



Re: Tuen Mun Town Plaza - Exhibition / Promotion Venue Information

In the hub of Tuen Mun District, Tuen Mun Town Plaza has been noted as one of the largest shopping malls (approximately 1,000,000 sq. ft.) in the Northwest New Territories. The mall offers more than 400 shops, providing a wide range of shopping, dining and entertainment outlets and facilities for whole family. Our 4,552 sq. ft. Atrium and other high traffic exhibition venues offer the best opportunity to promote your products in Tuen Mun.

For venue booking, just simply contact or e-mail us now!

Tel : 2450 7782

Fax : 2618 0107

Email : tmtplaza_promo@sino-estates.com

Thanks for your kind attention.

Retail Marketing & Promotions Department
Tuen Mun Town Plaza

Venue Fee & Equipment Charges

Effective: 1 January 2012

I. Venue Fee

Location	Area (sq. ft.)	Licence Fee & Administration Charge (per day)	Licence Fee & Administration Charge (per day)	Four-day Package Price
		Weekday	Weekend & P.H.	Thu to Sun (two weekdays & two weekends)
Main Atrium	4,552	\$42,000	\$115,000	\$270,000
Atrium per Division (I, II, III, IV) General exhibition	864.7	\$14,000	\$33,000	\$80,000
Atrium per Division (I, II, III, IV) Motor Show*	864.7	\$17,000	\$40,000	\$100,000
Void C, 1/F	217.5	\$10,500	\$23,000	\$60,000
Void C, G/F	220	\$6,500	\$14,500	\$34,000

Remarks:

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and public holidays
- Minimum two consecutive days on booking
- *Number of cars to be displayed:
up to four units for one division; up to eight units for two divisions
- 15% loading charge during the Chinese New Year period: 1 January to 22 January 2012
- Please refer to Appendix I for special promotion offers

II. Equipment Charges:

Equipment	Charges / event
Folding chairs (max. 150 pcs)	HK\$20/ pc
6' x 2' tables with skirting (max. two pcs)	HK\$200/ pc
Stage installation (with skirting and staircase)	HK\$1,000/ job
PA system with one technician stand-by	HK\$4,000/ job
Video shooting with one technician stand-by	HK\$4,000/ job
Changing room installation	HK\$1,500

*The above rating is subject to change without prior notice.

Appendix I

Special Promotion Offers

Effective: 1 January 2012

Promotion Offers	Sitting Tenants	Non-sitting tenants
First Trial Special Discount (except Chinese New Year period from 1 to 22 January 2012)	50% discount on licence fee for booking on weekdays and 20% discount on licence fee for booking on weekends (applicable to tenants' first time booking only)	50% discount on licence fee for booking on weekdays and 20% discount on licence fee for booking on weekends (applicable to non-sitting tenants' first time booking only)
Weekdays Special (except Chinese New Year period from 1 to 22 January 2012)	20% discount on licence fee for three or above consecutive weekdays booking	20% discount on licence fee for three or above consecutive weekdays booking
Volume Discount (except Chinese New Year period from 1 to 22 January 2012)	15% discount on licence fee for any booking of / above seven consecutive days for the same venue	5% discount on licence fee for any booking of / above seven consecutive days for the same venue
Four-day Package Price (except Chinese New Year period from 1 to 22 January 2012)	Please refer to the rate card for details	Please refer to the rate card for details

Remarks:

- Only one special promotion offer can be used for each booking.
- Sino Estates Management Limited reserves the final right to modify privileges at any time without prior notice.

信和集團旗下商場供短期展銷 Sino Malls for casual leasing:

屯門市廣場 (tmtplaza)	電話 Tel. 2450 7782
奧海城 (Olympian City)	2397 3636
荃新天地及荃新天地 2 (Citywalk & Citywalk 2)	3926 5700
中港城 (China Hong Kong City)	2139 6087
黃金海岸商場 (Gold Coast Piazza)	2452 6566

藍灣廣場 (Island Resort Mall)	電話 Tel. 3165 6616
沙田商業中心 (Shatin Galleria)	3165 6616
帝庭軒購物商場 (Regentville Shopping Mall)	3165 6616
觀塘廣場 (Kwun Tong Plaza)	3165 6616
雅濤居購物商場 (The Waterside Shopping Mall)	3165 6616

House Rules for Venue Exhibition

Centre Operating Time

10:00 am to 10:00 pm

Event Time:

- For general exhibition / car show: 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 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 two weeks** before the commencement of the Licence.
- Full Licence payment must be settled **at least five working days** from the commencement of the Licence.
- Failure to do so may be considered as cancellation of the Event by the Licensee.

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 **10:00 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 10:00 pm is allowed, upon prior request and subject to our management approval, up to 6:00 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 grey color covering the exhibition area. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- All set-ups in all exhibition areas must not exceed 6.5 ft. in height, except Main Atrium Division which is limited to 8 ft. in height.
- **Motor Show**
Delivery or removal of cars shall be completed **at 8:30 am – 9:00 am only** on the first exhibition day and the day after the last exhibition day respectively. *(No entry of cars is allowed after 9:00 am)*
- 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.
- 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 Plaza.
- 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.

Delivery of Goods and Decorations to Licensed Area

- Licensee could use our carpark facilities: [Phase I] **HK\$16/hour** (Mon to Thu) and **HK\$18/hour** (Fri to Sun and Public Holidays) [Phase II] **HK\$22/hour** (Mon to Sun and Public Holidays) *(Charges are subject to change without prior notice).*
- Cargo lifts no.19, 21, 23 and 24 *(size: 8' x 7' x 8'; entrance size: 4' x 6'; capacity: 1,500 kg)* could be used for delivery of goods but not the passenger lifts nor escalators.
- No trolley with iron wheels is allowed to use within the Plaza.

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 Tuen Mun Town Plaza.
- No storage will be provided to Licensee.

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.

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.
- 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 at the refuse collection point at G/F's carpark entrance.
- 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.
- Promotions / Roadshows with stage events and PA broadcast shall only be done in the 1/F Main Atrium only, not any other venues.
- Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI & CASH for producing music.

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.

Cancellation

- In the event that the Licensee has to cancel the booking, written notice to **Entertainment City Limited** is required and the Licensee will be subject to a penalty of **50% of the total charges**.
- No cancellation is allowed upon signing of confirmation by the Licensee or within two weeks from the date of exhibition.
- 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.

To: Retail Marketing & Promotions Department

Date: _____

Fax: 2618 0107 _____

Tel: 2450 7782 _____

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 documents)
 - Non-profit making organization but of no charity nature (please attach relevant documents)
 - Others (please specify): _____

Business Registration No.: _____ (please attach BR copy)

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:
- _____ 1/F – Main Atrium / Atrium Division I / II / III / IV
 - _____ 1/F – Void C
 - _____ G/F – Void C
 - _____ 3/F – Charity Area

Venue(s) 1st Preference: _____

2nd Preference: _____

#Preferred Exhibition Period: _____

(#Minimum 2 consecutive days booking)

- 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: _____

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 (e.g. press release, radio, TV, leaflet, banner, advertisement)

Particulars of PR/Advertising Agency (if any)

Official Name of Agency (in English): _____

(in Chinese): _____

Address: _____

Contact Person (in English): _____ Tel: _____

Position Held: _____ Fax: _____

Pager/ Mobile: _____ E-mail Address: _____

Facilities & Equipment Required (Please specify the quantity required)

Item	Quantity	Item	Quantity
Folding chairs		Stage with skirting	
6' x 2' tables with skirting		Power supply	
PA system		Video shooting	
Others (please specify)			

The applicant _____ 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/ faxed/ emailed to the following office **at least one month** prior to the proposed event commencement date.

Address: Sino Estates Management Limited
Tuen Mun Town Plaza Customer Service Centre
Retail Marketing & Promotions Department,
Shop No. 1129C, 1/F, Tuen Mun Town Plaza, Phase 1,
1 Tuen Shun Street, TMTL209,
Tuen Mun, N.T.

Tel: 2450 7782
Fax: 2618 0107
Email: tmtplaza_promo@sino-estates.com

Management Approval (For Office Use Only)		
Licence Fee:		
Administration Fee:		
Other Charges:		
Total Amount:		
Confirmed and 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 2450 7782 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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屯門市廣場 (tmtplaza)	電話 Tel. 2450 7782	藍灣廣場(Island Resort Mall)	電話 Tel. 3165 6616
奧海城 (Olympian City)	2397 3636	沙田商業中心 (Shatin Galleria)	3165 6616
荃新天地及荃新天地 2 (Citywalk & Citywalk 2)	3926 5700	帝庭軒購物商場 (Regentville Shopping Mall)	3165 6616
中港城(China Hong Kong City)	2139 6087	觀塘廣場 (Kwun Tong Plaza)	3165 6616
黃金海岸商場 (Gold Coast Piazza)	2452 6566	雅濤居購物商場 (The Waterside Shopping Mall)	3165 6616

To: **Retail Marketing & Promotions Department**

Date: _____

Fax: 2618 0107 _____

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

Exhibition Information Form

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

Exhibition Date: _____

Exhibition Time: _____

Name of Event: _____

Exhibition Venue: _____

Move-in Time: _____

Move-out Time: _____

Company Name: _____

Contact Person: _____ Title: _____

Tel: (during office hours) _____

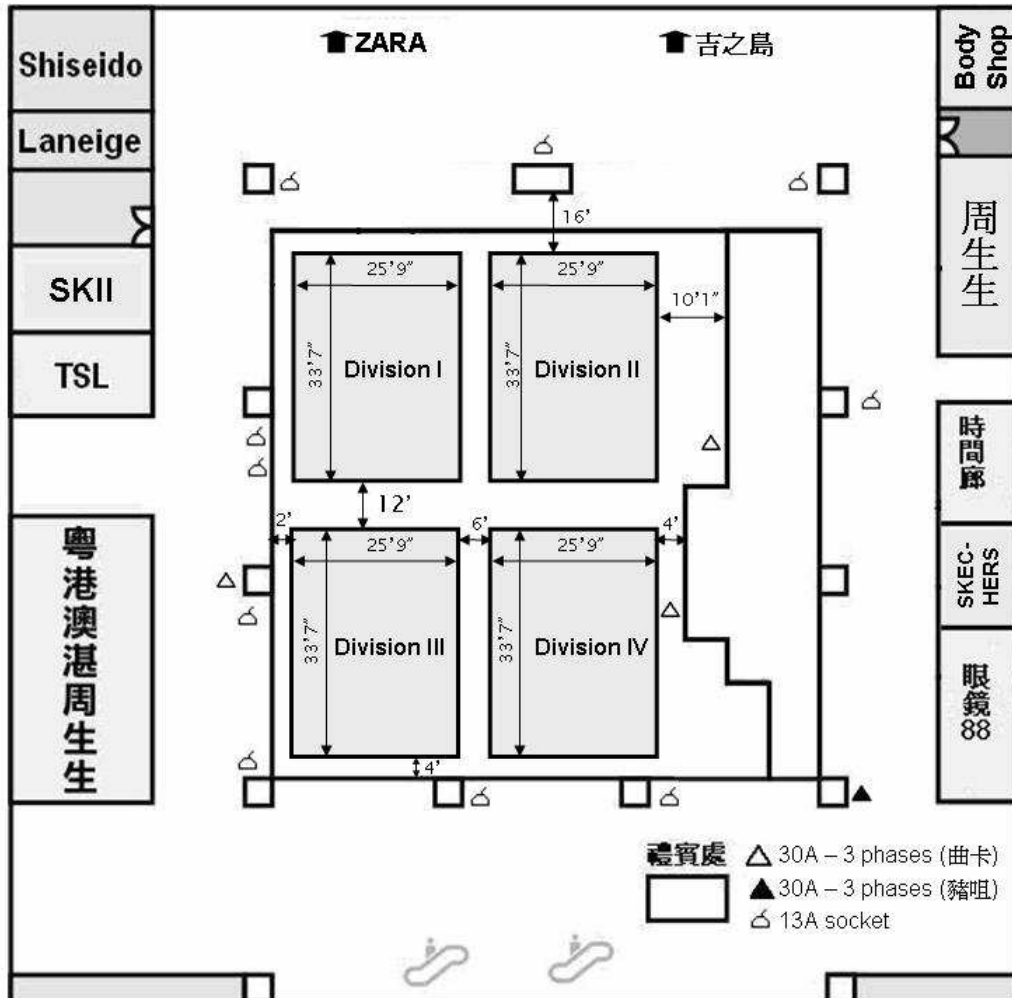
(after office hours) _____

Fax: _____

Email address: _____

Signature:
(with company chop) _____

Main Atrium, 1/F



Main Atrium: 79'2" (L) x 57'6" (W) = 4,552 sq. ft.

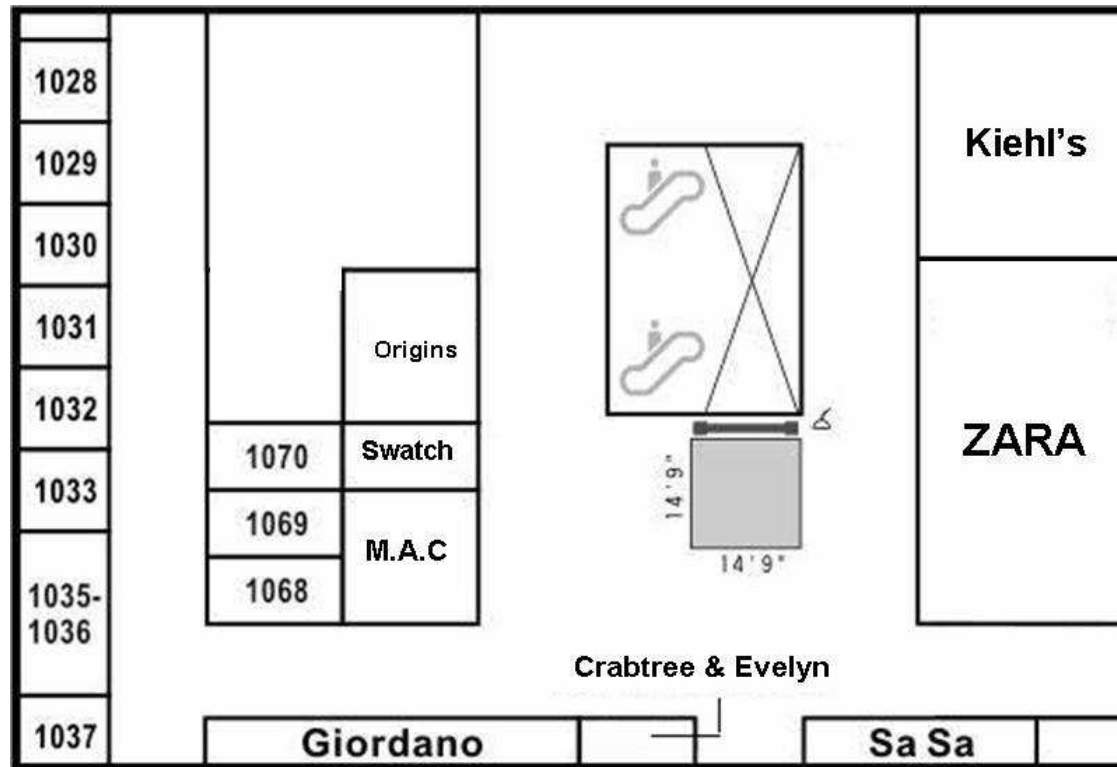
Each division: 33'7" (L) x 25'9" (W) = 864.7 sq. ft.

Organizer shall provide venue carpet covering the exhibition area.

Height of backdrop is limited to 8 ft.

Easy pull stand is strictly prohibited.

Void C, 1/F



Area: 14'9" (L) x 14'9" (W) = 217.5 sq. ft.

Organizer shall provide venue carpet covering the exhibition area.

Height of backdrop is limited to 6.5 ft.

Easy pull stand is strictly prohibited.

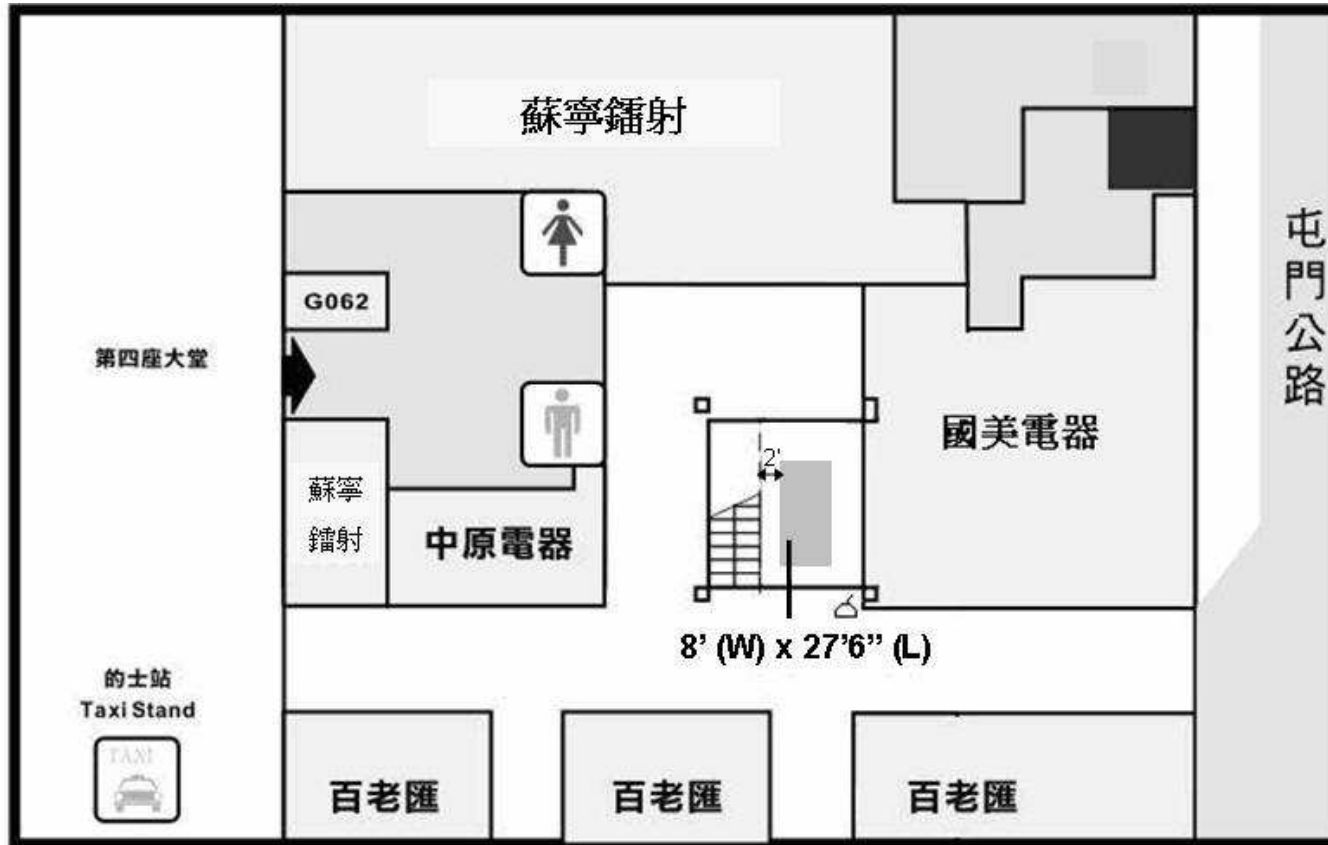
Maximum number of promoters is restricted to eight persons.

No goods and decorations are allowed to be placed under the fire shutters.

⚡ 13A電蘇位(方腳)

■ 防火捲閘 (展覽人員不可在防火捲閘下擺放貨物或物料)

Void C, G/F



Area: 27'6"(L) x 8' (W) = 220 sq. ft.

Organizer shall provide venue carpet covering the exhibition area.

Height of backdrop is limited to 6.5 ft., and the backdrop should be placed along the escalator.

Except backdrop, all display items should not exceed 4 ft.

Easy pull stand is strictly prohibited.

Maximum number of promoters is restricted to eight persons.