

參展商公司名稱 Company Name of the Organizer: _____

參展商公司地址 Company Address of the Organizer: _____

聯絡電話 Tel: _____ 聯絡人 Contact Person: _____

聯絡人電郵 E-mail: _____

申請場地 Venue of application: _____ 面積 Area: _____

展覽日期 Exhibition Period: _____ (共 ____ 天 days)

展覽商品/活動(必須詳細列明品牌及內容) Exhibits/ Events (Please list out in details the brand or nature): _____

參展費/行政費 Licence Fee/ Admin Fee _____ 按金 Deposit: \$5,000.00/ \$20,000.00 (請刪除不適用)

- 所有參展商在填寫此訂場紙前必須先閱讀有關申請場地的程序及守則 (“該守則”)。
All Organizers / Applicant should read the relevant application procedures and guidelines (“the Relevant Guidelines”) for use of the exhibition venue prior to filling in this booking.
- 所有參展商必須以傳真方式預定場地，本公司並不接受任何電話/電郵預定之申請。
All Organizers must return this official booking form by fax. Reservations by phone/e-mail will not be accepted.
- a) 除(3b)條所載的參展商外，一般參展商可於每月之首個工作天以傳真方式預訂未來一個月至三個月內之展期(展期必須為3-10天) Save and except those specified in Clause (3b) hereof, all Organizers in general may make reservations for use of the Exhibition Venue (“the Venue”) for the next coming three months by sending this Booking Form to us by fax on the first working day of each month (Booking must be 3-10 consecutive days per period).
b) 政府/慈善團體或以優惠價租用場地之團體，可於每月之首個工作天以傳真方式預訂未來一個月至兩個月內之展期(展期必須為2-10天)。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 this Booking Form to us by fax (Booking must be 2-10 consecutive days per period).
- 本公司將以先到先得形式處理申請，並以本公司之傳真機上之收件時間為準。All venue bookings are on first-come, first-served basis and would base on the time of receipt of this Booking Form as indicated by our fax machine.
- 所有申請一經確認，本公司將個別以電話形式通知並郵寄正式申請表予參展商簽署。而有關之正式申請表、參展費/行政費及按金必須於收到該正式申請表隨後14個工作天內付清，否則，本公司有權取消參展商之預訂和/或申請，且不作另行通知。Organizer / Applicant will be notified by phone call once this booking form is accepted, after which an official application form will be sent to the Organizer by post for execution and return. All Organizers are required to submit the duly executed official application form, licence fee or administration fee and deposit to our company for approval within 14 working days after the receipt of the original application form, failing which, our Company has the right to cancel the booking and/or application and without any notice.

請填妥「訂場紙」內之所有資料，如資料不齊，有關之申請將不受理。Please complete all sections of the booking form. Should there be any missing information, your booking request shall be deemed invalid.

參展商已閱讀、明白及同意上述條款及該守則並予以遵守。參展商授權簽署本申請表之人士代表參展商確認本申請表所載之內容完整、真實及正確。We understand and agree with the Relevant Guidelines and the above terms and conditions. We hereby authorize the person who executed this form to confirm all information stated herein are complete, true and accurate.

Signature of Organizer with company chop affixed

Date 日期

參展商負責人簽署及參展商公司蓋印

查詢請電 For enquiry, please call Tiffany Chiu at 2908 3756

備註: 「訂場紙」並非最終確認場地文件，一切以本公司收妥申請表正本及支票為準

Note: Submission of the booking form does not represent booking/venue confirmation. Confirmation of venue booking is subject to our receipt of the original application form and cheque.

內部專用		<input type="radio"/> 接受	<input type="radio"/> 後補	<input type="radio"/> 拒絕
批出場地:		批出展期:		
參展費:	按金:	交回申請表及付款限期:		
簽署: _____	簽署: _____			
市場拓展主任/助理	市場拓展經理			
日期:	日期:			
備註:				

註: 本文之一切詮釋如有任何爭議，均以中文版本為準，本公司保留一切條文解釋之權利

Remark: If there are discrepancies between the English and Chinese versions of the terms and conditions, the Chinese version shall prevail.



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.)

(I) Licence Fee of Exhibition Area at Sunshine City Plaza Atrium

Location	Size	Area #	Licence Fee (Effective from 1/7/2018)					Refundable Deposit (Per Period)
			Commercial Rate		Charity /Gov. rate			
			Weekday (Per Day)	Public Holidays (Per Day)	Mon-Thur (Per Day)	Fri (Per day)	Sat, Sun & Public Holidays (Per Day)	
Level 2 Atrium A	24' x 30'	720sq.ft.	\$10,600.00	\$15,900.00	\$5,300.00	\$10,600.00	\$15,900.00	\$20,000.00
Level 2 Atrium B	24' x 36'	864sq.ft.	\$10,600.00	\$22,000.00	\$5,300.00	\$10,600.00	\$22,000.00	\$20,000.00
Level 2 Atrium C	24' x 30'	720sq.ft.	\$10,600.00	\$15,900.00	\$5,300.00	\$10,600.00	\$15,900.00	\$20,000.00

Exhibitor MUST prepare their own carpet to cover the venue during exhibition.

Sales Transaction is NOT ALLOWED on L2 Atrium A, Atrium B & Atrium C.

(II) Equipment Charges for Activities

Facilities & Equipment	Per Unit	Remarks
Folding Table - 2' x 6' with Table Skirting(dark red)	\$90/day	maximum 2 pcs
Folding Chair	\$20/day	maximum 100 pcs
Stage - 20'(W) x 16'(D) x 2.5'(H)	\$3,000/day	include the labour cost of set up and dismantle (backdrop to be provided by the exhibitor)
(All equipments are subject to availability)		

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

- Booking for commercial use must be at least 3 consecutive days per period.
- Booking for Government organization and non-profit making organization must be at least 2 consecutive days per period.
- Licence fee of Atrium includes 30amp socket (3 phase) x 1 at both Atrium A, B & C .
- Exhibitor shall provide WR1 to marketing team if 30amp (3 phase) or above is used.

(B) Special Rate for charity organization, non-profit organization & Government organization

- The above equipment charge will be waived , except folding table (with table skirting) & stage.
- Related documents must be presented in advance to apply for the special rate for Government organizations / non-profit making organizations.

(C) Special Rate for Sunshinecity Plaza Tenant & Subsidiary Company

- Sunshine City Plaza Tenant enjoys 10% discount on commercial rate of licence fee
- Subsidiary Company of Henderson Group enjoys 20% discount on commercial rate of licence fee

(D) Insurance

- Exhibitor shall arrange sufficient third party liability insurance coverage with the limit not less than HK\$10,000,000 with Egeria Investment Limited &/or Shung King Development Company Limited &/or Evercot Enterprise Company Limited &/or Millap Limited &/or Henderson Real Estate Agency Limited &/or Goodwill Management Limited &/or Join Fortune Development Limited to be included as the Insured and ensure that such insurance policy remains effective throughout the Licence Periods. A copy of the said insurance policy shall be submitted to the Licensor not later than 5 days' prior to the Event.

The above rate and terms will be changed without further notice

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(I) Licence Fee of Other Exhibition Areas at Sunshine City Plaza

Location	Size	Area#	Licence Fee (Effective from 1/7/2018)					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)	
Level 2 Lobby- 3 (outside McDonald's)	20' x 12'	240 sq.ft.	HK\$7,500.00	\$15,000.00	\$3,800.00	\$7,500.00	\$15,000.00	\$5,000.00
Level 3 Lobby- 1A (outside UNIQLO)	20' x 5'	100 sq.ft.	HK\$3,200.00	\$5,300.00	\$1,600.00	\$3,200.00	\$5,300.00	\$5,000.00
Level 3 Lobby- 1B (outside Cheung Kee International Wines)	20' x 5'	100 sq.ft.	HK\$3,200.00	\$5,300.00	\$1,600.00	\$3,200.00	\$5,300.00	\$5,000.00
Level 3 Lobby- 1C (outside Catalog)	20' x 13'	260 sq.ft.	HK\$8,300.00	\$13,800.00	\$4,200.00	\$8,300.00	\$13,800.00	\$5,000.00
Level 3 Lobby- 3C	12' x 12'	144 sq.ft.	HK\$4,600.00	\$7,600.00	\$2,300.00	\$4,600.00	\$7,600.00	\$5,000.00
Level 3 Lobby- 3D	12' x 12'	144 sq.ft.	HK\$4,600.00	\$7,600.00	\$2,300.00	\$4,600.00	\$7,600.00	\$5,000.00
Level 3 Lobby- 3E	12' x 12'	144 sq.ft.	HK\$4,600.00	\$7,600.00	\$2,300.00	\$4,600.00	\$7,600.00	\$5,000.00
Level 3 Lobby- 3F	12' x 12'	144 sq.ft.	HK\$4,600.00	\$7,600.00	\$2,300.00	\$4,600.00	\$7,600.00	\$5,000.00

Sales Transaction is NOT ALLOWED on Level 2 Lobby- 3
Exhibitor MUST prepare their own carpet to cover the venue during exhibition.

(II) Equipment Charges for Activities

Facilities & Equipment	Per Unit	Remarks
Folding Table - 2' x 6' with Table Skirting(dark red)	\$90/day	maximum 2 pcs
Folding Chair	\$20/day	maximum 100 pcs
Stage - 20'(W) x 16'(D) x 2.5'(H)	\$3,000/day	include the labour cost of set up and dismantle (backdrop to be provided by the exhibitor)

(All equipments are subject to availability)

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

- Booking for commercial use must be at least 3 consecutive days per period
- Booking for Government organization and non-profit making organization must be at least 2 consecutive days per period
- The above licence fee includes 1 table (Size: 2' x 6' with table skirting) and 13amp socket X 1

(B) Rental of venue L3 Lobby 3C,3D,3E and/or 3F

- The maximum height of all furniture, decorations and products is 1200mm, except some creative and interesting 3D design feature
- In order to avoid serious blocking of the sightline of neighboring stores or shops, the furniture, decorations and products should not be higher than 1200mm except some creative and interesting 3D design feature which is subject to Landlord's approval. The captioned 3D design should be submitted before signing of license agreement.

(C) Special Rate for charity organization, non-profit organization & Government organization

- The above equipment charge will be waived, except folding table (with table skirting) & stage
- Related documents must be presented in advance to apply for the special rate for Government organizations / non-profit making organizations

(D) Special Rate for Sunshine City Plaza Tenant & Subsidiary Company

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The above rate and terms will be changed without further notice

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