



**Remarks:**

1. AV technician ,Lighting Operator and Housekeeping Attendant/Cleaner are charged at a minimum of 4 hours shift basis while casual labour 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 of 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:HSBCHKHHKHK. The Centre reserves the right not to fulfill orders without having effectively received payment.