

**CONFIDENTIAL**

## Application Form for Promotion Venue at Citylink Plaza

Name of Applicant / Company : \_\_\_\_\_  
English (Block Letters) \_\_\_\_\_ Chinese \_\_\_\_\_

Contact Person (Title) : \_\_\_\_\_ ( \_\_\_\_\_ )

Contact No. : \_\_\_\_\_ (TEL) \_\_\_\_\_ (FAX)

Email address : \_\_\_\_\_

Correspond Address: \_\_\_\_\_

Name of Event : \_\_\_\_\_  
English (Block Letters) \_\_\_\_\_  
Chinese \_\_\_\_\_

Event Date(s) Applied : From \_\_\_\_\_ To \_\_\_\_\_

Event Time : From \_\_\_\_\_ (AM/PM) To \_\_\_\_\_ (AM/PM)

Venue Applied :  Retail Floor, Opposite to CS Counter

(Please ✓ as appropriate)

### Attachment submitted with the Application Form:

- Business Registration Certificate (required)
- Proposal of the Event / Exhibition
- Full listing of display materials
- Program rundown
- Floor Plan layout
- Past reference (Floor plan / Photos / Proposal)

### For charity bodies and non-profit making organization only:

- Copy of certificate / proof attached for application of rental reduction

### 收集個人資料聲明

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Please fax the completed application form to 2608 2897.

## **Citylink Plaza Conditions for the Use of Promotion Venue**

### **1. Use of Exhibition Area**

- 1.1 The Exhibitor must not extend any display material or promotional activity beyond the Exhibition Area.
- 1.2 Assignment or sub-letting or otherwise sharing or parting with the Exhibition Area or any part thereof is strictly prohibited. Co-exhibitors will only be allowed with prior written approval from Citylink Management Office.
- 1.3 Citylink has definite right to reject any application, to alter the booking schedule or to re-allocate the booked Exhibition Area if circumstances warrant so. In case of the Exhibitor not satisfying with the new arrangement, the licence fee can be refunded but without interest and compensation.
- 1.4 The Exhibition Area is not to be used for any purposes other than stated in the application form by the applicant unless prior permission is sought from the Citylink Management Office.

### **2. Display Materials / Promotion Activities**

- 2.1 Full details of the proposed layout plan (including **Risk Assessment Report, Method Statements/technical drawing** of each component, height, depth and width dimensions and structure details and materials ), event activities and special facilities requirement must be submitted to Citylink Management Office for approval at least 14 days prior to the commencement of the event. Citylink Management Office reserves the right to remove any material or stop any activity of the Exhibitor that has not been previously approved in writing.
- 2.2 Specific location to be recommended by our Engineer, Surveyor and Safety Officer for the Contractor and Exhibitor to get approval from Registered Structural Engineer on the construction drawing before commencement of works and subsequently obtain relevant certificate from RSE if required.
- 2.3 The quality of all display materials should be up to the requirement of Citylink Management Office and match the image of Citylink.
- 2.4 The height of exhibits and stands are limited to 90 inch at all Exhibition Area. The height of exhibits is subjected to the final approval by the management office.
- 2.5 For those structures higher than 2m high measured from F.F.L, endorsement from Registered Structural Engineer (RSE) shall be provided to certify it is structurally safe. A content page to illustrate the content of what RSR certifying shall be enclosed and endorsed by RSE.
- 2.6 Hanging of balloons and banners are prohibited within the exhibition area.
- 2.7 Rug in appropriate size must be placed over the exhibition area. Protective layers between the tiles and the rug are higher recommended for protection of floor tiles.
- 2.8 All wiring / cables on the floor should be tightly covered by white adhesive tapes without any damage to the floor tiles.
- 2.9 If the event / exhibition has been carried out at other shopping centre before, past reference (including floor plans and photos) should be sent to Citylink for consideration.
- 2.10 No audio/video display should be allowed in the Exhibition Venue Area.

### **3. Set up and Removal of Display Materials**

- 3.1 Set up can be commenced from 0900 hrs to 1000 hrs on the first day of the licensed period but subject to the availability of the Exhibition Area. All display materials / items should be fixed properly and should not cause any danger to third parties, and any damage to any property belongs to Citylink or its tenants. All exhibits, stands, and display items must be prefabricated before delivery to the Exhibition Area as construction work and painting are not permitted to be carried out within the confines of Citylink.
- 3.2 All display materials are to be delivered to or removed from the exhibition area by using the loading area. Only rubberized wheels trolleys or pallets are allowed to transport goods inside Citylink; Hydraulic Forklifts are not allowed. Citylink Management Office reserves the right to charge the exhibitor for any damage caused by unauthorized means of transportation.
- 3.3 After removal, the Exhibition Area must be cleared and cleaned immediately to the satisfaction of Citylink Management Office. Exhibitor is responsible for refuse disposal. All left-over articles will be disposed of at the exhibitor's expenses and Citylink Management Office reserves the right to claim from the exhibitor any expenses incurred in the removal of refuse.
- 3.4 Exhibitors must lay carpets within the exhibition area inside Citylink. All cables are required to place under carpet.

### **4. Operations**

- 4.1 Direct selling of merchandize by exhibitor or money transaction is prohibited within the Exhibition Area unless with prior written approval from Citylink Management Office.
- 4.2 During the event, the exhibitor should make sure that the exhibition is properly staffed with uniform at all times and keep the venue clean and tidy up to the satisfaction of the Citylink Management Office. Citylink Management Office reserves the right to remove any untidy materials or employ cleaners to clean up the area at the cost of the exhibitor without any prior notice.
- 4.3 Distribution of leaflet / flyers / pamphlets / brochures, collection of shoppers information or recruitment in any format are not allowed within the venues without prior written approval by Citylink Management Office.
- 4.4 Exhibitor should comply with the instruction of the Citylink Management Office during the exhibition time. Citylink Management Office reserves the right to terminate the exhibition immediately by verbal notice in case of default by the exhibitor. In that case, all licence fee paid by the exhibitor will be forfeited.
- 4.5 The Exhibitor should be responsible for the security and storage of any displayed materials or exhibits. The Exhibition Area should be kept tidy throughout the rental period and should be up to the standard set by the Citylink Management Office.
- 4.6 The normal operation hour of the exhibition area is 1000 hrs to 2200 hrs. Early/Late openings and/or early/late closure are not allowed without prior approval from Citylink Management Office.
- 4.7 If typhoon signal no.8 or higher typhoon signal, or black-rain warning is hoisted during the licensed

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period or during set up or removal period, the exhibitor may continue to operate at his/her own risk without claiming any compensation from Citylink Management Office.

- 4.8 Citylink Management Office reserves the right to re-arrange another suitable exhibition date or venue to the Exhibitor if circumstance warrant so. In case of the Exhibitor not satisfying with the new arrangement, the licence fee can be refunded but without interest and compensation.

## 5. Responsibilities

- 5.1 The exhibitor is entirely responsible for the security of its display materials and shall inform Citylink Management Office in advance if any security staff is to be employed.
- 5.2 The applicant shall obtain proper licence/permit from relevant Government Authorities. Such licences include but not limit to the Television and Entertainment Permit and Places of Public Entertainment Licence and must be properly insured for the third party liability. The relevant licence and the insurance certificate copies must reach Citylink Management Office 7 days before the function date. Applicant shall be responsible for not bearing such relevant permits and shall indemnify the Corporation against all claims actions proceeding, demands, costs damages and expenses that might arise as a result of holding the activity/event or by reason of any act, default, negligence or omission of the applicant, his servants, agents, licensees or customers.
- 5.3 The deposit paid by the Exhibitor will be applied to cover any loss suffered by MTR CORPORATION LIMITED and any damage to the Exhibition Area or to Citylink caused by the Exhibitor, the Exhibitor's contractors, agents, invitees and customers etc. during the event period. Citylink Management Office reserves its right to claim from the Exhibitor to cover the loss and damage suffered.
- 5.4 The exhibitors are required to take out "Public Liability Insurance" in respect of the event covering the whole of the term. Such insurance shall provide indemnity to both the exhibitor, MTR CORPORATION LIMITED. against any public liability up to an amount of HK\$10 million in any one incident. However, MTR CORPORATION LIMITED do not limit the claim to the above mentioned amount and reserves the right to request for a higher amount of insurance coverage.
- 5.5 The exhibitors must not bring any dangerous goods as defined in the Dangerous Goods Ordinance into the Exhibition Area.
- 5.6 Proper protection to the existing services / floor / wall finishes shall be provided to avoid possible damage during the course of works. Any damage caused by the exhibitor shall reinstate to original standard with the satisfaction of MTR CORPORATION LIMITED at exhibitor's own cost.

## 6. Safety Requirement for Exhibition

- 6.1 The Exhibitor must appoint a person-in-charge to ensure that the exhibition runs safely. This person must identify himself to the Security Control In-charge and must be present at the exhibition site at all times during exhibition. He/she must know how to use a portable fire extinguisher to fight a fire.

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- 6.2 The Exhibitor must ensure that no dangerous goods, such as explosive, flammable/corrosive/toxic materials are kept at the exhibition site. The Exhibitor must ensure that no easily combustible materials and no highly flammable materials are to be used at the exhibition site.
- 6.3 The exhibitors must ensure that all wooden parts less than 6mm thick to be used for the exhibition are properly treated with approved fire retardant solution by a registered Fire Services Installation Contractor with subsequent submission of such certification to Citylink Management Office prior to the commencement of the exhibition.
- 6.4 The Exhibitor must ensure that all electrical appliance and electrical wiring at the exhibition site are safe and satisfactory to Citylink Management Office.
- 6.5 To ensure the following requirements for electrical installations are observed:
  - i) All temporary electric wires must be PVC insulated and sheathed. No flimsy electric wires are allowed.
  - ii) All joints on electrical wirings must be properly made. Sloppy tape joints must be eliminated.
  - iii) No live electric part is allowed to be exposed.
  - iv) Proper earthing protection must be provided to all metal parts where electrical connections are made, unless approved double insulated construction against electrocution is protected by earth leakage circuit breakers.
  - v) According to the Electricity Ordinance, a person who deals with any electrical work should be bearing the “Certificate of Registration of Electrical Worker” and copy of which has to submit to Citylink Management Office prior to the function.
  - vi) Registered Electrical Contractor and Registered Electrical Worker to submit a Work Completion Certificate (Form WR1) on completion of a fixed electrical installation (i.e. after installation and testing).
  - vii) If extension units are used, please ensure that the plugs, socket and flexible cord comply with BS1363 Part 1, BS1363 Part 2, and BS 6500 / IEC60277 respectively. In addition, the extension units should be properly protected and placed.
  - viii) If temporary lightings and required, please ensure that the luminaries comply with the requirements of IEC6015898-1 and are issued with Certificate of Safety Compliance
  - ix) Proper warning notices together with appropriate barriers/guards, where required, should be placed in prominent and suitable locations to warn visitors and operators from getting access to the extension units and socket outlets.
- 6.6 One 3 kg. CO<sub>2</sub> or equivalent fire extinguisher has to be provided by the applicant in the Exhibition site throughout the exhibition period.
- 6.7 The Exhibitor must ensure that the exhibition structure is secure and stable.
- 6.8 The Exhibitor must ensure that no smoking, painting, spray painting, welding, usage of flammable liquid and similar dangerous activity is carried out on exhibition site.
- 6.9 The Exhibitor must ensure that his/her staff/workers do not bring unsafe items into Citylink especially: metal ladders, cartridge operated fixing tools, and asbestos products.

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6.10 Citylink Management Office reserves the right to require the Exhibitor to comply with other safety precautions whenever situation requires.(Please to the APPENDIX ONE “Rules for Decoration Works & Exhibition Setup at Citylink)

## 7. Confirmation of Booking

7.1 All payment should be settled upon signing of the acceptance letter. Any withdrawal of application will not be refunded.

7.2 The application of the exhibition at Citylink would not be accepted if this Agreement is not received by Citylink Management Office within 14 working days starting from the date of issue of this agreement.

Name of Event : \_\_\_\_\_ (in English)

\_\_\_\_\_ (in Chinese)

Date & Time : \_\_\_\_\_

Venue : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Tel: \_\_\_\_\_ (booking)

\_\_\_\_\_ Tel: \_\_\_\_\_ (event in charge)

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Accepted and agreed by

\_\_\_\_\_  
Signature (with company chop)

\_\_\_\_\_  
Date

**RULES FOR DECORATION WORKS & EXHIBITION SETUP AT Citylink**

I/We\*, the undersigned, agree to complete the decoration works or exhibition setup at promotion venue(s) according to the Citylink Safety Handout, the plans approved by MTR Corporation Limited and the following rules and any future rules:

1. No works shall be carried out without the prior approval(s) from MTR Corporation Limited and the relevant Government Authorities, if required.
2. Exhibitors and decoration contractor should submit the details contact list for their on site in-charge (with mobile phone no & pager no.) and workers' list (with relevant certificate or qualification and ID card<A123XXX(X)>) to the management office 2 working day before commencement of works.
3. All workers on site should have the Construction Industry Safety Training Certificate (Green Card), other relevant certificates and the work permit issued from management office. No workers can work on the site without work permit. Management office reserves the right to forbid such person to enter the mall whenever deemed necessary.
4. Contractor has to ensure each worker carrying out work safely according to the Prevocational Safety Guidance of Labour Department by all means.
5. All electrical works and installation should comply to the general requirements in accordance with the Electricity Ordinance (Cap. 406) and its subsidiary regulations.
6. Use of wooden or A-ladder is prohibited during working in height.
7. All workers on site should wear helmet with chinstraps. For work carried out at level above 2 meters high, certified escalator platform must be used (with relevant certificate submitted to the management office before commencement of work) workers must fasten safety belt and wear helmet with chinstraps.
8. All noisy works should be done only from 9:00am. To 12:00nn. (except Sunday and Public Holidays).
9. All odor works should be done only from 11:00p.m. after prior approval (2 working days) from MTR Corporation Limited.
10. The Exhibitors and decoration contractors have to supervise his employees properly and to cover them by insurance.
11. The Exhibitors and decoration contractors are responsible for all damages to properly or public facilities of the mall or any injuries to other people by the contractors.
12. All decoration work or exhibition setup must be confined within the above designated venue. No common area, public lavatories, store-rooms of the mall can be used for storage or workshop.
13. The dangerous/inflammable goods must be kept minimum and proper storage in the premises.
14. Unloading materials /equipment should be done within the designated loading bay and should comply with the rules and regulations of the loading bay.
15. Not to store decoration material or debris etc. within the loading bay areas.
16. The management office, when necessary, shall specify the time and the route for the delivery of decoration materials.
17. Fire extinguisher should be placed properly when fire works are required. All necessary precaution should be done so as to prevent fire out break.
18. Fire hoses cannot be used for any purpose other than fire fighting. The fitting-out contractors are advised to provide fire extinguishers within premises during the fitting-out.
19. Nuisance to other tenants arising from decoration work or exhibition setup must be kept minimum. Management office reserves the right to stop the noisy work proceeding.
20. No addition, alteration or connection shall be made to the chilled water piping, the fire sprinkler system and electrical main cables without prior approval from the MTR Corporation Limited.
21. Exhibitors and decoration contractors have to arrange for the disposal of the decoration debris out of the Ocean Walk at his own expense, indiscriminate dumpings in the public area is strictly forbidden.
22. Exhibitors and decoration contractors have to ensure all his employees do not sleep or act in a disorderly manner in the common area. The management Office reserves the right to expel such person from the mall whenever deemed necessary.
23. Exhibitors and decoration contractors must ensure all work area to be properly fenced off with sufficient warning notices before commencement of the works.
24. The Exhibitors and decoration contractors should be responsible for the security and storage of any equipments, tools and materials.
25. All employees of contractors must wear tidy uniform, the type of which should be recorded and recognized by MTR Corporation Limited.

Should you have any question, please contact our management office or telephone at 2692 8168.

I/We\*, the undersigned and agree to complete the decoration works or exhibition setup at promotion venue(s) according to the Citylink Safety Handout

Signature of Exhibitors and Decoration Contractors:

\_\_\_\_\_  
(with Company chop)

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
Date

**Rental Charge and Temporary Electricity Charge for Exhibition Venue in Citylink**

Venue	Size	Weekday Rate (Mon to Thu)	Weekend Rate (Fri to Sat, Sun & Public Holiday)	Temporary Electricity Charge
		HK\$/Day	HK\$/Day	
Retail Floor, Opposite to CS Counter	220 sq. ft.	\$12,100	\$20,680	HK\$50/day/13M socket
Special Arrangement	1) 10% off for booking over 3 consecutive days, i.e. 4 / 5 days booking 2) 20% off for booking over 5 consecutive days, i.e. 6 days booking onwards 3) Additional 30% off for tenants booking 4) 50% off for government and non-profit making organization 5) Free for NGO and charity (with R88)			



Retail Floor, Opposite to CS Counter  
Usable Area (approx.): 220 sq. ft.