



**恒基兆業地產代理有限公司**  
**HENDERSON REAL ESTATE AGENCY LIMITED**

(恒基兆業地產有限公司全資附屬公司 A wholly-owned subsidiary of Henderson Land Development Co. Ltd.)

**LICENCE FEE OF EXHIBITION AREA**

Location	Gross Area (s.f.)	Licence Fee (Effective from 1/3/2019)					Refundable Deposit (Per Period)
		Commercial Rate		Charity /Gov rate			
		Weekday (Per Day)	Sat, Sun & Public Holidays (Per Day)	Mon-Thur (Per Day)	Fri (Per Day)	Sat, Sun & Public Holidays (Per Day)	
<b>Kolour - Tsuen Wan</b> Level 1 - A	15' x 13'	\$5,400.00	\$10,600.00	\$2,700.00	\$5,400.00	\$10,600.00	\$5,000.00
<b>Kolour - Yuen Long</b> G/F - 1	10' x 10'	\$9,600.00	\$18,100.00	\$4,800.00	\$9,600.00	\$18,100.00	\$5,000.00
G/F - 2*	8' x 8'	\$4,400.00	\$8,500.00	\$2,200.00	\$4,400.00	\$8,500.00	\$5,000.00

Remarks: - Deposit will be refunded to the exhibitor subject to no damaged items

- The above licence fee include tables x2 (size: 2' x 6' without table skirting and subject to availability), 13amp socket x1 and grey carpet. (except malls with \* remark)

**\*Grey carpet will NOT be provided, exhibitor MUST prepare their own carpet to cover the venue during exhibition.**

- Booking for commercial use must be **at least 3 consecutive days** per period.
- Booking by Government organization and non-profit making organization must be **at least 2 consecutive days** per period.
- KOLOUR · Tsuen Wan and KOLOUR · Yuen Long tenant enjoys 50% discount (From 1st Jan - 30th Sep 2020) on commercial rate of licence fee.
- Subsidiary Company of Henderson Group enjoys 20% discount on commercial rate of licence fee.
- The above rate and terms will be changed without prior notice.
- Related documents must be presented in advance to apply for the special rate for Government organizations / non-profit making organizations.
- Any booking enquiry please contact KOLOUR Marketing team at 2908 3767 (Ms. Christy Tsun)

# Application Procedures and Guidelines for Use of the Venue

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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.  
(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.  
(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 licences, the Company has the right to terminate the exhibition ("the Exhibition").
- (3) The Exhibition shall commence on the date as specified in the application and approved by the Company. Organizers are required to pay the rental fee and the deposit by cashier order/cheque to the Company within 14 days after the issue of email by the Company approving the application, or no less than 14 working days prior to the Exhibition commencement date, whichever is the earlier, failing which, the Company has the right to cancel the booking and/or application without notice. Any application for re-scheduling must be made in writing to the Company no less than 14 working days prior to the Exhibition commencement date. A non-refundable administration fee of HK\$2,000 or 20% of the rental fee, whichever is higher, is payable upon any such application. For the avoidance of doubt, the Company has the right to approve or reject the application and the decision of the Company is final and conclusive. If any application for cancellation of the Exhibition is made after payment of the rental fee and/or the administration fee and the deposit has been effected, or if the Exhibition does not take place as approved, all payments (including the deposit) will be forfeited, and the Company reserves the right to disqualify the 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 "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 (materials are provided in designated malls, please contact staff for details). 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 employ its own security staff or employ 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. Organizers 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.)