charged additionally.
- Price quoted is for the whole duration of the exhibition, 19-22 November 2013.
- For payment method, Please refer to the Payment Method attached.
- Confirmation of order is subject to full payment in advance.
- Any rental is out of the above listed, please order from the Official Contractor directly.
- Exhibitors shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alternations, modifications, attachments and/or additions to the equipment rented.
- All electrical works are to be carried out by the official contractor except raw space exhibitors.
- Cancellation of orders will only be accepted in writing on or before 29 October 2013, and subject to a 30% cancellation charge. If cancellation involves electricity supplies by venue, such charge will be advised separately after confirmation with venue. Cancellation of orders will NOT be accepted after 29 October 2013.
- Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
- Main switches or power distribution boards may be needed to install inside booth area at the Official Contractor's discretion.
- Each power socket and power connection is for ONE electrical appliance only, the use of power strip/ multi-plug is prohibited.
- No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
- All power sockets are for machinery use only, not for lighting. If exhibitors or non-official contractors bring their lighting fixture, they must order lighting connection and submit the lighting distribution details to official contractor.

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

7 Electricity & Lighting



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

7.2 Payment Method

1. Pay via Cheque

- Cheque should be crossed
- Only Hong Kong local cheque is accepted
- Payable to "Milton Exhibits (Hong Kong) Limited"
- Please state the invoice number and the booth number at the back of the cheque

2. Pay via Telegraphic Transfer

- Bank name: The Hong Kong & Shanghai Banking Corporation Ltd.
- Bank address: Tai Yau Street Branch, G/F, 26-28 Tai Yau Street. San Po Kong, Kowloon
- Account name: Milton Exhibits (Hong Kong) Limited
- Account number: 004-191-700947-838
- Swift code: HSBC HK HHHKH
- Please send us the remittance notice by fax or email for our easy checking

3. Payment via Credit Card

- Please fill in and return the credit card form (Section 7.3) attached below.
- Only Visa and Master are accepted
- American Express and China UnionPay are not accepted
- Only Hong Kong Dollar is accepted

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

7 Electricity & Lighting



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

7.3 Payment Method – Credit Card Form

Please Tick the Appropriate Box

- VISA
 MASTERCARD

Card Number :

Card Issuing Bank :

Card Expiry Date :

Cardholder's Name :

Amount :

HKD

Invoice Number :

Booth Number :

Cardholder's Signature :

Date :

Contact Email :

For Official Use Only	
Auth Code No.	Date

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

FORM 7B - ELECTRICAL CATALOGUE

		
<p style="text-align: center;">ML006 40W Fluorescent Tube (1220mm) <i>White Light</i></p>	<p style="text-align: center;">ML001 100W Spotlight <i>Yellow Light</i></p>	<p style="text-align: center;">ML002 100W Long-arm Spotlight <i>Yellow Light</i></p>
		
<p style="text-align: center;">ML013 300W Floodlight <i>Yellow Light</i></p>	<p style="text-align: center;">Mini Fluorescent Tube for Table Showcase <i>White Light</i></p>	<p style="text-align: center;">Mini Spotlight for Showcase <i>Yellow Light</i></p>
		
<p style="text-align: center;">250W HQI <i>White Light</i></p>	<p style="text-align: center;">ML004 13Amp / 220V Single Phase Socket <i>3 square pin, max. 500W for machine only, not for lighting</i></p>	<p style="text-align: center;">24 Hours 13Amp / 220V Single Phase Socket <i>3 square pin, max. 500W for machine only, not for lighting</i></p>

8 Audio Visual Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

8.1 Audio Visual Equipment

Audio visual equipment are provided by Rentech Service Limited. Prices are in Hong Kong Dollars and rental based on per event basis from 19 – 22 November 2013.

Code	Item	ADVANCE RATE Submit on/before 18 Oct 13	STANDARD RATE Submit after 18 Oct 13	ON-SITE RATE	Quantity	Cost (HKD)
Computers						
1	Dell, Desktop PC with 19" LCD monitor with Windows XP Pro service Pack 3, Microsoft office 2007, Quick time player	\$1500	\$1950	\$2250		
2	Lenovo T400 with Windows XP (service pack 3) and Microsoft Office 2007	\$1500	\$1950	\$2250		
3	Lenovo T410/T420 with Windows 7 and Microsoft Office 2007	\$1800	\$2350	\$2700		
4	MacBook 15" Laptop	\$2500	\$3250	\$3750		
Printer/Fax Machine						
1	HP Laser Jet printer (B&W) with 1 x Toner	\$2000	\$2600	\$3000		
2	Fax machine (fax line excluded)	\$1000	\$1300	\$1500		
3	Inkjet Color Printer with 1 x B&W cartridge, 1 x colour cartridges	\$1200	\$1550	\$1800		
4	B&W Toner For HP Laser Printer (additional)	\$900	\$1200	\$1350		
5	B&W & Color Cartridge For InkJet Printer (additional)	\$450	\$600	\$700		
Players						
1	DVD Player	\$500	\$650	\$750		
2	CD Player	\$500	\$650	\$750		
3	Blu Ray Player	\$800				

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR

siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

Code	Item	ADVANCE RATE Submit on/before 18 Oct 13	STANDARD RATE Submit after 18 Oct 13	ON-SITE RATE	Quantity	Cost (HKD)
Display Monitor						
1	19" LCD monitor (computer signal)	\$500	\$650	\$750		
2	26" LCD monitor (computer signal)	\$1800	\$2350	\$2700		
3	32" LCD monitor (video and computer signal)	\$2200	\$2850	\$3300		
4	40" LCD monitor – Full HD (video and computer signal)	\$2500	\$3250	\$3750		
5	50" Plasma display (video & computer signal)	\$5000	\$6500	\$7500		
6	63" or above Plasma display (video & computer signal)	\$8000	\$10400	\$12000		
7	2 x 2 Seamless LCD Wall (Total Size: 1160 x 2052mm) with Control Panel	\$24000	\$31200	\$36000		
8	3 x 3 Seamless LCD Wall (Total Size: 1740 x 3078mm) with Control Panel	\$60000	\$78000	\$90000		
Projector						
1	3,000 Lumens LCD Projector	\$3,000	\$3900	\$4500		
2	4,500 Lumens LCD Projector	\$5,000	\$6500	\$7500		
3	5,500 or above Lumens LCD Projector	\$7,000	\$9100	\$10500		
Projection Screen						
1	70" x 70" Tripod	\$800	\$1050	\$1200		
2	6' x 8' Front/Rear Fastfold	\$1,500	\$1950	\$2250		
3	7.5' x 10' Front/Rear Fastfold	\$1,800	\$2350	\$2700		
4	9' x 12' Front/Rear Fastfold	\$2,000	\$2600	\$3000		

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR

siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

Code	Item	ADVANCE RATE Submit on/before 18 Oct 13	STANDARD RATE Submit after 18 Oct 13	ON-SITE RATE	Quantity	Cost (HKD)
IT Network Equipment & Support Service(s)						
1	8 Ports 10/100 Network Switch	\$500	\$650	\$750		
2	16 Ports 10/100 Network Switch	\$800	\$1050	\$1200		
3	24 Ports 10/100/1000 Network Switch	\$2000	\$2600	\$3000		
4	Broadband Router	\$500	\$650	\$750		
5	Wireless Access Point	\$500	\$650	\$750		
6	Network Cabling Per Node (Included CAT5e Cable)	\$250	\$325	\$375		
Audio Equipment						
1	Mini. P.A. system with 2 wireless handheld mic & 2 small speakers	\$2,500	\$3250	\$3750		
2	Wireless handheld mic (W/o P.A. system)	\$600	\$800	\$900		
3	Wireless headset mic (W/o P.A. system)	\$600	\$800	\$900		
Other Equipment						
1	1.4M height Trolley (for LCD / Plasma)	\$500	\$650	\$750		
2	2.0M height Truss Stand (for LCD / Plasma hanging)	\$500	\$650	\$750		

8.1 Audio Visual Equipment (Cont.)

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

Should an item that you required does not appear in our rental list, please do not hesitate to call Rentech Service Limited at +852 3590 9740.

Note:

- a) Any cancellation of order two (02) weeks prior to the event date is subjected to a cancellation fee of 50% of total invoice value. Cancellation of order one (01) week prior to event date will be charged at full invoice amount.
- b) All items ordered are on a rental basis and Exhibitors will be held responsible for any loss or damage, stolen & lost will therefore be resulted in penalty of maximum of 8 times of rental cost.
- c) Force Majeure – we shall not be liable for the cancellation or part opening of the Exhibition, or any failure to perform or delay in performance of our obligators in relation to the Exhibition caused by an act of God, an outbreak of hostilities, riot, civil disturbance, acts of terrorism, acts of any government or authority, fire, explosion, flood, fog or bad weather, strike, lock out or industrial act of any kind or cause or circumstances beyond its reasonable control.
- d) Orders will be fulfilled only when full payment is made. All local and oversea bank charges related to the bank transfer have to be borne by the transferor.
- e) Terms of Payment: 100% payment upon confirmation by cash or local cheque or via **Telegraphic Transfer:**
 - Account Name: Rentech Service Limited
 - Account Number: 012-706-0-005003-2
 - Bank Name: Bank of China (Hong Kong) Limited
 - Bank Code: 012
 - Bank Address: 1 Garden Road, Hong Kong
 - Swift Code: BKCHHKHHXXXAll cheques should be issued to RENTECH SERVICE LIMITED & return to Rentech Service Limited Address: Unit B, 6/F, Meyer Ind Building, 2 Chong Yip Street, Kwun Tong, KLN, HKSAR.
- f) Foreign cheques are **NOT** accepted.

Order form only valid with complete company details

Company Name:		Stand No:
Fax:	Tel:	Email:
Contact:		Date & Signature:

9 Internet



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

9.1 INTERNET ORDER

- Orders received after 18 October 2013 will be subjected to availability and a surcharge of 30%.
- Orders received on-site (if accepted) will be subjected to a surcharge of 50% on the basic rates.
- Orders received after 1 November 2013 for Static IP Internet line will not be entertained.

Exhibitors who rely on stable internet connection, you are strongly recommended to order your internet package from Item 2, 3, 4, 6 or 7.

Exhibitors who require Fixed IP address internet connection, you are strongly recommended to order your internet package from Items 3 or 4

Please note that Item 1 is a service that links to Hong Kong Conventions & Exhibitions (HKCEC), whereby the venue provides 2Mbps downstream and 2Mbps upstream internet broadband connection with DHCP (as stated in Item 1). This internet trunk is shared between the Centre - Free WiFi Services at Public Areas and other 2Mbps/2Mbps services.

Item	Description	Unit Cost for 4 days (HKD)	Unit	Subtotal Amount
1*	HKCEC 2Mbps/2Mbps Wired Broadband Internet connection with DHCP	\$2370		
2	Wired Broadband Internet connection 2Mbps/2Mbps with DHCP	\$3800		
3	Wired Broadband Internet connection 2Mbps/2Mbps with 1 Static IP Address	\$4400		
4	Wired Broadband Internet connection 4Mbps/4Mbps with 5 Static IP Address	\$7800		
5	Refundable deposit for Modem	\$6600		
6**	Purchase of 3G USB modem with 3G SIM card -3 days connection. 7.2Mbps downstream 2Mbps Upstream DHCP (for Windows only)	\$2500		
7**	Purchase of 3G WiFi Router + 4 X 10/100 with 3G SIM card -3 days connection. 7.2Mbps downstream 2Mbps Upstream DHCP (Windows or Apple)	\$4000		
8	Sur-Charge (if any)			
		Total:		

**1* Exhibitors are not allowed to use internet routers with the internet line. This is strictly for a single computer use.
6** & 7** USB modem and Router are connected to local 3G provider, equipment is ready to use in any countries**

9 Internet



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR

siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

9.2 LAYOUT PLAN

Please note that submission of this layout plan, with indication of your internet point, is compulsory for exhibitors who make any internet orders.

Failure to submit this location plan by the above stipulated deadline, Rentech will install all internet points at their own discretion. Should there be any requests on site for re-positioning and relocating of any internet points, the exhibitors will be subject to an alteration fee of HKD250 per request.

	Left	Back of Booth						Right	
Indicate Adjacent Booth No. in this direction. _____									
	Left	Front of Booth (Aisle)						Right	
Indicate Adjacent Booth No. in this direction. _____									

Legend:

Internet:

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Address

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

9 Internet



To be returned by: **18 October 2013**

Please complete and return to:

Ms. Carmen Wong

Rentech Service Limited

Unit B, 6/F, Meyer Industrial Building,
2 Chong Yip Street, Kwun Tong, KLN, HKSAR
siggraph2013@rentech.com.hk

Tel: +852 3590 9740

Fax: +852 3590 9519

9.3 Payment Method

Payment

- All local and overseas bank charges related to the bank transfer have to be borne by the transferor.
- Full payment (**exempt from any bank charges**) must accompany this order, together with a Refundable Deposit of **HKD 6,600** by local cheque or cash or T/T before **18 October 2013** to:

Account Name: Rentech Service Limited
Account Number: 012-706-0-005003-2
Bank Name: Bank of China (Hong Kong) Limited
Bank Code: 012
Bank Address: 1 Garden Road, Hong Kong
Swift Code: BKCHHKHHXXX

All cheques should be issued to RENTECH SERVICE LIMITED & return to Rentech Service Limited Address: Unit B, 6/F, Meyer Ind Building, 2 Chong Yip Street, Kwun Tong, KLN, HKSAR.

Notes:

- Exhibitors are reminded to cater for adequate 13 amp power outlets for any internet orders.
- All orders are non-cancellable.
- For any upgrades, order is required to be made 12 working days before event.
- A Refundable Deposit of HKD 6,600 is required together with full payment, submission of this order form and layout plan. This deposit will be returned at the end of the event provided there is no damage to the equipment.
- Orders without remittance will not be accepted.
- Exhibitors agree that the existing service provider will not be liable to exhibitors for any losses or damages suffered or incurred by exhibitors arising from the number porting arrangement.
- For business broadband and internet services, the access speed of all service plans is measured and quoted in unit of Megabit per second, which is usually specified in Mbps respectively.
- Upon service termination or early leave, Rentech Service Limited will arrange to collect the equipment(s) installed at Exhibitor's premises. Exhibitors will be liable to pay Rentech Service Limited an equipment charge if the equipment(s) is not returned in good condition, therefore be resulted in penalty of maximum of 4 times of rental cost.

Order form only valid with complete company details

Company Name:

Stand No:

Address

Fax:

Tel:

Email:

Contact:

Date & Signature:

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

10.1 Additional Furniture & Equipment

Furniture and equipment services are provided by Milton Exhibits (HK) Ltd. Prices are in **Hong Kong Dollars** and based on per event basis from 19 November –22 November 2013. Late orders i.e. received after **18 October 2013** may not be catered to, and if available, will be subjected to a **30% surcharge**. Order received after **29 October 2013 or on-site** may not be provided and, if available, will be subjected to a **50% surcharge**. Priority will be given to advance orders.

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
CH14w		White Folding Chair 460L x 480W x 460SHmm	90.00		
CH22b		Black Leather Chair 430L x 450W x 450SHmm	200.00		
CH15b		Black Office Chair 460L x 500W x 380-480SHmm	380.00		
SF82b		Black Chairman Airmchair 590L x 650W x 370-470SHmm	1,050.00		
BS10b		Reception Bar Stool 390 x 350 x 600-780SHmm	200.00		

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
 mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
BS12b		Black Bar Stool 400Dia x 840Hmm	220.00		
BS31b		Black Boweri Stool 440Dia x 570-770SHmm	320.00		
SF05b		Doris Black Sofa 900L x 730W x 460SHmm	1,350.00		
SF03b		Ronald Black Sofa 1420L x 730W x 460SHmm	2,350.00		
TA51w		White Round Table 800Dia x 750Hmm	350.00		

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
TA24t		Transparent Coffee Table 500Dia x 500Hmm	450.00		
TA24b		Black Coffee Table 500Dia x 500Hmm	360.00		
TA15w		Square Table 750L x 750W x 780Hmm	350.00		
TA37i		Space Bar Table 500Dia x 1100Hmm	630.00		
MA06		Tall Showcase with Lockable Cupboard with 2 nos. of Glass Shelf & 2 nos. of 50W Halogen Downlight 1030L x 535W x 2470Hmm	3,650.00		

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.






3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
MA05		Table Showcase with Lockable Cupboard 1030L x 535W x 1000Hmm	880.00		
MT05		System Tall Display Cube 500L x 500W x 750Hmm	440.00		
MT06		System Low Display Cube 500L x 500W x 500Hmm	420.00		
MS02		Flat Shelf 1000L x 300Wmm	180.00/m		
MS03		Slope Shelf 1000L x 300Wmm	180.00/m		

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
MM02		Swing Door with Lock 950W x 1910Hmm	640.00		
MM01		Folding Door with Lock 950W x 2000Hmm	480.00		
MA01		Information Counter 1030L x 535W x 750Hmm	340.00		
MA02		Lockable Cupboard 1030L x 535W x 750Hmm	480.00		
MS13b		Black Brochure Rack 270L x 250D x 1210Hmm	540.00		

10 Furniture & Equipment



To be returned by: 18 October 2013

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Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
MS15b		Z Brochure Rack 250W x 250L x 1440Hmm	540.00		
MS44b		Black Coat Hanger 1710Hmm	300.00		
MS01		A4 Catalogue Holder (Acrylic) 970L x 50D x 280Hmm	320.00		
MS18w		90L Refrigerator with 24hrs Power Supply	1,800.00		
MS08g		Palm 1500Hmm	200.00		

10 Furniture & Equipment




To be returned by: **18 October 2013**

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 3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
 Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

CODE	PICTURE	ITEMS	UNIT COST (HKD)	QTY	COST (HKD)
*		Needle Punch Carpet	30.00/sqm		
*		Single Wall Panel 1000W x 2500Hmm	280.00		
30% surcharge for order received after 18 October 2013					
50% surcharge for order received after 29 October 2013					
Total					

Remarks

1. Please indicate the location of the rental items on the Location Plan on Form 5. Otherwise, they would be installed at Milton's discretion. Any relocation on-site will be charged additionally.
2. Price quoted is for the whole duration of the exhibition, 19-22 November 2013.
3. For payment method, Please refer to the Payment Method attached.
4. Confirmation of order is subject to full payment in advance.
5. Any rental is out of the above listed, please order from the Official Contractor directly.
6. Exhibitors shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alternations, modifications, attachments and/or additions to the equipment rented.
7. Cancellation of orders will only be accepted in writing on or before 29 October 2013, and subject to a 30% cancellation charge. If cancellation involves electricity supplies by venue, such charge will be advised separately after confirmation with venue. Cancellation of orders will NOT be accepted after 29 October 2013.
8. Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.
9. No nails or fixtures of any kind are allowed to be affixed to the partitions, floor, ceiling or any hall structure. Exhibitors are liable for any damage caused.
10. No additional booth fittings or facilities are allowed to be attached to the booth structure.

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

10 Furniture & Equipment



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng

Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

10.2 Payment Method

1. Pay via Cheque

- Cheque should be crossed
- Only Hong Kong local cheque is accepted
- Payable to "Milton Exhibits (Hong Kong) Limited"
- Please state the invoice number and the booth number at the back of the cheque

2. Pay via Telegraphic Transfer

- Bank name: The Hong Kong & Shanghai Banking Corporation Ltd.
- Bank address: Tai Yau Street Branch, G/F, 26-28 Tai Yau Street. San Po Kong, Kowloon
- Account name: Milton Exhibits (Hong Kong) Limited
- Account number: 004-191-700947-838
- Swift code: HSBC HK HHHKH
- Please send us the remittance notice by fax or email for our easy checking

3. Payment via Credit Card

- Please fill in and return the credit card form (Section 7.3) attached below.
- Only Visa and Master are accepted
- American Express and China UnionPay are not accepted
- Only Hong Kong Dollar is accepted

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

10 Furniture & Equipment



To be returned by: 18 October 2013

Please complete and return to:

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Milton Exhibits (HK) Ltd.

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Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

10.3 Payment Method – Credit Card Form

Please Tick the Appropriate Box

- VISA
 MASTERCARD

Card Number :

Card Issuing Bank :

Card Expiry Date :

Cardholder's Name :

Amount :

HKD

Invoice Number :

Booth Number :

Cardholder's Signature :

Date :

Contact Email :

For Official Use Only	
Auth Code No.	Date

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

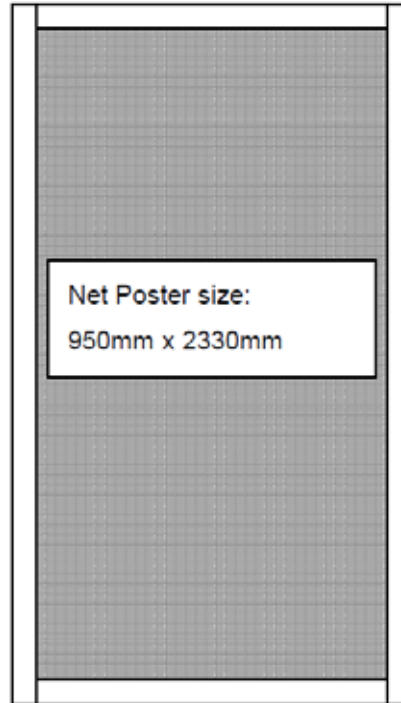
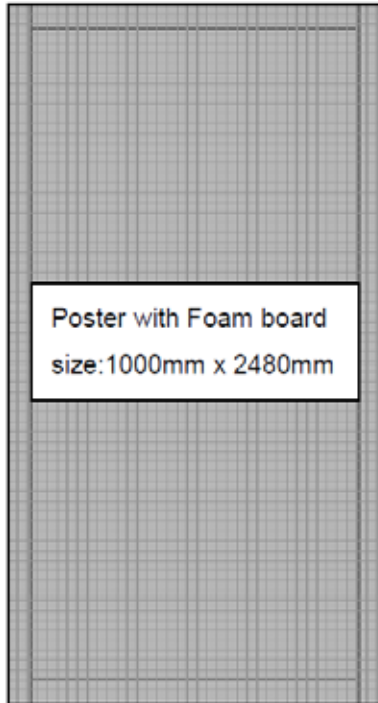
Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____

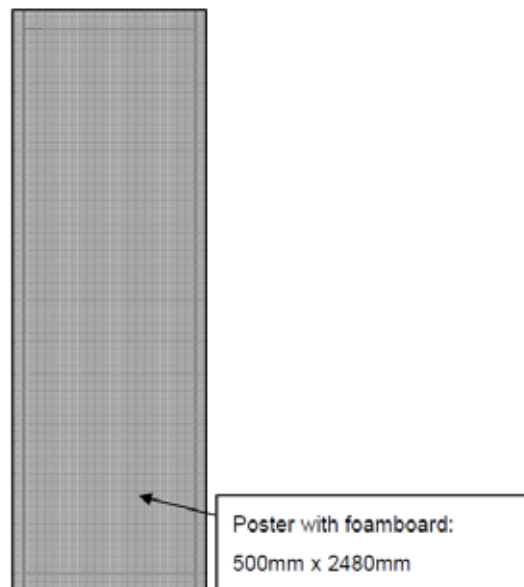
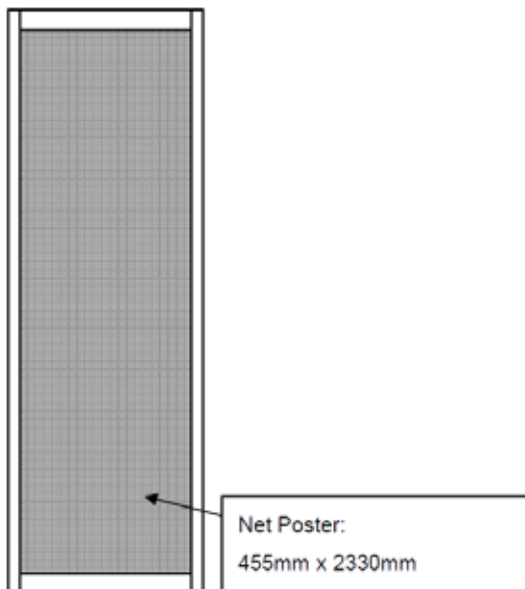
FORM 10B – Furniture Specifications

Dimension for Shell Scheme System Panel

- 1mL



- 0.5mL

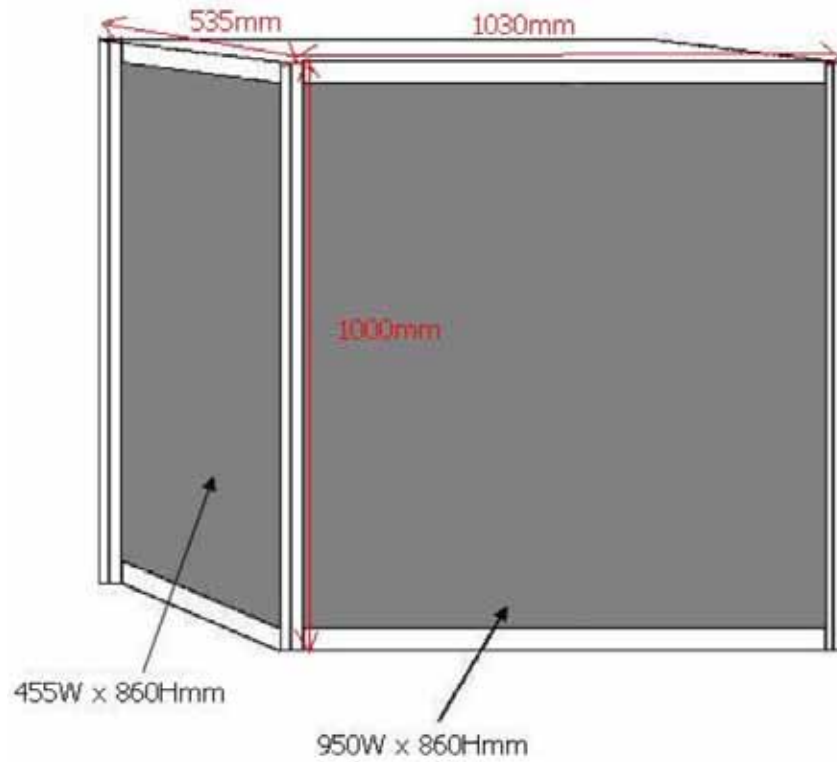


*Specification for Milton Exhibits (Hong Kong) Limited's furniture only

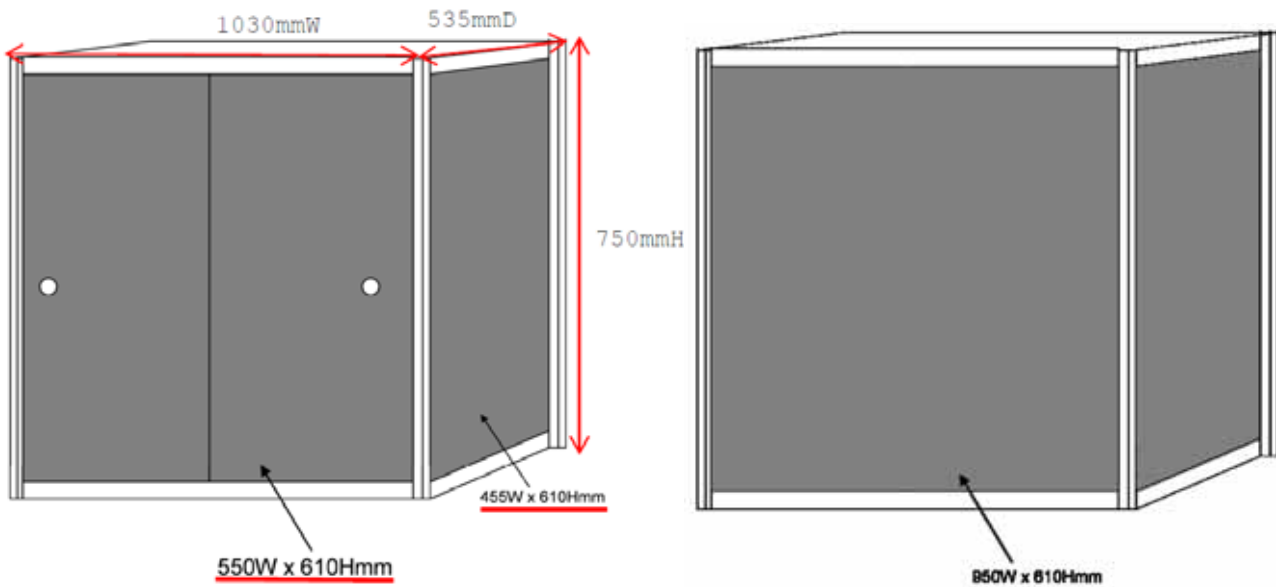
FORM 10B – Furniture Specifications

Dimension for Info Counter / Lockable Cabinet

- 1mH



- 0.75mH



*Specification for Milton Exhibits (Hong Kong) Limited's furniture only

11

Compressed Air & Water Drainage



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng

Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

Compressed air and water drainage services are provided by Milton Exhibits (HK) Ltd. Prices are in **Hong Kong Dollars** and based on per event basis from 19 November –22 November 2013. Late orders i.e. received after **18 October 2013** may not be catered to, and if available, will be subjected to a **30% surcharge**. Order received after **29 October 2013** or **on-site** may not be provided and, if available, will be subjected to a **50% surcharge**. Priority will be given to advance orders.

11.1 COMPRESSED AIR

NO	ITEM	UNIT COST (HKD)	QTY	COST (HKD)
1	20mm (Dia.) Main Supply Line with 5m Long Hose and Stop Valve	4,200.00		
2	Tapped Main Supply Line (One Tapped-off Only)	2,500.00		
3	Connection Charges (Please provide the pipe diameter) (Connection between terminal of supply hose and mainline/ equipment is to be carried out by the exhibitor or their own contractors. Connectors or joints are to be provided by exhibitors or their own contractors.)	1,050.00		
				30% surcharge for order received after 18 October 2013
				50% surcharge for order received after 29 October 2013
				Total

11.2 WATER DRAINAGE

NO	ITEM	UNIT COST (HKD)	QTY	COST (HKD)
1	Water In/ Out with Sink	4,600.00		
2	Connection Charges – Water Supply or Drainage (Please provide the pipe diameter) (Exhibitors are required to bring an adaptor for connection to their equipment and must supply their own special regulating units if they require specific water temperature and water pressure)	2,500.00		
3	Water In/ Out	1,050.00		
				30% surcharge for order received after 18 October 2013
				50% surcharge for order received after 29 October 2013
				Total

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11

Compressed Air & Water Drainage



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon
Hong Kong
mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524
Fax: +852 3605 9492

Remarks

1. Please indicate the location of the rental items on the Location Plan on Form 5. Otherwise, they would be installed at Milton's discretion. Any relocation on-site will be charged additionally.
2. Price quoted is for the whole duration of the exhibition, 19-22 November 2013.
3. For payment method, Please refer to the Payment Method attached.
4. Confirmation of order is subject to full payment in advance.
5. Any rental is out of the above listed, please order from the Official Contractor directly.
6. Exhibitors shall use the equipment in a careful and proper manner and in accordance with Rule and Regulations issued by the Organizer. Hirer is not allowed to make any alternations, modifications, attachments and/or additions to the equipment rented.
7. Cancellation of orders will only be accepted in writing on or before 29 October 2013, and subject to a 30% cancellation charge. If cancellation involves electricity supplies by venue, such charge will be advised separately after confirmation with venue. Cancellation of orders will NOT be accepted after 29 October 2013.
8. Any complaints regarding rental furniture must be lodged the day before the exhibition commence. Otherwise all items are deemed to have been received in good order.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11

Compressed Air & Water Drainage



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng
Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

11.3 Payment Method

1. Pay via Cheque

- Cheque should be crossed
- Only Hong Kong local cheque is accepted
- Payable to "Milton Exhibits (Hong Kong) Limited"
- Please state the invoice number and the booth number at the back of the cheque

2. Pay via Telegraphic Transfer

- Bank name: The Hong Kong & Shanghai Banking Corporation Ltd.
- Bank address: Tai Yau Street Branch, G/F, 26-28 Tai Yau Street. San Po Kong, Kowloon
- Account name: Milton Exhibits (Hong Kong) Limited
- Account number: 004-191-700947-838
- Swift code: HSBC HK HHHKH
- Please send us the remittance notice by fax or email for our easy checking

3. Payment via Credit Card

- Please fill in and return the credit card form (Section 7.3) attached below.
- Only Visa and Master are accepted
- American Express and China UnionPay are not accepted
- Only Hong Kong Dollar is accepted

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

11

Compressed Air & Water Drainage



To be returned by: **18 October 2013**

Please complete and return to:

Ms Eve Lam/ Mr Ben Ng

Milton Exhibits (HK) Ltd.

3/F, Midas Plaza, 1 Tai Yau Street, Kowloon

Hong Kong

mhatwo@milton-hk.com

Tel: +852 3605 9634/ +852 3605 9524

Fax: +852 3605 9492

11.4 Payment Method – Credit Card Form

Please Tick the Appropriate Box

VISA

MASTERCARD

Card Number :

Card Issuing Bank :

Card Expiry Date :

Cardholder's Name :

Amount :

HKD

Invoice Number :

Booth Number :

Cardholder's Signature :

Date :

Contact Email :

For Official Use Only	
Auth Code No.	Date

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

12 Heavy & Large Exhibits



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

12.1 CONTACT

The submission of this form is compulsory for exhibitors who are NOT appointing Agility as their official freight forwarder, but are engaging an external freight forwarder to undertake their freight services for categories listed as list:

- Heavy Exhibits* : Any single exhibit between 500kg – 3,000 kg
- Large Exhibits* : Any single exhibit exceeding 2.50m (L) x 2.20m (W) x 2.20m (Ht)
- Tall Exhibits* : Any single exhibit exceeding 2.2m (height) on display
(Relative location must be submitted for approval)

*Floor loading inside exhibition Hall 3G must not exceed 1,700 kg/sqm or 350 lbs/sq ft. If exhibitors would like to bring any equipment exceeding the limit above, they will need to inform the Organizers **1 month before move in date**. The Organizers will then advise on the documentations required for submission for approval to bring in the equipment

These external freight forwarders are only allowed to deliver their clients' goods / equipment / exhibits (as above categories) to the loading bay BUT NOT inside the hall and / or to their respective booths.

All delivery services within the hall, especially those that require the use of any lifting equipment / machinery are supposed to be handled only by the official freight forwarder appointed above.

Exhibitors are required to fill up this form, together with the attached layout plan 12.3 (indicate the placement of your item) as well as all shipping documents, and submit them to chchan@agilitylogistics.com.

Please note that the Organizer and the official freight forwarder will **NOT** be held liable for any delay of goods / equipment / exhibits to the exhibitors' respective booths should they fail to adhere to the above stipulated deadline.

Exhibitors or their agents are solely responsible for the early installation of their heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late.

Please tick where applicable.

- We will not be appointing Agility Fairs & Events Logistics Limited.
Our appointed Freight Forwarder is:

Company	:			
Address	:			
	:			
Tel	:		Fax	:
Email	:			

12 Heavy & Large Exhibits



Please address all correspondence concerning exhibition freight forwarding matters to:

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2107, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

12.2 HEAVY & LARGE EXHIBITS

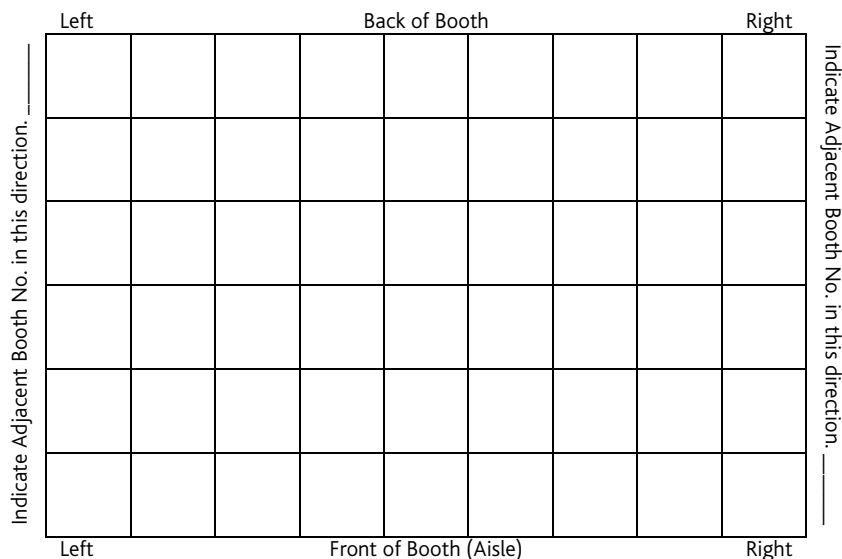
We have the following heavy and/or large exhibit (s):

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Hong Kong seaport / Hong Kong airport (HKG)

*Please make copies if necessary

12.3 LAYOUT PLAN

Please indicate placement of your item in the below plan



Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.1 DEADLINE / TIME SCHEDULE

Submission of these forms is compulsory for all Exhibitors who are appointing Agility as their official freight forwarders and is to be completed by the respective deadlines.

Exhibitors who are engaging external freight forwarders to undertake their freight services are required to fill in Form 12 – Heavy and Large Exhibits.

1. AIRFREIGHT

i. DOCUMENT DEADLINES

The following documents must reach us not later than **04 November 2013**.

- 1 copy of Airway Bill
- 1 copy of Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

ii. CARGO DEADLINES

The cargo must arrive at Hong Kong International Airport no later than **11 November 2013**.

2. SEAFREIGHT

i. DOCUMENT DEADLINES

We need the following documents not later than

*** 28 October 2013 - LCL Shipment**

*** 04 November 2013 - FCL Shipment**

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of Commercial Invoice and Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

ii. CARGO DEADLINES

The cargo must arrive Hong Kong seaport no later than

*** 04 November 2013 - LCL Shipment**

*** 11 November 2013 - FCL Shipment**

Note: Current and actual cost levied by Airport or Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.2 SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS LIMITED

Unit 2105-2107, 21/F, CITIC Telecom Tower,

93 Kwai Fuk Road,

Kwai Chung, NT, Hong Kong

Tel : (852) 2211 8200

Fax : (852) 2866 2421

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS LIMITED

Tel : (852) 2211 8200

Fax : (852) 2866 2421

For: **SIGGRAPH Asia 2013**

All documents such as Airway Bill / Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

13.3 PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.4 CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

SIGGRAPH Asia 2013

c/o Agility Fairs & Events Logistics Limited

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight : _____

Dimensions : _____

13.5 MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

13.6 MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Hong Kong. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

13.7 RE-EXPORTATION

Re-export formality will require about 1 week prior to shipment re-export out of Hong Kong. In the event, the exhibitor needs the goods to be re-exported urgently, please contact our representative at the fairground for your request.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

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Fax: +852 2866 2421

13.8 CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List should be faxed or e-mailed to Agility Fairs & Events Logistics Limited for checking prior to the shipment departure from the country of origin.

If required, Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Agility Fairs & Events Logistics Limited can guarantee such license will be granted.

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Agility Fairs & Events the following documents / information for application of licenses in Hong Kong at least **21 (twenty-one) days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

Order form only valid with complete company details

Company Name: _____

Person in charge: _____

Fax: _____

Tel: _____

Date & Signature: _____

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.9 STORAGE CONDITION

The Owners/Agents forwarding goods for storage (hereinafter referred to as 'the depositor') hereby declare that they are the Owners/Agents of the goods, and in forwarding such goods for storage accept the following terms and conditions.

Goods received for storage are not insured by Agility Fairs & Events Logistics Limited (hereinafter referred to as 'The Company') and are stored entirely at the risk of the Depositor. The Company can however impose an insurance coverage on behalf of the Depositor upon request by writing, provided that the premium in respect of such insurance is paid or agreed to be paid by the Depositor.

The Company will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.

The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.

13.10 HEAVY-LIFT SURCHARGES

Our tariff is applicable for individual exhibit not exceeding **3,000 kg** per package. Individual exhibit in excess of **3,000 kg** per package or dimension exceeding **L3m x W2m x H2m** per package will be subjected to an individual quotation when the dimensions and weights are provided.

13.11 FUMIGATION RULES IN HONG KONG

For shipment that will be re-exported from Hong Kong to USA, Canada or Australia, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.12 HIRE OF LABOUR ETC

Our rates including unpacking and repacking on-site during normal work hours, if exhibitor requires additional labors or equipment, please contact us for quotation.

13.13 DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting Agility Fairs & Events.

13.14 ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

13.15 INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

REQUEST FOR INSURANCE

Upon written instructions, Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.16 PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Details of our bank account:

The Hong Kong & Shanghai Banking Corporation

Hay Wah Building Office

Hong Kong

Account No. 110-109097-001 (HKD)

110-3-803050 (USD)

(Remitting bank charges are to be borne by the exhibitor)

13.17 TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of Agility Fairs & Events' services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited
Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road
 Kwai Chung, NT, Hong Kong
chchan@agilitylogistics.com

Tel: +852 2211 8206
Fax: +852 2866 2421

13.18 COMMERCIAL INVOICE & PACKING LIST

Please fill up this form **and submit by the respective deadlines to Agility**. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of Commercial Invoice and Packing List form are as follows:

- All entries must be in English Language.
- A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as " 1:3 scale (cutaway) missile model "or" souvenirs - Lapel pins" or "wooden display plinth floor standing", etc.
- Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value ".
- The following declaration must be indicated: "The invoiced goods are of.....(country)....origin and are intended for display purposes only at the exhibition site in Hong Kong."

(Please Circle)

1.	To arrange for transportation from the below address/ country to the delivered exhibition booth or vice versa: Address: _____ Country : _____ Contact : _____ Tel : _____ Fax : _____ E-mail: _____	INWARD	YES	NO
		OUTWARD	YES	NO
2.	To arrange transportation from arriving at the fairground to the delivered exhibition booth or vice versa	INWARD	YES	NO
		OUTWARD	YES	NO

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

13 Freight Services



To be returned by: **18 October 2013**

Agility Fairs & Events Logistics Limited

Ms. Christina Chan

Unit 2105-2017, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

chchan@agilitylogistics.com

Tel: +852 2211 8206

Fax: +852 2866 2421

13.19 COMMERCIAL INVOICE & PACKING LIST (CONT'D)

Item No.	Description Of Exhibits	Bare or Packed	Dimensions L x W x H (cm)	Gross Weight (kg)

Documents & Consignments Deadline in Hong Kong

i. Sea freight

- Receipt of documents for sea freight consignments: **28 Oct 2013 – LCL / 04 Nov 2013 – FCL**

- Arrival of sea freight consignments: **04 Nov 2013 – LCL / 11 Nov 2013 – FCL**

ii. Airfreight

- Receipt of documents for airfreight consignments: **04 Nov 2013**

- Arrival of airfreight consignments: **11 Nov 2013**

iii. Local Exhibits

- Receipt of documents for local exhibits: **08 Nov 2013**

- Collection of local exhibits in Hong Kong: **14-15 Nov 2013**

Notes:

- If your individual exhibits exceeds 3,000kg or 3x2x2m, we may have to conduct a cargo survey to facilitate our logistics planning.
- It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, during the period the exhibits are handled by Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

(If your exhibits' details exceed one page, please make a copy for continuation)

Order form only valid with complete company details

Company Name:

Person in charge:

Fax:

Tel:

Date & Signature:

14 Exhibition Staff



To be returned by: **18 October 2013**

Please complete and return to:

Ms Karen Choi

GL events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Industrial Building,
428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Yau Tong, Hong Kong

Tel: 852 3752 9855

Karen.choi@gl-events.com.hk

14.1 EXHIBITION TEMPORARY STAFF

- Orders received after 18 October 2013 will be subjected to availability and a surcharge of 20%

We will require the following staff for our booth:

Staff	Date (please tick ✓)			Number Required	Costs (HKD)
	20 Nov	21 Nov	22 Nov		
Booth Assistant (English/Cantonese/Mandarin) *(HKD\$100/Hour)					
Promotional Hostess (English/Cantonese/Mandarin) *(HKD\$110/Hour)					
General Interpreter					
Interpreting Hostess Any languages *(HKD\$150/Hour)					
Professional Interpreter Bilingual: Cantonese / Chinese/ English - French / German / Italian / Spanish / Japanese *(HKD\$600/Hour)					
Grand Total (HKD)					

Booth Assistant: Welcome attendees; provide them with brief explanation of the products in English and/or Cantonese / Chinese.

Promotional Hostess: Promote the brand and products to visitors with appropriate speech.

Interpreting Hostess: The same role as the booth assistant with higher competency in linguistic ability. Capable of translating casual conversation between attendees and exhibitors.

Professional Interpreter: Able to do negotiation and detailed translation.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

14 Exhibition Staff



To be returned by: **18 October 2013**

Please complete and return to:

Ms Karen Choi

GL events Hong Kong Limited

Unit G-L, 5/F, Wing Shan Industrial Building,
428 Cha Kwo Ling Road, Yau Tong, Hong Kong
Yau Tong, Hong Kong

Tel: 852 3752 9855

Karen.choi@gl-events.com.hk

The above prices are exclusive of meals and working hours are from 9:30am-6:00pm on Day 1 and Day 2 and 9:30am to 5:00pm on the last day of event. All staff are to report 15 minutes before start of day. (Proposed overtime, subjecting to actual on-site need.)

Notes:

1. The above price is exclusive of meals, transportation expenses and tax, if any.
2. Confirmation of booking is upon receipt of payment.
3. Exhibitor will be liable for all bank charges for payment via bank transfer.
4. Exhibitor will arrange to provide an hour for lunch break.
5. For cancellations within 7 business days before the actual booking date, a 100% fee will be charged.

Please provide additional remarks, if any: _____

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

15 Security Services



To be returned by: 1 November 2013

Please complete and fax this form to:

Mr Burns Chow

Hong Kong Convention & Exhibition Centre (Management) Ltd

1 Expo Drive, Wanchai

Hong Kong

burnschow@hkcec.com

Tel: +852.2582.7113

Fax: +852.2582.7106

15.1 SECURITY SERVICES

- Orders received after 1 November 2013 will be subjected to availability and a surcharge of 15%
- Orders received on-site will be subjected to a surcharge of 30% on the basic rates

1. Security Services		HKD per Shift (Consecutive Hours)								
		4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours
a	Security Guard	568	658	718	776	785	849	933	1025	1,119
b	Security Supervisor	631	719	809	876	935	997	1054	1,159	1,264
c	Security Officer	959	1048	1086	1,221	1,317	1,461	1,548	1,702	1,856
d	Guard in Plain Clothes	702	789	888	976	1,097	1,215	1,262	1,388	1,514
e	Armed Guard	N/A	N/A	N/A	N/A	1,888	2124	2,360	2,5688	2,831

2. Security Details		No. of Labour	Working Period				Total Hours	Total HKD (\$)
			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%								
Total Amount								
Calculation charge								

15 Security Services



To be returned by: **1 November 2013**

Please complete and fax this form to:

Mr Burns Chow

Hong Kong Convention & Exhibition Centre (Management) Ltd

1 Expo Drive, Wanchai

Hong Kong

burnschow@hkcec.com

Tel: +852.2582.7113

Fax: +852.2582.7106

15.2 PAYMENT

CREDIT CARD INFORMATION

AMEX

VISA

MASTER

DINERS

Card Number: _____

Cardholder Name: _____

Expiry Date: _____ Signature: _____

15.3 CANCELLATION

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	Labour - Security Personnel Services	2 Weeks	50%	100% ≤ 3 days	2 Weeks	50% ≤ 7 days	100% ≤ 3 days

Notes:

1. 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.
2. 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.
3. For Armed Guard services, a minimum of 1 Armed Guard must be employed for relief/stand-by purposes.
4. 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.
5. 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.
6. For security services requested in excess of 12 consecutive hours, personnel charges will be calculated for a minimum of 14 hours and 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 \$1,443 (\$897 + \$546); charges for security guard service for 15 consecutive hours will total \$1,530 (\$897 + \$633); and, charges for security guard service for 16 consecutive hours will total \$1,587 (\$897 + \$690).
7. Services for guard services for cash-in-transit may be quoted upon request.
8. Please see enclosed for General Notes and Conditions.
9. Orders will not be processed until full payment is made.

Order form only valid with complete company details

Company Name:

Stand No:

Company Address:

Fax:

Tel:

Email:

Contact:

Date & Signature:

16 Cleaning Services



To be returned by: **1 November 2013**

Please complete and fax this form to:

Mr Burns Chow

Hong Kong Convention & Exhibition Centre (Management) Ltd

1 Expo Drive, Wanchai

Hong Kong

burnschow@hkcec.com

Tel: +852.2582.7113

Fax: +852.2582.7106

16.1 CLEANING SERVICES

- Orders received after 1 November 2013 will be subjected to availability and a surcharge of 15%
- Orders received on-site will be subjected to a surcharge of 30% on the basic rates

1.	Hall and Stand Cleaning for Exhibition Area	
a.	Gross area of the exhibition venue(s)	HK \$ 2.45 per sqm Per standard Event Open Day (up to maximum 11 show hours)
b.	Extended show hours in addition to standard show hours	HK \$ 0.36 per sqm Per hour or portion thereof

2.	Rubbish Disposal by Trucks	HK\$ per Truck
a.	Disposal by truck (4-tonne) of empty boxes and general waste generated by organizers, contractors, exhibitors, etc (construction waste by Environmental Protection Department Protection Department are included)	1,836

3.	Industrial Disposal by Trucks	HK\$ per Truck
a.	Disposal by truck (4-tonne) of empty crates, abandoned wood and other stand materials (construction waste by Environmental Protection Department Protection Department are included)	3,244

CONFIRMATION OF ORDER:

User hereby confirms the order of the following service(s):

Booth cleaning for Exhibition

Gross area: _____ (m²) x _____ (event open days) x \$2.45 = HK\$ _____
 Gross area: _____ (m²) x _____ (extended show hours) x \$0.36 = HK\$ _____

Rubbish Disposal Trucks and Industrial Rubbish Disposal Trucks

The actual number of rubbish disposal trucks and industrial rubbish disposal trucks used for rubbish disposal will be recorded by HML staff on site. A summary of the final number of trucks used along with the total charges will be available on request for client's reference following the completion of all rubbish removal. Organisers may monitor the rubbish removal process, if desired, for verification

16.2 PAYMENT

CREDIT CARD INFORMATION

AMEX

VISA

MASTER

DINERS

Card Number: _____

Cardholder Name: _____

16 Cleaning Services



To be returned by: **1 November 2013**

Please complete and fax this form to:

Mr Burns Chow

Hong Kong Convention & Exhibition Centre (Management) Ltd

1 Expo Drive, Wanchai

Hong Kong

burnschow@hkcec.com

Tel: +852.2582.7113

Fax: +852.2582.7106

Expiry Date: _____ Signature: _____

16.3 CANCELLATION

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	Labour – Housekeeping Attendant Services	1 Weeks	30%	100%	1 Weeks	30%	100%

Notes:

- Cleaning Stands, Licensee's furniture and aisles throughout the Licensed Area includes:
 - vacuuming / sweeping and mopping Stand floors and Aisles;
 - emptying and cleaning all wastepaper bin; and,
 - wiping clean counters / desktops, etc. (exclusive of exhibitor display products)
- During the event open days, complete cleaning services will be carried out once daily either before the opening or after the close of exhibition, with random cleaning during event hours.
- Removal of spillage of oil, paints and other substances on the floor, walls and any other surfaces will be charged separately.
- Rubbish disposal by truck includes the labour and equipment for disposing of the rubbish.
- The actual number of rubbish disposal trucks and industrial trucks used for rubbish disposal will be recorded by HML staff onsite. A summary of the final number of trucks used along with the total charges will be available on request or client's reference following the completion of all rubbish removal. Organizers may monitor the rubbish removal process, if desired, for verification
- Orders will not be processed until full payment is made.

Company Name: _____

Stand No: _____

Company Address: _____

Fax: _____

Tel: _____

Email: _____

Contact: _____

Date & Signature: _____



香港會議展覽中心
Hong Kong Convention and Exhibition Centre

致：各參展商
Dear Exhibitor,

香港會議展覽中心誠與閣下磋商餐飲安排，以助閣下於展覽期間款待賓客。
The Hong Kong Convention and Exhibition Centre (HKCEC) is happy to discuss any catering requirements to assist you in entertaining your clients.

預先籌劃攤位及員工的餐飲安排 Plan Your Stand and Staff Catering in Advance

閣下是否正為籌備展覽而費神？我們專誠附上展覽會餐飲訂購表格，幫助閣下計劃展覽期間的餐飲安排。閣下只需填妥表格，並連同閣下的支票或信用卡資料寄回本中心，便可於展覽當日輕鬆享用所訂購之美食。如未能及早預訂，閣下亦可於展覽期間，親臨展覽廳內之餐廳及小食亭安排有關事宜。每次訂購食物達港幣三百元或以上，本中心將提供送餐服務。

As you are busy preparing for the show, we are happy to help you plan your catering. In order to avoid any last-minute orders on the show day, we have attached an Exhibition Stand Catering Order Form for your perusal. Just send us the completed form along with a cheque or your credit card details and we shall meet your catering needs during the show. Should you prefer to order on-site, simply place your order at the Cafeteria or Snack Bar inside the hall on the show day. Delivery service is also available for any order, at a minimum of HK\$300.

接待室 Hospitality Rooms

如需安排私人活動、早餐會議、新聞簡報會或在展覽廳外享用較幽靜的環境，歡迎租用本中心面向維港、優雅舒適的會議室。
If you are planning a private function, breakfast meeting, press briefing, or just want to enjoy a quiet environment outside the exhibition hall, you can book our superior meeting rooms with impressive harbour views.

餐廳* Restaurants*

香港會議展覽中心設有七間餐廳，提供各式各樣的中西美食，其中多間餐廳坐擁迷人的維港景致。閣下可選擇**港灣茶餐廳**的正宗港式美食、**維港咖啡閣**的精選自助午餐、**金紫荊粵菜廳**的得獎粵菜和點心、**會景餐廳**的環球美食自助餐、**意日閣**的意日美食、**新滬坊**的傳統上海菜式，或於**港灣道Café**享用一杯香濃咖啡。

The HKCEC offers 7 restaurants providing a variety of quality Asian and Western cuisines. Most of them offer stunning harbour view. You can savour local flavours at **Harbour Kitchen**; enjoy a lunch buffet at **Port Cafe**; treat your clients to award-winning Chinese cuisine at **Golden Bauhinia Cantonese Restaurant**; try an international gourmet buffet at **Congress Restaurant**; taste Italian and Japanese cuisines at **Traders**; have a traditional Shanghainese cuisine at **New Shanghai**; or simply enjoy a cup of freshly brewed coffee at **Harbour Road Café**.

順祝閣下展覽成功！歡迎與我們聯絡：

We wish you a very successful show at the HKCEC. Please contact us at:

電話 Tel : +852 2582 8888 (內線 ext. 7910)

傳真 Fax : +852 2802 0177

李明麗 Amy Li

飲食項目策劃及統籌副經理 Food & Beverage Event Planning & Co-ordination Deputy Manager

我希望取得有關攤位餐飲安排及接待室的詳情
I would like to receive further information on stand catering and hospitality rooms

聯絡人 Contact Person : _____

公司名稱 Company Name : _____

展覽名稱 Name of Exhibition : _____

電話 Tel : _____ 傳真 Fax : _____

電郵 E-mail : _____

* 請聯絡飲食部查詢各餐廳於展覽期間之營業時間。

Please contact Food and Beverage Department for the opening hours of different catering locations during the exhibition period.

Managed by Hong Kong Convention and Exhibition Centre (Management) Ltd.

香港會議展覽中心(管理)有限公司負責管理

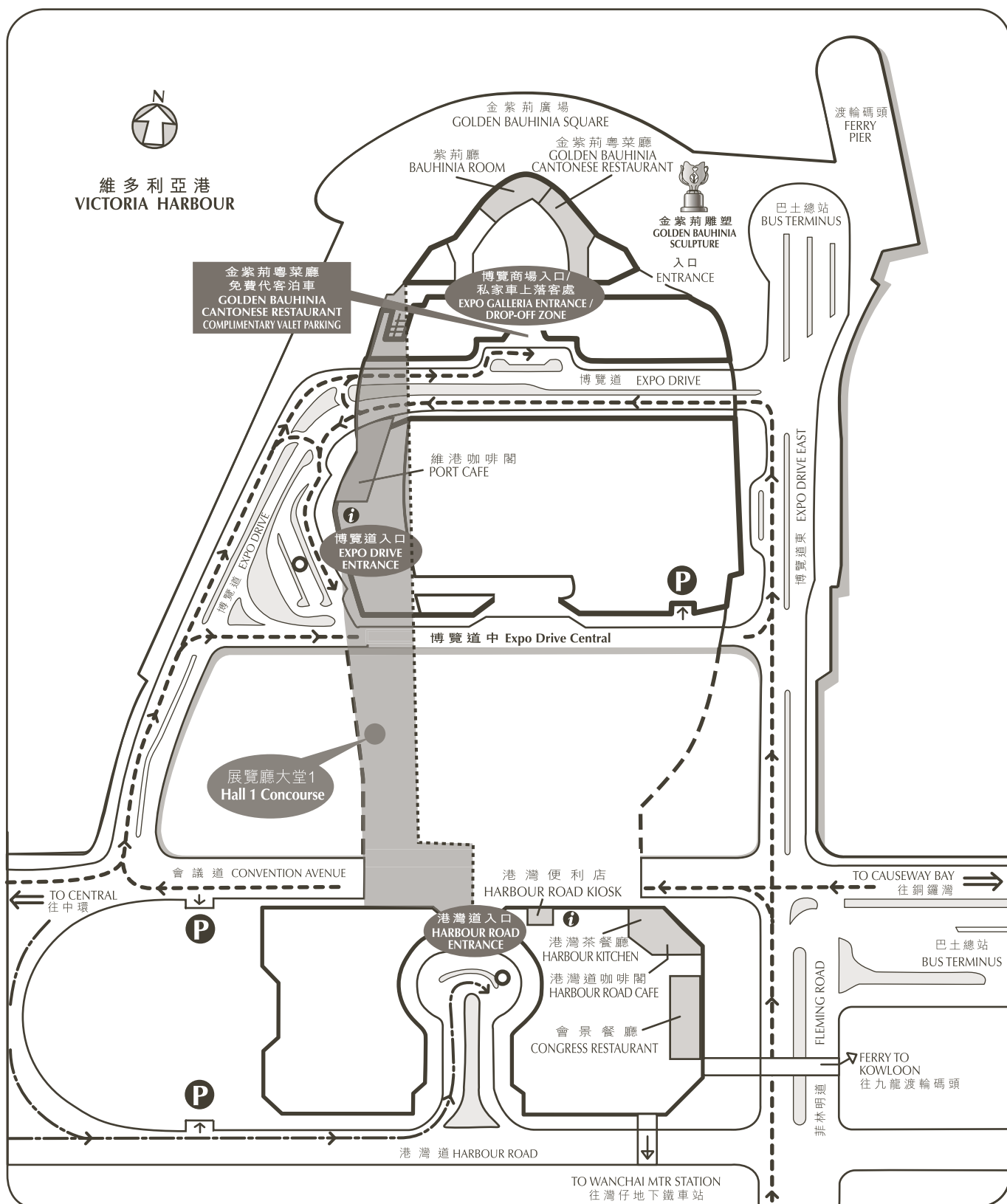
Member of NWS Holdings

新創建集團成員

1 Expo Drive, Wanchai, Hong Kong, China 中國香港灣仔博覽道一號

Tel: +852 2582 8888 Fax: +852 2802 0000 E-mail: info@hkcec.com Website: www.hkcec.com

主要入口示意圖 MAIN ENTRANCE LOCATIONS



- P** 停車場入口 Carpark Entrance
- O** 的士站 Taxi Stand
- i** 詢問處 Information Counter
- 往博覽道入口 To Expo Drive Entrance
- 往港灣道入口 To Harbour Road Entrance

會景餐廳

Congress Restaurant

使用港灣道入口，乘升降機按 6 號
At Harbour Road Entrance, use lift and press 6

金紫荊粵菜廳 / 紫荊廳

Golden Bauhinia Cantonese Restaurant / Bauhinia Room

位於博覽商場，依隨金紫荊粵菜廳及博覽商場之標誌指引
Expo Galleria, follow Golden Bauhinia and Expo Galleria signage

港灣茶餐廳 / 港灣道咖啡閣

Harbour Kitchen / Harbour Road Cafe

位於港灣道入口
Located at Harbour Road Entrance

維港咖啡閣

Port Cafe

位於會議室 301-312 之入口
Located at entrance to Meeting Rooms 301-312





香港會議展覽中心
Hong Kong Convention and Exhibition Centre

展覽會餐飲訂購表格 EXHIBITION STAND CATERING ORDER FORM

只適用於港幣300元或以上之訂單
Minimum order HK\$300

價錢適用至二零一四年六月三十日
Prices are valid until 30 June 2014

請填妥本表格並於展覽舉行前十個工作天寄回本中心。逾時遞交之表格，將不獲保證其送貨時間。

PLEASE RETURN THIS FORM TO US AT LEAST 10 WORKING DAYS BEFORE THE SHOW STARTS. LATE ORDERS WILL NOT BE GIVEN A GUARANTEED DELIVERY TIME.

公司名稱 Company Name: _____ 聯絡人 Contact Person: _____

地址 Address: _____

電郵地址 E-mail Address: _____ 電話 Tel: _____ 傳真 Fax: _____

展覽名稱 Name of Exhibition: _____ 展覽廳 Hall No.: _____

攤位編號 Stand No.: _____ 送貨日期 Delivery Date: _____ 送貨時間 Delivery Time: _____

備註：每張訂購表格只供一次送貨服務；如多於一次，請另加訂購表格。Remarks: Each order form is only used for one delivery transaction. Please fill in additional order form(s) for more than one delivery service
以下餐飲訂購並不包括侍應生服務，如有需要請聯絡飲食部查詢。Waiter service not included. Please contact Food and Beverage Department for details

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
食品 FOOD			
凍小食 Cold Canapés 每打 @dozen			
<input type="checkbox"/> 吞拿魚脆米餅 Yellow Fin Tuna on Rice Cracker	280		
<input type="checkbox"/> 越式香茅蝦粉卷 Vietnamese Lemongrass Shrimp Roll	280		
<input type="checkbox"/> 法式豬肉醬配脆火腿 Pork Rillettes with Crispy Ham	280		
<input type="checkbox"/> 蒜香雞肉多士 Chicken Escabache Tapa on Crouton	260		
<input type="checkbox"/> 香醋烤蘑菇 Over-roasted Mushroom with Sherry Vinegar	260		
精選糕點 Premium Pastry 每打 @dozen			
<input type="checkbox"/> 煙肉芝士鬆餅 Montgomery Cheddar and Bacon Muffin	280		
<input type="checkbox"/> 雜錦芝士多士 Assorted Bruschetta	280		
<input type="checkbox"/> 迷你雞批 Mini Chicken Pie	180		
<input type="checkbox"/> 朱古力焦糖小蛋泡 Chocolate and Caramel Puff	180		
<input type="checkbox"/> 甘菊餅 Carrot Cake with Pecan Nuts	180		
彩虹迷你三文治 Rainbow Sandwich Rolls 每打 @dozen	280		
雜錦開面三文治 Assorted Open Face Sandwiches 每打 @dozen	290		
美式曲奇餅 Assorted American Cookies 每打 @dozen	130		
歐陸曲奇餅 Assorted European Cookies 每打 @dozen	90		
每次送貨將供應即棄餐具 Disposable ware will be provided for each order			
其他飲食供應 PROVISIONS			
咖啡 (約五杯) Coffee in thermo pot (5 cups) 每壺 @pot	100		
不含咖啡因咖啡附一壺熱水 (五小包) Decaffeinated coffee with (5 sachets) hot water in pot	100		
錫蘭紅茶 (約五杯) Ceylon tea in thermo pot (5 cups) 每壺 @pot	100		
每壺茶或咖啡將供應五份咖啡奶，十份糖，五隻耐熱即棄杯及攪拌棒 5 portions of coffee milk, 10 portions of sugar, 5 paper cups and stirrers will be provided for each pot			
咖啡機(附蒸餾水) Mobile Coffee Machine (with distilled water) - 50粒咖啡/特濃咖啡囊 50 regular coffee / espresso capsules	850		
五十份咖啡奶，一百份糖，五十隻耐熱即棄杯及攪拌棒 50 portions of coffee cream, 100 portions of sugar, 50 paper cups and stirrers			
*需繳付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000		
凡訂購五十粒咖啡/特濃咖啡囊，將供應五十份咖啡奶 50 portions of coffee milk will be provided for 50 regular coffee/espresso capsules			
咖啡/特濃咖啡囊(不包括咖啡機) 50 regular coffee / espresso capsules (not including coffee machine)	850		
薯片 Potato chips 每包@pkt	15		
冰粒 Ice cubes 每包3公斤 3kg@bag	15		

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
食品 FOOD			
其他精選 Other Specialities 每碟 @platter			
<input type="checkbox"/> 各款進口芝士 Selection of Air-flown Cheese	560		
<input type="checkbox"/> 雜錦燻肉碟 Assorted Cured Meat Platter	560		
<input type="checkbox"/> 蘑菇蔬菜松露蛋批 Mushroom Quiche Root Vegetable and Black Truffle	420		
礦泉水、汽水及啤酒 MINERAL WATER, SOFT DRINKS & BEERS			
蒸餾水機每套包括 Distilled water package includes: - 蒸餾水機一部 1 Water dispenser - 18公升蒸餾水一支 18 Litres distilled water - 200隻紙杯 200 paper cups	400		
*需繳付可退還之訂金港幣四千元 Refundable deposit of HK\$4,000 is required	4,000		
18公升蒸餾水 18 Litres distilled water 每支 each	140		
(不包括蒸餾水機) (not including dispenser)			
50隻紙杯 50 paper cups 每套 @set	35		
250隻紙筒杯 250 paper cones 每套 @set	35		
Fiji 天然礦泉水 500ml 每6樽 @6 bottles	140		
San Pellegrino 有氣礦泉水 250ml 每6樽 @6 bottles	140		
伊雲礦泉水 500ml 每6樽 @6 bottles	140		
法國有汽礦泉水 330ml 每6樽 @6 bottles	140		
蒸餾水 800ml 每6樽 @6 bottles	90		
可口可樂 330ml 每6罐 @6 cans	100		
健怡可樂 330ml 每6罐 @6 cans	100		
七喜 330ml 每6罐 @6 cans	100		
橙汁 250ml 每6盒 @6 boxes	100		
蘋果汁 200ml 每6樽 @6 bottles	130		
番茄汁 200ml 每6樽 @6 bottles	130		
喜力啤酒 330ml 每6罐 @6 cans	180		
加士伯啤酒 330ml 每6罐 @6 cans	160		
生力啤酒 330ml 每6罐 @6 cans	160		
凡訂購礦泉水，汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 dozen of mineral water, soft drinks or beers			

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
餐酒 WINE			
特選香檳 Champagne – Sommelier's Selection @bot 每瓶	620		
特選紅酒 Red Wine – Sommelier's Selection @bot 每瓶	245		
特選白酒 White Wine – Sommelier's Selection @bot 每瓶	245		
凡訂購香檳或餐酒一瓶，將供應6隻即棄膠杯 6 plastic cups will be provided for each bottle of champagne or wine			
租用餐具及器皿 EQUIPMENT HIRE			
香檳杯 Champagne glass 每6隻 6 pcs	55		
白酒杯 White wine glass 每6隻 6 pcs	55		
紅酒杯 Red wine glass 每6隻 6 pcs	55		
水杯 Hi-ball glass 每6隻 6 pcs	55		
咖啡杯及碟 Coffee cup & saucer 每6套 6 sets	95		
甜品碟 Dessert plate 每6隻 6 pcs	75		
甜品叉 Dessert fork 每6隻 6 pcs	65		
茶匙 Tea spoon 每6隻 6 pcs	65		
冰桶 Ice bucket 每個 1 pc	200		
租金總值 (以每日作計算單位) TOTAL EQUIPMENT HIRE VALUE (per day):			
*需繳付相等於租金總值之可退還訂金 Plus refundable deposit amount equals to total equipment hire value:			
總訂購金額 TOTAL ORDER VALUE:			
另加一送貨服務費 10% DELIVERY CHARGE:			
可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT*			
應付總額 TOTAL PAYABLE:			
*請注意：已送出之食物或飲品，恕不退款。 * Delivered and unused items are non-refundable			

請填妥另頁付款表格 Please turn overleaf to complete the Payment Form

付款表格 PAYMENT FORM

本港客戶可以支票或信用咭付款。

Hong Kong customers may pay by cheque or with credit card.

支票抬頭請寫“香港會議展覽中心(管理)有限公司”並郵寄回香港灣仔博覽道一號，香港會議展覽中心飲食部收。

Cheque should be crossed and made payable to “Hong Kong Convention and Exhibition Centre (Management) Ltd.” and mailed to Hong Kong Convention and Exhibition Centre, Food & Beverage Department, 1 Expo Drive, Wanchai, Hong Kong.

海外客戶可以信用咭授權方式付款。

Overseas customers may pay with credit card.

本人 茲授權香港會議展覽中心以下述之信用咭作為租用餐具及器皿費用 / 飲食費用，總值為港幣 _____ 正。

I, _____ authorise the Hong Kong Convention and Exhibition Centre to use the following credit card for the settlement of equipment rental / food and beverage consumption in the amount of HK\$ _____ .

公司名稱:

Company Name: _____

展覽名稱:

Name of Exhibition: _____

攤位號碼:

Booth No.: _____

展覽日期:

Exhibition Period: _____

請選擇付款之方法:

Please select the payment method:

信用咭
Credit Card

現金(港幣)
Cash(HK\$)

持咭人

Cardholder's

信用咭號碼:

Credit Card No.: _____

簽署:

Signature: _____

姓名:

Name: _____

有效日期至:

Expiry Date: _____

地址:

Address: _____

電話:

Tel: _____

公司專用/授權號碼:

Internal Use Only / Authorisation Code:

經手人:

Handled by:

收據編號:

Receipt No:

日期:

Date:

即場訂購

On-Site Order

即場訂購須於送貨前24小時落單。

On-site orders must be made 24 hours before delivery.

顧客可以現金或信用咭付款。

Customers may pay in cash or with credit card.

展覽館內之餐廳及小食亭開放時間: 中午11時至晚上6時(展覽期內)

Opening hours of Cafeteria / Snack Bar inside the exhibition hall: 1100 – 1800 hours (during show days)

每張訂購表格最低消費為港幣300元正。(於送貨前24小時內取消訂單，需繳付總值之50%作為手續費。)

The minimum order for each delivery is HK\$300. Should you need to cancel the order less than 24 hours prior to the delivery, a cancellation charge of 50% of the total bill will apply.

請填寫以下空格

Please fill in the blanks:

– 所有租用器皿及用具須於 _____ (時間) _____ (日期) 收回。
All service equipment will be collected at _____ (time) on _____ (date).

– 所有瓷器、玻璃器皿及餐具須於 _____ (時間) _____ (日期) 收回。
All chinaware, glassware and cutlery will be collected at _____ (time) on _____ (date).

– 參展商接收所有器具、瓷器、玻璃器皿及餐具時，須檢查並簽收本中心之交貨票據作實。如遇有缺貨或損壞，參展商應於交貨票據上列明及簽署。
When the service equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the HKCEC's delivery note. In the event of any shortage or damage, the exhibitor shall endorse the note accordingly.

– 租用之器具、瓷器、玻璃器皿及餐具如有損壞或未能於該展覽完畢前交還，參展商須根據本中心之“餐具及器皿賠償價目表”作出賠償(顧客可於收貨時索取有關價目表作參考)。
If service equipment, chinaware, glassware or cutlery are damaged or not returned at the end of the event, the exhibitor shall indemnify any damage or loss incurred according to the HKCEC Replacement Price List which can be provided upon delivery.

– 請向飲食部索取有關條款及細則，以作參考。
Terms and conditions are available on request.

本餐用訂購表格以英文為準。

In case of discrepancy between the English and Chinese content, English is the overriding version.

18 Hotel Reservations



To be returned by: **Refer to forms**

SIGGRAPH Asia 2013 has negotiated discount rates for hotels within close proximity to the Hong Kong Convention and Exhibition Centre. While you may find better deals through online hotel booking websites, all room rates offered by our appointed hotels remain constant till SIGGRAPH Asia 2013.

Please note: All room reservation forms are to be returned to the respective hotels.



Empire Hotel Wan Chai

Situated between Central and Causeway Bay, the hotel is within minutes of walking distance from the Hong Kong Convention and Exhibition Centre and a myriad of entertainment options and shopping malls along Causeway Bay and Admiralty.



Empire Hotel Causeway Bay

Located away from the major buzz of Hong Kong's city life, the hotel occupies a central and convenient position in Causeway Bay on Hong Kong Island. It is within walking distance of major shopping areas and business districts.



Empire Hotel Tsim Sha Tsui

Situated in the central urban area of Kowloon, guests and visitors will find a galore of shops conveniently located within close vicinity. The hotel is 2 MTR stations away from the Hong Kong Convention and Exhibition Centre.



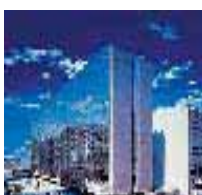
Grand Hyatt

Located on the prime waterfront on Hong Kong Island, the hotel is directly connected to the Hong Kong Convention and Exhibition Centre. The hotel is also a few minutes away from Central and Admiralty, and a 3-minute walk away from the Star Ferry to Tsim Sha Tsui.



Novotel Century Hong Kong

Located in Wan Chai, Hong Kong Island, the Novotel Century is a 10 minute walk from the Hong Kong Convention and Exhibition Centre, Star Ferry Station and Wan Chai MTR Station. It is also within a short walking distance to the shopping belt in Causeway Bay, and 2 MTR stations away from Tsim Sha Tsui and Central.



The Kowloon Hotel

Within walking distance, guests enjoy access to a magnificent view of the harbour, thousands of shops and restaurants, places of interest, and the Star Ferry Terminal. Get to the Hong Kong Convention and Exhibition Centre by taking an 8 minute ferry ride from the nearby Kowloon Point Star Ferry pier to Wan Chai, followed by an 8 minute walk via the skybridge.

18 Hotel Reservations

To be returned by: **Refer to forms**



Wharney Guangdong

Situated in Wanchai, the Wharney Guang Dong Hotel is within short walking distance of the Hong Kong Convention and Exhibition Centre, and all major public transportation systems including the MTR underground railway and the Star Ferry to Kowloon. It is also 5 minutes from the Central and Admiralty business districts as well as popular shopping areas.



The Harbourview Hotel Hong Kong

The Harbourview is located downtown on the north side of Hong Kong Island in Wanchai facing Hong Kong's famous Victoria Harbour. Just steps from Hong Kong Convention and Exhibition Centre in the central business district and near celebrated shopping and sightseeing spots, it is the perfect base for conducting business and exploring the city.

Group Code: G-0JNH Koelnmesse Pte Ltd 6th ACM SIGGRAPH 2013 Rooms available from 17 - 23 November 2013 GRAND HYATT HONG KONG RESERVATION FORM	Please return form to: Hyatt Worldwide Reservations Centre – Hong Kong Phone: 852 2584 7038 Fax: 852 2824 2077 E-mail: hongkong.reservations@hyatt.com
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BOOKING DETAILS:

Last Name (Mr/Mrs/Miss):	First Name:
Arrival Date:	Flight: Time:
Departure Date:	Flight: Time:

GUEST DETAILS:

Title:

Company:

Address:

State/Country:

Email:

Telephone:

ROOM REQUIREMENT:

No of Rooms required:

Room Type:

Grand Room	HK\$3,600	<input type="checkbox"/> Single	<input type="checkbox"/> Double
Grand Harbour View Room	HK\$4,000	<input type="checkbox"/> Single	<input type="checkbox"/> Double

The above rates are based on Hong Kong dollars (HK\$) and are quoted on a per room, per night basis, subject to 10% service charge.

- Complimentary Wifi access available in guest rooms and Grand Café
- If the specific room type is full, we will reserve the next category of rooms available.
- Extra bed can be arranged at HK\$400 plus 10% tax & service charge daily.

Preference:

<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-smoking	Remarks:
<input type="checkbox"/> King Bed	<input type="checkbox"/> Twin Bed	

TRANSPORTATION: Arrival Departure

Limousine Transfer Required:

Limousine transfer is available at HK\$900 per car one way. After completing Customs formalities, please approach the **Hyatt Limousine Desk** (Counter B18) located in front of **Exit B** of the Arrival Hall. Please ensure the most updated flight details is provided.

One limousine accommodates 3 guests with light luggage.

RESERVATIONS GUARANTEE:

American Express Diners Club Mastercard JCB Visa

Card Holder:

Card No:

Expiry Date:

Signature:

- Credit Card with expiry date is required at the time of booking. Room reservations without credit card details will not be processed.
- To protect the safety of your credit card information, please fax the below details to 852 2824 2077.

TERMS & CONDITIONS:

- 1) Return this form on or before **Friday, 18 October 2013**. All bookings are subject to availability.
- 2) Cancellation and amendment must be made before **Friday, 18 October 2013**, otherwise a penalty of one night room charge will be applied to the credit card.
- 3) No-show on the specified date of arrival will be subject to full room charges for entire stay as cancellation fee.
- 4) Check-in time is after 2:00 pm. Check-out time is before 12:00 noon.
- 5) Request for guaranteed early check in must be reserved and paid for the night prior.

Hotel guestroom renovation starting from 2 January 2013. For details please visit: hongkong.grand.hyatt.com

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at 'privacy.hyatt.com'.



HONG KONG CENTURY

238 Jaffe Road, Wanchai, Hong Kong

Ms. Snow Lau (Account Manager)

RESERVATION FORM

Novotel Century Hong Kong is strategically located in the heart of Wanchai, Hong Kong's shopping and entertainment district. Only 8 minutes walk to HK Convention & Exhibition Centre.

** Reservations should be made on or before 17 October 2013 **

"SIGGRAPH Asia 2013" 17 – 23 Nov 2013 (KO1611B)
17 – 23 November 2013, Hong Kong, China

Form with fields: Guest Name (First name, last Name, Mr./ Ms/ Miss/ Mrs), Arrival Date, Flight, ETA, Departure Date, Tel No, Fax No, Email, Room Type Reserved (Standard Room - HK\$1,650.00 plus 10% service charge & prevailing government tax), Buffet Breakfast (Optional), Benefits, Transportation (Airport Transfer Service), Room Preference (Single Room, Double Room, Twin Room, Non-smoking, Smoking).

I / We agree to guarantee this reservation by the credit card listed below:

ALL RESERVATIONS MUST BE GUARANTEED BY CREDIT CARD TO SECURE ROOM SPACE.

AMEX DINERS MASTER VISA

Card Holder Name

Card No. Expiry date

TERMS AND CONDITIONS

- In case of any cancellation notice given after 17 October 2013 OR no-show on the arrival day, first night room charge penalty will be levied to the given credit card.
This form should be returned to hotel on or before 17 October 2013. Bookings will be confirmed on first-come-first-serve basis. After the deadline, late bookings will be considered subject to hotel's availability and current selling rate.

Any further assistance, please contact Ms. Snow Lau – Account Manager at tel (852) 2507 6632 or fax (852) 2598 4837 or e-mail: H3562-SL6@accor.com Hotel website: www.novotelhongkongcentury.com

Attn: Tay Tay, Sales Executive
Tel: 852-2734-3875 Fax: 852-2301-2000
Email: Tayt@harbour-plaza.com
Website: www.harbour-plaza.com

Room Reservation Form for Koelnmesse Pte Ltd
(November 17-23, 2013)

The Kowloon Hotel is ideally located on Nathan Road's celebrated "Golden Mile", at the heart of Hong Kong's commercial, shopping, dining and entertainment district. The Kowloon Hotel is directly connected to Hong Kong's underground railway system (MTR) Tsimshatsui Station.

Guest Information

Guest Name : Mr./Ms (First Name) _____ (Last Name) _____
Arrival Date : _____ Arrival Flight: _____
Departure Date : _____ Departure Flight: _____
No. of Room(s) : _____ No. of Guests: _____
E-mail address : _____ Telephone: _____ Fax: _____

Room Rate : Superior Room at HK\$1600.00* Room only
 Superior Room at HK\$1720.00* with one daily buffet breakfast

**Above room rates are subject to 10%service charge and prevailing government tax, if any, per room per night.*

- Above special rates are applicable for reservation made **on or before October 04, 2013**
- Advance booking is required and confirmation is subject to room availability at the time of booking make
- If written amendment / cancellation for the above reservation(s) have not been received by the hotel 72 hours prior to the arrival, one night rental will be applied accordingly.

Transportation Arrangement (Please tick if transfer service if needed)

Transportation to/from airport: Limousine at HK\$600Net for maximum 4 persons per car per trip
(Arrival Flight details are required) Deluxe shuttle bus at HK\$130 per person per trip

Please advise arrival/departure flight schedule and approach B06 counter for the reserved shuttle bus from airport to hotel.

Please be noted that the above transportation cost is the current price for your reference only. Our Hotel reserves the right to revise the price without prior notice.

Guarantee Notification:

The above reservation(s) are guaranteed by: VISA / Master

Credit Card No. : _____ Expiry Date (mm/yy) : _____

Cardholder's Name : _____

If written amendment / cancellation for the above reservation(s) have not been received by the hotel 72 hours prior to the arrival, one night rental will be applied accordingly.

Hotel Use Only

Confirmation number: _____

Reservation confirmed by: _____ Date: _____

Reservation Request Form 房間預留申請表

SIGGRAPH Asia 2013

November 17-23, 2013

To : The Wharney Guangdong Hotel Hong Kong 57-73 Lockhart Road Wanchai Hong Kong
香港華美粵海酒店 香港灣仔駱克道 57 至 73 號

Attention : Sandy Dung, Senior Sales Manager, Sales & Marketing Department
市場及銷售部資深銷售經理董瑞冰

Fax no. 傳真 : (852) 2529 3282 **Direct Line 直線 :** (852) 2862 1006

E-Mail 電郵 : ssm@wharney.com **Website 酒店網址 :** www.wharney.com

Name 聯絡人 : _____ Company Name 公司名稱 _____
(Contact Person)

Fax 傳真 : _____ Contact No. 聯繫電話 _____

Email 電郵 : _____ Date 填表日期 _____

WE WOULD LIKE TO ARRANGE THE FOLLOWING ACCOMODATION (欲預留房間的客人資料):

New Reservation (房間預留) **Amendment (房間修改)**

1 Guest Name 客名 _____ No. of Person 人數 _____

2 Guest Name _____ No. of Person _____

3 Guest Name _____ No. of Person _____

4 Guest Name _____ No. of Person _____

Arrival Date 入住日期 _____ Departure Date 離店日期 _____

Arrival Flight 到港航班 _____

Room type 房型 - Superior Room 高級房 Room rate 房價 - HK\$1,080.00
No. of room 房量 () of Single room 單人房 (Above rate is subject to 10% s.c. per night per room
() of Twin room 雙人房 以上每晚的房價另加百分之十的服務費)

Buffet Breakfast 自助早餐 HK\$90net per person daily 每位每天港幣 90 元正
 Yes 需要, please arrange 請安排()buffet breakfast daily.
 No. 不需要

Guarantee by 保證入住 Credit card no 信用咭號 : _____
Expiry date 到期日 : _____
Card holder 持咭人姓名 : _____

(Please write down credit number, card holder's name and expiry date 請提供信用咭上資料)

Confirmation will subject to room availability 確認房間預留將視乎房間供應情況

- Please provide us a credit card number with expiry date for guarantee arrival on or before November 04, 2013. (請於 2013 年 11 月 4 日或之前提供信用咭資料以作保證入住.)
- Cancellation Policy: Cancellation/Amendment must be made before November 04, 2013 for any guaranteed reservations. Otherwise, one night penalty will be charged in case of late cancellation / amendment / No show booking. (房間可於 2013 年 11 月 4 日前提出修改或取消, 否則已作保證入住手續的房間或沒有於當天入住的房間, 酒店會在有關信用咭中收取受影響房間之一晚房租作賠償。不便之處, 敬請原諒!)

Thank you for your reservation. If you cannot receive our confirmation 48 hours, please re-send this form to us again. Sorry for any inconvenience caused. (如閣下於 48 小時內還未收到回覆, 請再傳一次, 謝謝)





HOTEL ROOM RESERVATION REQUEST FORM

Email: w.lee@koelnmesse.com.sg

SIGGRAPH ASIA HONG KONG 19 – 22 November 2013

Rooms are quoted at special conference rate at the The Harbourview Hotel, subject to availability. Please email your request to w.lee@koelnmesse.com.sg by **24 October 2013, Thursday**. Please note that for bookings made after **24 October 2013, Thursday**, rooms are subject to availability and prevailing rate.

ROOM CATEGORY

PREMIER PLUS ROOM	<input type="checkbox"/> HK\$1,000 + 10% Service Charge Per Room Per Night
PREMIER PLUS HARBOUR VIEW ROOM	<input type="checkbox"/> HK\$1,200 + 10% Service Charge Per Room Per Night
ROOM TYPE:	<input type="checkbox"/> SINGLE <input type="checkbox"/> TWIN <input type="checkbox"/> DOUBLE
BREAKFAST	<input type="checkbox"/> HK\$138 + 10% Service Charge Per Person Per Day
INTERNET	<input type="checkbox"/> HK\$100 for 24-hour usage

* Room rate are subject to 10% service charge and exclusive of breakfast and internet.

GUEST PARTICULARS

Please fill in the particulars as below:

SALUTATION MR / MS / MRS / DR / PROF	
NAME OF GUEST #1 (Please underline surname)	CONTACT NUMBER
NAME OF GUEST #2 (Please underline surname)	EMAIL

RESERVATION DETAILS

ARRIVAL DATE	FLIGHT NUMBER	FLIGHT TIME
DEPARTURE DATE	FLIGHT NUMBER	FLIGHT TIME

CREDIT CARD GUARANTEE

NAME OF CARD HOLDER:	
CREDIT CARD NUMBER:	EXPIRY DATE:
CARD HOLDER SIGNATURE:	TYPE OF CREDIT CARD: AMEX / VISA / MASTER / DINERS

Please note:

- Check-in time is 1400 hours and check out is 1200 hours
- **All reservations are confirmed only if it is guaranteed for arrival by a valid credit card.**
- **Cancellation within 7 days prior to arrival or No-show is subject to one night accommodation charge which will be charged to client credit card.**
- You will receive an acknowledgement email upon receipt of booking form. However, the booking reference will only be released after 4 November 2013.

For organizer's use

Confirmation Number:

Received by:

Please e-mail your reservation to w.lee@koelnmesse.com.sg.

For general enquiry, please contact The Harbourview Hotel Hong Kong
4 Harbour Road, Wanchai, Hong Kong | Tel: 852 2802 0111 | www.theharbourview.com.hk

19 Travel & Promotions



To be returned by: **Refer to forms**

19.1 "BUSINESS RIGHT HERE!"

As a registered exhibitor at SIGGRAPH Asia 2013, you can now enjoy an array of privileges under the "**Business Right Here!**" campaign presented by the Meetings and Exhibitions office of the Hong Kong Tourism Board.

The superb incentives and offers from participating merchants and travel trade partners available for you to enjoy during your stay in Hong Kong include:

- Dining
- Shopping
- Sightseeing
- Airport lounge facilities

Visit the "**Business Right Here!**" website at www.mehongkong.com/brh/org to find out more about your privileges!

19.2 SPECIAL AIRFARES FROM CATHAY PACIFIC & DRAGONAIR

Cathay Pacific Airways, the home carrier of Hong Kong, together with sister airline Dragonair, offer SIGGRAPH Asia 2013 exhibitors, attendees and travel companions an exclusive opportunity to enjoy great savings on flights to Hong Kong.

Book online via the MICE online offer page link below or contact your nearest **Cathay Pacific** and **Dragonair** reservations office and quote the MICE Event Code "**MICE967**" for SIGGRAPH Asia to enjoy special fares.

Book online now at http://www.cathaypacific.com/cx/en_HK/latest-offers/mice-offers/online-offers.html?loginreferrer=MICE-HK--MICE967--MICELOGIN--XX

Cathay Pacific is an international airline registered and based in Hong Kong offering scheduled passenger and cargo services to over 170 destinations in 39 countries and territories around the world. As Hong Kong's major airline, we provide vital links for trade and investment as well as leisure travel. Through our passenger and cargo services under both Cathay Pacific and Dragonair, we connect Hong Kong to the world.

