

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): _____

Olympian City 1

***Exhibition Venue**
(Please choose one)

- ☐ Event Hall, UG/F (Whole Venue)
☐ Event Hall, UG/F
(Half Venue, Left, near Café de Coral)
☐ Event Hall, UG/F
(Half Venue, Right, near New Modern Vision)
☐ Other area, please specify _____

Olympian City 2

- ☐ Central Atrium, G/F
☐ Event Hall, G/F (Whole Venue)
☐ Event Hall, G/F (Half Venue)
☐ 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 and specify quantity required)

**subject to availability and approval*

Item	Quantity
☐ Table with skirting	
☐ Folding chair	
☐ Stage platform (6'W x 8'L) (for OC2)	
☐ Folding tent (2M x 2M)	
☐ 430" TV Screen (for OC2) <i>*subject to censorship</i>	

Item	Quantity
☐ Power supply (13Amp)	
☐ Power supply (30Amp 3 phase) (for OC2)	
☐ Power supply (60Amp 3 phase) (for OC2)	
☐ Overnight illumination (for OC2)	
☐ 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. 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.

The Applicant also understands and agrees to comply with the following:

Compliance with Law & Regulations

- a. The Licensee undertakes and warrants that nothing in the contents of the Event shall or may be illegal, immoral, obscene, indecent, objectionable, defamatory, discriminatory or offensive to the general public or any person(s) or in violation of any legislation or regulations of Hong Kong or prohibited by Hong Kong Government, or which will or may infringe any intellectual property rights of other party or adversely affecting the image or reputation of the Licensor, Sino Group or Landlord. The Licensee shall strictly adhere to the approved event rundown and shall not make any unauthorized changes to the content of the event. In the event of necessary adjustments due to force majeure, The Applicant shall immediately notify The Licensor and obtain prior approval, failing which shall be deemed a breach of the License Agreement. If The Licensor identifies any discrepancies between the actual event execution and the approved rundown, The Licensor shall have the absolute right to demand immediate rectification by The Licensee, suspend the event until compliance is achieved or terminate the event immediately without refunding any license fee paid and without compensation for any loss, damage and whatsoever nature to the Licensee. The Licensee shall be wholly responsible for the contents of creations or products of the Event and shall indemnify the Licensor, Sino Group and Landlord against all claims, liability, cost, expense, loss or damage arising from or in connection with the contents or any part thereof.
- b. The Licensee shall duly observe the provisions of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the Safeguarding National Ordinance and other laws of the Hong Kong Special Administrative Region related to safeguarding national security, and shall not directly or indirectly in any way engage in any act or activities which may be reasonably believed as contrary to the interest of national security, the public interest of the Hong Kong Special Administrative Region, public morals, public order or public safety.

National Security Law

Without prejudice to any other remedy it may have under the License Agreement, Licensor may immediately terminate the License Agreement by written notice to the Licensee (without prejudice to the Licensor's rights and remedies in respect of any antecedent breach committed by the Licensee) upon the occurrence of any of the following events:-

- a. The Licensee and/or any sub-tenant and/or the Licensee's Agency has engaged, is engaging or is reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of an offence endangering national security or which would otherwise be contrary to the interest of national security;
- b. The continued engagement of the Licensee and/or any sub-tenant and/or the Licensee's Agency or the continued performance of the License Agreement and/or any sub-tenancy agreement is or is reasonably believed to be contrary to the interest of national security; or
- c. The termination of the License Agreement is necessary to protect the public interest of the Hong Kong Special Administrative Region, public morals, public order or public safety.

The Licensor shall not be responsible for any claim, legal proceeding, liability, losses, damages or any cost or expense, suffered or incurred by the Licensee arising from or in relation to such termination.

The terms of “national security” and “offence endangering national security” in this clause shall have the same meanings as provided respectively under section 4 and section 7 of the Safeguarding National Security Ordinance.

☐ I agree to the Terms and Conditions / House Rules

☐ 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
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 or via mail to Shop 52A, G/F, Olympian City 2, 18 Hoi Ting Road, West Kowloon, Hong Kong.