

1 Exhibition Guide & Locator



To be returned by: **7 October 2011**

Please complete and return to:

Ms. Melissa Chan
Koelnmesse Pte Ltd
152 Beach Road, #25-05 Gateway East
Singapore 189721
m.chan@koelnmesse.com.sg

Tel: +65.6500.6731
Fax: +65.6296.2771

1.1 ADVERTISING OPTIONS – EXHIBITION GUIDE

Ad Size

Description	Cost (HKD)
Back cover – Four Colour	30,000
Two-page spread – Four Colour	26,500
Inside front cover – Four Colour	22,000
Inside back cover – Four Colour	22,000
Page facing inside back cover – Four Colour	22,000
Full page – Four Colour	15,500

Mechanical Requirements

Trimmed	Width (mm)	Height (mm)
Full-page	148	210
Half-page vertical	148	105

Test	Width (mm)	Height (mm)
Full-page	118	180
Half-page vertical	75	118

Bleed	Width (mm)	Height (mm)
Full-page	154	216
Half-page vertical	111	154

Deadlines

- All ad space must be reserved by 7 October 2011.

Publication Specifications

- Full-trim size is 148 mm wide by 210 mm tall.
- All live matter must be 15 mm from trim.
- Two-page spreads: for type designed to be read across the gutter, please allow 15 mm from either side of the center for the gutter.
- Offset printing.
- Four-color, 133-line screen.

To purchase an ad, please refer to Order Form on Page 31.

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1.2 ADS OPTIONS – CONFERENCE LOCATOR

Ad Size

Description	Cost (HKD)
Back cover – Black and white	20,000
Inside front cover – Black and white	15,000
Full page – Black and white	11,000

Mechanical Requirements

Trimmed	Height (mm)	Width (mm)
Full-page	140	80

Type	Height (mm)	Width (mm)
Full-page	130	70

Bleed	Height (mm)	Width (mm)
Full-page	146	86

Deadlines

- All ad space must be reserved by 7 October 2011.

Publication Specifications

- Full-trim size is 140 mm (H) x 80 mm (W)
- All live matter must be 6.35 mm from trim.
- Black and white offset printing. 133-line screen.

To purchase an ad, please refer to Order Form 1.4.

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1.3 ELECTRONIC FILE SPECIFICATIONS

Please submit electronic files meeting the mechanical requirements and specifications, and:

- High resolution, press quality PDF files are preferred.
- Native files must be QuarkXpress 6.x, Adobe InDesign CS, CS2, Adobe Illustrator CS, CS2, or Adobe Photoshop TIFF for Macintosh.
- Include all layout and artwork source files.
- All image files must be at least 300dpi at 100% printed image size.
- Include all fonts as allowed.
- Files must be submitted on CD or uploaded via FTP.
- A color proof MUST accompany ALL electronic files.
- Please attach your designer's contact information.

If you require further assistance when providing your electronic artwork or require FTP upload information, please contact:

Melissa Chan: m.chan@koelnmesse.com.sg

Please include "SIGGRAPH Asia 2011 Ad Specs" as part of your subject line in above correspondence.

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1.4 ADVERTISING ORDER FORM

Exhibitor		Booth Number
Contact Person		Title
Address		
Postal Code	City	Country
Telephone	Fax	Email

Advertising Agency (if applicable)		
Contact Person		
Address		
Postal Code	City	Country
Telephone	Fax	Email

Please tick where applicable

Exhibition Guide	HKD
Back cover – Four Colour	30,000
Two-page spread – Four Colour	26,500
Inside front cover – Four Colour	22,000
Inside back cover – Four Colour	22,000
Page facing inside back cover – Four Colour	22,000
Full page – Four Colour	15,500

Conference Locator	HKD
Back cover – Black and white	20,000
Inside front cover – Black and white	15,000
Full page – Black and white	11,000

Total

Remarks:

2 Attendees Data



To be returned by: **15 November 2011**

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

enquiry@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 15 November 2011)	HKD1,500 (Approx. USD195)		
	Scanner Rental Onsite	HKD2,000 (Approx. USD260)		
Grand Total				

Notes:

- By submitting this order form, the exhibitor acknowledges that the full data generated will be made available on 29 Dec 2011.
- Should the scanner be damaged, lost or not returned, HKD 5,000 (USD 650) will be charged.
(Prices exclude refundable security deposit)
- Prices quoted are for the whole duration of the exhibition, 13-15 December 2011.

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: **01 November 2011**

Please complete and return to:

Ms. Swee Ting Yap

Koelnmesse Pte Ltd

152 Beach Road, #25-05 Gateway East

Singapore 189721

st.yap@koelnmesse.com.sg

Tel: +65.6500.6729

Fax: +65.6296.2771

2.2 ATTENDEE LIST RENTAL ORDER FORM

Pre show registered and Post-show attendee list are available for rental. Significantly increase booth traffic with pre-show promotions and follow up with post show promotions for maximum sales opportunities!

Limited to the first 5 exhibitors.

Description	Cost Price (HKD)	Select with ☒
2011 Pre-registered attendees (Available on 28 November 2011 or thereafter upon full payment.)*	5,500	
2011 Post-show attendee list (Available 2 weeks after show or thereafter upon full payment)*	7,000	

*List rental service is subjected to Organizers clearing all email privacy laws in Hong Kong.

Notes:

1. Database will not be handed over to exhibitor. Exhibitor to provide html to organizer for email blast.
2. Rates are exclusive of mailing costs.
3. The Organizer has appointed a mailing house to handle all mails. Please contact Ms. Swee Ting Yap at st.yap@koelnmesse.com.sg for more details.

It is compulsory to read and sign the enclosed agreement in the following page regarding email list procedures.

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

SIGGRAPH ASIA 2011 ATTENDEE EMAIL LIST PROCEDURES AND AGREEMENT FOR EXHIBITORS

Exhibitors requesting the use of the SIGGRAPH Asia 2011 attendee list (list renter) must honor the following conditions:

1. The use of the SIGGRAPH Asia 2011 attendee list is for a one-time email blast only.
2. The email must be approved by SIGGRAPH Asia in advance of the distribution to the list. Send email text to st.yap@koelnmesse.com.sg. Text should not include any message that is competitive in nature.

The list renter must follow all spam laws (domestic and international) when distributing the email:

All email messages are required to include a physical street address (no post office boxes) and contact number. The subject line of the email message must clearly introduce the recipient to the offer presented within. The commercial message (message offering, advertising or promoting goods, services, land business or investments) has to comply with the following conditions:

- a. Clearly indicate commercial nature in subject.
 - b. Include subject describing the message content
 - c. '<ADV>' included before the subject
3. The "From" line of the email must name the specific company or representative of the company who is sending the message. Even though this is a one-time blast, all messages (HTML and text) must contain an Internet accessible opt-out that will allow recipients to opt-out of receiving future email from the list renter or other list renters.
 4. The list renter further understands that the size of the SIGGRAPH Asia 2011 list may vary slightly at the time of placing your order, as the email counts are from "live" files that are updated constantly.
 5. The email list renter is solely responsible for the content of its message, and hereby represents that its proposed message does not contain any of the following:
 - (a) any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane, or otherwise objectionable information, including without limitation any transmission constituting or encouraging conduct that would constitute a criminal offense, or violate any local, state, federal, provincial or international law; (b) any misleading or deceptive information, or any misrepresentation with respect to products or services offered by the list renter; (c) any chain letters, illegal pyramid, or such schemes; (d) any information, audio, graphics, software, or other works in violation of any person's copyright, trademark, or any sponsorship with any other intellectual property rights; (e) any deceptive information which would imply endorsement, affiliation, or sponsorship with any entity or person other than list renter without written consent of such entity/person; (f) any virus, worm, or similar contaminating/destructive element; and (g) any data gathering or depositing device, including but not limited to cookies.

SIGGRAPH Asia reserves the right to refuse to provide the list for any message not in accordance with the representations contained in this paragraph.

The list renter agrees to the above stated conditions.

Authorized Signature from list renter

Date

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

8 Audio Visual Equipments



To be returned by: **10 November 2011**

Please complete and return to:

Mr Axel Moyse

GL events Hong Kong Ltd

Unit G-L, 5/F., Wing Shan Industrial Building

428 Cha Kwo Ling Road, Yau Tong

axel.moyse@gl-events.com.hk

Tel: +852.2754.9487

Fax: +852.2754.8103

8.1 AUDIO VISUAL EQUIPMENT

- Orders received after 10 November 2011 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

Code	Item	Unit Price (HKD)	Quantity	Cost (HKD)
Computers				
1	IBM, Desktop PC with 17" LCD monitor with Windows XP Pro service Pack 3, Microsoft office 2007, Quick time player	2,200		
2	Lenovo T400 with Windows XP (service pack 3) and Microsoft Office 2007	2,200		
3	Lenovo B560 with Windows 7 and Microsoft Office 2007	2,200		
4	MacBook 15" Laptop	3,600		
Printer/Fax Machine				
1	Laser Jet printer (B&W) with 1 x Toner	1,250		
2	Fax machine (fax line excluded)	1,000		
3	Inkjet Color Printer with 1 x B&W cartridge, 3 x colour cartridges	1,600		
4	B&W Toner (additional)	1,000		
Players				
1	DVD Player	300		
2	CD Player	500		
3	Blu Ray Player	1,200		

Order form only valid with complete company details

Company Name:

Stand No:

Address

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipments



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GL events Hong Kong Ltd

Unit G-L, 5/F., Wing Shan Industrial Building

428 Cha Kwo Ling Road, Yau Tong

axel.moyse@gl-events.com.hk

Tel: +852.2754.9487

Fax: +852.2754.8103

8.1 AUDIO VISUAL EQUIPMENT (CONT'D)

Code	Item	Unit Price (HKD)	Quantity	Cost (HKD)
Display Monitor				
1	19" LCD monitor (video & computer signal)	1,000		
2	24" LCD monitor (video & computer signal)	1,300		
3	26" LCD monitor (video & computer signal)	1,500		
4	32" LCD monitor (video & computer signal)	2,000		
5	40" LCD monitor / 42" Plasma display (video & computer)	2,500		
6	40" LCD monitor – Full HD (video and computer signal)	3,000		
7	46" LCD monitor – Full HD (video & computer signal)	5,000		
8	50" Plasma display (video & computer signal)	6,000		
9	65" Plasma display (video & computer signal)	10,000		
10	LCD projector (4500 ANSI Lumens, 1024 x 768)	7,000		
11	2 x 2 Seamless LCD Wall (Total Size: 1160 x 2052mm)	24,000		
12	3 x 3 Seamless LCD Wall (Total Size: 1740 x 3078mm)	54,000		

Order form only valid with complete company details

Company Name:

Stand No:

Address

Fax:

Tel:

Email:

Contact:

Date & Signature:

8 Audio Visual Equipments



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axel.moyse@gl-events.com.hk

Tel: +852.2754.9487

Fax: +852.2754.8103

8.1 AUDIO VISUAL EQUIPMENT (CONT'D)

Code	Item	Unit Price (HKD)	Quantity	Cost (HKD)
Microphones				
1	Mini. P.A. system with 2 wireless handheld mic & 2 small speakers	2,500		
2	Wireless handheld mic (W/o P.A. system)	800		
3	Wireless headset mic (W/o P.A. system)	800		
Equipment				
1	1.4M height Trolley (for LCD / Plasma)	700		
2	2.0M height Truss Stand (for LCD / Plasma hanging)	700		

Notes:

- Please approach directly with GL events Hong Kong Limited for other AV services and equipment not listed above.
- Prices quoted are for the whole duration of the exhibition, 13 – 15 December 2011.
- All items are on rental basis.

Payment

- Full payment (**exempt from any bank charges**) must accompany this order by local cheque or cash before **10 November 2011** to:

GL events Hong Kong Limited or T/T to:
The Hong Kong and Shanghai Banking Corporation Ltd.
No. 1 Queen's Road, Central, Hong Kong
A/C No.: 808 – 306898 – 838
Swift Code: HSBCHKHCHKH

- Orders without remittance will not be accepted

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: **10 November 2011**

Please complete and fax this form to:

Mr Axel Moyse

GL events Hong Kong Ltd

Unit G-L, 5F, Wing Shan Industrial Building

428 Cha Kwo Ling Road, Yau Tong

axel.moyse@gl-events.com.hk

Tel: +852.2754.9487

Fax: +852.2754.8103

9.1 INTERNET ORDER

- Orders received after 10 November 2011 will be subjected to availability and a surcharge of 25%
- Orders received on-site (if accepted) will be subjected to a surcharge of 40% on the basic rates
- Orders received after 10 November 2011 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 2M downstream and 640M 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 2M/640k services.

Item	Description	Unit Cost for 4 days (HKD)	Unit	Subtotal Amount
1*	HKCEC 2M/ 640k Wired Broadband Internet connection with DHCP	\$2,200		
2	Wired Broadband Internet connection 2M/2M with DHCP + HKCEC CIW Charge	\$3,800		
3	Wired Broadband Internet connection 2M/2M with 1 Static IP Address	\$4,400		
4	Wired Broadband Internet connection 4M/4M with 4 Static IP Address	\$7,600		
5	Refundable deposit for Modem + Router	\$6,600		\$6,600
6**	Purchase of 3G USB modem with 3G SIM card -3 days connection. 7.2M downstream 2M Upstream DHCP (for Windows only) http://www.3gmodem.com.hk/modem_pic/large/E180.jpg	\$2,500		
7**	Purchase of 3G WiFi Router + 4 X 10/100 with 3G SIM card -3 days connection. 7.2M downstream 2M Upstream DHCP (Windows or Apple) http://www.3gmodem.com.hk/modem_pic/large/E960.jpg	\$4,000		
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: **10 November 2011**

Please complete and fax this form to:

Mr Axel Moyse

GL events Hong Kong Ltd

Unit G-L, 5F, Wing Shan Industrial Building

428 Cha Kwo Ling Road, Yau Tong

axel.moyse@gl-events.com.hk

Tel: +852.2754.9487

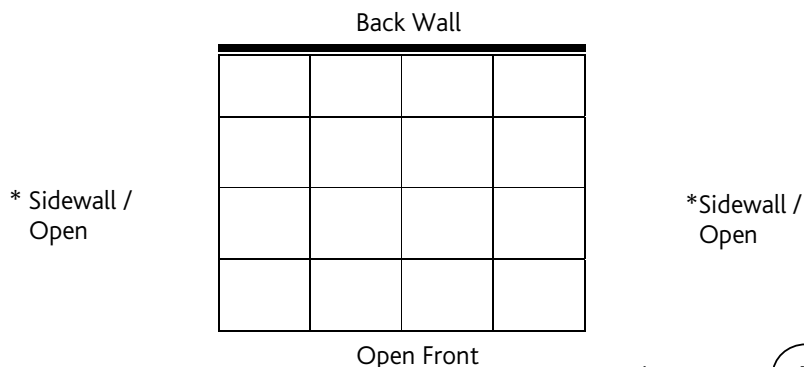
Fax: +852.2754.8103

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, GL events 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.

PLAN OF STAND



Payment

- 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 before **10 November 2011** to:

GL events Hong Kong Limited or T/T to:
The Hong Kong and Shanghai Banking Corporation Ltd.
No. 1 Queen's Road, Central, Hong Kong
A/C No.: 808 – 306898 – 838
Swift Code: HSBCHKHHHKH

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

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: **28 October 2011**

Please complete and return to:

Ms Irene Chow

PICO (IES) GROUP LTD

Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate

Tai Po, N.T. Hong Kong

irene.chow@hk.pico.com

Tel: +852.3713.0430

Fax: +852.2660.4672

10.1 FURNITURE

- Orders received after 28 October 2011 will be subjected a surcharge of 30%.
- Orders received on/after 25 November 2011 & on site order will be subject to a 50% surcharge.

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
EC08		White Folding Chair (510L x 470D x 450SHmm)	80.00		
CC05		Black Classical Armchair (560L x 570D x 800mmH)	200.00		
CN10		Black Dactylo Chair - adjustable (570L x 570D x 400-500mmH)	380.00		
FN7		Black Chairman Armchair – adjustable (670L x 670D x 400-500mmH) *Limited Stock	1,050.00		
UN11		Reception Bar Stool – adjustable (Ø470L x 600-800mmH)	200.00		
UN3		Black Bar Stool (Ø400 x 800mmH)	310.00		

10 Furniture & Equipment



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Tai Po, N.T. Hong Kong

irene.chow@hk.pico.com

Tel: +852.3713.0430

Fax: +852.2660.4672

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
UN45		Black Bombo Stool – adjustable (Ø440L x 390D x 660-860mmH)	440.00		
HN3		Le Corbusier Armchair (760L x 700D x 660mmH)	1,550.00		
HN2		Le Corbusier Sofa (1,310L x 700D x 660mmH) *Limited Stock	2,660.00		
TW27		White Round Table (Ø800 x 780mmH)	400.00		
PF11		Square Coffee Table (600L x 600D x 450mmH)	210.00		
TN25		Amsterdam Coffee Table (550L x 550D x 460mmH) *Limited Stock	310.00		
PF12		Square Table (700L x 700W x 715Hmm)	320.00		

10 Furniture & Equipment



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Tel: +852.3713.0430

Fax: +852.2660.4672

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
TS34		Silver Tinnily Bar Table (Ø600 x 1220mmH)	630.00		
*PF04		Tall Glass Showcase w/ 2 downlight (1030L x 535W x 2170Hmm)	1,950.00		
PF02		Low Glass Showcase (1030L x 535W x 1000Hmm)	950.00		
PF07		Tall Display Cube (535L x 535W x 750mmH)	370.00		
PF08		Low Display Cube (535L x 535W x 500mmH)	300.00		

10 Furniture & Equipment



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Tai Po, N.T. Hong Kong

irene.chow@hk.pico.com

Tel: +852.3713.0430

Fax: +852.2660.4672

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
*FS01		Flat Shelf (1000L x 300Wmm)	165.00/m		
*SS01		Slope Shelf (000L x 300Wmm)	165.00/m		
*ED01		Lockable Door (950W x 1910Hmm)	790.00		
*ED02		Folding Door (950W x 2000Hmm)	500.00		
PF01		Information Counter (1030L x 535W x 750Hmm)	330.00		
PF03		Lockable Cupboard (1030L x 535W x 750Hmm)	450.00		

10 Furniture & Equipment



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Tel: +852.3713.0430

Fax: +852.2660.4672

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
PN5		Document Display	540.00		
PN10		Black Documents Display Stand (270L x 300W x 1400mmH)	540.00		
AC3		Coat Rack (1510mmH)	390.00		
AN24		Black Coat Hanger (1620mmH)	300.00		
CH02		Catalogue Holder	215.00		

10 Furniture & Equipment



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irene.chow@hk.pico.com

Tel: +852.3713.0430

Fax: +852.2660.4672

Code	Picture	Item	Unit Price (HKD)	QTY	Cost (HKD)
*		90L Refrigerator with 24hrs Power Supply	1,800.00		
		Needle Punch Carpet	30.00 per sqm		
*		Single Wall Panel (1000W x 2500Hmm)	320.00		
		Potted Plant (about 1mH)	200.00		

Notes:

1. All items are on rental basis.
2. Prices quoted are for the whole duration of the exhibition, 13 – 15 December 2011
3. Please approach directly with PICO for other furniture not listed above.
4. Cancellation of any orders must be submitted in writing. Cancellation after the deadline (28 October 2011) is subject to 30% cancellation charge. No cancellation will be accepted on/after 25 November 2011.

Order form only valid with complete company details

Company Name:

Stand No:

Address

Fax:

Tel:

Email:

Contact:

Date & Signature:

11 Water & Compressed Air



To be returned by: **28 October 2011**

Please complete and return to:

Ms Irene Chow

PICO (IES) GROUP LTD

Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate

Tai Po, N.T. Hong Kong

irene.chow@hk.pico.com

Tel: +852.3713.0430

Fax: +852.2660.4672

11.1 COMPRESSED AIR

- Orders received after 28 October 2011 will be subjected to a surcharge of 30%.
- Orders received on/after 25 November 2011 & on site order will be subject to a 50% surcharge.

	Item	Unit Price (HKD)	QTY	Cost (HKD)
1	20mm (dia.) Main Supply Line	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		

11.2 WATER SUPPLY & DRAINAGE

- Orders received after 28 October 2011 will be subjected to a surcharge of 30%.
- Orders received on/after 25 November 2011 & on site order will be subject to a 50% surcharge.

	Item	Unit Price (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)	1,050.00		
3	Water In/Out	3,800.00		

Notes:

1. All items are on rental basis.
2. Cancellation of any orders must be submitted in writing.

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: **22 November 2011**

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852.2211.8214

Fax: +852.2529.1609

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 hchan@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. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852.2211.8214

Fax: +852.2529.1609

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

PLAN OF STAND

Back Wall

* Sidewall /
Open

*Sidewall /
Open

Open Front

Order form only valid with complete company details

Company Name:

Stand No:

Fax:

Tel:

Email:

Contact:

Date & Signature:

13 Freight Services



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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 **29 November 2011**.

- ☐ 1 copy of Airway Bill
- ☐ 1 copy of Commercial Invoice & Packing List
- ☐ 1 copy of Insurance Policy (if insured)
- ☐ original copy of ATA Carnet + Copy of 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 **5 December 2011**.

2. SEAFREIGHT

i. DOCUMENT DEADLINES

We need the following documents not later than

*** 22 November 2011 - LCL Shipment**

*** 29 November 2011 - 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 copy of ATA Carnet + Copy of Power of Attorney with company chop and signature (if applicable)

ii. CARGO DEADLINES

The cargo must arrive Hong Kong seaport no later than

*** 28 November 2011 - LCL Shipment**

*** 5 December 2011 - 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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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

Room 2105, 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 2011**

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

Fax: +852 2866 2421

13.4 CASE MARKINGS

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

SIGGRAPH Asia 2011

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

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



Please complete and fax to:

Agility Fairs & Events Logistics Limited

Ms. Hilda Chan

Room 2105, 21/F, CITIC Telecom Tower, 93 Kwai Fuk Road

Kwai Chung, NT, Hong Kong

hchan@agilitylogistics.com

Tel: +852 2211 8200

Fax: +852 2866 2421

13.19 COMMERCIAL INVOICE & PACKING LIST (CONT'D)

Item No.	Description Of Exhibits	Bare <u>or</u> 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: **22 Nov 2011 – LCL /29 Nov 2011 – FCL**

- Arrival of sea freight consignments: **28 Nov 2011 – LCL /5 Dec 2011 – FCL**

ii. Airfreight

- Receipt of documents for airfreight consignments: **29 Nov 2011**

- Arrival of airfreight consignments: **5 Dec 2011**

iii. Local Exhibits

- Receipt of documents for local exhibits: **5 Dec 2011**

- Collection of local exhibits in Hong Kong: **8 Dec 2011**

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 Temporary Staff



To be returned by: **8 December 2011**

Please complete and return to:

Mr. Danny Lam
Talent Finder Limited
 1801 Wing On Central Building
 26 Des Voeux Road Central
 Central, Hong Kong
danny@talentfinder.com.hk

Tel: 852.2499.8398

14.1 EXHIBITION TEMPORARY STAFF

- Orders received after 8 December 2011 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)
	13 Dec	14 Dec	15 Dec		
Receptionist (English/Cantonese/Chinese spoken) *(HKD\$80/Hour)					
General Interpreter					
Cantonese – English *(HKD\$90/Hour)					
Cantonese – Chinese *(HKD\$90/Hour)					
Cantonese / Chinese - French / German / Italian / Spanish / Japanese *(HKD\$480/Hour)					
Grand Total (HKD)					

Receptionist: Welcome attendees; provide them with brief explanation of the products in English and/or Cantonese / Chinese. Capable of translating casual conversation between attendees and exhibitors.

Interpreter: The same role as the receptionist. More competent in linguistic ability.

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 half an hour before start of day. (Proposed overtime, subjecting to actual on-site need.)

Notes:

1. The above price is inclusive 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: **22 November 2011**

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: +852.2582.8888

Fax: +852.2582.7106

15.1 SECURITY SERVICES

- Orders received after 22 November 2011 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		HK\$ 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	518	600	654	707	716	774	850	935	1,020
b	Security Supervisor	576	655	738	798	852	909	960	1,056	1,152
c	Security Officer	874	955	990	1,113	1,200	1,332	1,410	1,551	1,692
d	Guard in Plain Clothes	640	720	810	889	1,000	1,107	1,150	1,265	1,380
e	Armed Guard	N/A	N/A	N/A	N/A	1,720	1,935	2,150	2,365	2,580

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: **22 November 2011**

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: +852.2582.8888

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

15 Security Services



To be returned by: **22 November 2011**

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: +852.2582.8888

Fax: +852.2582.7106

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 \$1,368 (\$850 + \$518); charges for security guard service for 15 consecutive hours will total \$1,450 (\$850 + \$600); and, charges for security guard service for 16 consecutive hours will total \$1,504 (\$850 + \$654).
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:



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，便可於展覽當日輕輕鬆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 Café**; 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



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

價錢適用至二零一二年六月三十日
Prices are valid until 30 June 2012

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			
☐ 煙三文魚玫瑰 Smoked Salmon Rosette	250		
☐ 果味蔬菜凍批 Terrine of Fruity Creole Salad	250		
☐ 法式鴨肉醬 Duckling Rillettes	270		
☐ 鵝肝醬小碟 Foie Gras Sphere	270		
☐ 英式煙菜蘑菇脆筒 Piccail on Mushroom Cone	270		
精選糕點 Premium Pastry 每打 @ dozen			
☐ 苺菜芝士酥 Bourekis with Spinach and Cheese	140		
☐ 迷你叉燒酥 BBQ Pork Puff Miniature	140		
☐ 法式黑松露撻 Black Truffle Quiche Miniature	160		
☐ 迷你朱古力牛角飽 Dark Chocolate Croissant Miniature	130		
☐ 迷你蘋果撻 Apple Tart Miniature	130		
雜錦迷你三文治 Assorted finger sandwiches @dozen	260		
雜錦開面三文治 Assorted open face sandwiches @dozen	290		
美式曲奇餅 Assorted American cookies @dozen	130		
歐陸曲奇餅 Assorted European cookies @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) @pot	100		
不含咖啡因咖啡附一壺熱水 (五小包) Decaffeinated coffee with hot water in pot (5 sachets)	100		
錫蘭紅茶 (約五杯) Ceylon tea in thermo pot (5 cups) @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) Coffee machine (with distilled water) - 36.5 厘米高, 23.5厘米闊, 32厘米深 Sized 36.5cm(H) x 23.5cm (W) x 32cm(D) - 50粒咖啡/特濃咖啡囊 50 regular coffee / espresso capsules 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 milk, 100 portions of sugar, 50 paper cups and stirrers	850		
*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		
咖啡奶 Portion Coffee Creamer 每20粒 @20pcs	120		
糖 Portion sugar 每30包 @30pkts	30		
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			
☐ 各款進口芝士 Selection of Air-flow Cheese	560		
☐ 雜錦煙肉碟 Assorted Cured Meat Platter	560		
☐ 苺菜芝士批 Pan Pie with Spinach and Cheese	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:	400		
- 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			
*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 (不包括蒸餾水機) (not including dispenser)	140		
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 Fiji water @6 bottles	130		
San Pellegrino 有氣礦泉水 San Pellegrino sparkling water @6 bottles	130		
伊雲礦泉水 Evian @6 bottles	130		
法國有汽礦泉水 Perrier @6 bottles	130		
蒸餾水 Distilled water @6 bottles	72		
可口可樂 Coca Cola @6 cans	90		
健怡可樂 Coke Light @6 cans	90		
七喜 7 UP @6 cans	90		
橙汁 Orange juice @6 boxes	90		
蘋果汁 Apple juice @6 bottles	130		
番茄汁 Tomato juice @6 bottles	130		
喜力啤酒 Heineken @6 cans	180		
加士伯啤酒 Carlsberg @6 cans	150		
生力啤酒 San Miguel @6 cans	150		
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	580		
特選紅酒 Red Wine – Sommelier's Selection @bot	225		
特選白酒 White Wine – Sommelier's Selection @bot	225		
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		
開瓶器 Bottle opener 每隻 1 pc	30		
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用具及器皿費用 / 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 ☐ 現金(港幣)
Credit Card 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、玻璃器皿及餐用具須於 _____ (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、玻璃器皿及餐用具時，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、玻璃器皿及餐用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“餐用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.



SIGGRAPH ASIA 2011 HONG KONG

The 4th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia

Conference: 12-15 December 2011 | **Exhibition:** 13-15 December 2011

Hong Kong Convention and Exhibition Center

www.SIGGRAPH.org/ASIA2011

RESERVATION FORMS



香 港
HONG KONG

****Reservations should be made on or before 10 November 2011****

To	The Wharney Guangdong Hotel Hong Kong, 57-73 Lockhart Road Wanchai Hong Kong		
Attention	Sandy Dung, Sales Manager, Sales & Marketing Department		
Fax No.	(852) 2529 3282	Direct Line	(852) 2862 1006
E-Mail	ssm@wharney.com	Web Site	www.wharney.com
From	_____ (Person to contact)	Company Name	_____
Fax/Email	_____	Telephone No.	_____
Date	_____		

WE WOULD LIKE TO ARRANGE THE FOLLOWING ACCOMODATION:

☐ New Reservation		☐ Reservation Amendment	
1. Guest Name	_____	No. of Person	_____
Arrival Date	_____	Time/Flight No.	_____
Departure Date	_____	No. of Room	_____
Room Type	Superior Single / Twin room	Room Rate	HKD1,210 nett (inclusive of 10% service charge per room per night)
Guarantee by	Card Holder: _____ Credit Card No: _____ Expiry Date: _____ (Please write down credit number, card holder's name and expiry date)		
☐ New Reservation		☐ Reservation Amendment	
2. Guest Name	_____	No. of Person	_____
Arrival Date	_____	Time/Flight No.	_____
Departure Date	_____	No. of Room	_____
Room Type	Superior Single / Twin room	Room Rate	HKD1,210 nett (inclusive of 10% service charge per room per night)
Guarantee by	Card Holder: _____ Credit Card No: _____ Expiry Date: _____ (Please write down credit number, card holder's name and expiry date)		

Note:

1. Confirmation will be subjected to room availability
2. Please provide the hotel a credit card number with expiry date for guaranteed arrival
3. Cancellation Policy: Cancellation must be made 14 days prior to the date of arrival
4. If confirmation from the hotel is not received within 48 hours of booking, please re-send the reservation.





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RESERVATION FORMS



empire hotels

For Official Use Only

Confirmation No.: _____

Confirmed By: _____

The three Empire Hotels in Hong Kong are all conveniently located in business districts and close to shopping districts and convention center. The Empire Hotel Hong Kong • Wan Chai is within a 10-minute walk's distance of the Hong Kong Convention & Exhibition Centre and a colourful array of nightlife entertainments and major shopping areas nearby. The Empire Hotel Kowloon • Tsim Sha Tsui and Empire Hotel Hong Kong • Causeway Bay are accessible from all parts of Hong Kong via a seamless transportation hub by rail, land and sea. The Empire Hotels provide guests with the ultimate convenience at the heart of business and truly affordable luxury. For more information, please visit: www.empirehotelsandresorts.com.

****Reservations should be made on or before 10 November 2011****

Last Name: Mr/Mrs/Ms _____ First Name: _____
 Check-in Date: _____ Arrival Flight/Time: _____ at _____ hrs
 Check-out Date: _____ Departure Flight/Time: _____ at _____ hrs
 Tel No.: _____ Fax No.: _____ Email: _____

Room Type	Empire Hotel Wan Chai 33 Hennessy Road		Empire Hotel Tsim Sha Tsui 62 Kimberley Road		Empire Hotel Causeway Bay 8 Wing Hing Street	
City View	HK\$1,177	_____ room(s)	HK\$1,177	_____ room(s)	HK\$1,067	_____ room(s)
Empire Club	HK\$1,485	_____ room(s)	HK\$1,485	_____ room(s)	HK\$1,375	_____ room(s)
Empire Executive Suite	HK\$1,925	_____ room(s)	HK\$1,925	_____ room(s)	N/A	

* Rates listed above are nett per room per night. Please take note that no room will be reserved after 10 November and the final confirmation will be subject to room availability and hotel's quote.

PRIVILEGES for all Room Types

- A welcome tea set
- Daily newspaper
- Free unlimited in-room broadband internet access throughout the duration of stay
- Free use of swimming pool, fitness centre and sauna (applicable to Empire Hotels in Wan Chai and Tsim Sha Tsui only)
- Free use of in-room coffee / tea making amenities
- ☐ Special price for buffet breakfast at HK\$99 nett per person per day x _____ day(s)
- ☐ Special price for mobile broadband device (USB plug-in) with unlimited usage anywhere in Hong Kong at HK\$120 nett per day x _____ day(s) (applicable to booking a City View room only)
- No surcharge for double occupancy (applicable to booking a City View room only)

ADDITIONAL PRIVILEGES for booking Empire Club Room and Suite

- Personalized check-in and check-out service
- Complimentary use of Empire Club Lounge
- Free mobile broadband device (USB plug-in) with unlimited usage throughout the duration of stay anywhere in Hong Kong
- Free unlimited in-room broadband internet access throughout the duration of stay
- Complimentary 2-hour usage of a conference area per visit (subject to availability)
- Free local telephone calling (except calling card service charge)
- A 30% discount on conference room rentals (subject to availability)
- A 30% discount on food and beverages at our restaurant and lobby lounge
- A 20% discount on laundry, dry-cleaning and pressing services
- ☐ Special price of supplementary charge HK\$220 nett per day for double occupancy x _____ day(s)

Preference: ☐ Non-Smoking ☐ Double Bed ☐ Twin Beds

Credit Card (Amex cards not accepted) for arrival guarantee is required. Please fill in the following fields and return this form to the address below to secure your room reservation.

Type of Card: _____ Credit Card No.: _____ Expiry Date (MM/YY): _____/_____/_____

Card Holder's Name: _____ Signature: _____

Amendment & Cancellation:

Notice should be made before **10 November 2011**; otherwise, one-night room charge per confirmed room reservation will be applied.

Hotel Contact:

Ms Chrisangel Tam, Group Assistant Director of Sales – Commercial

Tel No.: (852) 3692 2148 Fax No.: (852) 2865 7012 E-mail: chrisangeltam@empirehotelsandresorts.com

Corporate Sales Office: Empire Hotel Hong Kong • Wan Chai | 33 Hennessy Road, Wan Chai, Hong Kong



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RESERVATION FORMS



HONG KONG
CENTURY

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 10 November 2011****

Guest Name	(First Name)	(Last Name)	Mr/Ms/Miss/Mrs
Arrival Date		Flight	ETA
Departure Date		Flight	ETA
Tel No		Fax No	Email
Room Type Reserved	☐ Standard Room – HKD\$1,250.00 per room per night (Room only) - The above rate is subject to 10% service charge and are applicable for both single and double occupancy per room. - Room will be confirmed on a first-come-first-serve basis and subject to availability of your preferred category. - Rates are only for delegates attending the above meeting. - Requests for early arrival before <u>11 Dec 2011</u> or late departure after <u>15 Dec 2011</u> will be subject to space and rate availability upon confirmation. <u>BUFFET BREAKFAST (Optional)</u> Special buffet breakfast at HKD\$120 nett per person per meal. ☐ Yes, I will take ☐ No, I will not take - Service charge included and should be pre-arranged upon making reservation - Should be on a daily consumption basis		
Benefits	- Free use of Fitness Center and swimming pool. - Two bottles of distilled water in each room.		
Transportation	<u>AIRPORT TRANSFER SERVICE:</u> Limousine: HK\$680 nett per car per trip ☐ Airport – Hotel ☐ Hotel – Airport ☐ Round Trip Shuttle bus: HK\$140 nett per person per trip ☐ Airport – Hotel ☐ Hotel – Airport ☐ Round Trip ** Please proceed to the Meeters & Greeters Hall (Exit B) at the Airport and look for "Hotel Ground Transport" (Counter No.B1) where there will be representatives to coordinate the transfer for you. Please note that transfer can only be confirmed with flight details given. For departure transfer, please reconfirm with our Reception Desk after check-in. Charges will be posted on your room bill.		
Room Preference	ROOM TYPE ☐ 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: _____

Credit Card No.: _____ Expiry Date (MM/YY): ____/____

TERMS AND CONDITIONS:

- In case of any cancellation notice given less than 30 days prior to arrival or no-show on the arrival day, one night room charge penalty will be levied to the given credit card.
- This form should be returned to hotel on or before **10 November 2011**. Bookings will be confirmed on first-come-first-serve basis. After the deadline, late bookings will be considered subject to hotel availability and current selling rate.

Any further assistance, please contact Ms. Jessica Lau – Sales Manager at

Tel: (852) 2507 6613 | Fax (852) 2598 4837 | Email: jessica.lau@novotelcenturyhk.com | Hotel website: www.novotelhongkongcentury.com



SIGGRAPHASIA2011 HONG KONG

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RESERVATION FORMS

****Reservations should be made on or before 10 November 2011****

 Siggraph Asia 2011 Group Number: 0SIG (first digit is zero) GRAND HYATT HONG KONG REGISTRATION FORM	Grand Hyatt Hong Kong 1 Harbour Road, Wanchai Hong Kong Phone: 852 2588 1234 Fax: 852 2802 0677 Please return form to: Hyatt Worldwide Reservations Centre – Hong Kong Phone: 852 2584 7038 Fax: 852 2956 2151 E-mail: china.reservations@hyatt.com										
<u>BOOKING DETAILS:</u> Last Name (Mr/Mrs/Miss): _____ First Name: _____ Arrival Date: _____ Flight: _____ Time: _____ Departure Date: _____ Flight: _____ Time: _____											
<u>GUEST DETAILS:</u> Title: _____ Company: _____ Address: _____ State/Country: _____ Zip/Postal Code: _____ Telephone: _____ Email: _____											
<u>PLEASE RESERVE:</u> (Please tick accordingly) <table border="0"><tr><td>Grand room</td><td>HK\$3,360</td><td>☐ Single</td><td>HK\$3,360</td><td>☐ Double</td></tr><tr><td>Grand Harbour View Room</td><td>HK\$3,660</td><td>☐ Single</td><td>HK\$3,660</td><td>☐ Double</td></tr></table> Preference: ☐ Smoking ☐ Non-Smoking Remarks: _____ - All the above rates quoted are per room per night and subject to 10% service charge and government taxes. - Extra bed can be arranged at HK\$350 plus 10% tax & service charge daily. - Wired/Wireless broadband access in rooms complimentary for 1 IP address. American buffet breakfast served at Grand Café available at HK\$268+10%service charge per person. * If the specific room type is full, we will reserve the next category of rooms available.		Grand room	HK\$3,360	☐ Single	HK\$3,360	☐ Double	Grand Harbour View Room	HK\$3,660	☐ Single	HK\$3,660	☐ Double
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<u>TRANSPORTATION:</u> Limousine Transfer Required: ☐ Arrival ☐ Departure Limousine transfer is available at HK\$900 per car one way or 6 seaters at HK\$1,030 per car one way. After completing Customs formalities, please approach the Hyatt Limousine Desk (Counter B06) 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.											
<u>RESERVATIONS GUARANTEE:</u> Credit Card with expiry date is required at the time of booking. Room reservations without credit card details will not be processed. ☐ American Express ☐ Diners Club ☐ Mastercard ☐ Visa ☐ JCB Credit Card No.: _____ Expiry Date (MM/YY): ____/____ Card Holder Name: _____ Signature: _____											
<u>TERMS & CONDITIONS:</u> - Rate valid until Thursday, 10 November 2011 and all bookings will be accepted subject to availability. - Check-in time is after 2:00 pm. Check-out time is before 12:00 noon. - Guaranteed early arrival should be reserved the night before and charged accordingly. - Cancellation after Thursday, 10 November 2011 will be charged one night stay and any no shows on the day of arrival will be charged the entire period of stay. - The reservation will be released at 12noon after the no show date. By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at ' privacy.hyatt.com '											