

Exhibition Venue Rental Rate Card

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 Contract
Central Atrium, UG/F	1,100	HK\$ 5,500	HK\$ 300
North Atrium, UG/F	627	HK\$ 1,200	HK\$ 300
East Corner, UG/F	100	HK\$ 3,000	HK\$ 300
Exhibition Plaza, PL/F	3,762	HK\$ 8,400	HK\$ 500
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 Contract
CHKC Tenants	50% discount	HK\$ 500
Government officials, charitable and non profit making organizations	50% discount	HK\$ 500

Rate for supporting facilities

Payable to “China Hong Kong City Building Management Limited” (building fund account)

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: 2139 6003 / 2139 6093

(1) Application Procedures

1. An application form should be completed at least 1 month prior to the exhibition/event date.
2. The Licensor has the absolute discretion to accept or decline any application
3. The Licensor reserves at least 1 week for application and approval process.

(2) General Conditions

1. The Licensee shall make its own arrangements for the necessary decoration. A layout sketch including measurements and in case of a performance, a detailed program rundown of the event should be submitted for our approval at least 2 weeks prior to date of event.
2. The Licensor reserves the right to approve the standard and content of display, the Layout of the exhibition, lighting, sound control and decoration.
3. The organizer must not extend any display materials or promotional activities beyond the designated event area.
4. All the display materials are not allowed to place in front of shops in such a way as to obscure the shop windows and will not make any inconvenience to users and other tenants of CHKC. The Management Office reserves the right to remove any materials found to be objectionable.
5. The 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.
6. The Licensee undertakes to obtain any necessary approval or license from the Government or other relevant authorities.
7. The Licensee is responsible for obtaining any necessary licenses in association with the event. These would include CASH, IFPI etc. Any such license fees resulting from the event will be borne by the Licensee.
8. The Licensee shall be responsible for maintaining order and crowd control throughout the event.
9. The Licensee shall set all audio-visual equipment at a volume level that will not cause any inconvenience or annoyance to the tenants or any member of the public.
10. The organizer shall set up the venue at specific time in the evening prior to the first event day if the site is available. And all materials must be removed immediately

and finished before 11:00 pm of the last event day.

11. Organizer should inform the Management Office of the license numbers of vehicles/ trucks and move in/out time before they will allow to make use of CHKC's loading and unloading areas.
12. No painting and construction works will be allowed to be carried out at the venue. All exhibits or constructions should be pre-fabricated, only re-touch works can be done on site.
13. Licensee should be responsible for clearing all debris after the exhibition / event has been set up and must keep the venue in a good condition throughout the event period. All exhibit items should be covered with clean and tidy red cloth after exhibition hours. Licensee shall be liable to any damage caused to be the structure or other fittings and equipment in venue.
14. The Licensee is responsible for the security and safety of the exhibits at all times during the event period, the dismantling of the decoration and the cleaning of the venue immediately after the event. If not, the Licensee will be subject to a cleaning charge of HK\$1,000.
15. The Licensor shall bear no liability to the Licensee for any damage or loss of its properties arising from any incidents during the event and setting period.
16. Licensee is required to take out sufficient Public Liability Insurance Coverage for the whole duration of their activity / event, and take out sufficient insurance policies to indemnify us against all risks.
17. The Licensee shall be liable to any claim for personal injury or damage caused to the structure or other fittings and equipment in the venue and will fully indemnify China Hong Kong City Building Management Limited against all liabilities arising from or in connection with the use of the venue during the stipulated period in Event Period.
18. The Licensor shall reserve the right to revoke this agreement should the Licensee fail to comply with the above conditions and claim damage in consequence thereof.
19. The Licensee shall cover the licensed area with dark red carpet or any other color as approved by the Licensor.
20. The Licensor reserves the discretionary right to stop any activity that infringes the terms and conditions as stated in our application handout
21. The Licensee's signature underneath signifies your agreement to both the contents of this agreement and the terms and conditions for Licensee as listed in the

application handout.

(3) **Payment**

All payment and the signed agreement shall be forwarded to the Licensor before the due date stated in the Licensor Agreement.

(4) **Cancellation**

In the event that the Licensee has to cancel the booking, written notice to the Licensor 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 2 weeks from the date of intended event.

(5) **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 signal is hoisted before 12 noon on the exhibition day, so as to render unfit for continuation of the exhibition, the Licensee may then apply to the Licensor for re-scheduling of the exhibition subject to the final discretion of the Licensor. In the event if signal is hoisted after 12 noon, there will be no compensation to the Licensee.



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: _____

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

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 pls 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:

(*Mr./ Ms. / Mrs.)

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
Shop No.3, PL/F, Tower 2, China Hong Kong City,
33 Canton Road, Tsim Sha Tsui, Kowloon, HK
Fax: 3119 0338

