

NINA MALL Venue Application Form

Particulars of the Applicant

Business Registration No.:	_____ (Please attach BR copy)		
Name of Applicant:	(Chinese) _____		
	(English) _____		
Address:	_____		
Name of Contact Person (in English) (if applicable):	_____	Contact No.:	_____
Email Address:	_____	Fax No.:	_____
Nature of Applicant:	<input type="checkbox"/> Company / Organization <input type="checkbox"/> Government Departments <input type="checkbox"/> PR Agency / Advertising Agency <input type="checkbox"/> Charitable bodies (Please attached relevant documents) <input type="checkbox"/> Others (Please Specify): _____		

* Please specify the company/ organization name and provide the authorization letter if it is applied by PR or advertising agency.

Details of Proposed Marketing Campaign

Official Name of Event:	(Chinese) _____		
	(English) _____		
Venue:	<input type="checkbox"/> NINA MALL 1 – 1/F Atrium <input type="checkbox"/> NINA MALL 1 Shop 108 Outside Area		
Date(s) of Event:	_____ to _____		
Event Time	_____		
Nature of Event:	<input type="checkbox"/> Exhibition (Product promotion, no sales involved) <input type="checkbox"/> Exhibition cum Ceremony <input type="checkbox"/> Ceremony <input type="checkbox"/> Ceremony cum Variety Show <input type="checkbox"/> Carnival/Game Stalls <input type="checkbox"/> Press Conference <input type="checkbox"/> Charity Sale <input type="checkbox"/> Car Show <input type="checkbox"/> Sales Exhibition <input type="checkbox"/> Stage Performance <input type="checkbox"/> Others (please specify): _____		
Event/Product Theme:	_____		
No. of personnel to be deployed to control the event:	_____	Name of security company covering the event (if any):	_____
(1) Contact Person/ Person in charge (in English):	_____	(1) Contact No.:	_____
(2) Contact Person/ Person in charge (in English):	_____	(2) Contact No.:	_____
Email Address:	_____		

Facilities & Equipment Required (Quantity)

- | | | |
|--|---|--|
| <input type="checkbox"/> 2' x 6' Table _____ | <input type="checkbox"/> Chair _____ | <input type="checkbox"/> Mill Barriers _____ |
| <input type="checkbox"/> Rope Barriers _____ | <input type="checkbox"/> Power Supply _____ | |

1. Application & Payment Procedures

- 1.1 A completed "NINA MALL Venue Application Form" together with an event proposal and a detailed floor plan which indicate all facilities dimensions & electricity measurement must be submitted to our Leasing Dept - Marketing team by email to leasing_marketing@chinachemgroup.com for our approval at least 2 months prior to the proposed Event date.
- 1.2 If the application is approved, the Venue Licence Fee and Deposit as referred to in the above table must be settled at least 20 working days before the commencement day of the Event.
- 1.3 A written confirmation will be issued by our Leasing Dept - Marketing team if the application is approved. Our Leasing Dept – Marketing team reserves the rights to reject, decline or cancel any application.
- 1.4 Under some special circumstances previously approved by us, the Venue Licence Fee can be bartered with products provided that the total value of bartered products should not be less than the Venue Licence Fee.

2. Licence & Insurance

- 2.1 Applicants shall at their own costs and expenses obtain all necessary consents, permits and approvals from the Government, copyright licensing bodies and/or any other relevant regulatory bodies for the proposed Event, including but not limited to the "Temporary Places of Public Entertainment Licence" from Food and Environmental Hygiene Department and the relevant licences from "Composers and Authors Society of Hong Kong Ltd". We are not responsible for any claims, damages or losses in relation thereto and the Applicant shall fully indemnify us or keep us fully indemnified for all claims, damages or losses suffered by us in relation thereto. We have the absolute right in granting or refusing the approval of the Application and reserve the right to cancel or terminate the Event in particularly if the Event set-up is different from the approved one.
- 2.2 The Applicant shall be responsible to arrange for sufficient insurance coverage for their Events (including all their products and decorations), including but not limited to Public Liability Insurance with insured amount of not less than HK\$20,000,000 for the whole license period covering venue setting-up and dismantling. Such policy shall cover specified companies as to be directed by us including the landlord(s) and the Property Management Company of the Venue and shall specify the Applicant as the joint insured. The policy shall also be extended to cover the properties of the landlord's properties and third-party liability. The names of the landlord(s) and the Property Management Company are set out below:

Landlord(s)	Property Management Company
Ying Ho Company Limited	Sources Fame Management Limited
Dorfolk Investments Limited	
The World Realty Limited	
Yau Fook Hong Company Limited	
Cheong Ming Investment Co., Limited	
Kwong Fook Investors And Developers Limited	
On Lee Investment Company Limited	
Tsing Lung Investment Company Limited	

- 2.3 The Applicant must provide a copy of the insurance policy of the Public Liability Insurance and the necessary licenses mentioned in clause 2.1 above to our Leasing Dept - Marketing team at least 3 working days before the commencement of the Event.

3. Use of Venue

- 3.1 All products, decorations or promotional materials, including posters, banners and exhibition activities as well as personal consultation service must be placed or carried out within the Venue. No products, decorations, promotional materials or whatsoever shall be placed outside the Venue. In any event, no blockage or inconvenience to the shop fronts of any tenants or the visitors of the shopping mall is allowed. For the avoidance of doubts, the height of any exhibitions or display shall not exceed 2440mm.
- 3.2 The Applicant shall only carry out those activities stated in this Form. The Applicant shall not carry out any illegal or immoral activities at, in, on or upon the Venue nor sell or promote any products or services not specified in the approved application. We shall have the absolute right to remove from the Venue any products or items, which are considered by us at our absolute opinion, unfit for the Venue in case where the Applicant has failed to remove the same upon our demand. Applicant shall indemnify us or keep us fully indemnified for all claims, loss or damages arising from any activities, display or whatsoever of the Applicant.
- 3.3 Applicants shall not transfer or sublet the Venue to others except with our prior written approval.
- 3.4 The number of promoters on site shall be subject to the approval of the landlord prior of the event. The landlord shall have absolute right to request the Applicant to increase or reduce the number of promoters on site.

4. Safety of Merchandise and Decorations

- 4.1 Applicant must take all necessary measures to make sure their goods, items and decorations are placed within the Event Venue. The landlord shall not be responsible for any loss or damage of the said goods and decorations.
- 4.2 No separate storage will be provided to the Applicant by us.

5. Venue Setting-up and Dismantling

- 5.1 Event time shall be from 10:00am to 10:00pm.
- 5.2 Applicant is allowed to set up the booths / venue decorations from 10:00pm ("Set-up Time") on the day before the Event. We reserve the right to change the Set-up Time. All set-up works and the related clearance works must be completed by 9:00am on the (1st) day of the Event.
- 5.3 Each worker working for the Applicant must be registered at our control room which is located at G/F, NINA MALL 1, 8 Yeung Uk Road, Tsuen Wan, New Territories, Hong Kong before starting their works. The worker must wear the working permit given by us ("Working Permit(s)") during their work.
- 5.4 Our Customer Service Department will charge a deposit of HK\$50 for each Working Permit(s). Upon completion of the work, the Working Permit(s) shall be returned to our control room upon which the deposit shall then be refunded.
- 5.5 No worker is allowed to carry out any works without wearing the Working Permit(s) in any part(s) of the shopping mall or building where the Venue is located.
- 5.6 If the Working Permit is lost/damaged or was not returned to our control room on the same day, the deposit of HK\$50 for each Working Permit will be forfeited by us as administration fee.
- 5.7 Prior to commencing the setting up of the Venue, the Applicant must complete the necessary procedures for the handover of the Venue with staff of our Customer Service Department. A copy of the "Venue Handover and Takeover Record" must be completed and signed by the Applicant on the spot before the set-up.
- 5.8 The whole Venue must be fully laid with carpet and all wires must be laid under the carpet with proper signage to avoid posing any dangers to others. Only 3M non-sticky removable adhesive tape is allowed to be used for sticking the carpet and wires on the floor.
- 5.9 All event materials should be transported to and from the Venue by carts or trolleys on nylon or rubber wheels via the designated loading bay, cargo lift, passage and route (use of pallet truck, mesh truck and truck with iron wheel are prohibited inside the mall). Passenger lifts and escalators should not be used for transportation of such materials.
- 5.10 No tools or materials is allowed to be kept at any areas other than the Venue (including the common areas, the rear corridor of the shopping mall). Any materials found outside the Venue will be removed by our Customer Service Department without prior notification and all the costs and expenses incidental to the such removal shall be borne by the Applicant.
- 5.11 Except with our prior written consent, no sales activities are allowed at any area of shopping mall other than the Venue.
- 5.12 Any promotional materials (such as flyers, advertisements, banners, posters and stickers etc.) shall be subject to our prior approval. No display of such promotional materials is allowed except at the areas designated by us.
- 5.13 Subject to our prior written approval, no eating or drinking is allowed within the Venue.
- 5.14 Applicants must keep the Venue in a good, clean and tidy condition at all times. Stuffs like carton box are prohibited to be placed within the Venue. Our Customer Service Department will employ the cleaning company to remove all debris and to conduct cleaning on the Venue. Such costs and expenses will be deducted from the Deposit.
- 5.15 Our Customer Service Department has the absolute right to request the Applicant to change any layout, outlook and safety standards of the set-up of the Event. Applicant shall make changes on the spot according to the request of our Customer Service Department. If the changes are not done to our satisfaction, we may terminate the Event without refunding the Venue Application Fee to the Applicant.
- 5.16 Applicant is required to complete all removal, demolition and reinstatement works before 8:00am on the day after the last Event day). After completing the said works, Applicant shall deliver the Venue to our Customer Service Department whereby both parties shall sign on the spot a "Venue Handover and Takeover Record" to complete the handover process. We shall refund the Deposit (subject to deduction, if any) to the Applicant within 30 days from the date of the handover or the date of the signed "Venue Handover and Takeover Record" by the Applicant returned to us (whichever is later). The person-in-charge of the Applicant shall at the request of our Customer Services Department sign a "Letter of Guaranty" if there is any loss or damage caused (directly or indirectly) by the Applicant or arising from the Event.

6. Guidelines on Power Supply

- 6.1 Specifications of power supply layouts at the Venue must comply with the relevant government regulations on electrical installations.
- 6.2 Any electrical installations shall be carried out, inspected, tested and certified by a registered electrical worker employed by the registered electrical contractor. The valid Work Completion Certificate (FORM WR1) shall be submitted to our Leasing Department - Marketing Team prior to any works.
- 6.3 Standard power arrangements will be set at no more than 16 Amp SPN. The power supply provided by management office is 13 Amp SPN socket outlet. Applicant is required to use 13 Amp SPN electrical plugs with on-off control for power connection to event venue. Please make the necessary applications at the Management Office if the Applicant needs additional power supplies. All costs and expenses in relation to such additional power supplies shall be borne by the Applicants).

7. Arrangement for Adverse Weather

- 7.1 Special arrangement will be made due to adverse weather, such as the hoisting of typhoon signal No.8 or above, or the announcement of the black rainstorm warning signal.
- 7.2 When the typhoon signal No.8 or above is hoisted or black rainstorm warning signal is announced before 10:00am on the Event day, the Applicant may apply to our Leasing Dept - Marketing team for re-scheduling of the exhibition within 7 working days subject to the approval of our Leasing Department - Marketing team. The paid Fee can be applied to the rescheduled Event day.
- 7.3 If typhoon signal No.8 or above is hoisted or black rainstorm warning signal is announced after 10:00am on the Event day, the Event must be cancelled.
- 7.4 If the Event is cancelled or delayed due to failure on Venue set-up or inclement weather (typhoon signal No.8 or above is hoisted or Black Rainstorm Warning Signal is announced), the Event Application Fee for that day will not be refunded to the Applicant .

- The terms and conditions (including the amount of fees) are subject to changes by us without any prior notice. We reserve the right for final decision.

The Applicant, _____, confirms that the information herein is true and correct and agrees to be bound by the terms and conditions set out in this Form.

For and on behalf of

Agreed and accepted by

(Name of Company)

Chinachem Agencies Limited

Authorized Signature with Company Chop
Name of Applicant:

Authorized Signature with Company Chop
Name of Authorized Person:

Date:

Date: