

Hong Kong Housing Authority --- Domain

Application Form for Using Promotion Venues

Details of the Event

Name of the Event: _____

Date: _____ Time: _____

Location: Atrium on G/F 1/F 2/F LG1/F Shopping Spine (*Approximate area: _____)
*Required Field

Nature of the Event : Ceremony Exhibition
 On-stage Programme Others: _____
 Trade Fair

Promotional Item/Theme: _____

Estimated Number of Participants: _____

Format of the Event (If participation of artists or distribution of product samples / publicity materials is involved at the venue, please state clearly.):

Promotional Activity Prior to the Event (e.g. newspaper/radio/television advertisements, publicity leaflets/banners, etc.):

Co-organiser/Sponsor (if applicable): _____

Particulars of the Organiser

Name of the Organiser/Company: _____

Nature of the Organiser: Business organisation (Business Registration No.: _____)
 Government department
 Charitable organisation / social services organisation (Please attach the relevant documentary proof)
 Non-profit-making organisation (Please attach the relevant documentary proof)
 Others: _____

Office Address: _____

Name of the Applicant: _____

Post: _____

Name of the Contact Person (if different from the Name of the Applicant): _____

Telephone No. of the Contact Person: _____

Fax No.: _____ Email Address: _____ Mobile Phone No.: _____

Particulars of the Public Relations / Advertising Agent (if applicable)

Name of the Agent: _____

Address: _____

Name of the Contact Person: _____ Telephone No. of the Contact Person: _____

Fax No.: _____ Email Address: _____ Mobile Phone No.: _____

Facilities to be borrowed from the Venue

Facilities and Quantity:

1. Stage platform (size: _____) 5. Stage lighting
2. Folding table (quantity: _____) 6. Power supply (_____)
3. Chair (quantity: _____) 7. Others: _____
4. Sound equipment (not for singing performances)

I (the Applicant) _____ confirm that the information provided above is true and correct. I agree to abide by the Terms and Conditions for the Use of an Exhibition/Promotion Venue in Domain as stipulated by the Housing Department.

Signature of the Applicant and Chop of the Organisation/Company _____ Date _____

This form, relevant documents (such as a copy of the Business Registration Certificate, the written confirmation for Non-Governmental Organisation to be exempt from tax under section 88 of the Inland Revenue Ordinance, etc.) and the details of the event (including the proposal, the programme rundown and the layout plan of the event) must be submitted via email (hydomainpromotion@gmail.com) or by fax (2870 2062) at least three months prior to the commencement of the event.

Enquiry Telephone No.: 2870 2992 (Mr WONG)

Terms and Conditions for the Use of an Exhibition/Promotion **Venue in Domain**

1. Domain shall gather all application forms together for selection and scheduling and shall notify successful applicants of results via email. Submission of an application is not a guarantee of approval. Domain reserves the right to reject/cancel any applications for hiring or borrowing a venue and is not required to give an explanation to the applicant concerned for the decision made.

2. Organisers are required to submit a layout plan to show the disposition of facilities to be used for the event and the relevant document(s)/report(s) to the management office for approval at least two weeks prior to the commencement of the event. For events of different types, the preparation of the layout plan and the design/preparation of relevant structures/items/documents must be in line with the following standards with measurements clearly indicated on the plan:

2.1 Sales Stalls

- Applicants must ensure that all sales stalls are set up according to the approved layout plan and the approved list of exhibitors.
- The floor area for each stall shall be no more than 26 m². The atrium on the ground floor may accommodate more than one stall, provided that a distance of at least 2.5 m is maintained between stalls (see Schedule 1).
- No fully covered top of each stall is allowed unless the top is in the form of an open cell ceiling. Detailed requirements for the top cover of a stall are as follows:
 - a. The portion of open cells must cover no less than 70% of the whole ceiling area (including the area for light fittings).
 - b. The width of each open cell must be no less than 25 mm or than the thickness of the materials covering the ceiling, whichever is the larger.
- For licensed Chinese medicines traders, they must have obtained a “retailer licence in Chinese herbal medicines (trade show)” (trade show licence) from the Chinese Medicines Board if they so wish to

conduct the business of retailing or exhibiting Chinese medicines at a trade show.

- a. For exhibitors holding a trade show licence to participate in a trade show lasting for not more than 14 consecutive days, they must notify the Chinese Medicines Board in writing at least one working day before the commencement of the trade show. Unless with prior approval of the Chinese Medicines Board, no sale of Chinese herbal medicines at the same trade show premises for more than 14 days within a period of 30 days starting from the commencement date of the trade show is allowed.
- b. For exhibitors holding a trade show licence to participate in a planned trade show lasting for more than 14 consecutive days, an application must be made to the Chinese Medicines Board at least 14 working days before the commencement of the trade show for approval by the Chinese Medicine Traders Committee.
- c. Exhibitors holding a trade show licence are also required to comply with other licensing conditions stipulated in the licence and submit a copy of the licence to the management office before the commencement of the trade show. If they fail to do so, the management office shall have the right to stop the continuation of the exhibition/sale.

2.2 Car Shows

- Applicants must ensure that all cars on display are filled with only half a tank of fuel.
- For electric vehicles on display, no charging facilities (including the power supply at the exhibition venue) will be provided by Domain.
- For the minimum required separation distances regarding cars on display, please refer to Schedule 1.

2.3 Other Events (including stage activities / roadshows / exhibitions, etc.)

- No more than four sofas or upholstered chairs shall be placed together. A group of four sofas shall not exceed 194 kg in weight and shall be separated from other sofas or upholstered chairs by at least four metres (see Schedule 1).

- Each exhibition area shall occupy a floor area of not more than 64 m² and shall be away from other exhibition areas by at least one metre (see Schedule 1).
 - When installing children's play equipment, applicants should adopt equipment made from low combustibile materials such as inflatable jumping castles made of fire-resistant vinyl.
 - Fittings, linings, special decorations and exhibits that are used for assembling display equipment shall be made from fire-resistant materials with relevant supporting documents provided. Exit signs must be clearly visible from the relevant event area in the premises.
 - Applicants must ensure that the electrical lighting facilities arranged will not be a potential source of ignition.
 - All entrances/exits within the event area must be free from obstruction.
3. All items placed and activities arranged by the organiser shall not go beyond the designated area of the venue. Self-made promotional items must be of good quality such as in the form of a computer printout, and handwriting will not be accepted. No easy-mount frames are allowed.
 4. The organiser shall submit all promotional items, including backdrops, display boards, promotional leaflets, posters, etc., to the management office for approval before the event.
 5. For all applicants of stage events with venue charges waived, they must arrange the printing of Domain's logo together with its venue sponsorship on the event backdrop in a position prominently and endorsed by Domain.
 6. No admission fees shall be charged for all activities.
 7. No eating or drinking is allowed in the exhibition venue unless with the permission of the management office.
 8. No unauthorised ropes and/or mills barriers can be used by the organiser unless with the permission of the management office.

9. The organiser is required to make its own application for relevant licences, including a “Branch Business Registration” from the Business Registration Office of the Inland Revenue Department; licences issued by the Composers and Authors Society of Hong Kong Limited, the Phonographic Performance (South East Asia) Limited and the International Federation of Phonographic Industry; as well as other relevant licences or permits.
10. Duty staff of Domain reserve the right to request the organiser to adjust the volume of audio-visual equipment used in its event. No CDs/VCDs/DVDs of any themes can be played/displayed on site by the organiser.
11. If the organiser causes a nuisance to tenants and visitors while creating special sound effects or making loud noises to promote and sell its products at the venue, duty staff of Domain reserve the right to request the organiser to cease such acts.
12. Duty staff of Domain reserve the right to request the organiser to remove those items not included in the layout plan or to stop those activities not listed in the programme rundown.
13. The organiser is prohibited from selling or promoting any illegal or indecent products or those not approved for promotion when applying for using the venue. Domain has the absolute right to request the organiser to remove such items.
14. The organiser must obtain prior approval from the management office should the former need access to electricity at the venue. All wires must be properly covered with tape to avoid dangers posed to passersby. Domain shall assume no responsibility for any accidents arising from the organiser’s contravention of this rule.
15. The organiser must take out insurance against any potential risks to be brought to the public and the event itself in the course of the event, including the insurance for all items and decorations associated with the event. The organiser shall be liable for compensation for the damage to

or the loss of items or facilities at the venue, or for the injury to the public as a result of the event.

16. The organiser is required to inform Domain's management office of the number of promotional staff before the commencement of the event and prior approval from the management office must be obtained. Domain has the absolute right to request the organiser to adjust the number of promotional staff engaged.
17. Promotional staff of the organiser are not allowed to conduct promotional activities at locations beyond the designated area.
18. No storage space will be provided by Domain for the organiser to keep its display items or other articles.
19. The organiser must ensure that the venue is tidy and clean throughout and after the event. All leftover rubbish and miscellaneous items will be cleared as waste by Domain and the costs incurred shall be borne by the organiser.
20. The organiser is required to take care of its display items and properties on its own, and ensure proper monitoring over the storage and the display areas throughout the event. Domain shall not be held liable for compensation for any damage or loss. If security guards are to be employed to watch over the properties, advance notice must be given to the management office by the organiser and registration at the Control Room of Domain is required upon their arrival.
21. Unless special approval has been obtained, the organiser is allowed to enter the venue for set-up only after 10:00 p.m. on the day prior to the first day of the event. The set-up must be cleared after 10:00 p.m. on the last day of the event period.
22. The organiser must inform staff of the management office of the registration marks of the vehicles concerned and the loading/unloading time in advance if it wishes to use the shopping mall's loading and unloading areas.

23. The organiser and its contractors must report to Domain's Control Room and produce valid green cards and/or relevant licences and wear identification labels provided by Domain when they enter the venue for set-up or clearance.
24. Only touch-ups and assembly works on items for display are allowed inside Domain, while painting and addition works are strictly prohibited.
25. Fastening things to the facilities provided by Domain is prohibited.
26. The organiser is allowed to apply only invisible adhesive tape to exhibition panels or carpet backings. If a stain is left behind after using such facilities, the organiser should take action against the stained area as soon as possible upon notification, or it shall have to make a payment to Domain in lieu of clean-up costs.
27. If Domain considers that an individual exhibition/performance will pose a danger to the public or the organiser has contravened the rules of using the venue, duty staff of Domain have the right to stop the continuation of the event at any time.
28. Domain reserves the right to modify these terms and conditions as and when required without prior notice. In case of a dispute, the decision of Domain shall be final.
29. The English version shall prevail in the event of discrepancies between the Chinese and the English versions of these terms and rules.

Updated on 4 March 2021

Schedule 1

Minimum separation distances required between fire load islands

Type of fire load islands	Area/weight of each fire load island	Minimum separation distance
Sales stall	Up to 5 m ²	1.0 m
Sales stall	Up to 12 m ²	1.5 m
Sales stall	Up to 23 m ²	2.0 m
Sales stall	Up to 26 m ²	2.5 m
Festival decorations	Up to 40 kg	1.0 m
Festival decorations	Up to 80 kg	1.5 m
Festival decorations	Up to 160 kg	2.0 m
Festival decorations	Up to 280 kg	2.5 m
Festival decorations	Up to 400 kg	3.0 m
Festival decorations	Up to 480 kg	3.5 m
Christmas trees and decorations	Total weight up to 40 kg for natural trees and up to 20 kg for artificial trees	5.0 m or tree height + 1 m, whichever is the greater
One car / vehicle	One vehicle per fire load island	2.5 m
Two cars / vehicles	Two vehicles per fire load island	3.0 m
Sofas and fabric upholstered chairs	Up to 40 kg	2.0 m
Sofas and fabric upholstered chairs	Up to 80 kg	3.0 m
Sofas and fabric upholstered chairs	Up to 120 kg	3.5 m
Sofas and fabric upholstered chairs	Up to 194 kg	4.0 m
Exhibition	Up to 64 m ²	1.0 m