

永得利廣場 Ever Gain Plaza

展銷場地租借詳情

Rules & Regulations for Exhibition Area

展銷期、時間及位置

1. 每日展銷時間必須由上午十時至晚上六時。如需特別安排者，必須先獲管理處的批准。於展銷期間，零售/銷售商(以下簡稱“展銷商”)必須依據 永得利廣場管理有限公司及/或大廈物業經理(兩者以下統稱“物業經理”)之守則進行展銷，展銷商不可自行決定休息時間。
2. 有關展銷的位置，展銷商需自備與獲准展銷場地相同面積的地毯以作識別，展銷商之所有物品均不得超越上述指定範圍。
3. 展銷活動只限於距離上述指定位置之一米範圍內，銷售員不可以於此範圍外進行任何銷售或兜售活動。

申請手續

展銷商需填妥申請表格，連同所需資料(包括：商業登記證/身分證副本、產品資料、及/或過往類似銷售活動的照片及初步銷售計劃等(如有需要))交回或傳真(傳真號碼: 2646 0862)至管理處。

使用費、付款及按金

1. 展銷商須於展銷期前十天或之前，將有關租金及按金的劃線支票(抬頭: 永得利廣場業主立案法團)交予管理處。如涉及清潔費、其他設備租金或展銷場地賠償金(如有)，已繳付之按金將於扣除有關費用後無息退還予展銷商。
2. 展銷商須按政府法例申請一切所需的牌照及繳交一切所需費用。

批核程序

1. 管理處對於展銷/銷售產品之批核將以產品質素，展銷商過去表現(如產品擺放、有否違規、銷售金額及顧客反應等)以決定是否接納展銷商之申請。
2. 管理處根據“租借詳情”參考展銷商過往及現有紀錄，決定是否再次批核其展銷申請。
3. 管理處保留一切有關批核及取消權利，並毋須另行通知，租借詳情不得異議。

進場及離場

1. 展銷商可於展銷期首天上午八時進場安排準備工作。展銷商須於展銷期最後一天晚上七時前搬離所有物品及交回清潔妥善的地方予管理處。
2. 進場及離場時，展銷商及管理處職員須檢查展銷位置及其他租借設備，並且，雙方須簽收核對表格，確保展銷位置情況正常。

License Period, Time & Location

1. The Licensee should start its road show from 10:00 am to 6:00 pm daily during the Licensed Period unless prior consent has been obtained from Ever Gain Plaza Management Limited and/or the current Building Manager (hereinafter collectively called “the Manager”). The Licensee shall comply all rules and regulations set out by The Manager and **shall not decide not to operate during the license period.**
2. Regarding the location of the exhibition, the Licensee should arrange a carpet of the same area as the approved exhibition area for identification. All materials from the Licensee shall not be put outside the said exhibition area.
3. All promotion activities are allowed to be conducted only within 1 meter of the exhibition area. Promoters are not allowed to conduct any sales outside the allowable area.

Application Procedure

The Licensee shall submit the completed application form and return or fax (fax no. 2646 0862) it to the management office together with all relevant documents (e.g. copy of BR/HKID card, products information and track record of similar sales activities, etc (if required)).

Licence Fee, Payment and Deposit

1. The Licensee shall pay the license fee and security deposit 10 days before the Licensed Period. Crossed-cheque should be made payable to “The Incorporated Owners of Ever Gain Plaza” for the said payment. Cleaning cost, equipment rental and compensation (if any) should be deducted from the security deposit and will be refunded to the Licensee without interest.
2. The Licensee should apply relevant statutory licenses at its own costs.

Approval Procedures

1. The Manager shall approve the application according to the quality of goods and services rendered by the Licensee. Any past record including but not limited to display of booth, misbehaviour, sales figures and customers’ comments shall also be taken into account.
2. The Manager shall take the Licensee’s compliance record of these rules and regulations for upcoming application.
3. The Manager has sole discretion on acceptance of any application. These Rules and Regulations shall not be objected for any reason.

Marching In & Out

1. The Licensee shall arrange its preparation works on 8:00 am on the first day of the Licensed Period and remove all its belongings with cleaning work (if necessary) before 7:00 pm on the last day of Licensed Period.
2. The Licensee shall appoint a representative to inspect the Licensed Area and other rental facilities upon marching in and out. The parties shall sign off a marching in & out form to ensure the condition of the Licensed Area.

Rules & Regulations for Exhibition Area

展品、招牌、音量及示範

1. 所有展品及置物架必須組合後方運送至展銷位置。貨品、展品、海報及裝飾品均不可放置於展銷位置以外之地面。
2. 招牌(只可展示展銷商或貨品/展品的名稱及資料)須放置於指定位置的適合地點。
3. 為確保良好零售形象，嚴禁任何手寫單張或海報，更不可於大廈大堂支柱及牆身上張貼宣傳品，及不得於展銷位置內進食或閱讀報章雜誌等。
4. 管理處保留權利批核展銷位置內任何展品、音響及裝飾品。並有權於無需通知展銷商之情況下搬離未經許可放置之物品。
5. 任何物品不可阻礙本大廈任何公眾地方通道引致租戶及訪客之不便。
6. 不可展示/銷售發出嘈雜聲及氣味之展品或作展品示範。
7. 所有展銷品必須合法及遵守有關政府部門之守則。
8. 嚴禁明火，包括燃燒香油/香薰、示範及裝飾用途。

清潔

展銷商於租用期間須保持展銷位置及範圍內之清潔，並清理一切垃圾。嚴禁任何雜物如紙皮箱外露。管理處保留權利清理於展銷位置內之垃圾，有關費用會於按金中扣除。

保安

展銷商須負責儲存及保管一切展銷物品、現金及其他財物。若展銷商自行聘請保安人員，展銷商必須於展銷期三天前呈交保安公司名稱、聯絡人及聯絡電話予管理處。

損毀及賠償

1. 禁止鑽動或損毀本廣場任何設施，包括所租借之展銷設備。
2. 如展銷商的活動引致任何展銷位置或設備損毀(包括疑因張貼海報及/或單張所引致之污垢痕跡、懸掛貨品或其他活動所引致之花痕污跡等)，管理處將安排承建商進行維修，展銷商須承擔有關費用及其他有關賠償之責任。

責任

1. 展銷商須確保物業經理免除因其展銷活動所造成損毀或個人受損而被追討的任何責任。展銷商必須承擔一切有關責任及賠償。

保險

1. 展銷商須持有展銷期內有效的第三者責任保險。每項索賠金額需不少於港幣1,000萬元及無限索賠。受保人需包括:-
 - 鴻鷹投資有限公司
 - 永得利廣場業主立案法團
 - 永得利廣場管理有限公司
 - 第一太平戴維斯物業管理有限公司

Display, Signage, Volume and Demonstration

1. All exhibition materials including but not limited to goods and display self should be pre-assembled before delivery to the Building. Display of goods, products, posters and decoration materials are not allowed to be displayed outside the exhibition area.
2. Signage (showing the Licensee and/or product name(s)) shall be displayed properly at designated location(s).
3. In order to maintain the building image, display of any handwriting poster or leaflet is forbidden. No signage and promotion materials are allowed to be put on the column and wall of the lobby. Eating and reading newspaper/magazines within the Licensed Area are not allowed.
4. The Manager reserves the right to approve any goods, products, AV equipment and decoration to be displayed in the Licensed Area. The Manager reserves the right to remove any of the unauthorized products at its own discretion without prior notice to the Licensee.
5. The Licensee shall not obstruct any common area of the Building. All occupants and visitors of the Building shall not be disturbed.
6. Giving off sound and smell are forbidden.
7. The Licensee should obey, observe and comply with the ordinance, regulations, by-laws and requirements of HKSAR.
8. Flaming including aroma burning is forbidden.

Cleaning

The Licensee should keep the Licensed Area clean and tidy at all time. No storage box shall be exposed. The Manager shall remove any rubbish in the Licensed Area of which the relevant cost will be deducted from security deposit.

Security

The Licensee is responsible for keeping and storing its goods, products and other materials/properties. If the Licensee directly appoints a security company to station at the Licensed Area, the Licensee shall provide the company name, contact person and telephone no. to the Manager 3 days before the License Period.

Damage & Compensation

1. No drilling or damage to the properties of Ever Gain Plaza including but not limited to any of rental equipment.
2. The Licensee shall be responsible for the cost of rectification work for any damage caused by the promotional activities.

Liability

1. The Licensee shall ensure that the Manager is both exempted from any damage and/or bodily injury to other parties caused by its promotion activities. The Licensee shall be responsible for all liability and compensation.

Insurance

1. The Licensee shall have a valid cover note of the third party insurance for the sum not less than HK\$10 million per claim for unlimited claims during the exhibition period including the following insured parties:-
 - Luck Eagle Investments Limited
 - The Incorporated Owners of Ever Gain Plaza
 - Ever Gain Plaza Management Limited
 - Savills Property Management Limited