

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

3/F – Charity Area

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

2<sup>nd</sup> 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.com

<b><u>Management Approval (For Office Use Only)</u></b>		
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.

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

	電話 Tel.		電話 Tel.
屯門市廣場 (tmtplaza)	2450 7782	藍灣廣場(Island Resort Mall)	2199 2036
奧海城 (Olympian City)	2397 3636	沙田商業中心 (Shatin Galleria)	3165 6608
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 6608
中港城(China Hong Kong City)	2139 6087	觀塘廣場 (Kwun Tong Plaza)	3165 6608
黃金海岸商場 (Gold Coast Piazza)	2452 6566	雅濤居購物商場 (The Waterside Shopping Mall)	3165 6608

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) \_\_\_\_\_

**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 **and email back to [tmtplaza\\_promo@sino.com](mailto:tmtplaza_promo@sino.com)** 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.
- The application will not be confirmed until a written License Agreement (hereafter refers as The Agreement) is issued by Entertainment City Limited / Jade Mate Limited. (hereafter refers as **The Licensor**) & countersigned by both parties.
- Full Licence payment must be settled **at least five working days** before 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 an 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.
- 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.
- The whole setup shall be in an appearance, design, quality and type appropriate to first class event venue and to the satisfaction of the Licensor. Detailed plans of the whole setup shall be submitted to the Licensor for approval before commencement of any works. The Licensor shall have the absolute discretion in granting or refusing such approval. The approval to be granted shall be subject to such conditions as the Licensor may think fit.
- Licensee shall provide venue carpets in **grey color** covering the exhibition area with same colour adhesive. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- Licensee shall provide cable cover for all cables along pillar and **grey** adhesive covering floor area but not exhibition area.
- All set-ups in all exhibition areas must not exceed 1980 mm in height, except Main Atrium Division which is limited to 2440mm in height.
- The overall height of the booth and partitions, including the signage/logo should be within 2440mm and should not block the adjacent shops' signage.
- Licensee must apply the permission from Licensor by returning the appendix if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.

- All workers from Licensee must wear working pass issued by Licensor.
- 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.

#### **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.)

#### **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 and any hand written signage is strictly prohibited in the mall.
- Licensor reserves the right to decline any application for selling or promoting any products /brands which are in direct conflict with existing tenants. List of products/ services/ brands to be promoted at the licensed area must be submitted for Licensor's approval upon submission of application form at least one month prior to the event commencement date.
- 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 licensed area during the promotion/ exhibition unless prior approval has been sought from The Licensor.

#### **Delivery of Goods and Decorations to Licensed Area**

- Licensee could use our carpark facilities: [Phase I] HK\$16/hour (Mon to Thu) and HK\$22/hour (Fri to Sun and Public Holidays) [Phase II] HK\$28/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 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.
- No pyrotechnics and similar kind of combustible (flammable) powder to be used in any

programs and events under this casual leasing venue booking.

- 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 tmtplaza.
- 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 Licensee.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee and its contractor should provide **Public Liability Insurance** coverage with the limit not less than **HK\$15,000,000** for the whole duration of their activity/event **(Including Venue Setting and Dismantling)**. Copies of relevant documents must be sent to the Retails Marketing & Promotions Department together with completed Agreement 5 working days before moving in.
- The policy shall be in the joint names of Landlord (**Jade Mate Limited and/or Entertainment City Limited**) and the Property Manager (**Sino Estates Management Limited**) and shall contain a Cross Liability Clause.
- Licensee is responsible for application of all necessary licenses and of all related insurance. Licensee has to indemnify tmtplaza and Sino Estates Management Limited and/or its related subordinate for any damage done to the venues or facilities, and/or for any injury to persons that might incur.
- 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**

- Licensee should be responsible for carrying out their electrical work in accordance with the requirement of Electricity Ordinance Chapter 406, power company's supply rule, latest IEE wiring regulation, code of practice for the Electricity (Wiring) Regulations, FSD regulations and any other requirement as required by the local Authorities and Utilities.
- Licensee shall request the Registered Electrical Contractor and Registered Electrical Worker to submit a Work Completion Certificate (Form WR1) on completion of a fixed electrical installation (i.e. after installation and testing)
- Licensor will provide ONE 13A socket for Licensee's use. Extra power supply and overnight lighting must be applied with the Licensor.
- The Licensor shall arrange 30A extra power supply subject to an extra power charge of HK\$500/day.
- The Licensor shall arrange overnight lighting subject to an extra of HK\$1,000/night.
- 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 at the refuse collection point at G/F 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.
- Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI, HKRIA & 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**

- In the event that the Licensee has to cancel the booking after the issue of The Agreement from the Licensor, a 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 two weeks from the date of intended event.
- 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.

On behalf of \_\_\_\_\_ (Name of Licensee), I hereby submit our application with understanding of all the above house rules and agree to fulfill all the requirements set by tmtplaza.

\_\_\_\_\_  
Signature of Applicant with  
Company Chop

\_\_\_\_\_  
Date

## 高空工作許可證

<b>第一部份申請：（由負責 維修工程人員 或 承辦商負責人（例如：清潔分判商）填寫）</b>		
公司名稱 _____		
負責人姓名及職位 _____	聯絡電話 _____	
部門名稱 _____		
工作地點： _____ 米	離地面高度： _____	
工序簡述： _____		
工作時間： _____ 由： _____ 至： _____	(當日天氣：晴／陰／微雨／大雨／雷暴／ _____)	
工作許可證編號： _____		
<b>一般安全措施：</b>	<b>是</b>	<b>不適用</b>
1. 工作前已進行相關的風險評估	<input type="checkbox"/>	
2. 工地已妥善圍封並設有合適的警告牌	<input type="checkbox"/>	
3. 手工具扣在手腕或放在合適的容器內（例如袋子和桶子），防止高空墮物	<input type="checkbox"/>	
4. 提供安全出入口及上落通道	<input type="checkbox"/>	
5. 工人已佩戴安全帽及帽繩	<input type="checkbox"/>	
<b>就涉及的工具機器，請在 <input type="checkbox"/> 內加上 <input checked="" type="checkbox"/> 號，並確定有關的安全措施：</b>		
<input type="checkbox"/> <b>A) 吊船</b>		
A1. 附有有效的檢驗證書 (表格二及三：有效日期至 _____)	<input type="checkbox"/>	
A2. 附有由合資格操作員簽發的檢查書 (表格一：有效日期至 _____)	<input type="checkbox"/>	
A3. 由公司授權/委任的合資格人士操作 (操作員姓名： _____)	<input type="checkbox"/>	
A4. 不會容許超出吊船的安全負重 (最高安全負重： _____ 千克)	<input type="checkbox"/>	
A5. 不會容許超出吊船的限定盛載人數 (最多盛載人數： _____ 人)	<input type="checkbox"/>	
A6. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩上	<input type="checkbox"/>	
<input type="checkbox"/> <b>B) 竹棚／金屬棚架／吊棚 -- 搭建或拆卸</b>		
B1. 如高度超出 15 米時，棚架已交由專業工程師設計	<input type="checkbox"/>	<input type="checkbox"/>
B2. 搭建、拆卸或改建時，由合資格人士監督，並由已受訓練的工人進行	<input type="checkbox"/>	
B3. 工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	
<input type="checkbox"/> <b>C) 竹棚／金屬棚架／吊棚 -- 使用</b>		
C1. 裝有合規格的圍欄及踢腳板 (高欄 900-1150, 中欄 450-600, 踢腳板 200 毫米)	<input type="checkbox"/>	
C2. 使用工作台前，已鋪設橋板 (空隙不可超過 4000 平方米)	<input type="checkbox"/>	
C3. 棚架位置已被固定 (例如：裝有斜撐 或/和 連牆器)，及調較至水平位置	<input type="checkbox"/>	
C4. 吊棚的狗臂架上已裝有最少三粒爆炸螺絲	<input type="checkbox"/>	<input type="checkbox"/>
C5. 流動式金屬架的車輪已被鎖上	<input type="checkbox"/>	<input type="checkbox"/>
C6. 附有由合資格人士簽發的檢查書 (表格五：有效日期至 _____)	<input type="checkbox"/>	
C7. 使用吊棚的工人已佩帶全身式安全帶，並將防墮扣連接到獨立救生繩或其他牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>D) 升降台</b>		
D1. 已確定升降台設有合規格的圍欄及踢腳板 (高欄 900-1150, 中欄 450-600, 踢腳板 200 毫米)	<input type="checkbox"/>	
D2. 附有有效的檢驗證書 (表格四及五：有效日期至 _____)	<input type="checkbox"/>	
D3. 附有由合資格操作員簽發的檢查書(或表格一)	<input type="checkbox"/>	

D4. 由公司授權/委任的合資格人士操作 (操作員姓名: _____)	<input type="checkbox"/>	
D5. 不會容許超出升降台的安全負重 (最高安全負重: _____ 千克)	<input type="checkbox"/>	
D6. 不會容許超出升降台的限定盛載人數 (最多盛載人數: _____ 人)	<input type="checkbox"/>	
D7. 升降台放置在堅固而平坦的地面、將支撐腳完全伸展、並調教至水平位置	<input type="checkbox"/>	
D8. 工人已佩帶全身式安全帶，並將尾繩繫於製造商指定的牢固點上	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E) 防墮系統 (包括牢固點)		
E1. 附有有效的檢驗證書 (表格六及七：有效日期至 _____)	<input type="checkbox"/>	<input type="checkbox"/>
E2. 工人已佩帶橫向的防墮系統工作 (例如清潔遮蓬)	<input type="checkbox"/>	<input type="checkbox"/>

以下簽署人士已清楚明白該項工作的潛在風危、安全措施、及工作證的內容，並會承諾遵守一切安全施工的安排：

所屬公司	職位	姓名	簽署
	(負責監督)		

本申請人 謹此簽署 確實所提供的資料無誤，並執行相關的安全措施。 姓名及簽署： \_\_\_\_\_

申請日期和時間： \_\_\_\_\_

第二部份批准申請：(由本公司 高級技術員或以上 填寫)

本人 已檢查上述的安全措施並批准申請。如在工作許可證的期限之內遇有重大的天氣變化，此工作許可證將會自動取消。

客戶服務中心負責人姓名	_____	日期	_____
簽署	_____	時間	_____

完工通知：

第三部份完成工序：(由負責維修工程人員或承辦商負責人 (例如：清潔分判商) 填寫)

**工作已完成及移除任何危險**

負責維修工程人員或承辦商負責人姓名	_____	日期	_____
簽署	_____	時間	_____

第四部份註銷：(由客戶服務中心負責人填寫)

**上述工作已完成經檢查及移除任何危險**

管理處負責人姓名	_____	日期	_____
簽署	_____	時間	_____

工作許可證編號： \_\_\_\_\_

相片記錄	相片記錄
相片記錄	相片記錄
相片記錄	相片記錄

# 如有需要，請自行加印此頁