

**Application Form for Promotion Venue at Telford Plaza**

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

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

Contact No. : (TEL) (FAX)

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

Correspondence Address : \_\_\_\_\_

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

Sponsor (if any) : \_\_\_\_\_

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

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

Venue Applied : ☐ TP1 – CA2 – A ☐ TP1 – CA3 upper (for non-profit making organization,  
(Please ✓ as ☐ TP1 – CA2 – B NGOs or Government Department only)  
appropriate) ☐ TP1 – CA2 – C ☐ TP2 – L3B

**Items submitted with the Application Form:**

- ☐ Business registration certificate
- ☐ Proposal of the event / exhibition
- Program rundown (events/ happenings)
  - Floor plan layout
  - Full listing of display materials
  - Merchandise list (if any)
  - Past reference (floor plan / photos / proposal)
- ☐ Proof attached for application and sign with relevant department chop (government and non-profit making organization only)
- ☐ Relevant IRD document / copy of certificate / proof attached for application of rental reduction (for non-profit making / charity organization only)

**收集個人資料聲明**

閣下所提供的個人資料將用於處理客戶服務及其它相關事宜的登記，該等個人資料會被透露或轉交與已獲授權的僱員、承辦商及其他為上述目的及為此而有需要的相關人士。閣下有權要求查閱及更改閣下的個人資料，有關的要求應以書面提出予保障個人資料（私隱）主任，法律常務部，香港鐵路有限公司，地址為 香港九龍九龍灣德福廣場港鐵總部大樓（標上保密）或經電郵：  
[PDPO@mtr.com.hk](mailto:PDPO@mtr.com.hk)。

**Personal Information Collection Statement**

The personal data provided will only be used for the purpose of customer services and relevant matters. Such data will be disclosed or transferred to authorized employees, contractors or other persons relevant and necessary for the said purpose. You have the right to request access to and correction of your personal data. Such request should be made in writing to contact our Personal Data Privacy Officer, Secretarial & Legal Department, MTR Corporation Limited, MTR Headquarters Building, Kowloon, Hong Kong (Marked Confidential) or [PDPO@mtr.com.hk](mailto:PDPO@mtr.com.hk).



1. A detailed proposal about the format, purpose, content of the event / exhibition, all display materials, and below documents are required to submit for approval.
  - i. Programme rundown
  - ii. Valid insurance certificate (refer to item no. 18)
  - iii. 3D layout and the floor plan with the route for the materials transportation to the venue.
  - iv. Technical drawing of the floor plan with calculation and endorsed by Registered Structural Engineer
  - v. Installation and dismantle method statement must be according to item iii. of the above
  - vi. Risk assessment report signed by Registered Safety Officer and signed with company chopped by applicant. A valid certificate copy of Registered Safety Officer shall also be provided.
  - vii. Surveyor report signed by Registered Structural Engineer
  - viii. WR1
  - ix. FS 251(For Fire Extinguisher and Flame Proofing Solution Treatment)

Item i-vi must be submitted for approval at least 6 weeks prior to the commencement of event.

Item vii-ix must be submitted once the installation is completed.

2. The exhibitor shall obtain proper licence (permit from relevant authority and provide a copy of such licence (i.e. TPPE licence) permit to Telford Plaza Management Office.
3. Floor plan and layout should include elevations of each component and dimensions, i.e. height, depth and width.
4. If the event / exhibition had been carried out at other shopping centre before, past reference (floor plan and photos) should be sent to Telford Plaza Management Office for consideration.
5. Completed application form and relevant documents should be sent to: Telford Plaza Management Office, L5 Telford Plaza II, Kowloon Bay, Kowloon, or via fax 2751 6725.
6. Hanging of balloons, banners, hand writing messages and printed matters are prohibited within the venues.
7. Distribution of leaflets / flyers / pamphlets / brochures / hydrogen balloon / collection of shopper's information or recruitment in any format are not allowed within the venues and in the shopping mall.
8. The fitting-out contractor has to supervise his employees properly and to provide sufficient insurance coverage for his employees.
9. All the set-ups must not exceed 2.3M for TP1-CA2 – A/B/C and 2M in TP1-CA3-Upper & TP2-L3B in height. The height of exhibits is subject to the final approval by the management office.
10. Rug in appropriate size must be placed over the exhibition area. All wires are required to set under the rug or set within the air duct.
11. Appropriate warning signage must be prepared and ready on site to indicate and caution against potential hazards, obstacles and dangerous conditions that require special attention. Other necessary protective devices are also needed to prevent objects that could inflict possible injuries on passer-by.
12. As requested by "Director of Electrical and Mechanical Service", the applicant must follow:
  - i. Employ only Registered Electrical Contractors and Registered Electrical Workers to carry out work on fixed electrical installations;
  - ii. Request the 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);
  - iii. All cables should be properly fixed and protected to prevent electrical danger and physical hazards, such as physical damage to cables, without proper protections or tripping of visitors by protruding socket outlet covers or cables loosely lying within or around the counters. Proper electrical



- earthing and equip-potential bonding, as well as earth leakage protection, should be provided to the fixed electrical installations;
- iv. If extension units are used, please ensure that the plugs, socket and flexible cord comply with BS 1363 Part 1, BS 1363 Part 2, and BS 6500 / IEC 60227 respectively. In addition, the extension units should be properly protected and placed;
  - v. If temporary lightings are required, please ensure that the luminaries comply with the requirements of IEC 601598 – 1 and are issued with Certificate of Safety Compliance.
  - vi. If Miniature Circuit Breaker (MCB) is used, proper warning signage is required to be taped noticeably on it to warn against danger and ensure only Registered Electrical Workers is permitted to handle it.
  - vii. Proper warning notices together with appropriate barriers/guards, where required, should be placed in prominent and suitable locations to alert the visitors and operations from getting access to the extension units and socket outlets.
13. All workers on-site should have the Construction Industry Safety Training Certificate (Green Card), wear safety helmet (with “Y” chin strap), safety shoes, reflective vest and the work permit issued from the Telford Plaza Management Office. No worker can work on the site without the green card, safety helmet (with “Y” chin strap), safety shoes & work permit. Telford Plaza Management Office reserves the right to forbid such person to enter the mall whenever deemed necessary.
  14. Number of working staffs should be restricted to TP1 CA2-A: 6 people, TP1 CA2-B: 12 people, TP1 CA2-C: 6 people, TP1-CA3-Upper: 2 people and TP2-L3B: 3 people.  
(For exhibitions held by NGO, number of working staffs should be restricted to TP1 CA2-A: 2 people, TP1 CA2-B: 4 people, TP1 CA2-C: 2 people, TP1-CA3-Upper: 2 people and TP2-L3B: 2 people).
  15. Charity organizations and non-profit making organizations must provide valid proof to Telford Plaza Management Office if special discount on the rental charges is requested.
  16. Telford Plaza Management Office has the final right and discretion to reject any application, to alter the booking schedule or re-allocate the booked exhibition venue if circumstance warrants so. In case of the Exhibitor not satisfying with the new arrangement, the licence fee can be refunded but without interest and compensation.
  17. All payment and deposit should be settled by cheques upon receiving the confirmation letter from Telford Plaza and signing of the acceptance letter. The cheques should be sent to Telford Plaza Management Office. Any withdrawal of application will not be refunded.
  18. All applicants are required to take “Public Liability Insurance” in respect of the event covering the whole of the term. Such insurance shall provide indemnity to both the exhibitor and to MTR Corporation Limited against any public liability up to an amount of HK\$6 million in any one incident.
  19. All applicants are required to arrange a safety supervisor and security guard to supervise the installation and dismantle works to ensure all workers on site comply with all the safety guidelines. A security guard for non-opening hours of the event/ exhibition. The requirements for the number and working hours of Safety Supervisor and Security Guard will be subject to actual event.
  20. All applicants are responsible for the hygiene of the exhibition venue and are required to employ cleaning services daily after the closing of the exhibition.
  21. All applicants are required to arrange a fire extinguisher on site that meet the requirements of Fire Service (Installation and Equipment) Regulations, and a first aid kit that comply with the regulatory compliance.
  22. The Telford Plaza Management Office is not responsible for the security and storage of any displayed materials or exhibits.

23. All of the displayed materials and exhibits cannot be covered by any cloth before, during and after the exhibition.
24. All users are responsible for refuse disposal.
25. Prior written approval must be obtained for use of any public address system at Telford Plaza 1, 2 and at the main Square of Telford Gardens.
26. All applicants must comply with the attached Rules and Regulations for fitting-out/Decoration work at Telford Plaza.

I, company/organization name \_\_\_\_\_, submit our application with understanding of all the above points and agree to fulfil all the requirements from Telford Plaza Management Office.

\_\_\_\_\_  
Signature & Company's chop

\_\_\_\_\_  
Date



## **RULES FOR FITTING-OUT / DECORATION WORK AT TELFORD PLAZA**

I/We\*, the undersigned, agree to fit-out (venue) \_\_\_\_\_ according to the Telford Plaza Fitting-out Handbook, 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) Fitting-out contractor should submit the detailed contact list of their on-site exhibition in-charge and workers (including mobile and pager number) to Telford Plaza Management Office before commencement of the fitting-out work.
- 3) All workers on site should possess the Construction Industry Safety Training Certificate (Green Card) and the work permit issued by Security Control Room. No workers can work on the site without the green card & work permit. Telford Plaza Management Office reserves the right to forbid such person to enter the mall whenever deemed necessary.
- 4) All workers on site must wear the work permits issued by Security Control Room. Failing so, the workers will be prohibited from working in the mall. They are also needing to comply with the rules on the back side of the working permit.
- 5) All workers on site must wear safety helmet (with "Y" chin strap), reflective vest and safety shoes.
- 6) Use of all A-ladder must be prohibited during working at height. Platform ladder equipped with hand rails, the height below 1.4m and 400mm (W) is replacement equipment.
- 7) Working at height without safety harness or harness not secure to safety point shall be prohibited.
- 8) At 10:00a.m. every day, the on-site contractor in-charge should submit the full name list of the workers (together with their HKID number and job category) to Security Control Room for record purpose.
- 9) The daily normal working hours for deliveries of inventories is 9:30a.m.-10:00p.m. (except 11:30a.m.-2:30p.m. & 4:30p.m.- 8:30p.m.); Prior approval must be obtained from Telford Plaza Management Office. Should the working hours be extended beyond the above must get the approval from Telford Plaza Management Office.
- 10) All noisy works should be done only from 8:00a.m. to 11:00a.m. (except Sunday and Public Holidays). While any complaints on noisy works received during renovation works, Telford Plaza Management Office reserves the right to stop contractors of the shop from any proceeding noisy works immediately without advance notice.
- 11) All odor works should be done after 11:00p.m. Prior approval from Telford Plaza Management Office must be obtained 2 working days in advance.
- 12) The fitting-out contractor has to supervise his employees properly and to provide sufficient insurance coverage for his employees.
- 13) The fitting-out contractor is responsible for indemnify for all damages caused to the public facilities of the mall or any injuries to other people due to the acts of the contractors.
- 14) All fitting-out work must be confined within the rented exhibition venue and no common area, public lavatories, store-rooms of the mall can be used for storage or workshop.
- 15) The dangerous / inflammable goods must be kept minimum and properly stored in the premises.
- 16) All trucks or vans (excluding private cars) can only be parked in the loading bay. Drivers and workers must follow the general rules of the loading bay.
- 17) Unloading materials / equipment should be done within the designated loading bay and the workers must comply with the rules and regulations of the loading bay. Not to store decoration material or debris etc. within the loading bay area.



- 18) Telford Plaza Management Office, when necessary, shall specify the time and the route for the delivery of fitting-out / decoration materials.
- 19) Fire extinguisher should be placed properly when hot works are required. All necessary precaution should be done.
- 20) Fire hoses cannot be used for any purpose other than fire fighting. The fitting-out contractors are advised to provide fire extinguishers within the venue during the fitting-out.
- 21) No addition, alteration or connection shall be made to the chilled water piping, the fresh water supply piping, the fire sprinkler system and electrical main cables without prior approval from Telford Plaza Management Office.
- 22) The fitting-out contractor has to arrange the disposal of the decoration debris out of the Telford Plaza at his own expense. Indiscriminate dumpings in the public area are strictly forbidden.
- 23) The fitting-out contractor has to ensure all his employees not to sleep or act in a disorderly manner in any part within the shopping centre area. Telford Plaza Management Office reserves the right to expel such person from the mall whenever deemed necessary.
- 24) All fitting-out contractor has the responsibility on safety-keeping of his valuables and equipment. Telford Plaza Management Office is not responsible for any loss or liability.

Should you have any queries, please contact our management office or telephone at 2750 0877.

Name of Shop Tenant's Contractor

Name of Shop Tenant

\_\_\_\_\_  
Authorized Signature and Official Company  
Chop of Fitting-out Contractor  
\*(Signed in the presence of Shop Tenant)

\_\_\_\_\_  
Authorized Signature and Official Company  
Chop of Shop Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*Please delete whichever is not appropriate

### 德福廣場裝修守則

本人同意依照德福廣場裝修手冊內之指示及經管理處和香港鐵路有限公司有關部門所批准之圖則進行裝修工作，並遵照下列規則：

1. 任何裝修工程必須先獲管理處或香港鐵路有限公司有關部門及有關政府部門批准，方可進行。
  2. 商戶及承建商需呈交駐場負責人之姓名及聯絡電話（包括傳呼機及手提電話）予管理處作存案之用。
  3. 所有在場工作之裝修工人須持有有效之建造業安全訓練證明書（平安咭）及管理處發出之有效工作証，如發現任何人士沒有持有平安咭或工作証，管理處有權將該等人士逐出本商場。
  4. 裝修工人必須配帶由管理處所發出的工作証，否則一律不准在商場範圍工作。而其他附帶條件，請參閱工作証之背面。
  5. 所有裝修工人必須配戴附“Y”字形下巴頸繩的安全帽，反光衣及安全鞋。
  6. 高空工作期間，場內嚴禁使用「A」字梯，可用有圍欄扶手工夫機代替(1.4M 以下，400MM 闊)。
  7. 高空工作期間，工人必須扣上降傘式安全帶於固定支點。
  8. 每天早上 10 時前，駐場裝修負責人需向保安部呈交一份當天裝修工人名單（連同行業類別），以便管理處存案。
  9. 搬運貨物時間：每日上午 9:30 至下午 10 時正(上午 11:30 至下午 2:30 及下午 4:30 至晚上 8:30 除外)；若需超時工作，必須預早兩個工作天申請並獲管理處批准，方可進行。
  10. 所有發出噪音之滋擾工程，必須於每天上午 8 時至 11 時內進行（星期日及公眾假期除外）。施工期間如接獲滋擾投訴，管理處有權即時停止該承建商的所有工程及關閉電力供應。
  11. 所有發出氣味之滋擾工程，必須提早兩個工作天前向管理處申請，並得管理處批准後才可於晚上 11 時後進行。
  12. 承建商應常加監督其僱員有關地盤安全守則，及購買所需保險。
  13. 若因施工而引致他人受傷、任何損壞或影響商場內其他單位及公共設施，皆由有關承建商負責賠償。
  14. 所有裝修工程必須在上述位置內進行，商場內其他單位、公眾走廊、洗手間、樓梯、儲物室均不可佔用作儲物或工場用途。
  15. 請勿儲存過量易燃物品（如天拿水、漆油 … 等）於場地內，以免發生危險。
  16. 所有運送物料的工程車輛（不包括私家車），只可停泊於貨物起卸區，並需依照起卸區使用守則。
  17. 貨物起卸區只供泊車及上落物料之用，承建商不得利用該處存放垃圾或擺放任何物品。
  18. 裝修材料之搬運時間及路線，必需獲管理處批准。
  19. 裝修期間如有燒焊工程，滅火筒必需放置在燒焊工地附近。當施工完畢，請小心檢查切勿留下火種，以防發生火警。
  20. 除作滅火之用外，滅火喉不得作其他用途。在裝修期間，商戶應自備滅火筒於單位內，以策安全。
  21. 未得管理處批准前，不得擅自加設、修改或接駁水源、電纜、冷氣及消防系統。
  22. 承建商應自費清理所有裝修廢物。在德福廣場範圍內，嚴禁隨處拋棄廢物。
  23. 承建商應監督其僱員不得在本商場內任何地方睡覺、賭博或行為不檢，否則管理處有權將有關人士逐出本商場。
  24. 各承建商需自行妥善保管其財物及工具，任何損毀或遺失，香港鐵路有限公司及德福廣場概不負責。
- 如需任何協助，請於辦公時間致電 2750 0877 與管理處聯絡或於緊急情況時致電 2997 2263 與保安部聯絡。

商戶承建商名稱

商戶姓名

商戶承建商正式簽署及公司蓋印  
\*（本人在商戶面前簽署）

商戶正式簽署及公司蓋印

日期

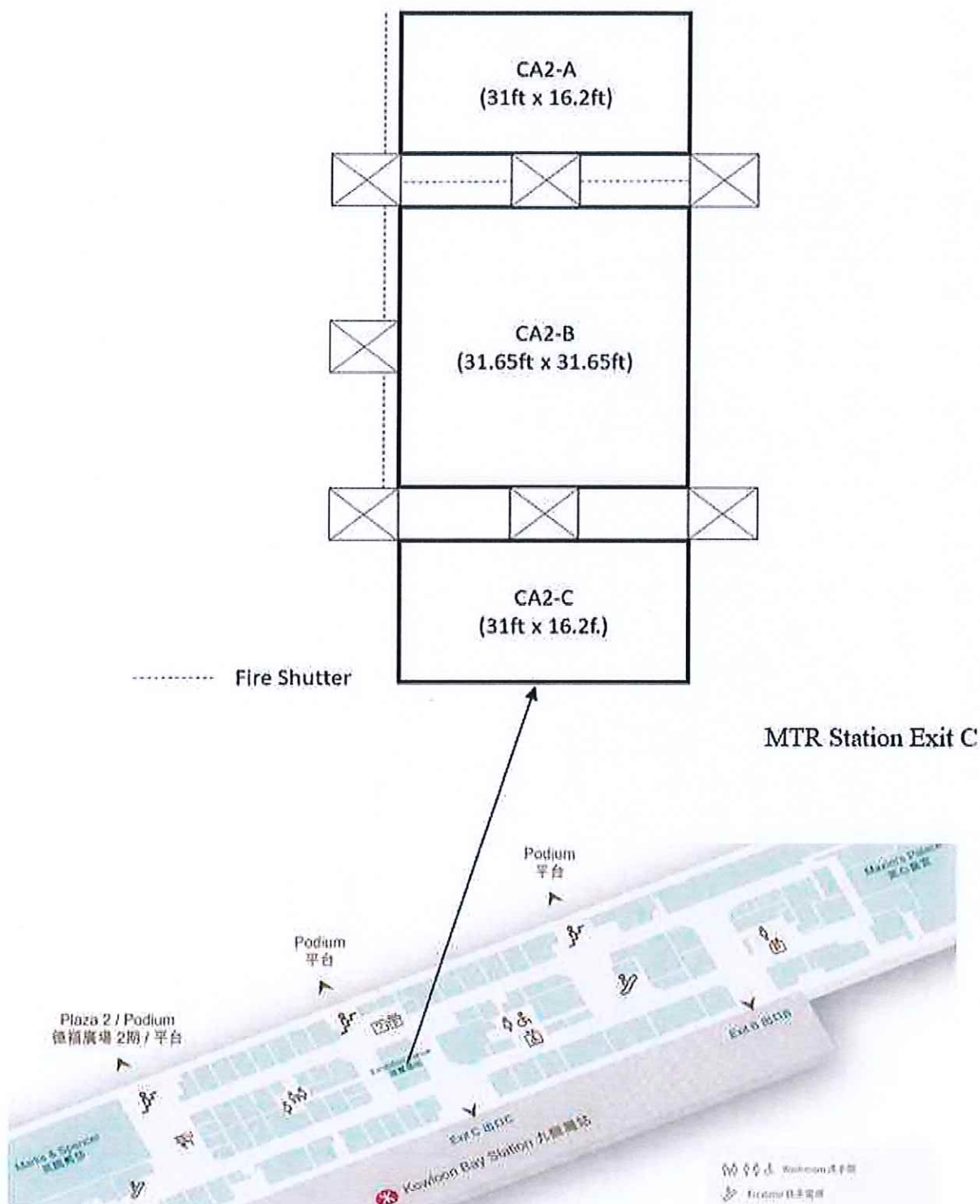
日期

\* 請刪去不適用者

△以英文版本為準

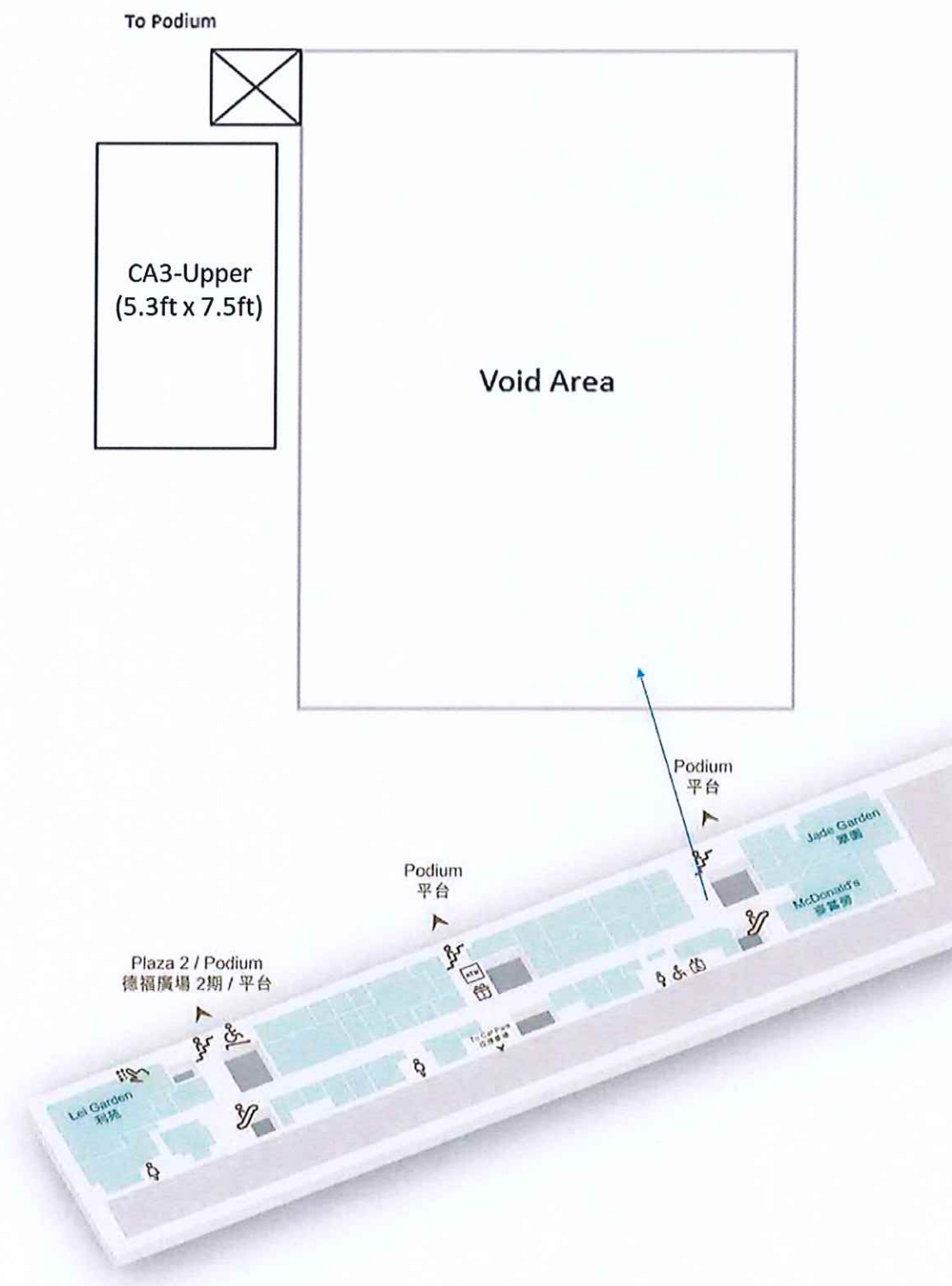


## TELFORD PLAZA 1 - CA2 A, B, C





## TELFORD PLAZA 1 – CA3 – UPPER



## TELFORD PLAZA 2 – L3B

