



KCP
Promotional and Exhibition Area Licence Fee
 (Effective from 1 September 2015)

For Commercial Organizations

Location	Area (approx.)	Licence Fee Monday – Friday (HK\$ / Day)	Licence Fee Sat / Sun / Public Holiday (HK\$ / Day)	Security Deposit (HK\$/Event)
B1 Hall 01 (without stage)	9600mm(W) x 15000mm(H) ~ approx. 1600 sq. ft.	10,000	20,000	20,000
B1 Hall 01 (with stage*)	9600mm(W) x 15000mm(H) ~ approx. 1600 sq. ft.	13,000	23,000	23,000
B1 Hall 02	3000mm(W) x 2100mm(H) ~ approx. 70 sq. ft.	6,000	10,000	10,000

*Stage size: Max. 3670mm(W) x 7335mm(L) x 630mm(H)

For Non-Commercial Organizations

	Licence Fee (HK\$ / Day)	Electricity and Service Charge
Non-profit Making / Charity Organization	3,000	Waived
Public Services (Government bodies)	3,000	Waived

Charges (for B1 Hall 01)

Item	Equipment / Service	Charge	Detail
1	Electricity Consumption - B1 Hall 01 - Other Exhibition Areas	- HK\$600 / day - HK\$150 / day	N/A
2	Security Service - regular patrolling & prevent potential vandalism	HK\$60 / hour For event: minimum 3 hours For exhibition: minimum 10 hours	Numbers of hour: _____
3	Facilities & Equipment Supply - PA system (w/o technician) - Reception Table w/ skirting (3pcs) - Chairs (50pcs)	Deposit of facilities supply HK\$500 <i>(*By Cash or Cheque; please refer to clause 2.5 of our Terms & Conditions)</i>	Quantity must be confirmed 2 weeks prior to commencement date of the event
4	Cleaning Service	HK\$500 / job	Yes No

Remarks: Business hour of exhibition areas: 10am to 10pm

For further enquiries or booking, please feel free to contact KCP Management Office at 2383 3608.



Exhibitor Particulars

Name of Applicant / Organization / Company

(in English) _____ (in Chinese) _____

Nature of Exhibitor Commercial Organization Government Department
 KCP Retail Tenants Non-profit Making / Charity Organization
 others (Please Specify: _____)

Company address _____

Contact Person _____ Position held _____

Tel. _____ Fax _____

E-mail _____

Details of Proposed Event

Name of Event (in English) _____

(in Chinese) _____

Desired Venue 1. _____ 2. _____

Desired Date (s) 1. _____ 2. _____

Nature of Event Exhibition Carnival
 Sales Exhibition Games stall
 Ceremony Fund Raising Activity
 Variety Show others (Please Specify: _____)

Product to be displayed or promoted

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

Name of the VIP (if any, such as official person, famous person, artists)

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

Signature of applicant with company chop

Date

This form and all correspondence should be SENT or FAXED to the Management Office at least 2 months prior to the proposed event commencement date.

KCP Management Office, 128 Carpenter Road, Kowloon City, Kowloon.

Tel.: 2383 3608 Fax: 2718 0796



Promotion and Exhibition Area

1. Application Procedures

- 1.1 Applicants should complete an application form at least two months prior to the event date.
- 1.2 Minimum booking is one day for any venues.

2. Payment and Cancellation

- 2.1 Confirmation of the application will only be effective if payment and deposit together with the signed Agreement are duly received by KCP Management Office / Landlord / Licensor.
- 2.2 The Agreement shall be regarded as the invoice of the Licence Fee and all other charges in relation to the event. No separate invoice or debit note will be issued.
- 2.3 Full payment of the License Fee, the Security Deposit and the Deposit of facilities supply must be made 2 weeks prior to commencement date of the exhibition / event.
- 2.4 The Security Deposit will be refunded to the organizer by Cheque which is payable under the Name of Organization / Company (Subject to the venue and facilities are returned in a satisfactory condition after the exhibition or event, the deposit shall be refunded to the applicant without interest within Thirty (30) working days after expiry or sooner determination of the Licence.)
- 2.5 The Deposit of facilities supply (HK\$500.00) shall be paid by the applicant either by Cash or Cheque. If the said payment is made by Cash, the payment will be returned to the applicant by Cash in Fourteen (14) working days. If the deposit payment is made by Cheque, the deposit will be refunded to the applicant without interest by Cheque which is payable under the Name of Organization / Company without interest within Thirty (30) working days after expiry or sooner determination of the Licence.) (Subject to the venue and facilities are returned in a satisfactory condition after the exhibition or event.)
- 2.6 In the event that the applicant has to cancel an exhibition or performance, a prior written notice to KCP Management Office / Landlord / Licensor is required. The applicant will be subject to a forfeiture of 50% of the total License Fee of the contract if the cancellation of the booking is made within 7 to 14 days before the event commencement date; and 100% of the total License Fee of the contract if the cancellation is made less than 7 days before the event commencement date. KCP Management Office / Landlord / Licensor reserves the right to revoke the permission for the use of venue should the applicant fail to comply with any of the terms and conditions herein contained and reserves the right to claim for damages in consequence thereof.
- 2.7 Once the applicant is accepted by the KCP Management Office / Landlord / Licensor, if the applicant fails to take possession of the venue on or before the event commencement date or if the applicant fails to perform or comply with any of the applicant's obligation contained herein, the KCP Management Office / Landlord / Licensor shall be entitled as its absolute discretion forfeit the total License Fee paid in full and terminate the permission without affecting the KCP Management Office's / Landlord's / Licensor's other rights and remedies which it is entitled hereunder or under any law.

2.8 KCP Management Office / Landlord / Licensor reserves the right to reallocate or cancel the offer of venue or rearrange the schedule for the applicant who will be notified in advance.

3. Event Area /Display Materials

3.1 Organizer should submit a layout plan of the event and in case of a performance, a program rundown to KCP Management Office for approval at least 2 weeks prior to the commencement date of the event.

3.2 Organizer must not extend any display materials or promotional activities beyond the designated event area.

3.3 Display materials should not be placed in such a way as to obstruct the shop windows or cause inconvenience to the users and tenants of KCP.

3.4 No easy banners are allowed to be displayed.

3.5 KCP Management Office reserves the right to remove any materials found to be objectionable.

3.6 KCP Management Office has the right to stop any exhibition or event to continue should exhibitor violate our rules and regulations.

4. Set up / Operations on Site

4.1 Organizer should inform KCP Management Office in advance for their necessity of over night set up. Additional electricity charge for overnight supply is required.

4.2 Organizer or their contractors should report to KCP Management when they arrive at the venue for set up or dismantling.

4.3 No painting or construction works will be allowed to be carried out at the venues.

4.4 No storage space will be provided for organizer.

4.5 After the initial set up and subsequent removal of display materials, the venue must be cleared. If not, KCP Management Office may employ cleaners to clean the venue and debit the Organizer the cost handling charges accordingly.

4.6 Assignment of sub-letting or otherwise sharing or parting with event area is strictly prohibited. Third party involvement of sponsorship of the event will only be allowed unless with their prior consent of KCP Management Office.

4.7 Direct selling will not be allowed at the venue without the prior approval of KCP Management Office.

4.8 Admission to all events must be free of charge.

4.9 Leaflets and promotional giveaways may only be distributed within the exhibition area.

4.10 If it is in the opinion of KCP Management Office that the exhibition or performance is a public safety hazard, the Management duty staff will execute his right to stop or cancel the event. All fees paid will not be refunded.

5. License / Insurance

5.1 Organization is responsible for obtaining any necessary licenses in association with the event such as CASH and IFPI music license.



- 5.2 The Organizer shall affect a third party liability insurance policy with a limited liability not less than HK\$20 million on any one accident in unlimited cases, covering the whole duration of their activity/event. Copies of relevant documents must be sent to the KCP Management office together with completed Agreement prior to the commencement date of the activity/event.