

Exhibition Venue Rental

Rate for commercial organizations
Payable to "Wide Harvest Investment Limited" (Landlord account)

Exhibition Venues	Area (sq. ft)	Existing Rate (Mon – Sun)	
		License Fee Per Day	Admin. Fee Per Day Per Venue
Central Atrium, UG/F	1,100	HK\$8,800	HK\$200
Central Atrium (Without Stage Area), UG/F	456	HK\$6,000	
Exhibition Plaza, PL/F	1,228	HK\$8,400 HK\$4,200 (4 hrs.)	
Shooting for Movie / Advertisement	Every 4 hrs.	HK\$2,000	N/A

Rate for CHKC tenants, Government officials, charitable and non profit making organizations
Payable to "Wide Harvest Investment Limited" (Landlord account)

Organizations	Existing Rate (Mon – Sun)	
	License Fee Per Day	Admin. Fee Per Day Per Venue
CHKC current retail tenants	30% discount	HK\$200
Government officials, charitable and non profit making organizations	50% discount	

Rate for supporting facilities
Payable to "China Hong Kong City Building Management Limited"

Supporting facilities	Exhibition Rate
Basic technical & operation facilities :- – Electricity supply (13 amp) – Venue cleaning x 1 time – Stainless Steel Barriers – 1 table with shirting and 4 chairs	Covered by Administration Fee
Extra table with skirting	\$50 / day for each additional table
Extra chair	Total \$50 / day for any no. of additional chair (max no. available 100 pcs.)
Flood Light (for on-stage program)	HK\$2,000 per day
Sound system with 2 microphones	HK\$2,500 every 4 hours

Enquiry: 2132 8860

Valid till December 31, 2016

China Hong Kong City
House Rules for Venue Exhibition

Centre Operating Time

8:00 am to 10:00 pm

Event Time:

- For general exhibition: 10:00 am to 10:00 pm
- For charity event at the charity area: 11:00 am to 7:00 pm

Licence Agreement and Payment

- Application Form together with a detailed floor plan which indicated all facilities dimensions and electricity measurement must be submitted to our management & fax back to 3119 0338 for approval **at least one month** prior to the proposed event commencement date.
- Licence Agreement must be signed and returned to our management **at least one week** before the commencement of the Licence.
- The application will not be confirmed until a written License Agreement (hereafter refers as The Agreement) is issued by CHKC Building Management Ltd. (hereafter refers as **The Licensor**) & countersigned by both parties.
- Full Licence payment must be settled **at least five working days** from the commencement of the Licence.
- The Agreement is served as an invoice of the charges. No separate debit note / invoice will be issued.
- Failure to do so may be considered as cancellation of the Event by the Licensee.
- The Licensor reserves the right to accept or decline and application.

Venue Setting and Dismantling

- Licensee shall enter the licensed area at **10 pm the night before the first exhibition day** for setting and leave with all their packed belongings by **10 pm** on the last day.
- Overnight setting after **10 pm** is allowed, upon prior request and subject to our management approval, **up to 6 am** on the first day of licensed period.
- Licensee shall provide venue carpets in **dark red / grey color** covering the exhibition area. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- Licensee shall submit a floor plan together with 3-dimension drawings and details (measurement & decorations to be used) of their setting to The Licensor for approval two weeks before the confirmed exhibition period. (Remarks: All exhibition areas must not exceed 5 ft. in height, except Central Atrium Division which is limited to 8 ft. in height.)
- Licensee is required to sign an undertaking for the license area before move-in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- Contractor person-in-charge must collect working pass for all workers from the Property Management Office before moving in.
- Licensee is required to sign the undertaking and provide manpower for covering floors with protective materials during entry of cars. (Protective materials will be supplied by the Licensor.)
- Licensee is required to inform on-site Property Officer prior to set-up or dismantling of their setting.

Licensed Area

- All exhibition activities e.g. personal service consultation must be confined to the licensed area. No goods, decorations or publicity materials e.g. posters and banners could be put outside the area. And the display materials should not cause any blockage to shop front of any tenants.
- Licensee shall not transfer or sublet the licensed areas to other exhibitors.
- No hanging of banners, posters and other POPs on the curtain wall and window is allowed.
- Easy pull stand is strictly prohibited in the mall.
- Licensee shall not sell or promote any illegal products or products not specified in the applications,

the Licensor shall have the absolute right to demand removal of any products, which are deemed unfit for the licensed area.

- Number of promoters must be informed and approved by the licensor prior of the event. The Licensor shall have the absolute right to demand reduction of promoters on site.
- The promoters should stay within the licensee area during the promotion/ exhibition unless prior approval has been sought from The Licensor.

Delivery of Goods and Decorations to Licensed Area

- No free parking and storage will be provided for Licensee(s) or Contractor(s).
- No trolley with **iron wheels** is allowed to use within the mall.

Safety of Merchandise and Decorations

- Licensee must take all precautions to protect their goods and decorations displayed or placed at the area and shall not hold the Licensor responsible for any loss or damage.
- No goods or decorations are allowed to place under the fire shutters.
- Licensee is advised to employ security guard(s) from Sino Security Services Ltd. to look after their overnight setting and goods. If other than Sino, Licensee shall seek approval from Licensor.
- Licensee undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in China Hong Kong City.
- No storage will be provided to Licensee.

Merchandise List

- Licensee shall submit a full merchandise list (with photos & branding) together with application form to The Licensor for approval.

Insurance

- Licensee must insure against their properties including goods and decorations in respect of exhibition and setup period and keep the Licensor indemnified against all actions, proceedings, demands, costs and claims whatsoever by any third party causing by or arising from the act, neglect or default of the Licensor.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy Property Management Office before moving in.
- The Licensor has the right to demand stoppage or cancellation of the event should, in the opinion of The Licensor, a safety hazard is posed to the public.

Power Supply and Telephone line

- Licensor will provide ONE 13A socket for Licensee's use. Extra power supply must be applied with the Licensor.
- The Licensor shall arrange 30A extra power supply subject to an extra power charge of HK\$500/day.
- Licensee is required to sign the undertaking and supply a private licensed electrician to connect electricity with the presence of representative of Licensor.
- Telephone / cashier line must be arranged by the Licensee.

Cleaning

- Licensee shall keep the licensed area in good, clean and tidy condition and never leave any packing or wrapping materials. e.g. paper boxes elsewhere during and after the exhibition period.
- All carton boxes and miscellaneous items must be placed carefully and kept out of public view in the exhibition period.
- All rubbish or unwanted things should be disposed
- A cleaning charge of HK\$1,000 will be imposed on those Licensees who leave the area in a dirty condition after use or damage the utilities provided by the Licensor.
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Audio-visual Equipment

- Licensee shall set audio-visual equipment at a volume level that would not create any noise nuisance or inconvenience to public or nearby tenants.
- Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI & CASH for producing music.
- Promotions / Roadshows with stage events and PA broadcast shall only be done in the Central Atrium only, not any other venues.

Force Majeure

- If the exhibition is cancelled due to the force majeure, the Licensee shall have no claims against the Licensor or refund of the licence fee of exhibition venue.

Arrangement for Adverse Weather

- Special arrangement will be made due to adverse weather, such as the hoisting of typhoon signal No.8 or above, or black rainstorm.
- When the typhoon signal No.8 or above is hoisted before 12:00 nn on the exhibition day, the Licensee may then apply to the Licensor for re-scheduling of the exhibition subject to the final discretion of the Licensor.
- If the typhoon signal No.8 is hoisted after 12:00 nn, there will be no compensation to the Licensee.

Charity Organization

- Any Licensee who applies venue for fund-raising or charity sales must submit their application with valid license from the related Government Department for prior checking.
- The venue will not be granted for solicitation of pedestrians for collection of donations or selling of flags / stickers or badges.
- Number of volunteers shall not exceed 4 and they should not allow walking around the mall.

Cancellation

- No cancellation is allowed upon signing of confirmation by the Licensee or within two weeks from the date of exhibition.
- In the event that the Licensee has to cancel the booking after the issue of The Agreement from The Office, a written notice to The Office is required and the Licensee will be subject to a penalty of 50% of the license fee if the cancellation of booking fall within 7 to 14 days before event date; and 100% of license fee if the cancellation is less than 7 days before event date. Administration fee will not be refundable whenever the cancellation is made within two weeks from the date of intended event.
- The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the above rules. The Licensee shall have no claims against the Licensor in respect of such alternation or cancellation.

Enquiry: Retail Marketing & Promotions – China Hong Kong City: 2132 8860

Valid till June 30, 2016



To: Promotions Dept.

Date: _____

Fax: _____

Tel: _____

From: _____ (*Mr. / Ms. / Mrs.)

Application Form For Rental of Exhibition/Promotion Venue

Particulars of Exhibitor

Name of Organization/
Company (in English): _____

(in Chinese): _____

Nature of Exhibitor

- Commercial Organization
- Government Department
- Charity/ Social Service Group (please attach relevant document)
- Non-profit making organization but of no charity nature (please attach relevant document)
- Others (please specify) _____

Business Registration No.: _____

Office Address: _____

Name of Applicant (in English): _____

Tel: _____

Position Held: _____

Fax: _____

Pager/ Mobile: _____

E-mail Address: _____

Details of Proposed Event

Official Name of
Event (in English): _____

(in Chinese): _____

* Exhibition Venue: _____

Venue(s) 1st Preference: _____

2nd Preference: _____



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Preferred Exhibition

Period: _____

Nature of Event:

Exhibition (Product Promotion, no sales involved)

Sales Exhibition

Variety Show

Carnival

Stage Performance: _____

(please specify: Debate, seminar, fashion show, variety show etc.)

Charity activity (please specify): _____

Others (please specify): _____

Products/ Theme to be promoted or displayed: Insurance _____

Any special activities to be held in conjunction with the above said event:

Distribution of Samples

Distribution of printing materials

Others (please specify): _____

Number of personnel to be deployed to control the event: _____

Name of security company covering the event (if any): _____

Details of any pre-event publicity (eg. press release, radio, TV, leaflet, banner, advertisement)

Particulars of PR/Advertising Agency (if any)

Official of Agency

(in English): _____

(in Chinese) _____

Address: _____

Contact Person (in English): _____

Tel: _____

Position Held: _____

Fax: _____

Pager/ Mobile: _____

E-mail Address: _____

Facilities & Equipment Required (Please tick or specify quantity required)

Item	Quantity	Item	Quantity
<input type="checkbox"/> Chairs		<input type="checkbox"/> Stage with skirting	
<input type="checkbox"/> Tables w/ skirting		<input type="checkbox"/> Power supply	
<input type="checkbox"/> P.A. System			
<input type="checkbox"/> Others (Pls specify)			

The applicant _____ I _____ confirms that the information herein is true and correct and agrees to be bounded by the terms and conditions of the use of venues as laid down by the Licensor.

Signature of Applicant with Company Chop Name of applicant Date

This form should be sent or faxed to the following office **at least 1 month** prior to the proposed event commencement date.

Address: Sino Estates Management Limited

Customer Services Centre
Promotions Department,

Tel: _____
Fax: _____

Management Approval (For Office Use Only)	
Licence Fee:	
Administration Fee:	
Other Charges:	
Total Amount:	
Confirmed & Accepted by:	
Signature:	Date:

Note:

1. The Licensor has absolute discretion to accept or refuse any application.
2. Licensee shall promote the specified business in the specified format as approved by the Licensor. Or Licensor shall cease operation of exhibition without notice and no licence fee shall be refunded.
3. Licensee shall read the **“House Rules”** thoroughly and please call us at 2139 6003 for details. The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the rules.

To: Promotions Dept.

Date:

Fax:

From:

Exhibition Information Form

For better co-ordination with your exhibition, please fax the completed form to Promotions Department **one week prior** to the first exhibition day.

Exhibition Date:			
Exhibition Time:			
Exhibition Title:			
Exhibition Venue:			
Move-in Time:			
Move-out Time:			
Company Name:			
Contact Person:		Title:	
Tel:	(during office hours)		(after office hours)
Fax:			
Email address:			
Signature: (with company chop)			

*** Attached the rundown / floor plan**

This form and all correspondence should be SENT or FAXED to the relevant office at least 1 month prior to the proposed event commencement date.

China Hong Kong City Building Management Limited

Retail Marketing & Promotions Department

Suite 1110, 11/F, Tower 3, China Hong Kong City,

33 Canton Road, Tsim Sha Tsui, Kowloon, HK

Tel: 2132 8860

Fax: 3119 0338

Email: candyohwong@sino.com



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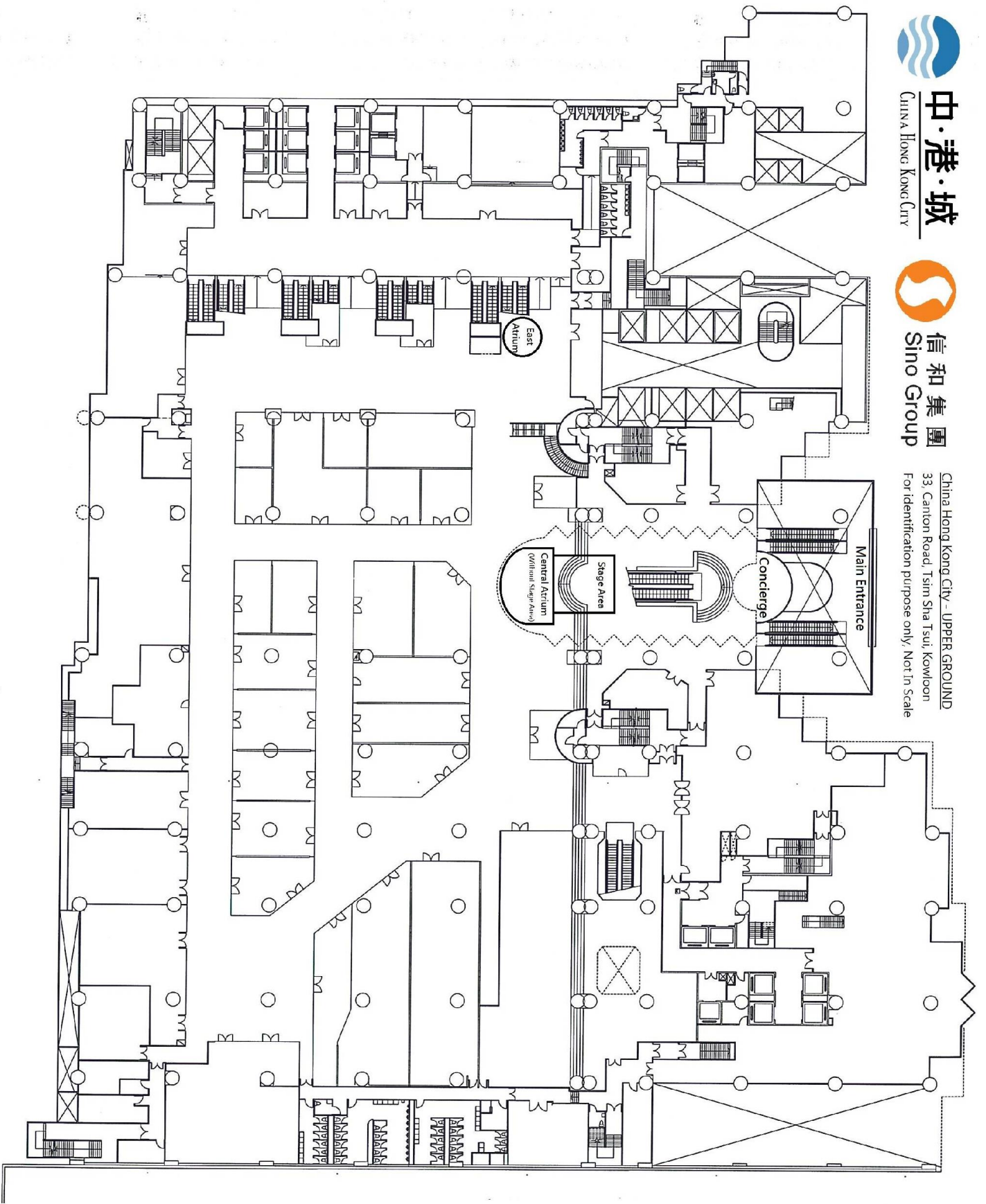


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Sino Group

China Hong Kong City - UPPER GROUND
33, Canton Road, Tsim Sha Tsui, Kowloon
For identification purpose only. Not In Scale





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CHINA HONG KONG CITY

Footbridge to
Kowloon Park

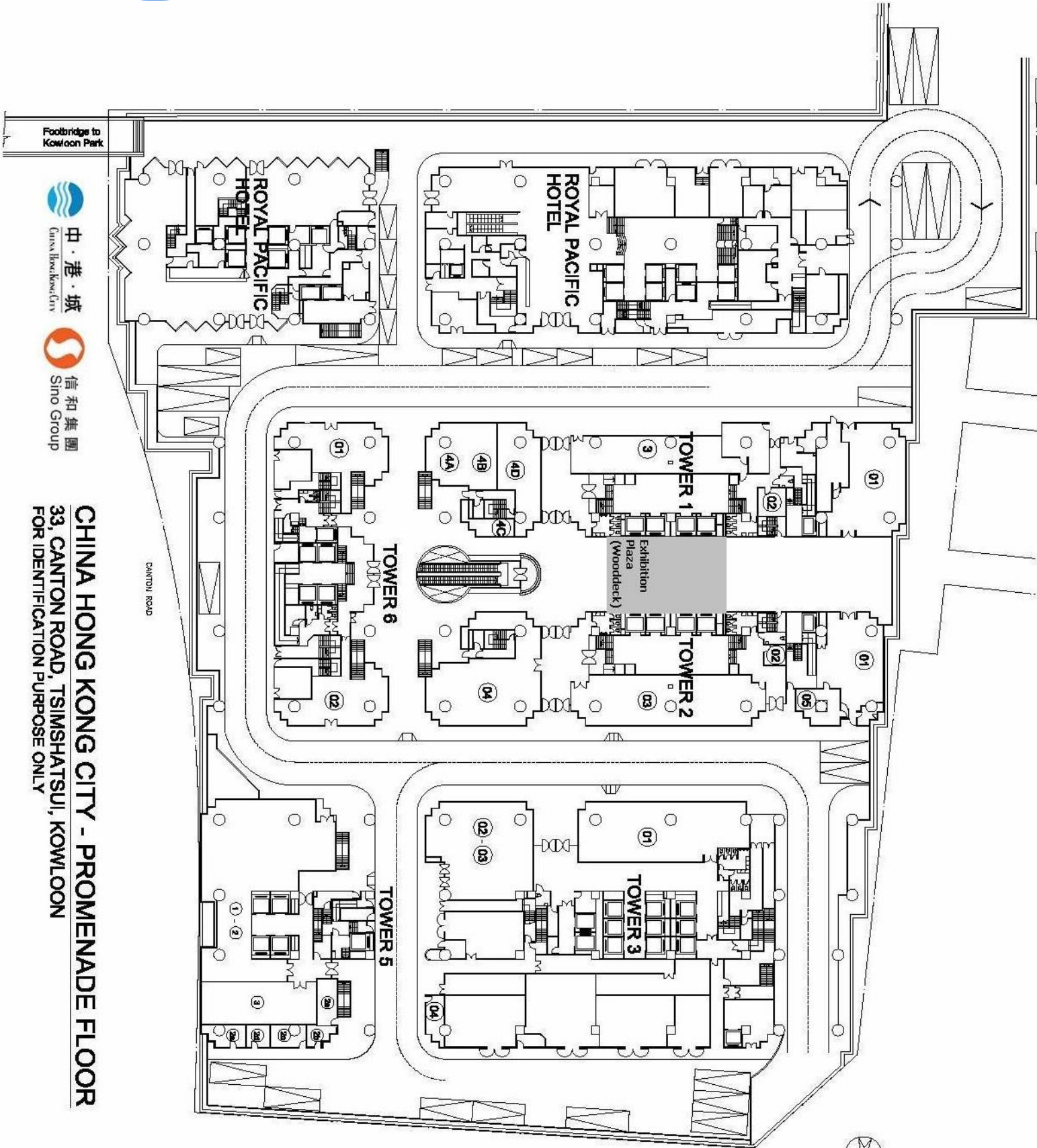


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CANTON ROAD



CHINA HONG KONG CITY - PROMENADE FLOOR
33, CANTON ROAD, TSIMSHATSUI, KOWLOON
FOR IDENTIFICATION PURPOSE ONLY