



SUN HUNG KAI PROPERTIES LIMITED
Terms and conditions for use of Shopping Mall
Exhibition/Promotion Venues

1) Application Procedures

- 1.1 Applicants should complete an application form at least three months prior to the event date. And the Promotion Office of Sun Hung Kai Properties (hereafter refers as The Office) will only accept application within the first fifteen working days of each month.

Example 1 : If an applicant would like to hold an event in October 2011, the application form should be submitted between July 2 and 19, 2011.

Example 2 : If an applicant would like to hold an event in November 2011, the application should be submitted between August 2 and 18, 2011. The rest may be inferred by analogy.

- 1.2 After the first 15 working days in a calendar month, The Office will collect applications and make evaluation and arrangement accordingly. Final confirmation of the application is subject to the written Agreement (hereafter refers as The Agreement) of The Office 8 weeks prior to the commencement date of the event. The Office reserves the right to decline any bookings at its discretion.
- 1.3 Minimum booking for any of the exhibition venues is two days. Exceptions apply to venue booking for stage performance.

2) Payment and Cancellation

- 2.1 Confirmation of the application will only be effective if payment and deposit together with the signed Agreement are duly received by The Office prior to the deadline as stated in the Agreement.
- 2.2 The Agreement shall be regarded as the invoice of the administration and all other charges in relation to the event. No separate invoice/debit note will be issued.
- 2.3 Full payment of the administration charges and a refundable deposit equivalent to 50% of the total administration charges or HK\$1,000.00 whichever is higher must be made 5 weeks prior to commencement date of the event. Unless otherwise specified, payment should be made by crossed cheque or **cashier order (applicable to first usage of promotion venue)** payable to "Sun Hung Kai Real Estate Agency Limited".
- 2.4 The deposit cheque will be refunded to the organizer if the venue and facilities are returned in a satisfactory condition after the exhibition/promotion.
- 2.5 In the event that the applicant has to cancel an exhibition/performance, written notice to the Office is required. If cancellation is made after the payment has been settled, deposit will be forfeited automatically as penalty.
- 2.6 Current on-site tenants will be offered with a 50% discount on the normal administration charges for non-sale promotion event only.
- 2.7 The Office reserves the right to reallocate or cancel the offer of venue or rearrange the schedule for an applicant who will be notified in advance.

3) Event Area/Display Materials

- 3.1 Organizer should submit a layout plan of the event and in case of a performance, a programme rundown to the Management Services Office for approval at least two weeks prior to the commencement date of the event.
- 3.2 Organizer must not extend any display materials or promotional activities beyond the designated event area.
- 3.3 Display materials should not be placed in such a way as to obstruct the shop windows or cause inconvenience to the users and tenants of the Shopping Centre. Exhibits and panels should not exceed 8 feet in height or otherwise specified in the layout plan.
- 3.4 On-site management duty staff has the right to request the Organizer to adjust the sound volume to a comfortable level emitted from their video display or other forms of audio-visual presentation and / or equipments. Book/magazine organizers are not allowed to broadcast/demonstrate any categories at CD/VCD/DVD at the venue.
- 3.5 Management Services Office reserves the right to remove any materials found to be objectionable.
- 3.6 Management Services Office has the right to stop any exhibition/event to continue should exhibitor/organizer violate our rules & regulations.

4) Set up and dismantling

- 4.1 Organizer needs to carpet the venue in order to maintain an upclass-look.
- 4.2 Set up may commence in the evening prior to the first event day, providing that the site is available at that time. All materials must be removed before 11:00p.m. of the last event day. As for car shows, display vehicles are only allowed to be moved in to the venue after 9:00p.m. or specific time on the day before the first exhibition date and should be moved out at 9:00p.m. on the last event day. The venue must be returned in clean and appropriate condition.
- 4.3 Organizer should inform the Management Services Office of the licence numbers of vehicles/trucks and move in/out time before they will be allowed to make use of the Shopping Centre's loading and unloading areas.
- 4.4 Organizer should inform the Management Services Office in advance for their necessity of overnight set up/dismantling. Additional Electricity charge for overnight supply is required.
- 4.5 Organizer or their contractors should report to the Management Services Office and must wear identification labels provided by the office when they arrive at the venue for set up/dismantling.
- 4.6 No painting or construction works will be allowed to be carried out at the venues. All exhibits or constructions should be pre-fabricated, only re-touch works can be done on site.
- 4.7 No nailing or stapling is allowed on all of our facilities.
- 4.8 3M(Scotch) non-sticky Removable Transparent Adhesive Tape is required for mounting on our display panels. Using of double-face adhesive tapes are not allowed.

- 4.9 No storage space will be provided for Organizer.
- 4.10 After the initial set up and subsequent removal of display materials, the venue must be cleared of all debris. If not, Management Services Office may employ cleaners to clean the venue and debit the Organizer the cost and handling charges accordingly.
- 4.11 For electrical installation, please refer to "General Requirement for Electrical Installation".

5) Operations on Site

- 5.1 Assignment of sub-letting or otherwise sharing or parting with event area is strictly prohibited. Third party involvement of sponsorship of the event will only be allowed unless with their prior consent of The Office.
- 5.2 Direct selling will not be allowed at the venue without The Office's prior approval.
- 5.3 Admission to all events must be free of charge.
- 5.4 Food and drink are not permitted within the venue.
- 5.5 If it is in the opinion of the Management Services Office that the exhibition/performance is a public safety hazard, the Management duty staff will execute his right to stop or cancel the event. All fees paid will not be refunded.
- 5.6 Organizer is advised to minimize the use of barriers during operation of the event unless the Management Service Office find it necessary.

6) Licence

Organizer is responsible for obtaining any necessary licences in association with the event. These would include PPE Licence and Permit, CASH, IFPI, HKRIA etc. However, Organizer need not apply PPE Licence and Permit for Mikiki as it is covered by Landlord's licence.

7) Security

Organizer is entirely responsible for the security of all exhibits/possessions at all times during the event period and should inform Management Services Office in advance if any security staff is to be employed. The Shopping Centre is not liable for any damage or loss to Organizer's exhibits/possessions.

8) Insurance/Liability

- 8.1 Organizer should provide public liability insurance coverage for the whole duration of their activity/event. Copies of relevant documents must be sent to The Office together with completed Agreement.
- 8.2 Organizer have to indemnify the Shopping Centre and Sun Hung Kai Properties Ltd. and/or its related subordinate for any damage done to the venues or facilities, and also for any injury to persons that might incur.

- 9) **Enquiries**
Mikiki
Please call 3980 9900, Fax : 3980 9920

GENERAL REQUIREMENT FOR THE ELECTRICAL INSTALLATION

1. All exposed metal parts should be bounded to earth.
2. All the wiring should be designed to carry the rated current and the starting current.
3. If no mechanical protection is provided, PVC/PVC insulated cable must be used.
4. The continuity of the loading conductors should be ensured.
5. The cable should be protected by a circuit breaker.
6. A Residual Current Devices, which should be current operated type, should be installed to protect against leakage.
7. The electrician or the Organizer should check the polarity of the circuit before Supplying power by the shopping centre.
8. The electrician of the Organizer should carry out inspection and tests to the equipment and the installation to ensure that there is no offence against the IEE Wiring Regulation as well as the supply rules of light and power company.

(For any further enquiries, please contact Management Services Office concerned.)

09/2011