



# HENDERSON LEASING AGENCY LIMITED

恒基租務代理有限公司

牌照號碼 Licence No: C-050835

恒基兆業地產有限公司全資附屬公司 A wholly-owned subsidiary of Henderson Land Development Co. Ltd.

## LICENCE FEE OF EXHIBITION AREA

Location	Venue Size	Licence Fee (Effective from 1/1/2025)					Refundable Deposit (Per Period)
		Commercial Rate		Charity /Gov rate			
		Weekday (Per Day)	Sat, Sun & Public Holidays (Per Day)	Mon-Thur (Per Day)	Fri (Per Day)	Sat, Sun & Public Holidays (Per Day)	
<b>Double Cove Place*</b>							
G/F Lobby - A	10' x 12'	\$3,300.00	\$5,600.00	\$1,650.00	\$3,300.00	\$5,600.00	\$5,000.00
G/F Lobby - B	12' x 12'	\$4,000.00	\$6,500.00	\$2,000.00	\$4,000.00	\$6,500.00	\$5,000.00
G/F Lobby - C	10' x 12'	\$2,500.00	\$4,200.00	\$1,250.00	\$2,500.00	\$4,200.00	\$5,000.00
<b>Green Code Plaza*</b>							
G/F Lobby - B	16' x 16'	\$3,600.00	\$5,200.00	\$1,800.00	\$3,600.00	\$5,200.00	\$5,000.00
Level 1 Lobby - A	15' x 6'	\$1,800.00	\$2,700.00	\$900.00	\$1,800.00	\$2,700.00	\$5,000.00
<b>Grand Waterfront Plaza*</b>							
G/F Lobby - A	15' x 15'	\$2,100.00	\$3,100.00	\$1,100.00	\$2,100.00	\$3,100.00	\$20,000.00
G/F Lobby - B	20' x 28'	\$4,000.00	\$6,000.00	\$2,000.00	\$4,000.00	\$6,000.00	\$20,000.00
Level 1 Lobby - 1	15' x 5'	\$3,000.00	\$5,000.00	\$1,500.00	\$3,000.00	\$5,000.00	\$5,000.00

Remarks:

- (A) - Extra 20% of total licence fee will be charged during CNY period (9-28 Jan 2025) and Christmas period (6 Dec 2025 – 1 Jan 2026).  
- Deposit will be refunded to the exhibitor subject to no damaged items  
- Booking for commercial use must be at least 3 consecutive days per period.  
- Booking for Government organization and non-profit making organization must be at least 2 consecutive days per period  
- The above licence fee include tables x2 (size: 2' x 6' without table skirting and subject to availability) and 13amp socket x1.  
**\*Grey carpet will NOT be provided; exhibitors MUST prepare their own carpet to cover the venue during exhibition.**
- (B) **Special Rate for charity organization, non-profit organization & Government organization**  
Related documents must be presented in advance to apply for the special rate for Government organizations / non-profit making organizations.
- (C) **Special Rate\* for Double Cove Place, Green Code Plaza & Grand Waterfront Plaza Tenant & Subsidiary Company (From 1<sup>st</sup> Jan 2025 to 31<sup>st</sup> Dec 2025)**  
- Double Cove Place, Green Code Plaza & Grand Waterfront Plaza Tenant enjoys 10% off on commercial rate of licence fee.  
- Subsidiary Company of Henderson Group enjoys 20% discount on commercial rate of licence fee
- (D) **Insurance**  
Exhibitor shall arrange sufficient third party liability insurance coverage with the limit not less than HK\$20,000,000 with particular name of companies for respective malls which shown as below and be included as the Insured and ensure that such insurance policy remains effective throughout the Licence Periods. A copy of the said insurance policy shall be submitted to the Licensor not later than 5 days' prior to the Event.

### Double Cove Place

Harvest Development Ltd &/or Carley Ltd &/or Perfect Success Development Ltd &/or Onfine Development Ltd &/or Rich Silver Development Ltd &/or Regent Star Investment Ltd &/or Henderson Leasing Agency Ltd &/or Goodwill Management Ltd

### Green Code Plaza

World Light Ltd &/or Henderson Leasing Agency Ltd &/or Goodwill Management Ltd

### Grand Waterfront Plaza

Starmax Assets Ltd &/or Henderson Leasing Agency Ltd. &/or Goodwill Management Ltd.

The above rate and terms will be changed without prior notice.

Any booking enquiry please contact Marketing team at 2908 3740

## 申請須知及展覽場地程序及守則:

- (1) a) 除(1b)條所述的參展商外，一般參展商可預訂未來1-3個月使用有關展覽場地。  
b) 政府/慈善團體或以優惠價租用該場地之團體，可預訂未來1-2個月該場地之展期。  
(上述(a)及(b)所述的機構和參展商和團體以下統稱為“參展商”)
- (2) 租用該場地之費內並不包括有關牌照之申請及費用，如：參展商的音樂牌照，電訊牌照等。所有參展商必須自行申請相關牌照。如參展商未能出示有關牌照，本公司有權終止其展覽(“該展覽”)。
- (3) 所有申請一經批核，必須如期舉行。參展商必須於本公司發出申請批核的確認電郵後的14個工作天或展覽開始前14個工作天(以較早者為準)，以銀行本票或支票付清有關參展費/行政費及按金，否則，本公司有權取消參展商之申請，且不作另行通知。若參展商需更改展覽日子，參展商必須於展覽開始前不少於14個工作天提出申請，並繳付港幣\$2,000或租金的20%作行政費(以較高者計算)，該行政費將不會退還。本公司保留批准或拒絕有關申請的最後決定。若參展商在繳付參展費及/或行政費及按金後申請取消展覽，或沒有於已批核的展覽期舉行展覽，所有已繳付的費用(包括按金)均不獲退還。本公司並保留取消該參展商日後申請租用該場地之資格。
- (4) 參展商須於租用該展覽舉行當日上午八時帶同收據正本到商場管理處登記，方可開始進行有關之佈置。如未能提供有效收據作登記，管理處有權拒絕參展商進場。參展商不可使用單面背板，而背板後亦不可擺放卡板、紙皮箱、手推車、水樽及其他雜物等；場地高度限制為兩米，另該場地內不可擺放易拉架。當完成佈置工程後，參展商必須通知當值職員到場檢查，直至有關職員認為安全及符合所有租用該場地的相關條款及規則，該場地方可正式開放予公眾。如有關職員認為佈置工程未能達至本公司之要求，參展商必須即時作出改善。如參展商未能作出改善至有關職員滿意，本公司有權即時終止其展覽資格及停止電力供應。
- (5) 參展商只可展出和/或提供在申請表內展覽內容一欄內所列之商品和/或服務。參展商不可作任何擾亂該場地秩序之行為：如製造噪音、喧嘩、叫賣、張貼手寫標語、懸掛彩旗、橫額、派發宣傳單張及直接或間接騷擾遊人等。參展商亦不得分租該場地予第三者或在該場地內買賣非法商品或提供非法服務。
- (6) 若當值職員或本公司認為該展覽對公眾人士構成任何危險，有關職員或本公司有權終止該展覽。所有參展商就該場地已繳付的費用及按金將全數沒收。
- (7) 展覽場地費用內已包括租用一至兩張長枱(2' x 6'不連枱布)，電力(不連拖板及接駁電源之裝置)。參展商必須自備灰色展覽地氈，以覆蓋在本公司所提供之展覽地上。如有損毀任何商場之設備或借用之物資，須按價賠償。本公司有權從按金中扣除相關賠償金額。
- (8) 參展商必須經常保持該場地整齊清潔。展覽期間及離場時，如遺下垃圾，本公司將聘請清潔公司代為清理，有關費用將由有關參展商負責。本公司有權從按金中扣除相關費用。
- (9) 在該展覽進行期間，參展商應就其商品及財物保管負上全部責任(該場地不設貯物室)，如有損毀或遺失，本公司概不負責。如需要護衛員看守展品，參展商可聘請駐場之護衛公司或自行聘請護衛公司(如自行聘請護衛公司，必須將其護衛公司資料交予本公司作紀錄)。
- (10) 參展商須為公眾購買第三者保險、僱員補償保險，或其他有關該展覽/表演活動之保險，並將該保單之副本及有關文件一併交予本公司審閱。參展商如場地或設施有任何損毀或遺失，或展覽引致公眾人士有任何損傷，參展商必須承擔賠償責任或向本公司賠償所有因此而引致的損失。
- (11) 展覽場地只供展覽及推廣用途。如參展商安排藝員/歌星/知名人士/代言人等出席展覽活動(例：向遊人派發禮物、簽名、握手及拍照等活動)，必須於申請表上列明及提供詳細資料，然後經由本公司批核。本公司將因應個別場地之面積及安全因素，保留批准或拒絕有關之申請之權利。本公司有權即時終止任何未經審批之活動。
- (12) 參展商之展品及推廣員均不得超出租用該場地之範圍，展覽場地內工作之推廣員及其相關之人員總數均不得多於6名。如有發現人數多於6名；當值職員有權要求多出之人員立即離場，及考慮取消其日後租用該場地之資格及扣除按金。
- (13) 本公司職員有權隨時到場檢查參展商是否遵守上述規則及拍照以作紀錄。如違反以上任何規則，本公司有權即時終止其展覽資格，展覽場地費用及按金概不發還及考慮取消其日後租用展覽場地之資格。
- (14) 參展商如無違反以本規則，本公司將於該展覽完結後4個月內無息退回按金予申請公司。申請公司必須於收票後6個月內入票過數。如未於期限前入票以致支票失效者，並要求本公司重發支票，則須額外繳付\$100手續費及需時約5個月處理。
- (15) 本公司有權取消已獲批之申請和/或收回該場地，不管有關展期是否已開始，且無須提供任何原因或預先通知。在有關情況下，本公司有絕對權利決定是否(i) 無息退還所有展覽場地費用及按金或(ii) 更換場地或(iii) 更改展期。本公司保留參展商申請的最終決定權。如遇八號風球、黑色暴雨警告，電力故障或其他不可抗力之原因而未能進行展覽，本公司將有絕對權利就個別情況退回已繳付的展覽場地費用及按金。
- (16) 本公司有絕對權利隨時更改以上規則，本公司保留參展商申請的最終決定權。

(註：本文之一切詮釋如有任何爭議，均以中文本為準，且本公司保留一切條文解釋之權利。)

## 展覽場地守則

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1. 佈置時間：展覽商可於租用展覽場地前一天晚上十時正或早上八時正開始佈置場地(最終之佈置時間以業主覆核作準)，但必須於租用展場當日早上十時前完成所有場地佈置。
2. 進場程序：展覽商進行佈置前須向管理處登記及領取工作證。
3. 場地簽收：佈置場地前展覽商負責人須與管理處職員作場地交收，並須於現場簽署一份**公共設備損壞承擔書**後方可進行場地佈置。
  - a. 如展覽商聘用展覽工程公司 / 廣告公司代為交收場地，請列明有權負責簽署上述承擔書之公司名稱及負責人資料。
  - b. 簽收場地之負責人姓名必須與下列場地交收人姓名相符，否則管理處職員有權拒絕交場予展覽商。
4. 電源準則：
  - a. 展覽場地之電力佈置規格，均須依據政府電器裝置條例為基本準則。
  - b. 電源安排以不超過 16 安培為標準，商場電源為 13 安培插蘇底，展覽商須使用 13 安培有開關掣之插蘇頭。(如需額外電源，須向管理處申請，有關費用由展覽商負責。)(以上全部只限於指定商場)
  - c. 電線在地上放置時須用膠布固定位置，所有插頭須用附有開關掣或時間掣及須用電線膠布固定，以防小童拔出。
5. 開場收場：
  - a. 展覽商應在其租用之範圍內進行佈置，不得佔用公共地方，並須依照已批核之展位擺設平面圖佈置場地；佈置完畢後，必須通知管理處職員到場視察展位之基本安全及其美觀，經管理處職員檢查後，認為安全及符合申請表內所列明之規則，方可正式開始其節目或展覽。如展覽商之佈置或安全程度未能達至本公司之要求，必須即時依照商場管理處職員之指示作出改善。如依然未有任何改善，本公司將考慮**即時終止其展覽資格**。每日節目開始及結束時；展覽商須自行開場及封場。(展覽商可向管理處當值室借用鋼柱以作封場之用)
  - b. 展覽完結後，展覽商須於即晚拆除所有佈置，將場地原整無缺交回。並於拆除佈置前知會管理處派員監察清拆行動並即場查收場地，雙方必須即場簽妥「**公共設備損壞承擔書**」，以完成所有交收程序。而本公司將根據已簽妥之「**公共設備損壞承擔書**」作退回按金之保證(展覽商必須出示已簽妥之「**公共設備損壞承擔書**」副本予本公司，方可退回已繳交之按金)。如展覽商委任之場地交收負責人未有即時與管理處簽回「**公共設備損壞承擔書**」或拒絕簽署。本公司有權扣除展覽商已繳交之全部按金，展覽商不得異議。故展覽商必須與管理處職員完成所有交收程序之手續。
6. 展覽商須自行聘請日更 / 夜更保安員看守其展品，並須於展覽開始前兩個工作天通知本公司有關保安公司及保安員資料；展覽期間，由展覽商聘請之保安員(須穿上護衛公司指定之制服)須向管理處當值室登記個人資料方可執行其工作。展覽商如聘用本商場保安承判商，可聯絡相關職員。
7. 展覽期間須保持展覽場地清潔及自行清理垃圾。所有木板、木架、紙皮箱或展覽裝飾物料等均不能棄置於垃圾收集站。如管理處發現展覽商餘下展品、木板、木架、紙皮箱...等於展位或商場公共地方，本公司有權扣除展覽商已繳交之全部/部份按金作清潔費用，展覽商不得異議。如展覽商聘請清潔公司清理有關之垃圾，必須聘用本商場清潔承判商，請聯絡相關職員查詢。
8. 商場範圍內不可使用唧車運送展品，必須使用膠輪手推車。另展覽商不可使用鐵釘、威也或電鑽等固定安裝展覽設施在地面、天花、舞台、或牆身上；亦不能張貼海報或廣告橫額在展覽範圍內之鐵馬、圍繩、鋼柱或牆身上。
9. 展覽商須於展覽前十四天呈交展覽擺設平面圖及電力分佈圖予本公司批核，本公司有權保留修改有關之圖則及擺位，展覽商不得議異。另展覽場地之高度限制為八呎，所有展板及舞台背板均不得超出此高度限制。
10. 展覽商所租用之範圍內須自行鋪上地毯(以上全部只限於指定商場)，一切展覽裝置必須預先完成製作，不能將展覽場地作工場用途。展覽商亦須於展覽場地範圍內蓋上地氈及準備兩具消防處認可之九公升裝水式滅火筒(根據消防處法例)。
11. 展覽商需購買第三者意外保險，以便賠償第三者因該展覽、表演等在直接或間接的情況下導致傷亡 / 財物之損失。

12. 本展覽場地開放時間為早上十時正至晚上十時正，如展覽商如未能於該段時間內進行展覽活動，請預先通知本公司。
13. 有關嘉賓安排：如展覽商安排藝員/歌星/知名人士出席展覽活動，租場時須預先通知本公司及與管理處協調保安之安排，並須通知藝員/歌星/知名人士不可向現場觀眾派發禮物、簽名、握手及拍照等行動。
14. 本公司及管理處將保留權利停止任何未經審批之節目及活動或即時終止其展覽活動及扣除已繳付之按金。
15. 若展覽商違犯展覽場地守則或該活動對公眾安全構成危險，本公司將作出口頭 / 書面警告，如接獲兩次或以上警告而不作改善，管理處有權即時切斷電力供應及終止該展覽商之場地使用權而不另行通知。
16. 本公司有權隨時更改以上規則，展覽商不得異議。

(註: 本文之一切詮釋如有任何爭議，均以中文本為準，且本公司保留一切條文解釋之權利)

# Application Procedures and Guidelines for Use of the Venue

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## Application Procedures and Guidelines:

- (1) (a) Save and except those organizers specified in Clause (1b) hereof, all organizers in general may make reservations for use of the exhibition venue ("the Venue") for the next coming three months.  
(b) Government organizations / NGOs /Organizers who eligible for discounted venue rental fees may make reservations for use of the venue for the next coming two months.  
(Herein collectively referred to the authorities, organizers and the group as "the Organizer")
- (2) The rental fee of the venue does not include the application of the relevant licences and the costs in associated thereof, for example, the music licenses and telecommunication licenses of the Organizer. The Organizer is responsible for obtaining any necessary licences in association with the event. In the situation if the Organizer fails to provide the relevant licences, the Company has the right to terminate the exhibition ("the Exhibition").
- (3) The Exhibition shall commence on the date as specified in the application and approved by the Company. Organizers are required to pay the rental fee and the deposit by cashier order/cheque to the Company within 14 days after the issue of email by the Company approving the application, or no less than 14 working days prior to the Exhibition commencement date, whichever is the earlier, failing which, the Company has the right to cancel the booking and/or application without notice. Any application for re-scheduling must be made in writing to the Company no less than 14 working days prior to the Exhibition commencement date. A non-refundable administration fee of HK\$2,000 or 20% of the rental fee, whichever is higher, is payable upon any such application. For the avoidance of doubt, the Company has the right to approve or reject the application and the decision of the Company is final and conclusive. If any application for cancellation of the Exhibition is made after payment of the rental fee and/or the administration fee and the deposit has been effected, or if the Exhibition does not take place as approved, all payments (including the deposit) will be forfeited, and the Company reserves the right to disqualify the Organizer from making application for use of the Venue in future.
- (4) Organizer should bring along its/his/her original receipt and attend registration at the Management Office at 8:00am on the first day of the rental of the exhibition venue. The Management Office has the right to refuse the entry of the Organizer if it/he/she fails to produce the valid receipt for registration. No single-sided backdrops are allowed. No placards, cartons, trolleys, water bottles and other miscellaneous items are allowed to be placed at the back of the backdrops. The height limit of the area is two meters. In addition, Organizers are not allowed to place "roll-up banner" in the venue. Once all set-up is completed, Organizer must notify the on-duty staff to conduct a site inspection. The Venue may only be officially open to the public if the on duty staff is of the view that the Organizer has complied with all the relevant terms and regulations in respect of the renting of the Venue. If the on duty staff does not satisfy with the set-up, Organizer must make all necessary changes. If the Organizer fails to make changes which satisfy the on duty staff, the Company has the right to disqualify the Organizer from participating in the Exhibition and cut off the power supply.
- (5) Organizers are only allowed to exhibit items or provide services as specified in their application forms. Organizers must are not allowed perform any acts that may disrupt the order of the Venue such as creating noise, causing uproar, hawking, putting up handwritten banners, hanging coloured flags or banners, giving out promotional leaflets; or any acts that may directly or indirectly cause nuisance to the public. In additionally, Organizers are not allowed to sublet the Venue to any third party or to sell illegal items or provide illegal services at the Venue.
- (6) If it is in the opinion of the Company or the on-duty staff that the Exhibition is a public safety hazard, the Company and/or the responsible staff may execute its/his/her right to stop or cancel the Exhibition. All rental fees and deposits paid by the Organizer in respect of the Venue will be forfeited.
- (7) The rental fee includes the rental of two long tables (2'x 6', excluding any tablecloth) , as 13 Amp plug (excluding any power panel). Organizers must lay their own carpets (Subject to designed mall) within the rented exhibition area. The Organizer shall be responsible for all loss and damage caused to the facilities or items of the Venue. The Organizer may deduct the relevant loss and damage from the deposits paid by the Organizer.
- (8) After the subsequent removal of display materials, the Venue must be cleared of all debris. If not, the Company may employ cleaners to clean the venue and debit the Organizer the costs and handling charges accordingly from the deposits paid here in under.
- (9) Organizer is entirely responsible for the security of all exhibits/possessions at all times during the Exhibition period (No storeroom is available at the venue). The Company is not liable for any damage or loss to Organizer's exhibits/processions.

Organizer may employ its own security staff or employs its own security staff (if Organizer employs its own security staff, Organizer should provide the Company the information of the said security staff for record).

- (10) Organizer should provide public liability insurance coverage, employee's compensation insurance or other insurance policies relevant to the Exhibition and for the entire Exhibition period. Copies of relevant insurance documents must be sent to the Company for review. Organizers have to indemnify the Company for any damage done and also for any injury to persons that might incur.
- (11) The Venue must be used for exhibition and promotion only. If the Organizer wishes to invite any artists / singers / celebrities / advertising spokespersons to attend the Venue (e.g. giving out gifts, autographs, shaking hands and taking photographs with the public), the Organizers must specify the same in details on the Application Form prior to submitting the same to the Company for its approval. The Company reserves the absolute right to approve or reject such applications upon considering the area of the Venue and for safety reason. The Company reserves the right to terminate any unapproved activities immediately.
- (12) Organizer must not extend any display materials or promotional activities beyond the designated Venue. No more than 6 promoters and/or working staff are allowed to be present at the Venue at all times. If the Company finds out that there are more than 6 staffs and/or other staff present at the Venue, the responsible staff on duty will have the right to request any additional promoters and/or staff to leave the Venue immediately. In addition, the Company will also have the absolute right to disqualify the relevant Organizer from applying for use of the Venue in future and/or deduct the deposits paid here in under.
- (13) The staff of the Company has the absolute right to conduct site inspections and/or take photographs at any time to ascertain the Organizer complies with the above terms and conditions. If any of the above terms and conditions is not complied with, the Company shall have the right to stop the Exhibition immediately. The Company may also forfeit all rental fee and deposit paid by the Organizer and disqualify the relevant Organizer from applying for use of the Venue in future.
- (14) The Company will refund the deposit (without interest) to the Organizer by cheque within 4 months after the end of the Exhibition if the Organizer complies with all the terms and conditions as stated herein. The Organizer must cash in the cheque within 6 months from the date of receipt of the said cheque. If the cheque is invalid due to the Organizer's failure to cash it within the stipulated time limit, the Organizer shall pay an additional administration fee of \$100 to the Company for any re-issuance of cheque. The re-issuance of cheque may take approximately 5 months.
- (15) The Company reserves the absolute right to cancel any approved application and/or take possession of the venue, without prior notice or giving any reasons. In such events, the Company has the absolute right to decide whether or not to (i) refund the deposit and/or the rental fee (without interest) to the Organizer, or (ii) change the venue, or (iii) change the exhibition period. The decision of the Company shall be full and final. In the event of typhoons of signal no. 8 and above, black rainstorm warning signals, power failure or other reasons of force majeure that may disrupt the Exhibition, the Company has absolute right and discretion to decide whether or not to refund the Organizer the rental fees and deposits paid in respect of the use of the Venue on a case by case basis. The decisions of the Company shall be full and final.
- (16) The Company reserves absolute right to amend the above terms and conditions at any time and the Company's decision shall be full and final.

(Note: In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail and the Company reserves the right to interpret all the terms and conditions as stated herein.)

## House Rule

1. Set-up time: Exhibitors can start to set up their booths from 10:00pm on the day before the start of their rental period (set-up time to be finalized by the owner). Set-up must be completed by 10:00am on the day of start of their rental period.
2. Entry procedure: Exhibitors must register and obtain their working pass at the Management Office.
3. Site handover: Prior to setting up the area, exhibitors must complete procedures for the handover of the area with staff from the Management Office. A copy of the "Liability Agreement of Damage to Public Facilities" must be signed on the spot before set-up is allowed to commence.
  - a. Where exhibitors engage an exhibition production house / advertising firm to complete the handover of the exhibition site on their behalf, they should state clearly the company name and person-in-charge who is authorized to sign the above-mentioned agreement.
  - b. The name of the person-in-charge stated on the liability agreement must match the name of the person completing the handover of the exhibition site. Otherwise, staff from the Management Office reserves the right to refuse handover of the site to exhibitors.
4. Guidelines on power supply:
  - a. Specifications of power supply layouts at the exhibition venue have to adhere to government regulations on electrical installations.
  - b. Standard power arrangements will be set at no more than 16 Amp (Subject to designed mall). The power supply is set at 13 Amp. Exhibitors are required to use sockets for 13 Amp plugs. (Please make the necessary applications at the Management Office if in need of additional power supplies. All costs will be borne by the exhibitor.
  - c. Wires placed on the floor have to be affixed with adhesive tape at all times. All plugs have to come with on-and-off switches or time switches, and have to be affixed with insulating tape to prevent them from being pulled out by children.
5. Taking over and handing over of exhibition space:
  - a. Exhibitors should set up their booths in accordance with the scope of the lease arrangement. They shall not occupy any public areas. Also, booths have to be furnished in accordance with the approved site layout plan; upon completion of set-up, exhibitors **must** notify staff from the Management Office to conduct a site inspection of the basic safety and appearance of the area. Exhibitors can only start their program or exhibition after the site inspection, during which staff from the Management Office will ensure that safety measures and other clauses as stated in the application form have been fulfilled. If the set-up does not meet management requirements in terms of layout and safety standards, exhibitors have to make changes on the spot as per instructions from the staff from the Management Office. If no improvements are made, then our company shall consider **terminating the exhibitor's right to hold / participate in the exhibition.**  
Exhibitors are responsible for setting up and closing the area every day at the start and end of the program. (Exhibitors may borrow rope barriers from the Management Office Duty Room to close off the area.)
  - b. Exhibitors are required to disassemble all setups on the night of the last day of the exhibition period, and return the site without any missing or damaged equipment. Before all set-ups are dismantled, exhibitors have to inform the Management Office to send a staff member over, who will supervise the clearance process and takeover of the

exhibition area. Both parties must sign on the spot the **“Public Facility Damage Liability Agreement”**, so that the handover process can be completed. We shall adhere to the **“Public Facility Damage Liability Agreement”** and promise the refund of deposits paid (Exhibitors have to produce a copy of the signed **“Public Facility Damage Liability Agreement”** to our company before they can obtain a refund of their deposits). If the person-in-charge appointed by exhibitors to clear the exhibition area does not make timely arrangements with staff from the Management Office to sign the **“Public Facility Damage Liability Agreement”**, or refuses to sign the agreement, our company reserves the right to withhold all of the deposits paid by exhibitors. Any objections from exhibitors will not be entertained. Exhibitors **must** complete all steps in the handover procedure with staff from the Management Office.

6. Exhibitors have to employ their own day shift / night shift security guards to watch over the products exhibited. Exhibitors have to notify our company of the name of the security company and particulars of the security guard two working days prior to the start of the exhibition period. During the exhibition period, security guards engaged by exhibitors (these security guards have to wear the uniform of their security company) have to register their personal particulars with the Management Office Duty Room before they start work. If exhibitors choose to engage the security company contracted by mall.
7. During the exhibition period, exhibitors have to ensure the cleanliness of the exhibition area and clear their own rubbish. Such materials as wooden planks, wooden shelves, cartons and decorative items shall not be disposed off at the rubbish collection center. If the management office finds out that the above items have been left at the exhibition area or public areas in the mall, our company has the right to deduct part / all of the deposits paid, and the amount will be deemed as cleaning fees. In such cases, objections from exhibitors shall not be entertained. If exhibitors engage a cleaning company to clear the rubbish, they **must** engage the cleaning company contracted by mall.
8. Pallet trucks are not allowed in the mall premises for delivery of exhibits. Instead, trolleys with plastic handles have to be used. In addition, exhibitors are prohibited from affixing exhibition facilities to the floor, ceiling, stage, lights or walls by nailing, wiring and drilling; neither are they allowed to put up posters or advertising banners in the exhibition area i.e. on iron railings, ropes, steel columns, boards, pillars or walls.
9. Exhibitors have to submit their exhibition floor plans and power supply distribution charts to us 14 days prior to the exhibition period for approval. Our company reserves the right to amend the plans or positions. In such cases, exhibitors have to comply with the mall's arrangements. The maximum height of the exhibition area is set at 8 ft. All exhibition boards and backdrops shall not exceed this height.
10. Exhibitors must lay their own carpets (Subject to designed mall) within their rented exhibition area. All items to be installed in the exhibition area have to be ready before they are delivered to the area. Exhibitors are not allowed to use the exhibition area to complete the assembly of such items. Exhibitors have to cover the exhibition area with carpets and prepare two sets of 9-litre liquid fire extinguishers (in accordance with regulations set by the Fire Services Department).
11. It is compulsory for exhibitors to purchase third party accident insurance so that third parties who suffer injuries, death or financial losses, whether indirectly / directly from the exhibition or associated performances, will be compensated.
12. The opening hours of the exhibition venue are from 10:00am to 10:00pm. Exhibitors who are unable to carry out their exhibitions during this time shall notify our company beforehand.
13. Arrangements for VIP guests: If exhibitors have made arrangements for artistes / singers / celebrities to attend exhibition events, they must notify our company and the Management Office when they rent the area. This is so security arrangements can be made. Exhibitors also have to notify such artistes / singers /



celebrities that they cannot give out gifts, autographs, shake hands and take photographs with the public in the exhibition area.

14. Our company and the Management Office reserve the right to stop any programs and activities that have not been approved by us or to **stop such exhibition activities immediately** and to withhold deposits already paid.
15. If exhibitors do not comply with exhibition area guidelines or if their activities pose a risk to public safety, our company shall issue a verbal / written warning to them. If exhibitors do not make improvements despite having received two or more warnings, the Management Office reserves the right to terminate the power supply and stop the exhibitor from using the exhibition area without prior notice.
16. The company reserves the right to make changes to the above regulations at any time. Objections from exhibitors will not be entertained.

(Note: In case of any discrepancy between the two language versions, the Chinese language version shall prevail and the Company reserves the right to interpret all the rules and regulations.)

**申请一般展览场地程序及守则**  
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**申请须知及展览场地程序及守则:**

- (1) a) 除(1b)条所述的参展商外，一般参展商可预订未来1-3个月使用有关展览场地。  
b) 政府/慈善团体或以优惠价租用该场地之团体，可预订未来1-2个月该场地之展期。  
(上述(a)及(b)所述的机构和参展商和团体以下统称为“参展商”)
- (2) 租用该场地之费用并不包括有关牌照之申请及费用，如：参展商的音乐牌照，电讯牌照等。所有参展商必须自行申请相关牌照。如参展商未能出示有关牌照，本公司有权终止其展览(“该展览”)。
- (3) 所有申请一经批核，必须如期举行。参展商必须于本公司发出申请批核的确认电邮后的14个工作天或展览开始前14个工作天(以较早者为准)，以银行本票或支票付清有关参展费/行政费及按金，否则，本公司有权取消参展商之申请，且不作另行通知。若参展商需更改展览日子，参展商必须于展览开始前不少于14个工作天提出申请，并缴付港币\$2,000或租金的20%作行政费(以较高者计算)，该行政费将不会退还。本公司保留批准或拒绝有关申请的最后决定。若参展商在缴付参展费及/或行政费及按金后申请取消展览，或没有于已批核的展览期举行展览，所有已缴付的费用(包括按金)均不获退还。本公司并保留取消该参展商日后申请租用该场地之资格。
- (4) 参展商须于租用该展览举行当日上午八时带同收据正本到商场管理处登记，方可开始进行有关之布置。如未能提供有效收据作登记，管理处有权拒绝参展商进场。参展商不可使用单面背板，而背板后亦不可摆放卡板、纸皮箱、手推车、水樽及其他杂物等；场地高度限制为两米，另该场地内不可摆放易拉架。当完成布置工程后，参展商必须通知当值职员到场检查，直至有关职员认为安全及符合所有租用该场地的相关条款及规则，该场地方可正式开放予公众。如有关职员认为布置工程未能达至本公司之要求，参展商必须实时作出改善。如参展商未能作出改善至有关职员满意，本公司有权实时终止其展览资格及停止电力供应。
- (5) 参展商只可展出和/或提供在申请表内展览内容一栏内所列之商品和/或服务。参展商不可作任何扰乱该场地秩序之行为：如制造噪音、喧哗、叫卖、张贴手写标语、悬挂彩旗、横额、派发宣传单张及直接或间接骚扰游人等。参展商亦不得分租该场地予第三者或在该场地内买卖非法商品或提供非法服务。
- (6) 若当值职员或本公司认为该展览对公众人士构成任何危险，有关职员或本公司有权终止该展览。所有参展商就该场地已缴付的费用及按金将全数没收。
- (7) 展览场地费用内已包括租用一至两张长枱(2' x 6'不连枱布)，电力(不连拖板及接驳电源之装置)，以上全部只限于指定商场。参展商必须自备灰色展览地毯，以覆盖在本公司所提供之展览地上。如有损毁任何商场之设备或借用之物资，须按价赔偿。本公司有权从按金中扣除相关赔偿金额。
- (8) 参展商必须经常保持该场地整齐清洁。展览期间及离场时，如遗下垃圾，本公司将聘请清洁公司代为清理，有关费用将由有关参展商负责。本公司有权从按金中扣除相关费用。
- (9) 在该展览进行期间，参展商应就其商品及财物保管负上全部责任(该场地不设贮物室)，如有损毁或遗失，本公司概不负责。如需要护卫员看守展品，参展商可聘请驻场之护卫公司或自行聘请护卫公司(如自行聘请护卫公司，必须将其护卫公司数据交予本公司作纪录)。
- (10) 参展商须为公众购买第三者保险、雇员补偿保险，或其他有关该展览/表演活动之保险，并将该保单之副本及有关文件一并交予本公司审阅。参展商如场地或设施有任何损毁或遗失，或展览引致公众人士有任何损伤，参展商必须承担赔偿责任或向本公司赔偿所有因此而引致的损失。
- (11) 展览场地只供展览及推广用途。如参展商安排艺员/歌星/知名人士/代言人等出席展览活动(例：向游人派发礼物、签名、握手及拍照等活动)，必须于申请表上列明及提供详细数据，然后经由本公司批核。本公司将因应个别场地之面积及安全因素，保留批准或拒绝有关之申请之权利。本公司有权实时终止任何未经审批之活动。
- (12) 参展商之展品及推广员均不得超出租用该场地之范围，展览场地内工作之推广员及其相关之人员总数均不得多于6名。如有发现人数多于6名；当值职员有权要求多出之人员立即离场，及考虑取消其日后租用该场地之资格及扣除按金。
- (13) 本公司职员有权随时到场检查参展商是否遵守上述规则及拍照以作纪录。如违反以上任何规则，本公司有权实时终止其展览资格，展览场地费用及按金概不发还及考虑取消其日后租用展览场地之资格。
- (14) 参展商如无违反以本规则，本公司将于该展览完结后4个月内无息退回按金予申请公司。申请公司必须于收票后6个月内入票过数。如未于期限前入票以致支票失效者，并要求本公司重发支票，则须额外缴付\$100手续费及需时约5个月处理。
- (15) 本公司有权取消已获批之申请和/或收回该场地，不管有关展期是否已开始，且无须提供任何原因或预先通知。在有关情况下，本公司有绝对权利决定是否(i) 无息退还所有展览场地费用及按金或(ii) 更换场地或(iii) 更改展期。本公司保留参展商申请的最终决定权。如遇八号风球、黑色暴雨警告，电力故障或其他不可抗力之原因而未能进行展览，本公司将有绝对权利就个别情况退回已缴付的展览场地费用及按金。
- (16) 本公司有绝对权利随时更改以上规则，本公司保留参展商申请的最终决定权。

(注：本文之一切诠释如有任何争议，均以中文本为准，且本公司保留一切条文解释之权利。)

## 展览场地守则

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- (1) 布置时间：展览商可于租用展览场地前一天晚上十时正或早上八时正开始布置场地(最终之布置时间以业主复核作准)，但必须于租用展场当日早上十时前完成所有场地布置。
- (2) 进场程序：展览商进行布置前须向管理处登记及领取工作证。
- (3) 场地签收：布置场地前展览商负责人须与管理处职员作场地交收，并须于现场签署一份**公共设备损坏承担书**后方可进行场地布置。
- (4) 如展览商聘用展览工程公司 / 广告公司代为交收场地，请列明有权负责签署上述承担书之公司名称及负责人资料。
- (5) 签收场地之负责人姓名必须与下列场地交收人姓名相符，否则管理处职员有权拒绝交场予展览商。
- (6) 电源准则：
- (7) 展览场地之电力布置规格，均须依据政府电器装置条例为基本准则。
- (8) 电源安排以不超过 16 安培为标准，商场电源为 13 安培插苏底，展览商须使用 13 安培有开关掣之插头。（如需额外电源，须向管理处申请，有关费用由展览商负责。）(以上全部只限于指定商场)
- (9) 电线在地上放置时须用胶布固定位置，所有插头须用附有开关掣或时间掣及须用电线胶布固定，以防小童拔出。
- (10) 开场收场：
  - a. 展览商应在其租用之范围内进行布置，不得占用公共地方，并须依照已批核之展位摆设平面图布置场地；布置完毕后，必须通知管理处职员到场视察展位之基本安全及其美观，经管理处职员检查后，认为安全及符合申请表内所列明之规则，方可正式开始其节目或展览。如展览商之布置或安全程度未能达至本公司之要求，必须实时依照商场管理处职员之指示作出改善。如依然未有任何改善，本公司将考虑**实时终止其展览资格**。每日节目开始及结束时；展览商须自行开场及封场。（展览商可向管理处当值室借用钢柱以作封场之用）
  - b. 展览完结后，展览商须于即晚拆除所有布置，将场地原整无缺交回。并于拆除布置前知会管理处派员监察清拆行动并即场查收场地，双方必须即场签妥「**公共设备损坏承担书**」，以完成所有交收程序。而本公司将根据已签妥之「**公共设备损坏承担书**」作退回按金之保证(展览商必须出示已签妥之「**公共设备损坏承担书**」副本予本公司，方可退回已缴交之按金)。如展览商委任之场地交收负责人未有实时与管理处签回「**公共设备损坏承担书**」或拒绝签署。本公司有权扣除展览商已缴交之全部按金，展览商不得异议。故展览商必须与管理处职员完成所有交收程序之手续。
- (11) 展览商须自行聘请日更 / 夜更保安员看守其展品，并须于展览开始前两个工作天通知本公司有关保安公司及保安员资料；展览期间，由展览商聘请之保安员(须穿上护卫公司指定之制服)须向管理处当值室登记个人资料方可执行其工作。展览商如聘用本商场保安承判商，可联络相关职员。
- (12) 展览期间须保持展览场地清洁及自行清理垃圾。所有木板、木架、纸皮箱或展览装饰物料等均不能弃置于垃圾收集站。如管理处发现展览商余下展品、木板、木架、纸皮箱...等于展位或商场公共地方，本公司有权扣除展览商已缴交之全部/部份按金作清洁费用，展览商不得异议。如展览商聘请清洁公司清理有关之垃圾，必须聘用本商场清洁承判商，请联络相关职员查询。
- (13) 商场范围内不可使用唧车运送展品，必须使用胶轆手推车。另展览商不可使用铁钉、威也或电钻等固定安装展览设施在地面、天花、舞台、或墙身上；亦不能张贴海报或广告横额在展览范围内之铁马、围绳、钢柱或墙身上。
- (14) 展览商须于展览前十四天呈交展览摆设平面图及电力分布图予本公司批核，本公司有权保留修改有关之图则及摆位，展览商不得异议。另展览场地之高度限制为八呎，所有展板及舞台背板均不得超出此高度限制。
- (15) 展览商所租用之范围内须自行铺上地毯(以上全部只限于指定商场)，一切展览装置必须预先完成制作，不能将展览场地作工场用途。展览商亦须于展览场地范围内盖上地毯及准备两具消防处认可之九公升装水式灭火筒(根据消防处法例)。
- (16) 展览商需购买第三者意外保险，以便赔偿第三者因该展览、表演等在直接或间接的情况下导致伤亡 / 财物之损失。
- (17) 本展览场地开放时间为早上十时正至晚上十时正，如展览商如未能于该段时间内进行展览活动，请预先通知本公司。
- (18) 有关嘉宾安排：如展览商安排艺员/歌星/知名人士出席展览活动，租场时须预先通知本公司及与管理处协调保安之

安排，并须通知艺员/歌星/知名人士不可向现场观众派发礼物、签名、握手及拍照等行动。

(19) 本公司及管理处将保留权利停止任何未经审批之节目及活动或实时终止其展览活动及扣除已缴付之按金。

(20) 若展览商违犯展览场地守则或该活动对公众安全构成危险，本公司将作出口头 / 书面警告，如接获两次或以上警告而不作改善，管理处有权实时切断电力供应及终止该展览商之场地使用权而不另行通知。

(21) 本公司有权随时更改以上规则，展览商不得异议。

(注：本文之一切诠释如有任何争议，均以中文本为准，且本公司保留一切条文解释之权利)