

**The Waterside Shopping Mall**  
**House Rules for Venue Exhibition**

**Centre Operating Time**

**10:00 am to 10:00 pm**

**Event Time:**

- For general exhibition: 10:00 am to 10:00 pm
- For charity event at the charity area: 11:00 am to 7:00 pm

**Licence Agreement and Payment**

- Application Form together with a detailed floor plan which indicated all facilities dimensions and electricity measurement must be submitted to our management **& email back to ntedpromo@sino-estates.com** for approval **at least one month** prior to the proposed event commencement date.
- Licence Agreement **must be signed** and returned to our management **at least two weeks** before the commencement of the Licence.
- The application will not be confirmed until a written License Agreement (hereafter refers as The Agreement) is issued by Famous Empire Properties Limited (hereafter refers as **The Licensor**) & countersigned by both parties.
- Full Licence payment must be settled **at least five working days** before the commencement of the Licence.
- The Agreement is served as an invoice of the charges. No separate debit note / invoice will be issued.
- Failure to do so may be considered as cancellation of the Event by the Licensee.
- The Licensor reserves the right to accept or decline an application.

**Venue Setting and Dismantling**

- Licensee is entitled to enter the licensed area after **10pm** for setting on the day before first exhibition day and leave with all their packed belongings by 10 pm on the last day.
- The whole setup shall be in an appearance, design, quality and type appropriate to first class event venue and to the satisfaction of the Licensor. Detailed plans of the whole setup shall be submitted to the Licensor for approval before commencement of any works. The Licensor shall have the absolute discretion in granting or refusing such approval. The approval to be granted shall be subject to such conditions as the Licensor may think fit.
- Licensee shall provide venue carpets in **grey color** covering the exhibition area. Any corporate color other than grey, Licensee must seek for prior approval from the Licensor.
- Licensee shall cover cable with white adhesive outside exhibition area (if necessary) and same color adhesive with carpet inside exhibition area.
- Licensee shall submit a floor plan and details (measurement & decorations to be used) of their setting to The Licensor for approval when applying exhibition area(s). (Remark: The overall height of the booth, backdrop and partitions, including the signage/logo in atrium must not exceed 8 ft. and the height of backdrop and partitions in Area A must not exceed 6.5 ft.)
- Licensee must apply the permission from Licensor by returning the appendix if the venue setting and dismantling involve any jobs working at height. Otherwise, it is not allowed without the permission.
- Licensee is required to sign an undertaking for the license area before move-in and shall be liable to any damage caused to the structure or other fittings and equipment in the venue.
- The structure system should be properly fixed without any damage on the floor tiles.
- Contractor person-in-charge must collect working pass for all workers from the Property Management Office before moving in.

**Licensed Area**

- All exhibition activities e.g. personal service consultation must be confined to the licensed area. No goods, decorations or publicity materials e.g. posters and banners could be put outside the area. And the display materials should not cause any blockage to shop front of any tenants.
- Licensee shall not transfer or sublet the licensed areas to other exhibitors.

- No hanging of banners, posters and other POPs on the curtain wall and window is allowed.
- Easy pull stand and any hand written signage is strictly prohibited in the mall.
- Licensor reserves the right to decline any application for selling or promoting any products /brands which are in direct conflict with existing tenants. List of products/ services/ brands to be promoted at the licensed area must be submitted for Licensor's approval upon submission of application form at least one month prior to the event commencement date.
- Licensee shall not sell or promote any illegal products or products not specified in the applications, the Licensor shall have the absolute right to demand removal of any products, which are deemed unfit for the licensed area.
- Number of promoters must be informed and approved by the licensor prior of the event. The Licensor shall have the absolute right to demand reduction of promoters on site.
- The promoters should stay within the licensed area during the promotion/ exhibition unless prior approval has been sought from The Licensor.
- All sales products, inventories and carton boxes should be placed in the licensed area orderly. The proper wagon covers should be used.
- No exposed wiring and conduit in the licensed area and cashier counters.
- The queue for check-out should be well controlled and managed during the licensed period.

#### **Delivery of Goods and Decorations to Licensed Area**

- No free parking and storage will be provided for Licensee(s) or Contractor(s).
- No trolley with **iron wheels** is allowed to use within the mall.

#### **Safety of Merchandise and Decorations**

- Licensee must take all precautions to protect their goods and decorations displayed or placed at the area and shall not hold the Licensor responsible for any loss or damage.
- No goods or decorations are allowed to place under the **fire shutters**.
- No pyrotechnics and similar kind of combustible (flammable) powder to be used in any programs and events under this casual leasing venue booking.
- Licensee is advised to employ security guard(s) from Sino Security Services Ltd. to look after their overnight setting and goods. If other than Sino, Licensee shall seek approval from Licensor.
- Licensee undertakes not to do anything whatsoever that may cause fire risk or other hazards or that may be of nuisance in Regentville Shopping Mall.
- No storage will be provided to Licensee.

#### **Insurance**

- Licensee must insure against their properties including goods and decorations in respect of exhibition and setup period and keep the Licensor indemnified against all actions, proceedings, demands, costs and claims whatsoever by any third party causing by or arising from the act, neglect or default of the Licensee.
- Licensee is responsible for application of all necessary licenses and of all public liability insurance.
- Licensee and its contractor should provide **Public Liability Insurance** coverage with the limit not less than **HK\$5,000,000** for the whole duration of their activity/event, **including both the installation date and the dismantle date**. Copies of relevant documents must be sent to the Leasing Marketing & Promotions Department together with completed Agreement 5 working days before moving in.
- The policy shall be in the joint names of Landlord (**Famous Empire Properties Limited &/or The Owners Committee of The Waterside**) and the Property Manager (**Sino Estates Management Limited**) and shall contain a Cross Liability Clause.
- Licensee is responsible for application of all necessary licenses and of all related insurance. Licensee has to indemnify The Waterside Shopping Mall and Sino Estates Management Limited and/or its related subordinate for any damage done to the venues or facilities, and/or for any injury to persons that might incur.
- The Licensor has the right to demand stoppage or cancellation of the event should, in the opinion of The Licensor, a safety hazard is posed to the public.

### **Power Supply and Telephone line**

- Licensor will provide ONE 13A socket for Licensee's use. Extra power supply must be applied with the Licensor and The Licensor reserves the right to accept or decline such application.
- Licensee is required to sign the handover form and supply a private licensed electrician to connect electricity with the presence of representative of Licensor.
- Telephone / cashier line must be arranged by the Licensee.

### **Cleaning**

- Licensee shall keep the licensed area in good, clean and tidy condition and never leave any packing or wrapping materials. e.g. paper boxes elsewhere during and after the exhibition period.
- All carton boxes and miscellaneous items must be placed carefully and kept out of public view in the exhibition period.
- All rubbish or unwanted things should be disposed at the refuse collection point at the shopping mall.
- A cleaning charge of **HK\$1,000** will be imposed on those Licensees who leave the area in a dirty condition after use or damage the utilities provided by the Licensor.

### **Audio-visual Equipment**

- Licensee shall set TV or monitor display at a USB-connection mode that wifi, Bluetooth, AirPlay or Mirroring connection or similar connection functions shall not be enabled.
- Licensee shall set audio-visual equipment at a volume level that would not create any noise nuisance or inconvenience to public or nearby tenants.
- Licensee shall obtain necessary approval or licenses from the authorized societies e.g. IFPI, HKRIA & CASH for producing music.
- Promotions / Roadshows with stage events and PA broadcast shall only be done in the **Atrium** only, not any other venues.

### **Force Majeure**

- If the exhibition is cancelled due to the force majeure, the Licensee shall have no claims against the Licensor or refund of the licence fee of exhibition venue.

### **Arrangement for Adverse Weather**

- Special arrangement will be made due to adverse weather, such as the hoisting of typhoon signal No.8 or above, or black rainstorm.
- When the typhoon signal No.8 or above is hoisted before 12:00 nn on the exhibition day, the Licensee may then apply to the Licensor for re-scheduling of the exhibition subject to the final discretion of the Licensor.
- If the typhoon signal No.8 is hoisted after 12:00 nn, there will be no compensation to the Licensee.

### **Charity Organization**

- Any Licensee who applies venue for fund-raising or charity sales must submit their application with valid license from the related Government Department for prior checking.
- The venue will not be granted for solicitation of pedestrians for collection of donations or selling of flags / stickers or badges.
- Number of volunteers shall not exceed 4 and they should not allow walking around the mall.

### **Cancellation**

- In the event that the Licensee has to cancel the booking after the issue of The Agreement from The Licensor, a **written notice to the Licensor** is required and the Licensee will be subject to a penalty of **50% of the license fee** if the cancellation of booking fall within 7 to 14 days before event date; and **100% of license fee** if the cancellation is less than 7 days before event date. Administration fee will not be refundable whenever the cancellation is made within two weeks from the date of intended event.
- No cancellation is allowed upon signing of confirmation by the Licensee or within two weeks from the date of

exhibition.

- The Licensor reserves the right to alter or cancel any approved applications should the Licensee fail to comply with the above rules. The Licensee shall have no claims against the Licensor in respect of such alternation or cancellation.

On behalf of \_\_\_\_\_(Name of Licensee), I hereby submit our application with understanding of all the above house rules and agree to fulfill all the requirements set by The Waterside Shopping Mall.

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

\_\_\_\_\_  
Date

Enquiry: Leasing Marketing & Promotions – The Waterside Shopping Mall: 3165 6616  
Effective: 10 Dec 2021

## Appendix II

### 私隱聲明

信和物業管理有限公司（「帝庭軒購物商場」）致力確保按照《個人資料(私隱)條例》（「條例」）的規定來處理所有個人資料。在這方面，帝庭軒購物商場承諾：

- 以合法和公平的方法收集足夠但不超乎適度的個人資料，而該等資料必須只為與帝庭軒購物商場的職能或活動有關的合法目的而收集；
- 在顧及個人資料所作用途的同時，採取一切合理可行的步驟，確保所收集或保存的資料準確無誤；
- 刪除不再需要作原有用途的個人資料；
- 除非有關人士已明確同意改變資料的用途，或該等用途得到法律准許，否則帝庭軒購物商場只會把所收集的個人資料用於收集該等資料的目的或與其直接有關的目的；
- 採取一切合理可行的步驟，以保障個人資料不會為未獲准許的人士查閱、處理、刪除或作其他用途，也不會意外地為人查閱、處理、刪除或作其他用途；
- 採取一切合理可行的步驟，以確保任何人能獲告知本公司所持有的個人資料種類，以及該等資料會作甚麼用途；以及
- 准許任何人查閱和改正以他們為資料當事人的個人資料，並以法律准許或規定的方式處理該等查閱/改正個人資料的要求。

### 個人資料收集聲明

按《個人資料（私隱）條例》（香港特別行政區法例第 486 章）之有關規定，信和物業管理有限公司（「帝庭軒購物商場」）將致力確保閣下之網上私隱獲得保障，並會在向閣下收集資料時，通知閣下相關事項。本聲明會不時修訂，敬請定期查閱最新版本。閣下登記使用我們的服務並提交短期租務申請表格，即表示同意接受當時生效之個人資料收集聲明之約束。

### 資料收集

當提交此短期租務申請表格或在登記使用我們的服務時，閣下可能會被要求向我們提供足以識別個人身份之資料，包括閣下之姓名、地址、電話號碼、傳真號碼及電郵地址等。為了能夠向閣下提供本網站內各類資訊、服務和活動，有需要收集該等資料。閣下雖沒有義務提供有關資料，但如閣下未能提供有關資料的話，我們將不能向閣下提供所要求之資訊、服務及活動。

### 資料之目的及用途

所收集之資料將用作以下用途：

- 收集核實身份和記錄之資料，並維持聯絡資料以作通訊之用；
- 不時進行與帝庭軒購物商場業務有關的研究及/或分析；
- 用作內部管理，排解紛爭和問題以及執行有關使用條款；
- 向閣下提供閣下可能感興趣的資訊，例如廣告、新服務和產品及其他宣傳以及市場推廣資料及回應閣下的要求；
- 就與閣下有關之行政通知及通訊聯絡閣下；
- 為配合客戶所需，存取客戶所提供的資料以作設計或改善產品、服務或設施之用；
- 我們亦可能會將閣下之資料與第三方資料進行核對(即把兩套因不同目的而收集所得的

個人資料進行比對)。當閣下提交此短期租務申請表格時，即表示同意讓我們在認為有必要時所進行之核對程序以便提供服務；

此外，我們亦將以下列方式使用閣下之資料：

- 我們將與我們之業務夥伴、附屬公司及聯營公司共用資料，包括閣下之資料。
- 為了向閣下提供更多資訊及服務，我們已安排內容供應商及服務供應商提供資訊及服務。為此，我們可能需要與此等內容供應商及服務供應商共用閣下之資料。
- 倘若我們增添新服務而需要與新增的廣告商或贊助商共用閣下之個人資料時，我們將向閣下發出通知，並讓閣下有機會選擇拒絕接受該等服務。

## 市場推廣

我們亦擬把向閣下收集所得的個人資料，用於帝庭軒購物商場提供的各類產品、服務、設施的市場促銷或推廣上。除非獲得閣下同意(或表示不予反對)，否則我們不得如此使用閣下的個人資料。客戶如不希望我們使用他/她的個人資料作為市場促銷或推廣用途，請通過以下途徑通知我們：

1. 電郵至 [ntedpromo@sino-estates.com](mailto:ntedpromo@sino-estates.com)
2. 以書面形式郵寄至香港新界屯門屯順街 1 號屯門市廣場1期1樓1129C 號舖客戶服務中心

## 資料之提供及傳遞

一般而言，我們不會以足以識別身份之方式向帝庭軒購物商場以外任何人士披露、提供或傳遞閣下之資料，惟下列以及我們的個人資料(私隱)政策內所提及的情況除外：

- 如我們聘用第三方供應商或服務供應商協助我們之服務，而閣下又使用該等服務時，則我們須將閣下之資料提供予提供該等服務的供應商。
- 我們亦會為行政管理及其他我們認為就維持、檢修及/或改進我們產品及服務所需起見，披露或存取閣下資料。
- 此外，閣下之資料將被披露、提供或轉移至我們之業務夥伴、帝庭軒購物商場內任何人士或法人團體或部門，上述之團體亦可存取該等資料。
- 鑒於上述團體或於香港以外地區設有營業地點，閣下之資料有機會提供或轉移到香港以外地區。閣下一旦提交此短期租務申請表格，即表示同意讓我們將閣下之資料提供或移轉至香港以外地區之該等人士。此等團體當遵從當地相關之私隱政策及指引，我們對其如何使用閣下之資料並無控制權。故此，我們對他們使用閣下之資料概不負責。
- 另請參閱我們之個人資料(私隱)政策，該文件載列我們之一般私隱政策及有關我們收集、持有及使用閣下資料之一般做法。

## 資料之查閱

閣下有權要求查閱及更正我們所持有關於閣下之資料。如閣下需要查核我們是否持有閣下之個人資料，或想查閱或更正任何有關閣下之不確資料，敬請電郵至 [ntedpromo@sino-estates.com](mailto:ntedpromo@sino-estates.com) 或以書面形式郵寄至香港新界屯門屯門市廣場 1 期 1 樓 1129C 號舖客戶服務中心。

## **PRIVACY POLICY STATEMENT**

Sino Estates Management Limited (“Regentville Shopping Mall”) is 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, the Regentville Shopping Mall 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 the Regentville Shopping Mall ;
- 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 the Regentville Shopping Mall 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**

Sino Estates Management Limited (“Regentville Shopping Mall”) 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 Regentville Shopping Mall 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 Regentville Shopping Mall. 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 [ntedpromo@sino-estates.com](mailto:ntedpromo@sino-estates.com)
2. Request in writing and send to Customer Service Centre, Shop no. 1129C, 1/F, Phase 1, Tuen Mun Town Plaza, Tuen Mun, New Territories

## **PROVISION AND TRANSFER OF DATA**

Your information will not generally be disclosed, provided or transferred out of Regentville Shopping Mall 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 Regentville Shopping Mall.



- 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**

1. 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 [ntedpromo@sino-estates.com](mailto:ntedpromo@sino-estates.com) or via mail to Customer Service Centre, Shop no. 1129C, 1/F, Phase 1, Tuen Mun Town Plaza, Tuen Mun, New Territories