



House Rules for Venue Exhibition

Centre Operating Time:

8:00 am to 10:00pm

Event Time:

10:00 am to 8:00pm

Licence Agreement and Payment:

- Application Form must be submitted to our management for approval **at least 1 month** prior to the proposed event commencement date.
- Licence Agreement **must be signed** and returned to our management **at least 7 working days** before the commencement of the Licence. A detailed floor plan which indicated all facilities, dimensions and electricity measurement must be submitted to the Licensor for approval **two weeks before** the confirmed exhibition period.
- Full Licence payment must be settled **at least 7 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 & Dismantling:

- Licensee shall enter the licensed area at **8:00 am** for setting on 1st 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. The allowed setting time is **7:00 pm – 11:00 pm**.
- For the following venue, Licensee shall provide the **venue carpet** of specific size in dark grey color. Any corporate color other than dark red, Licensee must seek for prior approval from the Licensor.

Regentville Shopping Mall

Atrium 72' (L) x 18' (W)
Area A 23' (L) x 9' (W)

Avon Mall

Area A 23' (L) x 25' (W)
Area B 51' (L) x 25' (W)
Area B & C 51' (L) x 42' (W)

Shatin Galleria

Area A or B 18' (L) x 4' (W)

Maritime Bay Shopping Mall

G/F Promotion Venue 24' (L) x 27' (W)

Kwun Tong Plaza

G/F Promotion Venue 17.5' (L) x 7.5' (W)

Waterside Plaza

G/F Promotion Venue 9' (L) x 16' (W)

The Waterside Shopping Mall

G/F Promotion Venue 90' (L) x 65' (W)

- All set-ups in all exhibition area must not exceed 6.5ft in height, except Atrium Division of Regentville Shopping Mall and exhibition venue of Avon Mall which is limited to 8 ft in height
- A passage way of 6' (W) should be kept for shoppers to pass by.
- **Motor Show**
Delivery or removal of cars shall be completed **at 8:45 am – 9:00am only** on the 1st 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 & 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.
- Licensee shall not sell or promote any illegal products or products not specified in the applications, the Licensor



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- 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.
- Promotional materials displayed at the exhibition should be aesthetically pleasing. Any hand written marketing materials are not allowed to display at the exhibition area.
- Pirated and counterfeit goods, watery products (e.g fresh flower), edible products (except bottled or packaged food) and any illegal commodities are prohibited.

Delivery of Goods & Decorations to Licensed Area

- Licensee could use our carpark facilities, charges are as follows:

Regentville Shopping Mall

Private Car Carpark	HK\$10/hour
Loading & Unloading Zone	HK\$15/hour

Avon Mall

Private Car Carpark	HK\$10/hour
Loading & Unloading Zone	HK\$20/hour
Special Discount Offer (Private Car Carpark only)	HK\$30 (From 12:00noon – 10:00pm)

Shatin Galleria

Private Car Carpark	HK\$15/hour HK\$50/ From 7:00am To 7:00pm (Friday to Sunday and Public Holiday)
Loading & Unloading Zone	HK\$20/hour

Maritime Bay Shopping Mall

Private Car Carpark	HK\$15/hour
Loading & Unloading Zone	HK\$20/hour
Special Discount Offer (Private Car Carpark only)	HK\$50 (From 8:00am – 8:00pm)

(Charges are subject to change without prior notice).

- For Area A of Regentville Shopping Mall, **Cargo lifts** no. 23 (*size:69"x 79"; entrance size: 43"x 83"; capacity: 1500 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 & Decorations

- Licensee must take all precautions to protect their goods & 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 are advised to employ security guard(s) to look after their overnight setting & goods. Information of security guard(s) should be submitted to management office 3 days before the commencement of exhibition.
- Licensee undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Regentville Shopping Mall, Avon Mall and Shatin Galleria.
- No storage will be provided to Licensee.

Insurance :

- Licensee must insure against their properties including goods and decorations in respect of exhibition & 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 & Telephone line:

- TWO 13A socket will be provided at the cost of **HK\$250/day** for licensee's use. Licensee should apply in advance when submitting application.
- 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.



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- Telephone / cashier line must be arranged by the licensee. **The licensee must remove the line after exhibition.**

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 B1/F Loading Bay for Regentville Shopping Mall, G/F Loading Bay for Avon Mall and G/F Loading Bay for Shatin Galleria.
- 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 G/F Atrium (applicable to Regentville Shopping Mall and Avon Mall 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 noon 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 noon, 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 sell of flags / stickers or badges.

Cancellation:

- In the event that the Licensee has to cancel the booking, written notice to ***Fairview Mount Limited*** (Regentville Shopping Mall), ***World Empire Investment (CI) Limited*** (Avon Mall), ***Handsome Lift Investment (CI) Limited*** (Shatin Galleria) 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 2 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.