

Venue & Equipment Charges

Effective: 1 Jan - 30 Jun 2025

I. Venue Fee

Location / Items	Area (sq.ft.)	Licence Fee (per day)	
		Mon to Fri, excluding P.H.	Weekend & P.H.
Main Atrium	1930 sq.ft.	\$18,780	\$37,400
Main Atrium package with Staircase and TV Wall	1930 sq.ft. with TV Wall and Staircase	\$18,780 + \$4000 / session (4 hrs / session)	\$37,400 + \$ 4000 / session (4 hrs / session)

*All licence fees include 10% administration charge

Remarks:

- Weekday: Monday to Friday (excluding public holidays): Weekend: Saturday, Sunday and public holidays
- Administration charge includes one 13 Amp electricity supply (Time: 1000-2200). Security and equipment rental are charged separately.
- Whenever security service is required by organizer of licence area for any event, organizer is suggested to use nominated contractor(s) as provided by the Licensor.
- Licensee is required to procure related insurance for the event, including but not limited to Public Liability Insurance with insured amount of HK\$5,000,000 or above, covering certain specific insured companies, with insurance copy needed to be provided as proof.
- The whole setup shall be in an appearance, design, quality and type appropriate to first class event venue and to the satisfaction of the Licensor. Detailed plans of the whole setup shall be submitted to the Licensor for approval before commencement of any works. The Licensor shall have the absolute discretion in granting or refusing such approval. The approval to be granted shall be subject to such conditions as the Licensor may think fit.
- The above rating is subject to change without prior notice."

II. Equipment Charges

Equipment	Charges
Basic technical & operational facilities: Electrical supply (13 amp) Venue cleaning x 1 time Stainless Steel Barriers 1 table with skirting and 4 chairs	Covered by Administration Fee
13A extra power supply	\$30 / day for each additional 13A supply
30A extra power supply (3 Phase)	\$180 / day
60A extra power supply (3 Phase)	\$200 / day
Overnight lightning supply	\$1,000 / 1 night

*The above rating is subject to change without prior notice.

III. TV Wall

Location / Items	Screen Size	Materials Specifications	Spots	Licence Fee (per 7 days)
"Atrium TV Wall Operating cycle: 1000 – 1800 (8 hrs/day)"	12,800mm W x 4,800mm H [Equivalent to 540"TV] resolution	4,160 pixels W x 1,560 pixels H Format: MP4 / JPG	(30-sec Slide / Video) At least 84 spots per 7 days	\$4000 / 7 days
Outdoor L-shape LED Display Operating cycle: 1000 – 1800 (8 hrs/day)	3,456mm + 11,520mm W x 4032mm H [Equivalent to 290.9"TV + 482.4"TV] resolution	1,152 + 3,840 pixels W x 1,344 pixel H Format: mp4"	(30-sec Slide / Video) At least 84 spots per 7 days	\$4000 / 7 days

Terms and Conditions:

- No sound provision for TV wall airing.
- Advertiser should be responsible for any payment of copyright and royalty of the content of the advertisements to any relevant parties.
- Advertisers should be responsible for obtaining all necessary licences and consents required for broadcasting the advertisements from relevant parties.
- TV wall booking is subject to availability and all materials needs to be approved by the Licensor in advance. The Licensor reserves the right to alter or cancel any approved applications if the Licencee fail to comply with the rules.
- Material should be submitted by advertisers & One North provides air-time only. Video clip is required to be submitted at least 7 working days before air-date for approval.
- Re-scheduling of air-date will be made if TV wall is occupied by event/promotion activities and maintenance without prior notice. No refund will be arranged.
- One North reserves the right to modify privileges at any times without prior notice."

Appendix 1

Special Promotion Offers

Effective: 1 Jan - 30 Jun 2025

I. Venue

Promotion Offers	Sitting Tenants	Non-sitting tenants
First Trial Special Discount Applicable for all months	50% discount on licence fee for booking on weekdays and 20% discount on licence fee for booking on weekends (Applicable to tenants' first time booking only)	50% discount on licence fee for booking on weekdays and 20% discount on licence fee for booking on weekends (Applicable to non-sitting tenants' first time booking only)
Weekdays Special Applicable for all months	50% discount on licence fee for three or above consecutive weekdays booking	50% discount on licence fee for three or above consecutive weekdays booking

*Only one special promotion offer could be used for each booking.

II. TV Wall

Promotion Offers	Details
Tenant Offers	<ol style="list-style-type: none"> 50% discount on licence fee (HK\$2,000 per 7 days) Barter products at regular rate (HK\$4,000 per 7 days)
Free Trials for New Tenants	28 days free trial for new tenants (Applicable to tenants' first time booking only)

*Only one special promotion offer could be used for each booking.

House Rules for Venue Exhibition

Centre Operating Time

8:00 am to 10:00 pm

Event Time:

- For general exhibition: 10:00 am to 10:00 pm

Licence Agreement and Payment

- Application Form together with a detailed floor plan which indicated all facilities dimensions and electricity measurement must be submitted to our management and email back to onenorth_promo@sino.com for approval at least one month prior to the proposed event commencement date.
- Licence Agreement must be signed and returned to our management at least two working days before the commencement of the Licence.
- The application will not be confirmed until a written Licence Agreement (hereafter refers as The Agreement) is issued by Regal Crown Development Ltd. (hereafter refers as The Licensor) & countersigned by both parties.
- Full Licence payment must be settled at least five working days before the commencement of the Licence.
- The Agreement is served as an invoice of the charges. No separate debit note / invoice will be issued.
- Failure to do so may be considered as cancellation of the Event by the Licensee.
- The Licensor reserves the right to accept or decline an application.

Venue Setting and Dismantling

- Licensee is entitled to enter the licensed area after 10pm for setting on the day before first exhibition day but HK\$1,000 / night will be charged for overnight electricity consumption if they need overnight lighting. And Licensee should leave with all their packed belongings by 11pm on the last day.
- The whole setup shall be in an appearance, design, quality and type appropriate to first class event venue and to the satisfaction of the Licensor. Detailed plans of the whole setup shall be submitted to the Licensor for approval before commencement of any works. The Licensor shall have the absolute discretion in granting or refusing such approval. The approval to be granted shall be subject to such conditions as the

Licensor may think fit.

- Licensee shall provide venue carpets in grey color covering the exhibition area with same colour adhesive. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- Licensee shall provide cable cover for all cables along pillar and grey adhesive covering floor area but not exhibition area.
- All set-ups in all exhibition areas must not exceed 1980 mm in height, for any set up exceed height of 1980mm, Licensee must seek for prior approval from the Licensor.
- The overall height of the booth and partitions, including the signage/logo should be within 2440mm and should not block the adjacent shops' signage.
- Licensee must apply the permission from Licensor by returning the appendix if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.
- All workers from Licensee must wear working pass issued by Licensor.
- Licensee is required to sign an undertaking for the license area before move-in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- The structure system should be properly fixed without any damage on the floor tiles.

Motor Show

- Delivery or removal of cars shall be completed at 8:30 am – 9:00 am only on the first exhibition day and the day after the last exhibition day respectively. (No entry of cars is allowed after 9:00 am)
- Licensee is required to sign the undertaking and provide manpower for covering floors with protective materials during entry of cars. (Protective materials will be supplied by the Licensor.)

Licensed Area

- All exhibition activities e.g. personal service consultation must be confined to the licensed area. No goods, decorations or publicity materials e.g. posters and banners could be put outside the area. And the display materials should not cause any blockage to shop front of any tenants.
- Licensee shall not transfer or sublet the licensed areas to other exhibitors.

- No hanging of banners, posters and other POPs on the curtain wall and window is allowed.
- Easy pull stand and any hand written signage is strictly prohibited in the mall.
- Licensor reserves the right to decline any application for selling or promoting any products /brands which are in direct conflict with existing tenants. List of products/ services/ brands to be promoted at the licensed area must be submitted for Licensor's approval upon submission of application form at least one month prior to the event commencement date.
- Licensee shall not sell or promote any illegal products or products not specified in the applications, the Licensor shall have the absolute right to demand removal of any products, which are deemed unfit for the licensed area.
- Number of promoters must be informed and approved by the licensor prior of the event. The Licensor shall have the absolute right to demand reduction of promoters on site.
- The promoters should stay within the licensed area during the promotion/ exhibition unless prior approval has been sought from The Licensor.
- All sales products, inventories and carton boxes should be placed in the licensed area orderly. The proper wagon covers should be used.
- No exposed wiring and conduit in the licensed area and cashier counters.
- The queue for check-out should be well controlled and managed during the licensed period.

Delivery of Goods and Decorations to Licensed Area

- Licensee could use our carpark facilities: Private Car / Van: HK\$23/hour ; Lorry: HK\$30 (Charges are subject to change without prior notice).
- Cargo lifts (size: 6.8' x 4.9' x 4.9'; entrance size: 2.6' x 5.9'; capacity: 1,500 kg) could be used for delivery of goods but not the passenger lifts nor escalators.
- No free parking and storage will be provided for Licensee(s) or Contractor(s).
- No trolley with iron wheels is allowed to use within the mall.

Safety of Merchandise and Decorations

- Licensee must take all precautions to protect their goods and decorations displayed or placed at the area and shall not hold the Licensor responsible for any loss or

damage.

- No goods or decorations are allowed to place under the fire shutters.
- No pyrotechnics and similar kind of combustible (flammable) powder to be used in any programs and events under this casual leasing venue booking.
- Licensee is advised to employ security guard(s) from Sino Security Services Ltd. to look after their overnight setting and goods. If other than Sino, Licensee shall seek approval from Licensor.
- Licensee undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in One North.
- No storage will be provided to Licensee.

Insurance

- Licensee must insure against their properties including goods and decorations in respect of exhibition and setup period and keep the Licensor indemnified against all actions, proceedings, demands, costs and claims whatsoever by any third party causing by or arising from the act, neglect or default of the Licensee.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee and its contractor should provide **Public Liability Insurance** coverage with the limit not less than **HK\$5,000,000** for the whole duration of their activity/event (**Including Venue Setting and Dismantling**). Copies of relevant documents must be sent to the Retails Marketing & Promotions Department together with completed Agreement before moving in.
- The policy shall be in the joint names of Landlord (**Regal Crown Development Ltd**) and the Landlord Agent (**Sino Real Estate Agency Limited**) and the Building Manager (**Sino Estates Management Limited**) and (**All Owners of One North**) and shall contain a Cross Liability Clause.
- Licensee is responsible for application of all necessary licenses and of all related insurance. Licensee has to indemnify One North and Sino Estates Management Limited and/or its related subordinate for any damage done to the venues or facilities, and/or for any injury to persons that might incur.
- The Licensor has the right to demand stoppage or cancellation of the event should, in the opinion of The Licensor, a safety hazard is posed to the public.

Power Supply and Telephone line

- Licensee should be responsible for carrying out their electrical work in accordance with the requirement of Electricity Ordinance Chapter 406, power company's supply rule, latest IEE wiring regulation, code of practice for the Electricity (Wiring) Regulations, FSD regulations and any other requirement as required by the local Authorities and Utilities.
- Licensee shall 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) Licensor will provide ONE 13A socket for Licensee's use. Extra power supply and overnight lighting must be applied with the Licensor.
- The Licensor shall arrange an extra 13A socket / 30A extra power supply subject to an extra power charge of HK\$30 / \$180/day each.
- The Licensor shall arrange overnight lighting subject to an extra of HK\$1,000/night.
- Licensee is required to sign the undertaking and supply a private licensed electrician to connect electricity with the presence of representative of Licensor. λ Telephone / cashier line must be arranged by the Licensee.

Cleaning

- Licensee shall keep the licensed area in good, clean and tidy condition and never leave any packing or wrapping materials. e.g. paper boxes elsewhere during and after the exhibition period.
- All carton boxes and miscellaneous items must be placed carefully and kept out of public view in the exhibition period.
- All rubbish or unwanted things should be disposed at the refuse collection point at G/F carpark entrance.
- A cleaning charge of **HK\$1,000** will be imposed on those Licensees who leave the area in a dirty condition after use or damage the utilities provided by the Licensor.

Audio-visual Equipment

- Licensee shall set TV or monitor display at a USB-connection mode that wifi,

Bluetooth, AirPlay or Mirroring connection or similar connection functions shall not be enabled.

- Licensee shall set audio-visual equipment at a volume level that would not create any noise nuisance or inconvenience to public or nearby tenants. Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI, HKRIA & CASH for producing music.
- Promotions / Roadshows with stage events and PA broadcast shall only be done in the Central Atrium only, not any other venues.

Force Majeure

- If the exhibition is cancelled due to the force majeure, the Licensee shall have no claims against the Licensor or refund of the licence fee of exhibition venue.

Arrangement for Adverse Weather

- Special arrangement will be made due to adverse weather, such as the hoisting of typhoon signal No.8 or above, or black rainstorm.
- When the typhoon signal No.8 or above is hoisted before 12:00 nn on the exhibition day, the Licensee may then apply to the Licensor for re-scheduling of the exhibition subject to the final discretion of the Licensor.
- If the typhoon signal No.8 is hoisted after 12:00 nn, there will be no compensation to the Licensee.

Charity Organization

- Any Licensee who applies venue for fund-raising or charity sales must submit their application with valid license from the related Government Department for prior checking.
- The venue will not be granted for solicitation of pedestrians for collection of donations or selling of flags / stickers or badges.
- Volunteers should not allow walking around the mall.

Cancellation

- In the event that the Licensee has to cancel the booking after the issue of The

Agreement from the Licensor, a written notice to the Licensor is required and the Licensee will be subject to a penalty of 50% of the license fee if the cancellation of booking fall within 7 to 14 days before event date; and 100% of license fee if the cancellation is less than 7 days before event date. Administration fee will not be refundable whenever the cancellation is made within two weeks from the date of intended event.

- No cancellation is allowed upon signing of confirmation by the Licensee or within two weeks from the date of exhibition.
- The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the above rules. The Licensee shall have no claims against the Licensor in respect of such alternation or cancellation

On behalf of _____ (Name of Licensee), I hereby submit our application with understanding of all the above house rules and agree to fulfill all the requirements set by One North.

Signature of Applicant with
Company Chop

Date

Date: _____

To: Leasing Marketing & Promotions Department _____

Tel: 2132 8700

From: _____ (*Mr. / Ms. / Mrs.)

Application Form for Rental of Exhibition / Promotion Venue

Particulars of Exhibitor

Name of Organization/ Company (in English): _____

(in Chinese): _____

Nature of Exhibitor:

- Commercial Organization
- Government Department
- Charity/ Social Service Group (please attach relevant documents)
- Non-profit making organization but of no charity nature (please attach relevant documents)
- Others (please specify): _____

Business Registration No.: _____ (please attach BR copy)

Office Address: _____

Name of Applicant (in English): _____ Tel: _____

Position Held: _____ Fax: _____

Pager/ Mobile: _____ E-mail Address: _____

Details of Proposed Event

Official Name of Event (in English): _____

(in Chinese): _____

*Exhibition Venue: _____

Nature of Event:

Exhibition (product promotion, no sales involved)

Sales Exhibition

Variety Show

Carnival

Stage Performance: _____

(please specify: debate, seminar, fashion show, variety show, etc.)

Charity activity (please specify): _____

Others (please specify): _____

Products/ Theme to be promoted or displayed: _____

Any special activities to be held in conjunction with the above said event:

Distribution of samples

Distribution of printing materials

Others (please specify): _____

Number of personnel to be deployed to control the event: _____

Name of security company covering the event (if any): _____

Details of any pre-event publicity (e.g. press release, radio, TV, leaflet, banner, advertisement)

Particulars of PR/Advertising Agency (if any)

Official Name of Agency (in English): _____

(in Chinese): _____

Address: _____

Contact Person (in English): _____ Tel: _____

Position Held: _____ Fax: _____

Pager/ Mobile: _____ E-mail Address: _____

Facilities & Equipment Required (Please specify the quantity required)

Item	Quantity	Item	Quantity
13A extra power supply		60A extra power supply	
30A extra power supply		Overnight Lighting supply	
Others (please specify)			

I agree to the House Rules for use of exhibition / promotion venues

I agree to the Personal Information Collection Statement (PICS) (Please refer to Appendix II)

The applicant _____ confirms that the information herein is true and correct and agrees to be bounded by the terms and conditions of the use of venues as laid down by the Licensor.

Signature of Applicant with
Company Chop

Date

This form should be sent/ faxed/ emailed to the following office at least one month prior to the proposed event commencement date.

Address: Regal Crown Development Ltd
One North
Leasing Marketing & Promotions Department,
5/F, West Wing, Tsim Sha Tsui Centre, 66 Mody Road, Tsim Sha Tsui

Tel: 2132 8700

Email: onenorth_promo@sino.com

PMD-ESTM-FM103-2

Management Approval (For Office Use Only)		
Licence Fee:		
Administration Fee:		
Other Charges:		
Total Amount:		
Confirmed and Accepted by:		
	Signature:	Date:

Note:

1. The Licensor has absolute discretion to accept or refuse any application.
2. Licence shall promote the specified business in the specified format as approved by the Licensor. Or Licensor shall cease operation of exhibition without notice and no licence fee shall be refunded.
3. Licence shall read the “House Rules” thoroughly and please call us at 2132 8700 for details. The Licensor reserves the right to alter or cancel any approved applications should the Licence fail to comply with the rules.

信和集團旗下商場供短期租賃 Sino Malls for casual leasing:

	<u>電話 Tel.</u>		<u>電話 Tel.</u>
屯門市廣場 (tmtplaza)	2450 7782	黃金海岸商場 (Gold Coast Piazza)	2452 6566
奧海城 (Olympian City)	2397 3636	沙田商業中心 (Shatin Galleria)	3165 6616
荃新天地及荃新天地 2 (Citywalk & Citywalk 2)	3926 5708 / 2614 3887	帝庭軒購物商場 (Regentville Shopping Mall)	3165 6616
中港城 (China Hong Kong City)	2132 8006	雅濤居購物商場 (The Waterside Shopping Mall)	3165 6616
裕民坊 (Yue Man Square)	2567 0008		

To: **Leasing Marketing & Promotions Department**

Date: _____

From: _____ (*Mr. / Ms. / Mrs.)

Exhibition Information Form

For better co-ordination with your exhibition, please fax the completed form to Leasing Marketing & Promotions Department one week prior to the first exhibition day.

Exhibition Date: _____

Exhibition Time: _____

Name of Event: _____

Exhibition Venue: _____

Move-in Time: _____

Move-out Time: _____

Company Name: _____

Contact Person: _____ Title: _____

Tel: (during office hours) _____

(after office hours) _____

Fax: _____

Email address: _____

Signature:

(with company chop) _____

Appendix II

PRIVACY POLICY STATEMENT

Sino Estates Management Limited (“One North”) is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance (“the Ordinance”). To this end, the One North undertakes to: collect adequate, but not excessive, personal data by lawful and fair means only for lawful purposes related to the functions or activities of the One North ;

- take all reasonably practicable steps to ensure that the personal data collected or retained are accurate, having regard to the purposes for which they are to be used;
- erase personal data which are no longer necessary for the purposes for which they are to be used;
- use the personal data collected only for purposes or directly related purposes for which the data were to be used at the time of collection, unless the individual concerned has given express consent for a change of use or such use is permitted by law;
- take all reasonably practicable steps to ensure that personal data are protected against unauthorised or accidental access, processing, erasure or other use;
- take all reasonably practicable steps to ensure that a person can be informed of the kinds of personal data that the One North holds and the purposes for which the data are to be used; and
- permit persons to access and correct personal data of which they are the data subjects and process any such access/correction requests in a manner permitted or required by law.

PERSONAL INFORMATION COLLECTION STATEMENT

Sino Estates Management Limited (“One North”) in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the laws of the Hong Kong SAR, is committed to safeguarding your privacy on-line, and notifying you of certain matters when collecting information from you. This statement may change from time to time, so please check back periodically. By submit this use of exhibition/promotion venue application form to use our services, you agree to be bound by this statement at that time in force.

COLLECTION OF DATA

At the time of subscription and at other times when using this website, you may be asked to provide us with personally identifiable information, such as your name, address, telephone number, facsimile number and e-mail address. It is necessary for us to collect your information for providing you the various information, services and activities offered on this website. You are not obliged to supply the data here but in event of failure to provide the information requested, we will not be able to provide you with the information, services and activities you requested.

PURPOSE AND USE OF DATA

The information we collected will be used for the following purposes:

- to collect data for identity verification and records and to maintain contact lists for correspondence;
 - to conduct researches and/or analyses from time to time for any purpose of One North in connection with our business;
 - to operate internal control, resolve disputes, troubleshoot problems and enforce our terms of use;
 - to deliver information to you that we believe you may have interest in, such as targeted banners, new services and products and other promotions and marketing materials;
 - to contact you regarding administrative notices and communications relevant to your application of exhibition/promotion venue and to respond to your request; and
 - to access information provided by customers in order to design or improve products, services or facilities to meet customers' need or fulfill their interest.
- We may also use your information to match user information with third-party data (i.e. to compare two sets of personal data collected for different purposes). By submit this use of exhibition/promotion venue application form, you consent to carry out this matching procedure when we deem it is necessary in order to provide our services.
- addition, we will also use your information in the following manner:
- We will share much of our data, including your information, with our business partners, subsidiaries, affiliated and associated companies.
 - In order to provide you with more information and services, we have arranged content providers and service providers to provide information and services. It may be necessary for us to share your information with these content providers and service

providers.

- If we add new features or services that might require the sharing of your personal information with an additional advertiser or sponsor, we will provide you with notice and the opportunity to opt-out to receive these offers.

DIRECT MARKETING

We intend to use your personal information collected by us for marketing and promotion of any products, services, facilities offered or provided by One North. We may not so use your personal information unless we have received your consent (or your indication of no objection) to the intended use. If any customer does not want us to use his/her personal data for marketing or promotional purposes, please inform us via the following channels:

1. Email to One North_promo@sino.com
2. Request in writing and send to Customer Service Centre, One North, 8 Hong Yip Street, Yuen Long, New Territories.

PROVISION AND TRANSFER OF DATA

Your information will not generally be disclosed, provided or transferred out of One North to any other party in a form that would identify you except in the circumstances provided in our Personal Data (Privacy) Policy and the following circumstances:

- If we use third-party suppliers or service providers to facilitate our services, we will have to provide your information for these suppliers or service providers offering such services where you choose to use these services.
- We may also disclose or access your information for administrative and other purposes that we deem necessary to maintain, service, and/or improve our services.
- In addition, your information will be accessed by, disclosed, provided or transferred to our business partners, any person or bodies corporate or division within One North.
- As the parties mentioned above may have places of business outside Hong Kong, your information may be provided or transferred out of Hong Kong. By submit this use of exhibition/promotion venue application form, you agree to us providing or transferring your information to these parties outside Hong Kong. These parties adhere to their own privacy customs and policies and we have no control over their use of your information. Therefore, we are not liable to their use of your information.
- Please also see our Personal Data (Privacy) Policy which sets out our general

privacy policy and practices in respect of our collection, holding and use of your information.

ACCESS TO DATA

1. You have the right to request access to, and correction of, information about you held by us. If you need to check whether we hold your personal information or if you wish to have access to, correct any information relating to you which is inaccurate, please write via e-mail us at One North_promo@sino.com or via mail to Customer Service Centre, One North, 8 Hong Yip Street, Yuen Long, New Territories.