

To: Promotions Dept

Date: \_\_\_\_\_

Fax: 2440 0115

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

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: \_\_\_\_\_

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: \_\_\_\_\_

**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"/> Overnight Electricity	
<input type="checkbox"/> Others (Pls 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

**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 (tmtpiazza)	2450 7782	藍灣廣場(Island Resort Mall)	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

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  
Gold Coast Piazza Customer Services Centre  
Promotions Department  
Tel: 2452 6566  
Fax: 2440 0115

<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.

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 3926 5700  
(Citywalk & Citywalk 2)  
中港城(China Hong Kong City) 2139 6087  
黃金海岸商場 2452 6566  
(Gold Coast Piazza)

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 3165 6616  
(Regentville Shopping Mall)  
觀塘廣場 (Kwun Tong Plaza) 3165 6616  
雅濤居購物商場 3165 6616  
(The Waterside Shopping Mall)

To: Promotions Dept.

Date:

Fax: 2440 0115

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**

**Rate Card for Gold Coast Piazza**  
**Casual Leasing Venue**

**Venue A**

**Effective Date: 1 Jul - 31 Dec, 2014**

Location	Area Size (sq. ft.)	Licence Fee (HK\$/per day)	
		Mon to Fri	Sat, Sun & P.H.
Venue A (with stage)	2,542	HK\$4,450	HK\$8,900
Venue A (without stage)	1,222	HK\$2,670	HK\$5,350
Shooting for Movie / Advertisement	Every 4 hrs	HK\$8,700	HK\$8,700

Item	Provision Included (F.O.C)	Unit rental charges (HK\$/pc/per day)
Folding Tables	5pcs, 2'(W) x 6'(L)	HK\$100 (Max. 15pcs)
Folding Chairs	10pcs, Black in color	HK\$15 (Max. 30pcs)
PA system with 1 technician stand-by (per 4 hours)	N/A	Refer to Equipment charge
Folding Tent (3m x 3m)	N/A	HK\$900 (Max. 4pcs)
13Amp Electricity Supply	1pc	HK\$100

**Remarks**

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and Public holidays
- Venue: Outdoor
- Opening hours: 10:00am to 10:00pm
- 10% loading charge in Christmas (13 Dec 2014 – 4 Jan 2015)**
- Trial Discount for first time customer: 30% discount on licence fee(s) for 2 or more consecutive days booking.**
- Early Bird Discount 30% discount on licence fee(s) for 3-month advanced booking with payment**
- Tenants of Gold Coast Piazza are entitled to a 50% discount on license fee(s).
- Government unit(s), non-profit making organization(s) & approved charitable organization(s) are entitled to a 30% off discount on license fee(s).
- The Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to the Management Office for approval two weeks before the confirmed exhibition period.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy to Property Management Office before moving in.
- This rate card is subject to change without prior notice.

**Enquiry: Retail Marketing & Promotions Department (Tel: 2452 6566/ Fax: 2440 0115)**

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

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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

**Rate Card for Gold Coast Piazza**  
**Casual Leasing Venue**

**Venue B**

Effective Date: 1 Jul - 31 Dec, 2014

Location	Area Size (sq. ft.)	Licence Fee (HK\$/per day)	
		Mon to Fri	Sat, Sun & P.H.
Venue B	900	HK\$3,900	HK\$7,800
Shooting for Movie / Advertisement	Every 4 hrs	HK\$8,700	HK\$8,700

Item	Provision Included (F.O.C)	Unit rental charges (HK\$/pc/per day)
Folding Tables	5pcs, 2'(W) x 6'(L)	HK\$100 (Max. 5pcs)
Folding Chairs	10pcs, Black in color	HK\$15 (Max. 10pcs)
Folding Tent (3m x 3m)	N/A	HK\$900 (Max. 2pc)
13Amp Electricity	1pc	HK\$100

**Remarks:**

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and Public holidays
- Venue: Outdoor
- Opening hours: 10:00am to 10:00pm
- 10% loading charge in Christmas (13 Dec 2014 – 4 Jan 2015)**
- Trial Discount for first time customer: 30% discount on licence fee(s) for 2 or more consecutive days booking.**
- Early Bird Discount 30% discount on licence fee(s) for 3-month advanced booking with payment**
- Tenants of Gold Coast Piazza are entitled to a 50% discount on license fee(s).
- Government unit(s), non-profit making organization(s) & approved charitable organization(s) are entitled to a 30% off discount on license fee(s).
- The Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to the Management Office for approval two weeks before the confirmed exhibition period.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy to Property Management Office before moving in.
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**Rate Card for Gold Coast Piazza**  
**Casual Leasing Venue**

**Venue C**

**Effective Date: 1 Jul - 31 Dec, 2014**

Location	Area Size (sq. ft.)	Licence Fee (HK\$/per day)	
		Mon to Fri	Sat, Sun & P.H.
Venue C	5,668	HK\$3,610	HK\$7,210
Shooting for Movie / Advertisement	Every 4 hrs	HK\$8,700	HK\$8,700

Item	Provision Included (F.O.C)	Unit rental charges (HK\$/pc/per day)
Folding Tables	5pcs, 2'(W) x 6'(L)	HK\$100 (Max. 15pcs)
Folding Chairs	10pcs, Black in color	HK\$15 (Max. 30pcs)
Folding Tent (3m x 3m)	N/A	HK\$900 (Max. 4pcs)
13Amp Electricity	1pc	HK\$100

**Remarks:**

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and Public holidays
- Venue: Outdoor
- Opening hours: 10:00am to 10:00pm
- 10% loading charge in Christmas (13 Dec 2014 – 4 Jan 2015)**
- Trial Discount for first time customer: 30% discount on licence fee(s) for 2 or more consecutive days booking.**
- Early Bird Discount 30% discount on licence fee(s) for 3-month advanced booking with payment**
- Tenants of Gold Coast Piazza are entitled to a 50% discount on license fee(s).
- Government unit(s), non-profit making organization(s) & approved charitable organization(s) are entitled to a 30% off discount on license fee(s).
- The Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to the Management Office for approval two weeks before the confirmed exhibition period.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy to Property Management Office before moving in.
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**Rate Card for Gold Coast Piazza**  
**Casual Leasing Booth**

Effective Date: 1 Jul - 31 Dec, 2014

Location	Area Size (sq. ft.)	Licence Fee (HK\$/per day)	
		Mon to Fri	Sat, Sun & P.H.
Booth E - H	Approx 98	HK\$1,500	HK\$3,000

Item	Provision Included (F.O.C)	Unit rental charges (HK\$/pc/per day)
Folding Tables	2pcs, 2'(W) x 6'(L)	HK\$100 (Max. 2pcs)
Folding Chairs	2pcs, Black in color	HK\$15 (Max. 5pcs)
Folding Tent (3m x 3m)	1pc, 3m(W) x3m(L), Red Color	N/A
13Amp Electricity	1pc	HK\$100

**Remarks:**

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and Public holidays
- Venue: Outdoor
- Opening hours: 10:00am to 10:00pm
- 10% loading charge in Christmas (13 Dec 2014 – 4 Jan 2015)**
- Trial Discount for first time customer: 30% discount on licence fee(s) for 2 or more consecutive days booking.**
- Early Bird Discount 30% discount on licence fee(s) for 3-month advanced booking with payment**
- Tenants of Gold Coast Piazza are entitled to a 50% discount on license fee(s).
- Government unit(s), non-profit making organization(s) & approved charitable organization(s) are entitled to a 30% off discount on license fee(s).
- The Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to the Management Office for approval two weeks before the confirmed exhibition period.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy to Property Management Office before moving in.
- This rate card is subject to change without prior notice.

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**Rate Card for Gold Coast Piazza**  
**Charity Area**

**Effective Date: 1 Jul - 31 Dec, 2014**

Location	Area Size (sq. ft.)	Licence Fee (HK\$/per day)	
		Mon to Fri	Sat, Sun & P.H.
Charity Area	Approx 60	N/A	N/A

Item	Provision Included (F.O.C)	Unit rental charges (HK\$/pc/per day)
Folding Tables	1pcs, 2'(W) x 6'(L)	HK\$100 (Max. 1pcs)
Folding Chairs	2pcs, Black in color	HK\$15 (Max. 4pcs)

**Remarks:**

- Weekday: Monday to Friday; Weekend: Saturday, Sunday and Public holidays
- Venue: Outdoor
- Opening hours: 11am to 7pm (8 hours)**
- Any licensee who applies to lease the venue for fund-raising or charity sales must submit their application with a valid license from the related Government Department for prior checking.
- The venue will not be granted for the solicitation of pedestrians for collection of donations or sell of flags/stickers or badges.
- Number of volunteers shall not exceed 4 and they should not allow walking around the mall.
- The Office 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 Office in respect of such alternation or cancellation.
- The Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to the Management Office for approval two weeks before the confirmed exhibition period.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee should submit copy of third party insurance policy to Property Management Office before moving in.
- This rate card is subject to change without prior notice.

***Enquiry: Retail Marketing & Promotions Department (Tel: 2452 6566/ Fax: 2440 0115)***

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## **EQUIPMENT CHARGES**

<b>Items</b>	<b>Dimension / Specification</b>	<b>Unit rental charges (HK\$/pc/per day)</b>
Folding Table	2'(W) x 6'(L)	\$100
Folding Chair	Black in colour	\$15
Folding Tent (3m x 3m)	3m(W) x 3m(L), red tent panels	\$900
Folding Tent (2m x 2m)	2m(W) x 2m(L), red tent panels	\$600
In-house PA System with 2 microphones (per 4 hrs)	With 1 technician on-call stand-by	\$4,000
Additional Mic (max. 2 pcs)		\$300
13Amp Electricity	1pc	HK\$100
Overnight Electricity (13amp electricity x 1)	1pc	HK\$100/ night

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