

# **Application Procedures and Guidelines For Use of The Venue(General)**

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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 by sending the Booking Form to the Company by fax (Fax No: 25309413) on the first working day of each month (the duration of each exhibition should be between 3-7 days)
- (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 by sending the Booking Form to the Company by fax (Fax No: 25309413) on the first working day of each month (the duration of each exhibition should be between 2-7 days) (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 licence, the Company has the right to terminate the exhibition (“the Exhibition”).
- (3) Once the application is approved, the Exhibition shall commence on the specific date. If the Organizer wishes to make any changes to or cancel the application(s) (e.g. the event date, brand of product to be exhibited etc.), the Organizer must notify the Company in writing at least 30 working days prior to the Exhibition commencement date and pay an administration fee of \$2,000.00 to the Company. For the avoidance of doubt, the Company reserves the final right to approve or reject the proposed change/cancellation. Any application for changes or cancellations which submitted less than 30 working days prior to the Exhibition commencement date will not be accepted. In addition, the Company shall have the absolute right to forfeit all booking fees and deposits paid by the Organizer and/or to disqualify the said 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 more than two pieces of "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) and a carpet for the exhibition floor (exclude GWP & Fanling Centre). The carpet provided by our company shall be the final carpet to be used for the exhibition. Organizers are not allowed to request for the removal of the carpet or carry out unauthorized removal of it. Neither are they allowed to change the carpet or lay their own carpet over the one provided by our company. 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 employer 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. Organizer 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.)