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CHINA HONG KONG CITY

### 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\$8,000*	HK\$200
Central Atrium (Without Stage Area), UG/F (On or after Oct 2013)	576	HK\$5,500*	
North Atrium, UG/F	627	HK\$3,000*	
East Atrium, UG/F	100	HK\$5,000*	
Exhibition Plaza, PL/F	3,762	HK\$8,400*	
	4 hrs.	HK\$4,200	
Shooting for Movie / Advertisement	Every 4 hrs.	HK\$2,000*	N/A

**\*35% rental increase from 1-30 Sep 2013**

#### 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 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 :- <ul style="list-style-type: none"> <li>- Electricity supply (13 amp)</li> <li>- Venue cleaning x 1 time</li> <li>- Stainless Steel Barriers</li> <li>- 1 table with shirting and 4 chairs</li> </ul>	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 6087

Rate Card Valid till Dec 31, 2013



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**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 **8 am** for setting on the first exhibition day and leave with all their packed belongings by **10 pm** on the last day.
- Licensee is not encouraged to set up the area the night before the exhibition period. For special reasons, Licensee shall apply in writing, however, the Licensor has the absolute discretion to accept or refuse it.
- 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 but HK\$1,000 will be charged for overnight electricity consumption.
- 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.

#### **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: 2139 6087

Effective: 24 May 2013



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CHINA HONG KONG CITY

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Venue(s) 1<sup>st</sup> Preference: \_\_\_\_\_  
2<sup>nd</sup> 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: \_\_\_\_\_



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**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: \_\_\_\_\_

<b>Management Approval (For Office Use Only)</b>		
Licence Fee:		
Administration Fee:		
Other Charges:		
<b>Total Amount:</b>		
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.



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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**

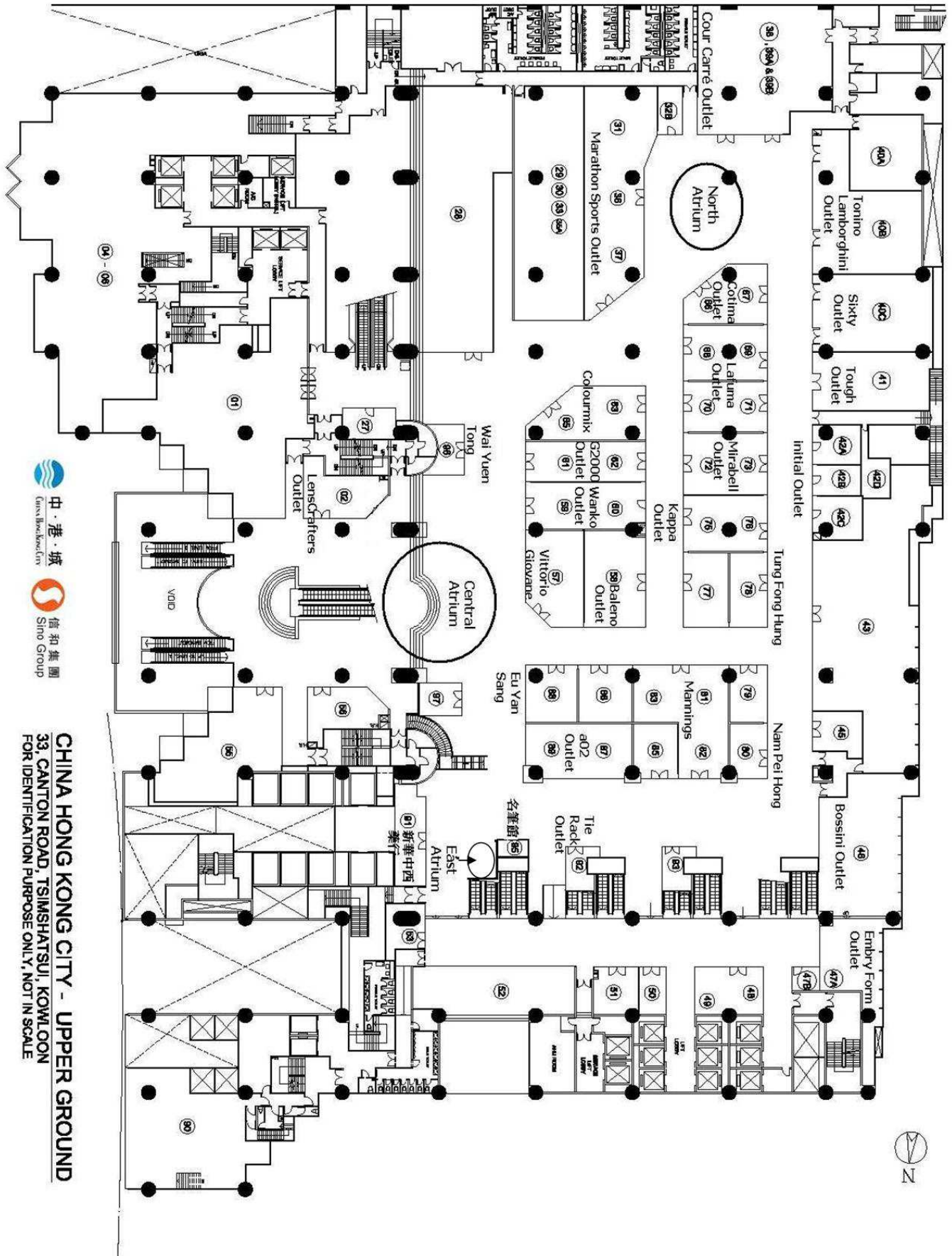
Retail Marketing & Promotions Department

Shop No.3, PL/F, Tower 2, China Hong Kong City,

33 Canton Road, Tsim Sha Tsui, Kowloon, HK

**Fax: 3119 0338**



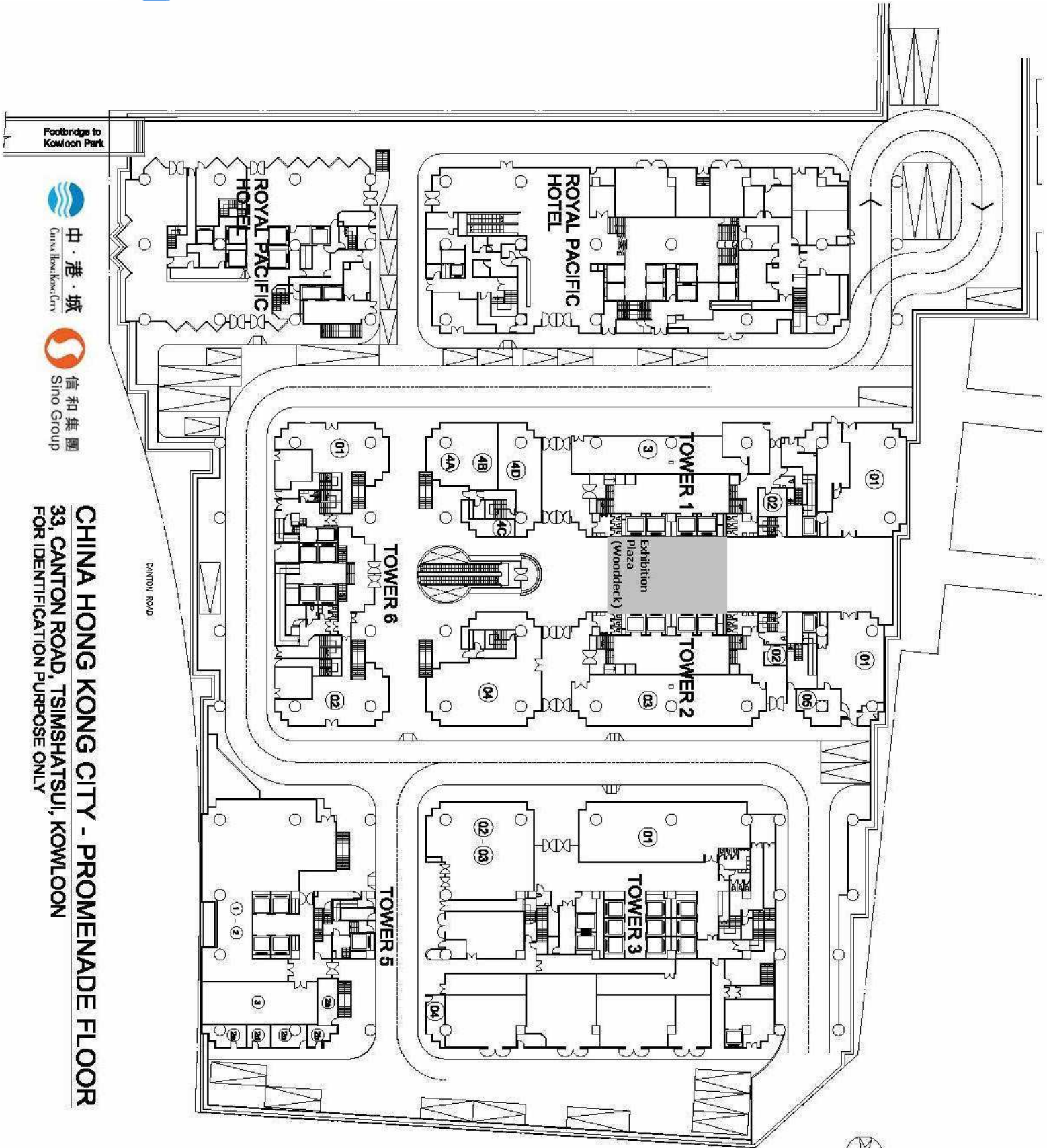


CHINA HONG KONG CITY - UPPER GROUND  
33, CANTON ROAD, Tsimshatsui, Kowloon  
FOR IDENTIFICATION PURPOSE ONLY, NOT IN SCALE



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CHINA HONG KONG CITY



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China Hong Kong City



信和集團  
Sino Group

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