

Application Form for Promotion Venue at PopCorn

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 : L1A (1/F – Atrium)
 (Please ✓ as appropriate) L1B (1/F – Opposite to Lego Store)
 G1 (G/F – Opposite to Estee Lauder)

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

閣下所提供的個人資料，本處將用作處理客戶服務及其他相關事宜，並存檔在 PopCorn 管理處/保安控制室作核對個人身份及於法律程序上作參考之用。所有個人資料只限由已獲本管理處授權的僱員取用。閣下提供的資料將不會提供予其他人使用。如欲查閱及更改個人資料，請以書面向 PopCorn 管理處提出。

Personal Information Collection Statement

The personal data provided by you will be used for customer services and relevant matters. The data will be stored in the PopCorn Management Office/ Security Control Room for identity verification purpose and be used as reference in the events of any legal proceedings. All data are accessible only to authorized employees of the PopCorn Management Office. The information you provided or any part thereof will not be supplied to other parties. Requests for the access and correction of personal data should be addressed to the PopCorn Management Office.

1. A detailed proposal about the format, purpose, content of the event / exhibition, all display materials, together with the following documents are required to be submitted for approval.
 1. Programme rundown
 2. Valid insurance certificate
 3. 3D layout floor plan
 4. Technical drawing of the floor plan with calculations endorsed by a Registered Structural Engineer
 5. Installation and dismantle Method Statement (in relation to item 3)
 6. Risk assessment report signed by a Registered Safety Officer
 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 PopCorn Management Office (hereinafter, POCMO) for consideration.
4. The completed application form and relevant documents should be sent to: PopCorn Management Office, Level 1, PopCorn 2, No.9 Tong Chun Street, Tseung Kwan O, New Territories or email PMDA56@mtr.com.hk or via fax 3909 9555 at least 12 weeks before 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 POCMO.
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 POCMO. POCMO 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 POCMO 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, POCMO has the right to terminate the exhibition.

15. POCMO 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. POCMO 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 PopCorn.
21. All applicants must comply with the attached Conditions for use of Exhibition Venue at PopCorn.

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 POCMO.

Signature & Company's chop

Date

