CONFIDENTIAL

Application Form for Exhibition Venue at The LOHAS

Name of Applicant / Company : _____
English (Block Letters) Chinese

Contact Person (Title) : _____ (_____)

Contact No. : _____ (TEL) _____ (FAX)

Email address : _____

Correspondence Address: _____

Name of Event : _____
English (Block Letters) Chinese

Sponsor (if any) : _____

Event Date(s) : From _____ To _____

Event Time : From _____(AM/PM) To _____(AM/PM)

Venue (Please √ as appropriate) : ☐ Event Space I, L3 (1,350 sq. ft.)
☐ Event Space II, L3 (190 sq. ft.)

Booking Purpose:

☐ Credit Card Promotion ☐ Exhibition ☐ Event
☐ Fund-raising ☐ Others: please specify _____

Attachment submitted with the Application Form:

☐ Business Registration Certificate (required) ☐ Program Rundown
☐ Proposal of the Event / Exhibition ☐ Floor Plan Layout (required)
☐ Full Listing of Display Materials ☐ Records of Past Events (Floor Plan / Photos / Proposal)

For government departments, charitable and non-profit making organizations Only:

☐ Copy of Certificate / Proof Attached for Application of Rental Reduction

收集個人資料聲明

你所提供的個人資料將用於處理核對身份或其他詳列於“關於個人資料(私隱)條例 – 致到訪來賓/承辦商的通知”的用途，而相關通知已張貼在客戶服務處。如你未能提供所需資料，或所提供的個人資料不準確或不完整，可能影響我們處理相關事宜。你所提供的個人資料將會保密，只有經法例授權取得有關資料，或其他與上述用途有關以及需要接收有關資料的人士/機構才可獲轉移並處理你提供的個人資料。你可要求查閱及改正你的個人資料。任何查閱或改正個人資料之要求應註明「保密」字樣及以書面形式向 法律-常務部 個人資料私隱主任提出 (地址:香港九龍灣德福廣場港鐵公司總部大樓或電郵: PDPO@mtr.com.hk)。

Personal Information Collection Statement

The personal data you provide will be used for the purpose of processing identity verification, or other purposes specified in the “Notice to Visitor/Contractor Regarding to the Personal Data (Privacy) Ordinance” displayed at the Customer Service Centre. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, it may affect our processing of the relevant matters. The personal data you provide will be kept confidential and will not be transferred to any other parties unless such parties are authorized by law to request the information or are otherwise relevant and necessary for the purposes stated above to handle the personal data you provide.

You have the right to request access to and correction of your personal data. Any request for correction or access to personal data should be made in writing to the Personal Data Privacy Officer, Legal - General Department and marked as “confidential” (Address: MTR Headquarters Building, Telford Plaza, Kowloon Bay, Hong Kong or email: PDPO@mtr.com.hk).

1. A detailed proposal about the format, purpose, content of the event / exhibition, all display materials, together with the following document are required to be submitted for approval.
   1. Programme rundown
   2. Valid insurance certificate
   3. 3D layout floor plan
   4. Installation and dismantle Method Statement (in relation to item 3)
   5. Risk assessment signed by a Registered Safety Officer
   6. Technical drawing of the floor plan with calculations endorsed by a Registered Structural Engineer
   7. Surveyor report signed by a Registered Structural Engineer
   8. WR1 Certificate
   9. FS 251 Certificate (For Fire Extinguisher and Flame Proofing Solution Treatment)

   Item 1-6 must be submitted for approval at least 2 weeks prior to the commencement date of the event.
   Item 7-9 must be submitted once the installation is completed.

2. The floor plan and layout should include elevations of each component and dimensions, i.e. height, depth and width. (The basic requirement of exhibition venue setting and on-site manpower for all credit card promotion should be referred to the attached floor plan.)

3. If the event / exhibition had been carried out at other shopping centres before, past reference (floor plan and photos) should be sent to The LOHAS Management Office (hereinafter, LOHMO) for consideration.

4. The completed application form and relevant document should be sent to: The LOHAS Management Office, Level 3, The LOHAS, No.1 Lohas Park Road, Tseung Kwan O, New Territories or email THELOHAS@mtr.com.hk or via fax 2331 3919 <u>at least 8 weeks before</u> the date of the event.

5. Hanging of balloons, banners and printed matters are prohibited within the mall.

6. Distribution of leaflets / flyers / pamphlets / brochures / hydrogen balloon / collection of shopper's information or recruitment in any format are not allowed within the mall.

7. The fitting-out contractor has to supervise his employees properly and to provide sufficient insurance coverage for his employees.

8. All the installations must not exceed 8 feet in height. The height of exhibits is subject to the final approval of LOHMO.

9. Carpets in appropriate sizes must be placed over the exhibition area. All wires are required to be set under the rug and fixed tidily or set within the air duct.

10. As requested by the Director of the Electrical and Mechanical Service Department, the applicant must:

    i Employ only Registered Electrical Contractors and Registered Electrical Workers to carry out works on fixed electrical installations;

    ii Request the Registered Electrical Contractors and Registered Electrical Workers to submit a Work Completion Certificate (Form WR1) on completion of a fixed electrical installation (i.e. after installation and testing);

    iii Properly fix and protect all cables to prevent electrical danger and physical hazards, such as physical damage to cables, tripping of visitors by caused protruding socket outlet covers or loose cables. Proper electrical earthing and Equipotential bonding, as well as earth leakage protection, should be provided to the fixed electrical installations;

    iv If extensions units are used ensure the plugs, socket and flexible cord comply with BS 1363 Part 1, BS 1363 Part 2, and BS 6500 / IEC 60227 respectively. In addition, the extension units should be properly protected and placed;

    v If temporary lightings are required, ensure the luminaries comply with the requirements of IEC 601598 – 1 and are issued with a Certificate of Safety Compliance.

vi Place proper warning notices together with appropriate barriers/guards, where required, in prominent and suitable locations to alert the visitors and operations from getting access to the extension units and socket outlets.

11. All on-site workers should possess the Construction Industry Safety Training Certificate (Green Card), wear safety helmets (with Y-type chin straps) and safety shoes. No worker can work on the site without a green card, a safety helmet (with Y-type chin strap), reflective vests, cut resistant glove, safety shoes and a work permit issued by LOHMO. LOHMO reserves the right to forbid such person to enter the exhibition venue whenever deemed necessary.

12. Government departments, charity organizations, non-government organizations (NGOs), and non-profit making organizations must provide valid proof to LOHMO if a special discount on the rental charges is requested.

13. The applicant is responsible to reinstate the venue and facilities back to their original status.

14. The rental fee of the venue does not include the application of the relevant licences and the costs in associated thereof, for example, the Temporary Places of Public Entertainment Licence ("TPPE"). The applicant is responsible for obtaining any necessary licences in association with the event (if any). In the situation if the applicant fails to provide the relevant licences, the LOHMO has the right to terminate the exhibition.

15. LOHMO has the final right and discretion to reject any application, to alter the booking schedule or re-allocate the booked exhibition venue if the circumstance warrants so. In case of the exhibitor being not satisfied with the new arrangement, the licence fee can be refunded but without interests and compensation.

16. All payment and deposit should be settled upon signing of the acceptance letter. Any withdrawal of application will not be refunded.

17. All applicants are required to apply for public liability insurance in respect of the event covering the whole of the term. Such insurance shall provide indemnity to both the exhibitor and to MTR Corporation Limited against any public liability up to an amount of HK$3 million in any single incident.

18. All applicants are required to arrange a safety supervisor to supervise the installation and dismantle works to ensure all workers on site comply with all the safety guidelines.

19. LOHMO will not be responsible for the security and storage of any display materials or exhibits.

20. Prior written approval must be obtained for the use of any public address system at The LOHAS.

21. All applicants must comply with the attached Conditions for use of Exhibition Venue at The LOHAS.

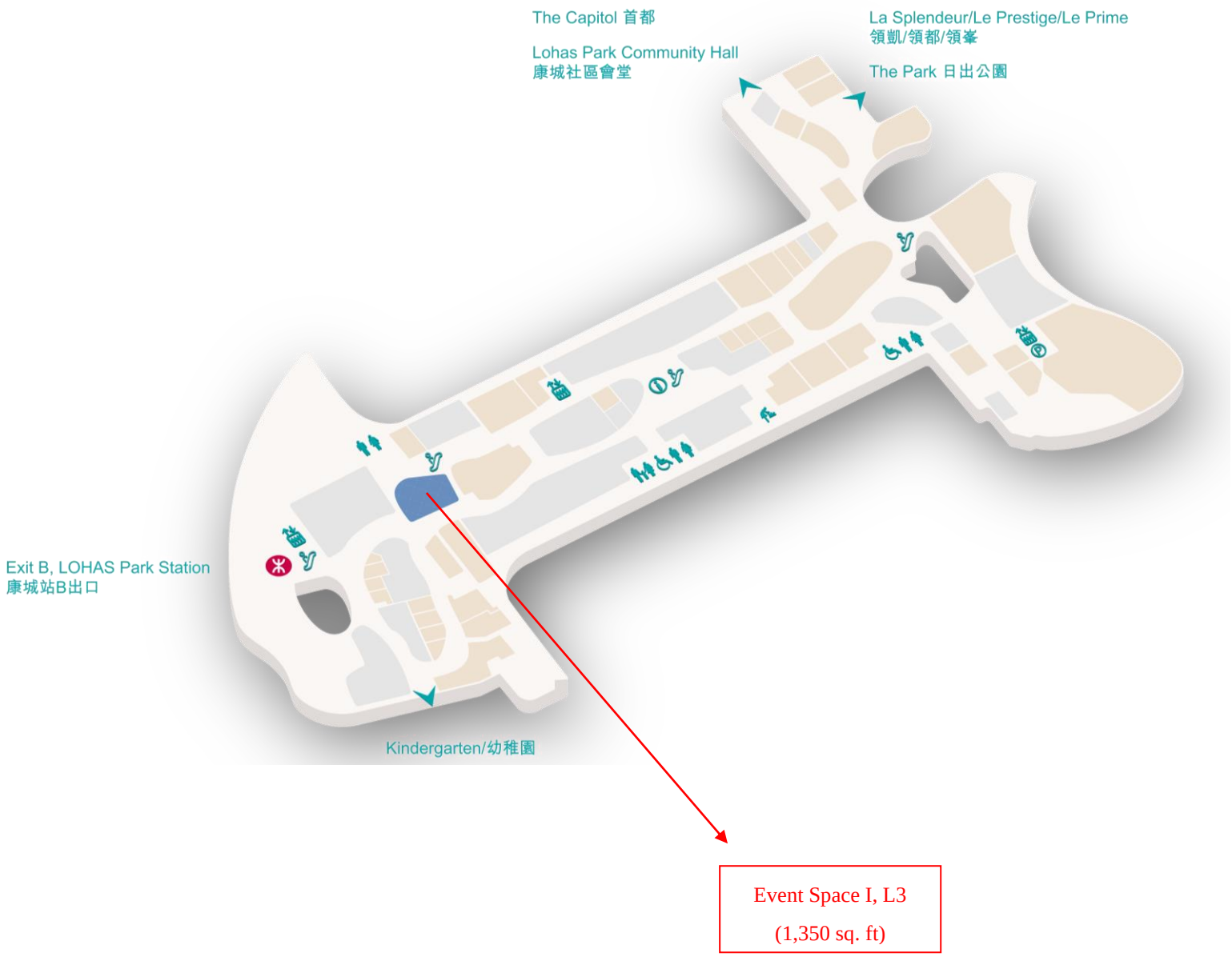
In representing _____ (Company/Organization name), I submit the application with the understanding of all the above terms and agree to fulfill all the requirements stated by LOHMO.

_____ _____

Signature & Company's chop Date

Floor Plan:

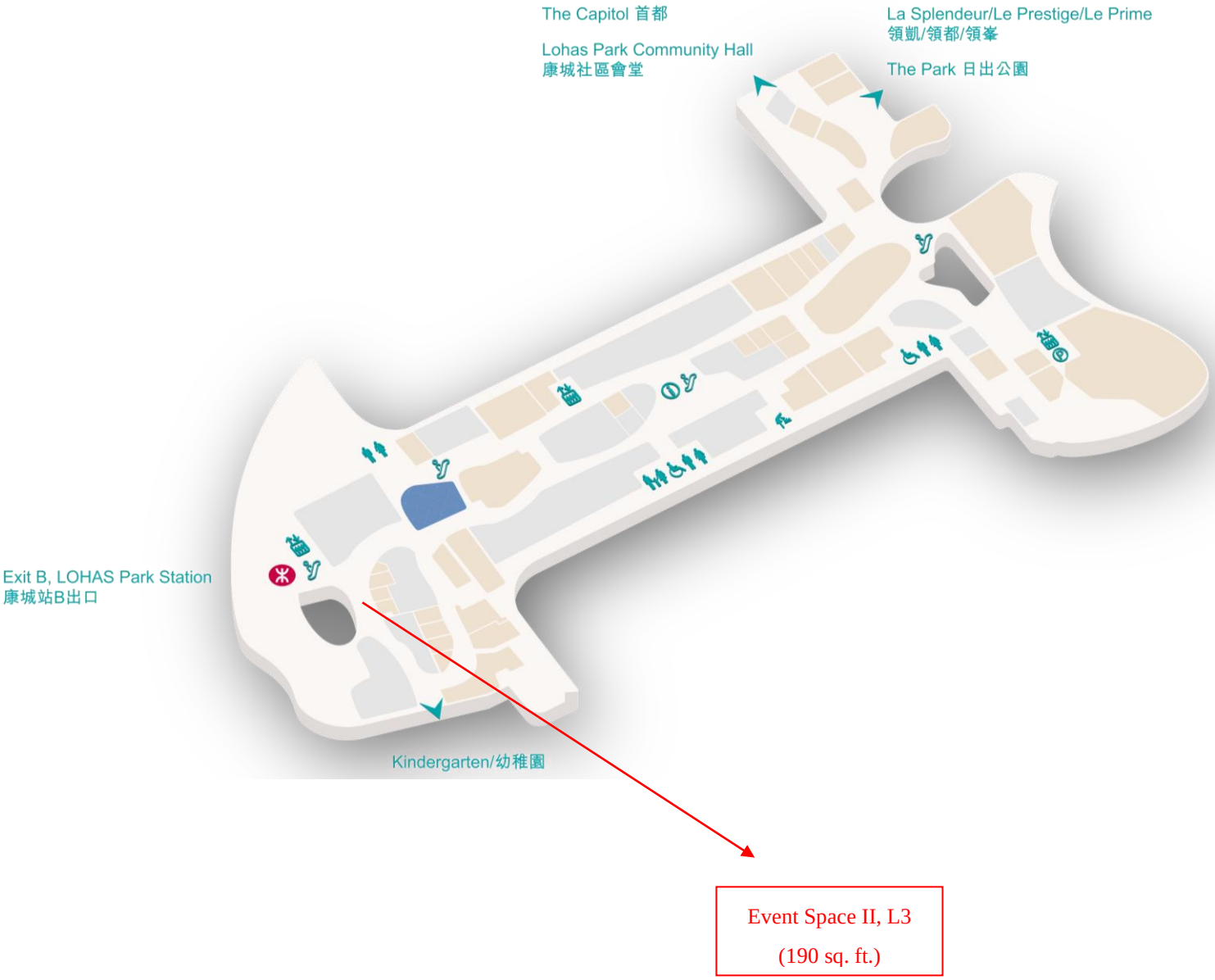
<u>Event Space I, L3</u>



Feb 2025

Floor Plan:

Event Space II, L3



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