

## Stand Cleaning

## 攤位清潔服務 1 (Page 1/2)

For more information on this subject, please contact:

如有任何查询，请联系：

*\*Please complete the form in English*

\* 请用英文填写表格

**Helpdesk 客户服务处**

AsiaWorld-Expo 亚洲国际博览馆

E-mail 电邮: [helpdesk@asiaworld-expo.com](mailto:helpdesk@asiaworld-expo.com) Tel 电话号码: +852 3606 8000

Fax 传真: +852 3606 8001

Address: Hong Kong International Airport, Chek Lap Kok, Lantau, Hong Kong

地址: 香港大屿山赤鱲角 香港国际机场

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Description 項目	HK\$ per Hour 時薪 (港币\$)	
Housekeeping Attendant (Min. 6 hours per shift) 清洁工 (須最少连续雇用 六小时)	\$146 / per Hour \$146 / 小时	<p>The organizer will arrange for the general cleaning of the exhibition floor gangways and stands prior to the opening of the show and daily thereafter, including emptying and cleaning all wastepaper bins, vacuum cleaning, sweeping and mopping</p> <p>主辦方將在展會開幕之後每天安排展廳通道和攤位的一般清潔工作，包括清空和清潔所有廢紙簍、吸塵、掃地和拖地。</p>

Service Details 项目	No. of Labour 人数	HK\$ per Hour 时薪 (港币 \$)	Working Period 工作期间				Total Hours 总工作 时数	Total HK\$ 总数 (港币\$)
			6 September 2023 – 0800-1800 hrs		7-8 September 2023 – 0900 – 1800 hrs			
			Date 日期		Time 时段			
			From 由	To 至	From 由	To 至		
<b>Total Amount 总数:</b>								
<b>Total Without Adjustment 总数(不包括附加费):</b>								
Late Order Surcharge 20%逾期申请附加费 20% (order received after 23 August 2023) 於 8 月 12 日后收到订单								
Site Order Surcharge 30%现场申请附加费 30%(order received after 2 September 2023) 於 9 月 2 日后收到订单								
<b>Total Amount HK\$总数港币\$</b>								

**Stand Cleaning**  
**摊位清洁服务 2 (Page 2/2)**

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Hirer Details 租用人资料																																
<b>Company Name 公司名称:</b> <hr/> <b>Address 地址:</b> <hr/> <hr/> <b>Tel. 电话:</b> <hr/> <b>Fax 传真:</b> <hr/> <b>Email Address 电子邮件:</b> <hr/>	<b>I declare that I am a duly authorised signatory of the company</b> <b>谨此声明本公司授权之签署人:</b>  <b>Signature 签署:</b> <hr/> <b>Name 姓名:</b> <hr/> <b>Title 职称:</b> <hr/> <b>Date 日期:</b> <hr/>																															
Payment 付款																																
<p><small>* Order will not be entertained until full payment is made. 未全数缴付费用前，申请恕不受理。</small></p> <p><input type="checkbox"/> <b>Bank Transfer 银行转帐:</b> Date 日期 <hr/></p> <p><input type="checkbox"/> <b>Cheque/Bankdraft: No. 支票/银行汇票: 号码</b> <hr/></p> <p><b>By Credit Card: Please charge my credit card for the total sum of HK\$ <hr/> for the above ordered items.</b>  <b>信用卡支付: 请由本人之信用卡支取共港币\$ <hr/> 支付已订之项目。</b></p> <p><input type="checkbox"/> <b>VISA 威士卡</b>    <input type="checkbox"/> <b>MASTER 万事达</b>    <input type="checkbox"/> <b>AMEX 美国运通</b></p> <p><b>Card Holder's Name :</b> <hr/> <b>Card Issuing Bank:</b> <hr/></p> <p><small>(Printed Name)</small>  <b>持卡人姓名:</b> <hr/> <b>发卡银行:</b> <hr/></p> <p><small>(请填写信用卡上之姓名)</small></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Card No:</b>  信用卡号:</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> <p><b>码:</b></p> </div> <div style="width: 45%;"> <p><b>Expiry Date:</b>  有效日期:</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> <p align="center">m m / y y</p> <p align="center">月 月 / 年 年</p> </div> <div style="width: 10%;"> <p><b>Signature:</b>  签署:</p> <hr/> </div> </div>																																
<p>Please return this form <i>with photocopies of front and back of your credit card</i> to:  Operations Department, AsiaWorld-Expo Management Ltd.  请将此表格连同您信用卡的前背面复印本交回: 亚洲国际博览馆管理有限公司, 营运部.  Address: AsiaWorld-Expo, Hong Kong International Airport, Lantau, Hong Kong. Tel: 852-3606 8000 Fax: 852-3606 8001  地址: 香港大屿山香港国际机场亚洲国际博览馆 电话: 852-3606 8000 传真: 852-3606 8001  For other payment methods: Please refer to clause 16 of the Terms and Conditions.  其他付款方式: 请参阅一般守则及条款第 16 条规定.</p>																																

\* Remarks, Terms and Conditions printed overleaf apply to this order.  
\* 刊印于背页之附录、一般守则及条款适用于此订单。

**Remarks:**

1. Housekeeping Attendant/Cleaner is charged at a minimum of 6 hours shift basis. Any additional hour required will be charged at hourly basis.
2. Provision of labour is subject to availability at the time of ordering.

**TERMS AND CONDITIONS FOR THE RENTAL OF EQUIPMENT AND PROVISION OF SERVICES**

In these Terms and Conditions, "the Centre" shall mean AsiaWorld-Expo Management Ltd acting through its authorised representative, and "the Hirer" shall mean the person or company to whom the Centre rents equipment and/or provides services.

These Terms and Conditions shall apply to the renting of all equipment (the "Equipment") and the provision of all services (the "Services") by the Centre, unless otherwise agreed by the Centre in writing.

1. The deadline for placing orders to hire Services and Equipment shall be 21 days before the date of commencement of the organiser's licence period. Orders received after the deadline but before the licence commencement date shall be subject to a surcharge of 20% of the standard rates and orders received after the licence commencement date shall be subject to a surcharge of 30% of standard rates. The Centre reserves the right to refuse orders received after the deadline.
2. All Equipment provided by the Centre shall be used within the Centre, only, and exclusively for the specified exhibition(s) and event(s).
3. Provision of any Services and Equipment by the Centre is subject to availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. The Centre reserves the right not to accept any orders received and in such cases the applicant will be notified accordingly.
4. If by reason of force majeure, labour difficulties, shortage of Equipment or any cause outside the control of the Centre or not foreseeable by the Centre, the Centre is unable to provide all or any of the Services or Equipment ordered during the whole or any part of the duration of the exhibition or event, the Hirer's rights shall be limited to a refund on a pro-rata basis of the charges paid for the Services or Equipment.
5. Orders which are cancelled in writing more than 21 days before the commencement date of the organiser's licence period will not be charged. A cancellation charge of 30% of the value of the order will be applied to orders which are cancelled between 21 days and 7 days before the commencement date of the licence and a cancellation charge of 100% of the value of the order will be applied to orders cancelled 7 days or less before the commencement date of the licence.
6. The Hirer will be responsible for returning all Equipment to the Centre within one hour following the close of the exhibition or event on the last open day. Full daily rates shall be payable by the Hirer for each day the Equipment is not returned after the date specified for the return thereof. The Centre's acceptance of the return of the Equipment is not a waiver of any claim that the Centre may have against the Hirer, whether for physical damage or otherwise.
7. The Hirer will use the Equipment in a careful and proper manner, in accordance with the Rules and Regulations issued by the Centre and any specific user's rules or instructions applicable to the Equipment, and shall not remove any logo, serial number, tag or nameplate on the Equipment. The Hirer shall not make any alterations, modifications, attachments and/or additions to the Equipment, shall keep the Equipment in its sole custody and shall not allow the Equipment to be used by any other party.
8. The Hirer will be liable for any loss, robbery or damage to the Equipment occurring while the Equipment is on hire to the Hirer. In the event of any robbery, loss of or damage to the Equipment for which Hirer is liable, the Hirer shall reimburse the Centre for the total cost of making good, repair or replacement, and the Centre shall be entitled to immediately terminate any order and require return of all Equipment. In addition, the Centre reserves the right to claim damages from the Hirer.
9. The Hirer will be in default if the Hirer fails to pay any charges when due or any other indebtedness or fails to return the Equipment to the Centre as required by these Terms and Conditions or breaches any of the terms of any order.
10. At any time after a default by the Hirer, the Centre may terminate the rental services by notice to the Hirer and repossess the Equipment. The Hirer shall remain liable for all unpaid charges and the Centre may apply, and retain all or a portion of the Hirer's security/damage deposit as may be necessary to compensate the Centre for any unpaid charges or damages and expenses incurred on account of the default; or the Centre may exercise any other rights occurring to the Hirer under any applicable law upon a default by the Hirer.
11. The Centre reserves the rights to impose credit card imprints from the Hirer on selected order items.
12. The Centre shall have the right to inspect the Equipment at all times during the rental period and the Hirer shall make all arrangements to permit any qualified employee of the Centre access to the Equipment for the purpose of such inspection.
13. As soon as the Hirer discovers that any Equipment is defective, it shall notify the Centre and the Centre shall make a reasonable effort to repair and/or replace the Equipment at the Centre's own cost, provided that such defect is not due to any misuse or default by the Hirer. The Centre shall not be liable for any other cost or for any loss or damage, whether direct, indirect or consequential or for any loss of revenue, contract or profit that the Hirer may suffer as a result of defective or failed Equipment or Service and the Centre's aggregate liability to the Hirer is limited to the amount charged for the provision of Services and rental of Equipment.
14. The laws of Hong Kong shall apply and the Centre and the Hirer agree to the non-exclusive jurisdiction of the Hong Kong courts.
15. The Hirer shall at all times indemnify the Centre against all actions, claims, demands, damages, expenses, compensation, costs, charges, liability and proceedings suffered or borne by the Centre arising from the Hirer's negligence, the Hirer's failure to comply with the conditions of this order, or any other conduct of the Hirer connected with this order.
16. All orders must be submitted with full payment, exempt from any bank charges and any other kind of deduction or retention, together with the required deposit (if applicable) in HK Dollars. Please make bank transfer, cheque or bankdraft (to be drawn from local banks) payable to "AsiaWorld-Expo Management Limited". Payment by major credit cards is also accepted. Credit card payment is generally accepted only by orders less than or equal to HK\$50,000. Bank transfer details: The Hong Kong and Shanghai Banking Corporation Ltd., 1 Queen's Road, Central, Hong Kong, A/C No: 004-502-443047-002, A/C name: "AsiaWorld-Expo Management Limited", SWIFT code:HSBCHKHHHKH. The Centre reserves the right not to fulfill orders without having effectively received payment.

**PERSONAL INFORMATION COLLECTION STATEMENT**

The personal data provided in this Service Order Form will be used for the purpose of placing and processing the Hirer's equipment and/or service requests. Incomplete and inaccurate information provided in the Service Order Form may prevent the processing of this service order.

The Centre may appoint third-party companies to provide the equipment and/or services in relation to the Service Order on the Center's behalf. Such companies may be supplied with or have access to the Hirer's personal data solely for the fulfilment of the Service Order(s). Should the Centre consider it is necessary or appropriate for the purposes of data storage or processing or providing any equipment and/or service in accordance with the Service Order Form(s), the Centre may transfer the Hirer's personal data to third-party companies within or outside Hong Kong, under conditions of confidentiality and similar levels of security safeguards.

The Centre will retain the Hirer's personal data for a period no longer than necessary for the fulfilment of the purposes for which it is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by the Centre.

For further information to Privacy Policy Statement, please refer to our website: <https://www.asiaworld-expo.com/en-us/privacy-policy/>

If there is any inconsistency between the Chinese version and English version, the English version shall prevail.

1. 清洁工以六小时为一班，最低收费为六小时，不足六小时亦作六小时计算，之后则以每小时计算。
2. 劳工供应取决于申请时之供应情况。

#### 租用设施及服务之一般守则及条款

在以下之条款中，「本中心」指亚洲国际博览馆之授权代表，「租用人」指租用本中心之设施及 / 或服务的人士或公司。

以下之条款适用于租用由本中心提供之所有「设施」及「服务」除本中心书面协议之外。

1. 在一般情况下，为举办展览活动而申请使用以下服务及租用以下设备之表格，必须于活动前 21 天递交，否则将征收相等于基本收费 20% 之附加费。此外，于活动举行期间现场提出申请，则须征收相等于基本收费 30% 之附加费。然而，本中心有权拒绝接受于限期以后作出之申请。
2. 由本中心提供之一切设备，只可在本中心内供特定活动项目使用。
3. 由本中心提供之任何服务/设备是否可供使用，视乎接获有关申请时之存货及供求情况而定。申请将以「先到先得」方式处理。然而，本中心有权不接受任何已接获之申请，在此情况下，使用者将获通知。
4. 如因发生不可抗力、劳资纠纷、物资短缺、任何其他理由、本中心不能控制或不可预见到的情况，令本中心于活动项目整段期间或任何时段，未能提供已接获申请之所有或部分服务或设备，则租用人只可获得退款，款额根据已支付之有关服务或设备费用按未使用之比例计算。
5. 如要取消申请，必须于场地租用有效期首天起计多于 21 天前以书面方式提出。如场地租用有效期首天起计前 7 至 21 天期间通知，所有已取消之申请均须按基本收费征收 30% 之取消手续费。如通知少于 7 天，所有已取消之申请均须按基本收费征收 100% 之取消手续费。
6. 租用人须于活动最后一个开放日结束后一小时内，将所有设备及有关物资交还本中心。于指定时间未交还者，其后每日将按一整日租用收费。本中心接收交回之设备不代表放弃对有关设备损坏及其他有关之一切费用进行索偿之权利。
7. 租用人须根据本中心发出之规则及条例，妥善地使用设备，不可取走设备上任何之商标、号码、标签或标示牌。租用人不可就设备作出任何更改、修改、设附加物及/或增建。设备由供租用人使用和保管，不可供他人使用。
8. 租用人因疏忽、非蓄意行为、擅自维修或其本身、代表、雇员、代理人或获邀请人合理控制范围内之其他理由，而对设备造成任何损失或损毁，租用人须就设备之任何损失或损毁负责，须向本中心偿付修补或更换有关设备之一切费用并保留索偿之权利。
9. 如租用人未能如期支付所有费用或任何其他欠款，或未能于使用后向本中心交还设备，则视作违约论。
10. 本中心可于租用人违约后任何时间，向租用人发出通知书，终止租用服务及取回有关设备。租用人仍须支付一切未付之费用，而本中心则可视乎情况所需，使用及保留租用人全部或部分担保/损毁按金，就任何未付之费用或损毁及因违约引致之开支，作为赔偿；或本中心可根据适用法律规定，就租用人违约一事，行使任何其他追究权利。
11. 租用某些特定之设施及服务时，本中心保留向租用人收取信用卡版本纪录之权利。
12. 本中心保留权利在租用期间之任何时间检查本中心所提供之设施，而租用人需予以配合及安排本中心授权的职员作有关之检查。
13. 如有装置损坏，租用人必须尽快通知本中心。如不属于租用人之误用，本中心将予以提供合理之维修及/或更换。本中心将不负由此所引致之任何损失。向本中心提出任何索偿，不得超过所受提供之服务而已经/将会支付予本中心之款项总额。
14. 本细则受香港法例监管，并按照香港法例解释，本中心及租用人同意接受香港法院的非专属司法管辖权管辖。
15. 如因租用人疏忽，不能遵守这表格之条款及有关之操守，租用人需承担本中心因此而引起之相关赔偿、损毁、支出及责任等。
16. 递交申请时必须以港币全数支付一切费用及所需按金，同时不得扣除任何银行费用。支票（须以本港银行为付款银行）/ 银行本票之抬头人请写「亚洲国际博览馆管理有限公司」或以电汇或电报入账给本中心。本中心亦接纳用主要信用卡支付相等于港币\$50,000 或以下之款项。银行转账：香港中环皇后大道中 1 号香港上海汇丰银行，户口号码：004-502-443047-002，账号：「亚洲国际博览馆管理有限公司」，快号：HSBCHKHHHKH。本中心有权不处理任何未付款项之申请。

#### 收集个人资料声明

此表格所收集的个人资料仅用于编排并处理租用人的设施及/或服务申请。此表格不完整及不正确的资料有可能影响此表格的批核。

本中心可能聘用第三方公司代表本中心提供上述任何用途有关的设施和服务。此等公司可能获得您的个人资料，但仅用于代表本中心提供此表格设施和服务。为存储或处理资料或代表本中心向租用人提供此表格的设施或服务为目的，本中心会在认为必要或适当的情况下，根据保密条款和类似等级的安全保障条件，将租用人的个人资料转移给香港境内或境外的第三方提供商。

本中心保存租用人的个人资料的时限将不超过实际所需使用或所需的时间。本中心所收集及持有的各类个人资料是有不同的保留时间。

如想了解更多有关本中心隐私政策声明，请访问网站：<https://www.asiaworld-expo.com/zh-sc/privacy-policy/>

以上条款之中英文版本如有歧异，概以英文版本为准。

**Security Services**  
**保安服务 1 (Page 1/4)**

For more information on this subject, please contact:  
如有任何查询，请联系：

\*Please complete the form in English  
\*请用英文填写表格

Helpdesk 客户服务处

AsiaWorld-Expo 亚洲国际博览馆

E-mail 电邮: [helpdesk@asiaworld-expo.com](mailto:helpdesk@asiaworld-expo.com)

Tel 电话号码: +852 3606 8000

Fax 传真: +852 3606 8001

Address: Hong Kong International Airport, Chek Lap Kok, Lantau, Hong Kong

地址: 香港大屿山赤鱗角 香港国际机场

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No 编号	Items 项目	HK\$/ Shift 港币\$/ 每班				
		6 Hours 小时	8 Hours 小时	10 Hours 小时	11 Hours 小时	12 Hours 小时
901	Security Guard 保安员	973	1,080	1,304	1,421	1,561
902	Security Supervisor 保安主管	1,177	1,351	1,566	1,715	1,871
903	Security Senior Supervisor 高级保安主管	1,375	1,639	1,912	2,083	2,265
904	Armed Guard (Minimum of Two: Refer to Remarks 3) 持械保安员 (最少 2 人: 参见附录 3)	N/A	2,551	3,221	3,543	3,865

Service Details 项目	No. of Labour 人数	HK\$ per Hour 时薪 (港币 \$)	Working Period 工作期间				Total Hours 总工作 时数	Total HK\$ 总数 (港币\$)
			5 September 2023 – 0800-1800 hrs		7-8 September 2023 – 0900 – 1800 hrs			
			Date 日期		Time 时段			
			From 由	To 至	From 由	To 至		
<b>Total Amount 总数:</b>								
<b>Total Without Adjustment 总数(不包括附加费):</b>								
<b>Late Order Surcharge 20%逾期申请附加费 20% (order received after 12 August 2023) 於 8 月 23 日后收到订单</b>								
<b>Site Order Surcharge 30%现场申请附加费 30%(order received after 2 September 2023) 於 9 月 2 日后收到订单</b>								
<b>Total Amount HK\$总数港币\$</b>								

**Security Services**  
**保安服务 2 (Page 2/4)**

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Hirer Details 租用人资料																								
<b>Company Name 公司名称:</b> <hr/> <b>Address 地址:</b> <hr/> <hr/> <b>Tel. 电话:</b> <hr/> <b>Fax 传真:</b> <hr/> <b>Email Address 电子邮件:</b> <hr/>	<b>I declare that I am a duly authorised signatory of the company 谨此声明本人为公司授权之签署人:</b>  <b>Signature 签署:</b> <hr/> <b>Name 姓名:</b> <hr/> <b>Title 职称:</b> <hr/> <b>Date 日期:</b> <hr/>																							
Payment 付款																								
<p><small>* Order will not be entertained until full payment is made. 未全数缴付费用前，申请恕不受理。</small></p> <p><input type="checkbox"/> <b>Bank Transfer 银行转帐:</b> <b>Date 日期</b> <hr/></p> <p><input type="checkbox"/> <b>Cheque/Bankdraft: No. 支票/银行汇票: 号码</b> <hr/></p> <p><b>By Credit Card: Please charge my credit card for the total sum of HK\$ <hr/> for the above ordered items.</b>  <b>信用卡支付: 请由本人之信用卡支取共港币\$ <hr/> 支付已订之项目。</b></p> <p><input type="checkbox"/> <b>VISA 威士卡</b>    <input type="checkbox"/> <b>MASTER 万事达</b>    <input type="checkbox"/> <b>A.M.E. 美国运通</b></p> <p><b>Card Holder's Name :</b> <hr/> <b>Card Issuing Bank:</b> <hr/></p> <p><small>(Printed Name)</small>  <b>持卡人姓名 :</b> <hr/> <b>发卡银行:</b> <hr/></p> <p><small>(请填写信用卡上之姓名)</small></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Card No:</b>  信用卡号码:</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> </div> <div style="width: 45%;"> <p><b>Expiry Date:</b>  有效日期:</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> <p align="center">m m / y y 月月 / 年年</p> </div> <div style="width: 10%;"> <p><b>Signature:</b>  签署:</p> <hr/> </div> </div>																								
<p>Please return this form with photocopies of front and back of your credit card to:  Operations Department, AsiaWorld-Expo Management Ltd.  请将此表格连同您信用卡的前背面复印本交回: 亚洲国际博览馆管理有限公司，营运部。  Address: AsiaWorld-Expo, Hong Kong International Airport, Lantau, Hong Kong. Tel: 852 - 3606 8000 Fax: 852 - 3606 8001  地址: 香港大屿山香港国际机场亚洲国际博览馆 电话: 852 - 3606 8000 传真: 852 - 3606 8001</p> <p>For other payment methods: Please refer to clause 16 of the Terms and Conditions.  <b>其他付款方式: 请参阅一般守则及条款第 16 条规定。</b></p>																								

**\* Remarks, Terms and Conditions printed overleaf apply to this order.**

**\* 刊印于背页之附录、一般守则及条款适用于此订单。**



**Remarks:**

1. All guarding services are charged at a minimum of 6 hours shift except for armed guards. Minimum number of hours per shift for armed guard service is 8 hours.
2. One (1) security supervisor must be employed for each deployment of 3 to 6 guards.
3. For Armed guard services, a minimum of one additional armed guard in each position shall be deployed for relief / stand by purposes.
4. Provision of security personnel is subject to availability at the time of ordering.
5. The Centre will provide separate quotation for special arrangement such as extensive deployment and language preference.
6. Exhibition stand security, cash in transit, stewarding on ticket/badge checking can be quoted as separate services.
7. Standard shift for all guarding service is 6 hours (except for armed guard which is 8 hours). Any requirements, exceeding 12 hours but less than 18 hours (or less than 20 hours for armed guard), will be charged at minimum 6-hour shift rate (or 8-hour shift rate for armed guard).

**TERMS AND CONDITIONS FOR THE RENTAL OF EQUIPMENT AND PROVISION OF SERVICES**

In these Terms and Conditions, "the Centre" shall mean AsiaWorld-Expo Management Ltd acting through its authorised representative, and "the Hirer" shall mean the person or company to whom the Centre rents equipment and/or provides services.

These Terms and Conditions shall apply to the renting of all equipment (the "Equipment") and the provision of all services (the "Services") by the Centre, unless otherwise agreed by the Centre in writing.

1. The deadline for placing orders to hire Services and Equipment shall be 21 days before the date of commencement of the organiser's licence period. Orders received after the deadline but before the licence commencement date shall be subject to a surcharge of 20% of the standard rates and orders received after the licence commencement date shall be subject to a surcharge of 30% of standard rates. The Centre reserves the right to refuse orders received after the deadline.
2. All Equipment provided by the Centre shall be used within the Centre, only, and exclusively for the specified exhibition(s) and event(s).
3. Provision of any Services and Equipment by the Centre is subject to availability at the time of ordering. Orders will be accepted on a "first come, first served" basis. The Centre reserves the right not to accept any orders received and in such cases the applicant will be notified accordingly.
4. If by reason of force majeure, labour difficulties, shortage of Equipment or any cause outside the control of the Centre or not foreseeable by the Centre, the Centre is unable to provide all or any of the Services or Equipment ordered during the whole or any part of the duration of the exhibition or event, the Hirer's rights shall be limited to a refund on a pro-rata basis of the charges paid for the Services or Equipment.
5. Orders which are cancelled in writing more than 21 days before the commencement date of the organiser's licence period will not be charged. A cancellation charge of 30% of the value of the order will be applied to orders which are cancelled between 21 days and 7 days before the commencement date of the licence and a cancellation charge of 100% of the value of the order will be applied to orders cancelled 7 days or less before the commencement date of the licence.
6. The Hirer will be responsible for returning all Equipment to the Centre within one hour following the close of the exhibition or event on the last open day. Full daily rates shall be payable by the Hirer for each day the Equipment is not returned after the date specified for the return thereof. The Centre's acceptance of the return of the Equipment is not a waiver of any claim that the Centre may have against the Hirer, whether for physical damage or otherwise.
7. The Hirer will use the Equipment in a careful and proper manner, in accordance with the Rules and Regulations issued by the Centre and any specific user's rules or instructions applicable to the Equipment, and shall not remove any logo, serial number, tag or nameplate on the Equipment. The Hirer shall not make any alterations, modifications, attachments and/or additions to the Equipment, shall keep the Equipment in its sole custody and shall not allow the Equipment to be used by any other party.
8. The Hirer will be liable for any loss, robbery or damage to the Equipment occurring while the Equipment is on hire to the Hirer. In the event of any robbery, loss or damage to the Equipment for which Hirer is liable, the Hirer shall reimburse the Centre for the total cost of making good, repair or replacement, and the Centre shall be entitled to immediately terminate any order and require return of all Equipment. In addition, the Centre reserves the right to claim damages from the Hirer.
9. The Hirer will be in default if the Hirer fails to pay any charges when due or any other indebtedness or fails to return the Equipment to the Centre as required by these Terms and Conditions or breaches any of the terms of any order.
10. At any time after a default by the Hirer, the Centre may terminate the rental services by notice to the Hirer and repossess the Equipment. The Hirer shall remain liable for all unpaid charges and the Centre may apply, and retain all or a portion of the Hirer's security/damage deposit as may be necessary to compensate the Centre for any unpaid charges or damages and expenses incurred on account of the default; or the Centre may exercise any other rights occurring to the Hirer under any applicable law upon a default by the Hirer.
11. The Centre reserves the rights to impose credit card imprints from the hirer on selected order items.
12. The Centre shall have the right to inspect the Equipment at all times during the rental period and the Hirer shall make all arrangements to permit any qualified employee of the Centre access to the Equipment for the purpose of such inspection.
13. As soon as the Hirer discovers that any Equipment is defective, it shall notify the Centre and the Centre shall make a reasonable effort to repair and/or replace the Equipment at the Centre's own cost, provided that such defect is not due to any misuse or default by the Hirer. The Centre shall not be liable for any other cost or for any loss or damage, whether direct, indirect or consequential or for any loss of revenue, contract or profit that the Hirer may suffer as a result of defective or failed Equipment or Service and the Centre's aggregate liability to the Hirer is limited to the amount charged for the provision of Services and rental of Equipment.
14. The laws of Hong Kong shall apply and the Centre and the Hirer agree to the non-exclusive jurisdiction of the Hong Kong courts.
15. The Hirer shall at all times indemnify the Centre against all actions, claims, demands, damages, expenses, compensation, costs, charges, liability and proceedings suffered or borne by the Centre arising from the Hirer's negligence, the Hirer's failure to comply with the conditions of this order, or any other conduct of the Hirer connected with this order.
16. All orders must be submitted with full payment, exempt from any bank charges and any other kind of deduction or retention, together with the required deposit (if applicable) in HK Dollars. Please make bank transfer, cheque or bankdraft (to be drawn from local banks) payable to "AsiaWorld-Expo Management Limited". Payment by major credit cards is also accepted. Credit card payment is generally accepted only by orders less than or equal to HK\$50,000. Bank transfer details: The Hong Kong and Shanghai Banking Corporation Ltd., 1 Queen's Road, Central, Hong Kong, A/C No: 004-502-443047-002, A/C name: "AsiaWorld-Expo Management Limited", SWIFT code: HSBCHKHHKH. The Centre reserves the right not to fulfill orders without having effectively received payment.

**PERSONAL INFORMATION COLLECTION STATEMENT**

The personal data provided in this Service Order Form will be used for the purpose of placing and processing the Hirer's equipment and/or service requests. Incomplete and inaccurate information provided in the Service Order Form may prevent the processing of this service order.

The Centre may appoint third-party companies to provide the equipment and/or services in relation to the Service Order on the Center's behalf. Such companies may be supplied with or have access to the Hirer's personal data solely for the fulfillment of the Service Order(s). Should the Centre consider it is necessary or appropriate for the purposes of data storage or processing or providing any equipment and/or service in accordance with the Service Order Form(s), the Centre may transfer the Hirer's personal data to third-party companies within or outside Hong Kong, under conditions of confidentiality and similar levels of security safeguards.

The Centre will retain the Hirer's personal data for a period no longer than necessary for the fulfilment of the purposes for which it is or is to be used. Different retention periods apply to the various kinds of personal data collected and held by the Centre.

For further information to Privacy Policy Statement, please refer to our website: <https://www.asiaworld-expo.com/en-us/privacy-policy/>

If there is any inconsistency between the Chinese version and English version, the English version shall prevail.

**附录:**

1. 除持械保安员外，保安员、保安主管、高级保安主管及特级保安员服务收费，均以六小时为一班作计算单位，最低收费为六小时。持械保安员则以八小时为一班作计算单位，最低收费为八小时。
2. 每雇用三至六名保安员，必须雇用一名保安主管。
3. 如雇用持械保安员，每一岗位最少必须多雇用一名持械保安员作替换后备之用。
4. 保安人员之供应，需视乎提出申请时之供求情况而定。
5. 中心可就特别要求作个别报价，例如大量需求或所操语言等。
6. 展览摊位之保安、现金押送、检查入场券或证章服务等，可提供独立之报价。
7. 保安员、保安主管及高级保安主管服务，均以六小时为一班（持械保安员以八小时为一班）。如要求工作时间超过十二小时但少于十八小时（持械保安员则少于二十小时），此时段收费将以六小时为一班计算（或持械保安员以八小时为一班计算）。

**租用设施及服务之一般守则及条款**

在以下之条款中，「本中心」指亚洲国际博览馆之授权代表，「租用人」指租用本中心之设施及 / 或服务的人士或公司。

以下之条款适用于租用由本中心提供之所有「设施」及「服务」除本中心书面协议之外。

1. 在一般情况下，为举办展览活动而申请使用以下服务及租用以下设备之表格，必须于活动前 21 天递交，否则将征收相等于基本收费 20% 之附加费。此外，于活动举行期间现场提出申请，则须征收相等于基本收费 30% 之附加费。然而，本中心有权拒绝接受于限期以后作出之申请。
2. 由本中心提供之一切设备，只可在本中心内供特定活动项目使用。
3. 由本中心提供之任何服务/设备是否可供使用，视乎接获有关申请时之存货及供求情况而定。申请将以「先到先得」方式处理。然而，本中心有权不接受任何已接获之申请，在此情况下，使用者将获通知。
4. 如因发生不可抗力、劳资纠纷、物资短缺、任何其他理由，本中心不能控制或不可预见到的情况，令本中心于活动项目整段期间或任何时段，未能提供已接获申请之所有或部分服务或设备，则租用人只可获得退款，款额根据已支付之有关服务或设备费用按未使用之比例计算。
5. 如要取消申请，必须于场地租用有效期首天起计多于 21 天前以书面方式提出。如场地租用有效期首天起计前 7 至 21 天期间通知，所有已取消之申请均须按基本收费征收 30% 之取消手续费。如通知少于 7 天，所有已取消之申请均须按基本收费征收 100% 之取消手续费。
6. 租用人须于活动最后一个开放日结束后一小时内，将所有设备及有关物资交还本中心。于指定时间未交还者，其后每日将按一整日租用收费。本中心接收交回之设备不代表放弃对有关设备损坏及其他有关一切费用进行索偿之权利。
7. 租用人须根据本中心发出之规则及条例，小心妥善地使用设备，不可取走设备上任何之商标、号码、标签或标示牌。租用人不可就设备作出任何更改、修改、设附加物及/或增建。设备由供租用人使用和保管，不可供他人使用。
8. 租用人因疏忽、非蓄意行为、擅自维修或其本身、代表、雇员、代理人或获邀请人合理控制范围内之其他理由，而对设备造成任何损失或损毁，租用人须承担责任。如租用人须就设备之任何损失或损毁负责，须向本中心偿付修补或更换有关设备之一切费用。本中心有权立即终止这项目和要求租用人归还租用设备并保留索偿之权利。
9. 如租用人未能如期支付所有费用或任何其他欠款，或未能于使用后向本中心交还设备，则视作违约论。
10. 本中心可于租用人违约后任何时间，向租用人发出通知书，终止租用服务及取回有关设备。租用人仍须支付一切未付之费用，而本中心则可视乎情况所需，使用及保留租用人全部或部分担保/损毁按金，就任何未付之费用或损毁及因违约引致之开支，作为赔偿；或本中心可根据适用法例规定，就租用人违约一事，行使任何其他追究权利。
11. 租用某些特定之设施及服务时，本中心保留向租用人收取信用卡版本纪录之权利。
12. 本中心保留权利在租用期间之任何时间检查本中心所提供之设施，而租用人需予以配合及安排本中心授权的职员作有关之检查。
13. 如有装置损坏，租用人必须尽快通知本中心。如不属于租用人之误用，本中心将予以提供合理之维修及/或更换。本中心将不负责由此所引致之任何损失。向本中心提出之任何索偿，不得超过所受提供之服务而已经/将会支付予本中心之款项总额。
14. 本细则受香港法例监管，并按照香港法例解释，本中心及租用人同意接受香港法院的非专属司法管辖权管辖。
15. 如因租用人疏忽，不能遵守这表格之条款及有关之操守，租用人需承担本中心因此而引起之相关赔偿、损毁、支出及责任等。
16. 递交申请时必须以港币全数支付一切费用及所需按金，同时不得扣除任何银行费用。支票（须以本港银行为付款银行）/银行本票之抬头人请写「亚洲国际博览馆管理有限公司」或以电汇或电报入账给本中心。本中心亦接纳用主要信用卡支付相等于港币\$50,000 或以下之款项。银行转账：香港中环皇后大道中 1 号香港上海汇丰银行，户口号码：004-502-443047-002，账号：「亚洲国际博览馆管理有限公司」，快号：HSBCHKHHHKH。本中心有权不处理任何未付款项之申请。

**收集个人资料声明**

此表格所收集的个人资料仅用于编排并处理租用人的设施及/或服务申请。此表格不完整及不正确的资料有可能影响此表格的批核。

本中心可能聘用第三方公司代表本中心提供上述任何用途有关的设施和服务。此等公司可能获得您的个人资料，但仅用于代表本中心提供此表格设施和服务。为存储或处理资料或代表本中心向租用人提供此表格的设施或服务为目的，本中心会在认为必要或适当的情况下，根据保密条款和类似等级的安全保障条件，将租用人的个人资料转移给香港境内或境外的第三方提供商。

本中心保存租用人的个人资料的时限将不超过实际所需使用或所需的时间。本中心所收集及持有的各类个人资料是有不同的保留时间。

如想了解更多有关本中心隐私政策声明，请访问网站：<https://www.asiaworld-expo.com/zh-sc/privacy-policy/>

以上条款之中英文版本如有歧异，概以英文版本为准。





Asia Fruit Logistica 2023  
6-8 September 2023  
Hall 3 & Hall 5, AsiaWorld-Expo, Hong Kong

Catering on Stand  
餐饮服务订购表格

**E3  
Deadline  
23 August 2023**

For more information on this subject, please contact 如有任何查询 - 请联系:  
Helpdesk 客户服务处

AsiaWorld-Expo 亚洲国际博览馆  
E-mail 电邮: helodesk@asiaworld-expo.com Tel 电话号码: 852-3606-8000  
Address 地址: AsiaWorld-Expo, Hong Kong International Airport, Lantau, Hong Kong 香港大屿山赤鱗角 香港国际机场

Fax 传真: 852-3606-8001

\*Please complete the form in English  
\*请用英文填写表格  
Page 1/2

Company Name 公司名称: 展位编号:	Phone 电话号码: 展位编号:	Requested Delivery Time 要求送餐时间 Date Date
Contact Person 联络人: 传真:	Mobile Phone 手提电话号码: 电邮:	Date Date

Code 编号	Items 项目		Unit Size 单位 数量	Unit Price 单价 (HK\$港 币)	Move-In		Show Days		Total Quantity 订购 总数	Price 价钱
					5-Sep	6-Sep	7-Sep	8-Sep		
BEVERAGES 饮品										
S1	Distilled Water Dispenser Package 蒸馏水机租赁: Inclusive of one distilled water dispenser, one bottle of 18.9L distilled water and 250 paper cones. 包括蒸馏水机一部, 18.9公升蒸馏水一桶及二百五十只纸筒杯	4000 - Pc/部	1 Set/套	\$630						
S2	Additional Distilled Water 另加蒸馏水(18.9 Litre / 公升)		1 Bottle/桶	\$210						
S3	Additional Paper Cones 另加纸筒杯 (250 pieces / 只)		1 Set/份	\$68						
S4	Additional Paper Cups 另加纸杯 (50 pieces / 只)		1 Set/份	\$100						
S5	Espresso Package 即磨咖啡: 50 cups inclusive of 50 Coffee Capsules, 50 Portioned Cream, 100 Portions Sugar, 50 Paper Cups and 50 Stirrers 50杯份量, 包括50粒咖啡囊, 50个独立包装忌廉奶, 100份糖, 50只即弃热饮杯及搅拌棒	5000 - Pc/部	1 Set/套	\$1,600						
S6	Additional Coffee Capsules 另加咖啡囊 (50 capsules / 粒)		1 Set/套	\$1,500						
S7	Portioned Cream 忌廉奶		10 Pks/包	\$50						
S8	Portioned Sugar 糖		10 Pks/包	\$30						
S9	Fresh Coffee in Thermal Pot (around 5 cups) 香浓咖啡 (5 cups/杯) Inclusive of 10 portioned cream, 15 packs of sugar, 5 disposable cups and stirrers *每壶咖啡均供应忌廉奶10份 (茶另配柠檬10片), 糖15份, 5只即弃杯及搅拌棒		1 Pot/壶	\$155						
S10	English Tea in Thermal Pot (around 5 cups) 英式红茶 (5 cups/杯) Inclusive of 10 portioned cream, 10 slices of lemon, 15 packs of sugar, 5 disposable cups and stirrers *每壶茶均供应忌廉奶10份 (茶另配柠檬10片), 糖15份, 5只即弃杯及搅拌棒		1 Pot/壶	\$155						
S11	Bottled Water 樽装蒸馏水(500ml)		6 Bottles/瓶	\$155						
S12	Coca Cola 可口可乐		6 Cans/罐	\$140						
S13	Coke Plus 加系可乐		6 Cans/罐	\$140						
S14	Sprite 雪碧		6 Cans/罐	\$140						
S15	Perrier 法国有机矿泉水		6 Cans/罐	\$168						
S16	Evian 依云矿泉水		6 Bottles/瓶	\$168						
S17	Orange Juice 橙汁 (300ml)		6 Bottles/瓶	\$195						
S18	Apple Juice 苹果汁 (300ml)		6 Bottles/瓶	\$195						
S19	House Beer 啤酒		6 Cans/罐	\$340						
S20	House Red Wine 红餐酒		1 Bottle/瓶	\$428						
S21	House White Wine 白餐酒		1 Bottle/瓶	\$428						
S22	House Champagne 香槟		1 Bottle/瓶	\$1,088						
S23	Sparkling Wine 葡萄酒		1 Bottle/瓶	\$550						
REFRESHMENT SNACKS 精美小食										
Savories 咸味小食										
R1	Assorted Canape Platter 各式酒会小食		1 Doz/打	\$225						
R2	Assorted Finger Sandwiches 各式手指三文治		1 Doz/打	\$215						
R3	Assorted Open Face Sandwiches 什锦法式开面三文治		1 Doz/打	\$300						
R4	Mini Curry Vegetables Puff 迷你咖喱杂菜酥		1 Doz/打	\$255						
R5	Tortilla Rolls with Beef Tenderloin with Lemongrass 香茅牛肉墨西哥卷		1 Doz/打	\$285						
R6	Golden Baked Sausage Rolls 焗肠仔卷		1 Doz/打	\$210						
R7	Vegetable Spring Roll 脆炸素菜春卷		1 Doz/打	\$255						
R8	Potato Chips 薯片		6 Pack/包	\$100						
R9	Mixed Nuts 杂锦果仁		6 Pack/包	\$100						
Sweets 甜点										
R10	Mini Croissant and Danish Pastry Combo 迷你牛角酥及丹麦甜酥拼盆		1 Doz/打	\$235						
R11	Assorted Mini Muffins 各式迷你松饼 (Chocolate and Blueberry 朱古力及蓝莓)		1 Doz/打	\$235						
R12	Assorted French Pastries 什锦法式西饼		1 Doz/打	\$235						
R13	Mini Fresh Fruit Tartlets 迷你鲜果挞		1 Doz/打	\$220						
R14	Mini Cheese Cakes 迷你芝士蛋糕		1 Doz/打	\$255						
R15	Assorted Mini Cookies 什锦迷你曲奇饼		1 Doz/打	\$105						

Code 编号	Items 项目	Deposit / Replacement Rate 按金/赔偿 金额 (HK\$港币)	Unit Size 单位 数量	Unit Price 单价 (HK\$港 币)	Move-In				Show Days				Total Quantity 订购 总数	Price 价钱	
					5-Sep	6/Sep	7/Sep	8/Sep	5-Sep	6/Sep	7/Sep	8/Sep			
UTENSIL HIRING 餐具租赁															
S39	Ice Cubes with cooler 雪糕连雪桶	500 - Pcs/个	10 Kg/千克	\$200											
S40	Red Wine Glass 红酒杯	50 - Pcs/只	6 Pcs/只	\$100											
S41	White Wine Glass 白酒杯	50 - Pcs/只	6 Pcs/只	\$100											
S42	Champagne Flute 香槟杯	50 - Pcs/只	6 Pcs/只	\$100											
S43	Highball Glass 水杯	50 - Pcs/只	6 Pcs/只	\$100											
S44	Dessert Plate 甜品碟	50 - Pcs/只	6 Pcs/只	\$100											
S45	Fork 叉	50 - Pcs/只	6 Pcs/只	\$100											
S46	Knife 刀	50 - Pcs/只	6 Pcs/只	\$100											
S47	Coffee Cup, Saucer & Spoon 咖啡杯, 碟, 匙	150 - Set/套	6 Sets/套	\$160											
S48	Wine Opener 开酒器	150 - Pcs/个	1 Pcs/个	\$70											
S49	Disposable Utensils 即弃餐具 - Plate 碟 / Knife 刀 / Fork 叉 / Spoon 匙		20 Pcs/只	\$65											
S50	Disposable Plastic Wine Glass 即弃胶酒杯		20 Pcs/只	\$100											
WAITER HIRING 侍应生服务															
S51	Waiter 侍应生 HKD\$240 per hour per staff (Minimum 4 hours including set up and dismantle time) 每小时港币二百四十元(每位最少雇用4小时,包括餐前预备及餐后清理工作)		1 Staff/位	\$240											
	Date No. of staff Start/End Time No. of hour per staff														
	Date No. of staff Start/End Time No. of hour per staff														
	Date No. of staff Start/End Time No. of hour per staff														
Total Order Amount 订购金额:													HKD\$		
10% Delivery / Handling Charge 加一送餐服务/手续费:													HKD\$		
20% Surcharge for orders received after 23 August 2023 申请附加费20%:													HKD\$		
30% Site Order Surcharge for orders received after 2 September 2023 现场申请附加费30%:													HKD\$		
Total refundable deposit 可退还订金(Only for item 只限于项目S1,S5 and 及 Utensil hiring 餐具租赁):													HKD\$		
Grand Total 总应缴金额:													HKD\$		

## Remarks 备注:

\* All order items above are subject to 10% delivery/handling charge.  
以上所有订购项目均须另收加一送餐服务/手续费

\* The minimum order for each delivery is HK\$600. 每张订购表格最低消费为港币600元正

\* 6 paper cups will be provided for each unit of beverage order. 每单位之订购饮品, 将附上即弃纸杯6只

\* All goods, utensils and service staff are subject to availability.  
以上所有货品, 用具及侍应生之提供均视乎供应而定

\* Non-refundable advance full payment is required upon ordering.  
订购时须缴付全数款项(不可退还)

\* Refundable deposit is required in advance for item S1, S5 and Utensil hiring.  
所有租借之用具及器皿, 均须预先缴付可退还订金

\* Power sockets have to be arranged by exhibitor for water dispenser or espresso machine  
如租用咖啡机或蒸馏水机, 客人须自行安排电插座  
\* When the hiring equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the AsiaWorld-Expo Management Limited's delivery note. In the event of any shortage or tampering, the exhibitor shall endorse the note accordingly.  
参展商接收所有器具、瓷器、玻璃器皿及餐具时, 须检查并签收本中心之交货单据, 如遇有缺货或损坏, 参展商应于交货单据上列明及签署  
\* In case of damage or loss of any hired equipment at the end of hire period, exhibitor shall indemnify the damage or loss incurred according to AsiaWorld-Expo Management Limited's Replacement Price List.  
租用之一切物品如有损坏或遗失, 参展商须照价赔偿  
\* Order form and payment to be submitted 10 working days prior to service day. Late orders will not be given guaranteed service and delivery time.  
订购表及款项须于服务日期前十个工作日交到本公司, 逾期递交之订购表, 将不获保证其要求之所有送餐服务。

## PAYMENT METHOD 付款方式

1) CREDIT CARD 信用卡 ☐ MC 万事达 ☐ VISA 美国运通 ☐ Visa 美国运通

I, \_\_\_\_\_ authorise AsiaWorld-Expo Management Limited to charge the following credit card for the payment of food and beverage arrangements or equipment hiring in the amount of HK\$ \_\_\_\_\_.

本人 \_\_\_\_\_ 现授权 AsiaWorld-Expo Management Limited 以下列之信用卡作为支付餐饮或租用设备之费用, 总值港币 \_\_\_\_\_ 正

Card Holder Information 持卡人资料 (Please provide photocopies of front and back of your credit card. 请提供信用卡的正反面复印件)

Name 姓名: \_\_\_\_\_ Card No 信用卡号码: \_\_\_\_\_ Signature 签署: \_\_\_\_\_

Mobile 手提电话号码: \_\_\_\_\_ Expiry Date 有效期限: \_\_\_\_\_

2) BANK TRANSFER 银行转帐 ☐ (Please fax the bank-in slip to / 请电传银行入数纸传真致 852-3606-8001)

Company Name 公司名称: AsiaWorld-Expo Management Limited Bank Name 银行名称: The Hongkong & Shanghai Banking Corporation Limited 香港上海汇丰银行

Bank Code 银行编号: 004 Branch Code 分行编号: 502 Account No. 户口号: 443047-002 Swift Code 转账编号: HSBCHKHHHKH

Branch Address 分行地址: No. 1, Queen's Road, Central, Hong Kong 香港中皇后大道中一号

3) CASH 现金 (HK\$) - (for on site order only 只适用于现场预订) ☐

Confirmed and signed by 签署:

Name (in Block Letter) 姓名 (正楷): \_\_\_\_\_  
Company Name 公司名称: \_\_\_\_\_  
Date 日期: \_\_\_\_\_

For any food & beverage items that are not listed above,  
please contact us via the e-mail below.  
有任何餐饮需要不在此订购表内, 请透过以下电邮地址与我们联系。

**Authorisation Request Sample Food and/or Beverage Distribution**  
**食物样品和/或饮料分发授权请求**

Please return this form by fax or email to AsiaWorld-Expo at least one month prior to the start of the event  
请于活动开始前最少一个月，以传真或电邮方式将此表格交回亚洲国际博览馆。

**Helpdesk 客户服务处**

*\*Please complete the form in English*  
*\*请用英文填写表格*

AsiaWorld-Expo 亚洲国际博览馆

E-mail 电邮: [helpdesk@asiaworld-expo.com](mailto:helpdesk@asiaworld-expo.com) Tel 电话号码: +852 3606 8000 Fax 传真: +852 3606 8001

Address: Hong Kong International Airport, Chek Lap Kok, Lantau, Hong Kong

地址: 香港大屿山赤鱗角 香港国际机场

AsiaWorld-Expo Management Limited ("AWEM") has the exclusive food and beverage distribution rights within the Expo. Exposition sponsoring organisations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorisation ONLY.

亚洲国际博览馆管理有限公司 ("AWEM") 拥有博览馆内的独家餐饮分销权。博览会赞助组织及其参展商仅可在获得书面授权的情况下分发食物样品或非酒精饮料产品。

**GENERAL CONDITIONS 一般条件:**

1. Items dispensed are limited to products manufactured or produced by the exhibiting firm.  
发放物品仅限于参展企业生产或由参展公司制作的产品。
2. All items distributed are limited to sample sizes:  
所有分发的产品仅限于样品大小:
  - a. Beverages limited to maximum of 2 oz containers.  
饮料限制在最多 2 盎司的容器内。
  - b. Food items limited to "bite size" (1 oz or less)  
食品仅限于 "一口大小" (1 盎司或更少)。
3. Use of cooling equipment must have prior approval of AWEM.  
使用冷却设备必须事先获得 AWEM 的批准。
4. Show management or exhibitor is responsible for securing a permit from Hong Kong Food and Environmental Hygiene Department. Permit(s) must be obtained in order to distribute food and beverages.  
展会管理方或参展商有责任向香港食物环境卫生署申请许可证。必须获得许可才能分发食品和饮料。
5. Standard fees for storage, handling, delivery, etc. will be charged where applicable.  
在适用的情况下，将收取存储、处理、递送等标准费用。
6. Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from AWEM.  
用作交通促进剂的食品和饮料 (即咖啡、爆米花、瓶装水、苏打水、酒吧服务等) 必须从 AWEM 购买。
7. The applicant named below acknowledges they have sole responsibility for use, and disposition of such items in compliance with all applicable laws. AWEM's rules and regulations prohibit the distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless AWEM's from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the use, distribution of dispensed food and beverage items.  
下面列出的申请人承认，他们对根据所有适用法律使用和处置此类物品负全部责任。AWEM 的规章制度禁止分发酒精饮料。因此，申请人同意赔偿并永远使 AWEM 免于因使用、分配分发的食品和饮料物品而直接或间接导致的所有责任、损害、损失、成本或费用。



**ASIA FRUIT LOGISTICA 2023**  
**6 - 8 September 2023**  
**Hall 3 & 5, AsiaWorld-Expo, Hong Kong**

Name of Event 活动名称 \_\_\_\_\_

Event Date(s) 活动日期 \_\_\_\_\_ Booth# 展位编号 \_\_\_\_\_

Organisation Name 机构名称 \_\_\_\_\_

Email Address 电邮: \_\_\_\_\_

Address 地址 \_\_\_\_\_

\_\_\_\_\_ City 城市 \_\_\_\_\_ State 省 \_\_\_\_\_

On-Site Contact 联络人 \_\_\_\_\_ Title 称号 \_\_\_\_\_

Tel No. 电话号码 \_\_\_\_\_ Fax No. 传真 \_\_\_\_\_ Signature 签名 \_\_\_\_\_

Product(s) you wish to dispense 希望分发的产品 \_\_\_\_\_

Size of portion to be dispensed 分发产品份量 \_\_\_\_\_ Quantity to be distributed 分发数量 \_\_\_\_\_

Proposed method of dispensing and reason for offering samples 提议的分发方法和提供样品的原因

SERVICE REQUIRED: Please notify General Manager, F&B of AWEM at +852 3606 8000 regarding any special services or requests related to your sample distribution.

如需服务：请致电 +852 3606 8000 通知 AWEM 餐饮部总经理，了解与您的样品分发相关的任何特殊服务或要求。

NOTE: All samples MUST receive prior approval and confirmation from AWEM. Exhibitors who do not comply with the above conditions will be asked to remove the items from the facility.

注意：所有样品必须事先获得 AWEM 的批准和确认。不符合上述条件的参展商将被要求从设施中移除物品。

APPROVED: \_\_\_\_\_

通过:

General Manager, F&B  
餐饮部总经理