

To: Leasing Marketing & Promotions Dept.

Date: \_\_\_\_\_

Attn: \_\_\_\_\_

Fax: \_\_\_\_\_

From: \_\_\_\_\_ (\*Mr. / Ms. / Mrs.)

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

**Application Form For Rental of Exhibition/Promotion Venue**  
**Olympian City**

**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 document)
- Non-profit making organization but of no charity nature (please attach relevant document)
- Others (please specify) \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

Office Address: \_\_\_\_\_

Name of Applicant (in English): \_\_\_\_\_ Tel: \_\_\_\_\_

Position Held: \_\_\_\_\_ Fax: \_\_\_\_\_

Pager/ Mobile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Connected Transaction of Sino Group:  Yes  No

**Details of Proposed Event**

Official Name of Event (in English): \_\_\_\_\_

(in Chinese): \_\_\_\_\_

- |   | <b>Olympian City 1</b>  | <b>Olympian City 2</b>                                    |
|---|---|---|
| <b>*Exhibition Venue</b><br>(Please choose one) | <input type="checkbox"/> Event Hall, UG/F (Whole Venue)                             | <input type="checkbox"/> Central Atrium, G/F              |
|   | <input type="checkbox"/> Event Hall, UG/F<br>(Half Venue, Left, near Café de Coral) | <input type="checkbox"/> Event, G/F (Whole Venue)         |
|   | <input type="checkbox"/> Event Hall, UG/F<br>(Half Venue, Right, near Arome Bakery) | <input type="checkbox"/> Event Hall, G/F (Half Venue)     |
|   | <input type="checkbox"/> Other area, please specify _____                           | <input type="checkbox"/> Other area, please specify _____ |

# Preferred Exhibition Period: \_\_\_\_\_

- 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 (eg. press release, radio, TV, leaflet, banner, advertisement)

**Particulars of PR/Advertising Agency (if any)**

Official of Agency

(in English): \_\_\_\_\_ (in Chinese) \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (in English): \_\_\_\_\_ Tel: \_\_\_\_\_

Position Held: \_\_\_\_\_ Fax: \_\_\_\_\_

Pager/ Mobile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Facilities & Equipment Required (Please tick or specify quantity required)**

Item	Quantity	Item	Quantity
<input type="checkbox"/> Table with skirting		<input type="checkbox"/> Power supply (13Amp)	
<input type="checkbox"/> Folding chair		<input type="checkbox"/> Power supply (30Amp 3 phase)	
<input type="checkbox"/> Stage platform (6'W x 8'L) (for OC2)		<input type="checkbox"/> Power supply (60Amp 3 phase) (for OC2)	
<input type="checkbox"/> Folding tent (2M x 2M)		<input type="checkbox"/> Overnight illumination (for OC2)	
<input type="checkbox"/> 430" TV Screen (for OC2)		<input type="checkbox"/> Others (Pls specify)	

**Note:**

- The Licensor has absolute discretion to accept or refuse any application.
- Licensee 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 license fee shall be refunded.
- Licensee shall read the **"House Rules"** thoroughly and pls call us at 2397-3636 for details. The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the rules.

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.

- I agree to the Terms and Conditions / House Rules for use of exhibition / promotion venues
- I agree to the Personal Information Collection Statement (PICS) (Please refer to Appendix)

\_\_\_\_\_  
Signature of Applicant with  
Company Chop

\_\_\_\_\_  
Date

To: Leasing Marketing & Promotions Dept.

Date:

From:

(\*Mr. / Ms. / Mrs.)

**Exhibition Information Form**

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

Exhibition Title:			
Exhibition Date:			
Exhibition Time:			
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)			

\* Attached the rundown / floor plan

## **Appendix**

### **PRIVACY POLICY STATEMENT**

Olympian City 1 Management Company Limited or Olympian City 2 Management Company Limited (“Olympian City”) or Sino Group are 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, Olympian City 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 Olympian City or Sino Group;
- 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 Olympian City 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**

Olympian City 1 Management Company Limited or Olympian City 2 Management Company Limited (“Olympian City”) or Sino Group 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 Olympian City or Sino Group 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.

In 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 Olympian City or Sino Group. 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 [ocpromo@sino-estates.com](mailto:ocpromo@sino-estates.com)
2. Request in writing and send to Shop 52A, G/F, Olympian City 2, 18 Hoi Ting Road, West Kowloon, Hong Kong

## **PROVISION AND TRANSFER OF DATA**

Your information will not generally be disclosed, provided or transferred out of Olympian City or Sino Group 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 Olympian City or Sino Group.
- 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**

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 [ocpromo@sino-estates.com](mailto:ocpromo@sino-estates.com) or via mail to Shop 52A, G/F, Olympian City 2, 18 Hoi Ting Road, West Kowloon, Hong Kong.