PLAZA HOLLYWOOD LIMITED
荷里活廣場有限公司
PMC licence / 物業管理公司牌照 (C-874449)

2026 (B)

EXHIBITION VENUE FEE FOR Jul – Dec 2026

For Commercial Organizations

Location	Size	Venue Fee		Refundable Deposit
		Mon - Fri (HK$/Day)	**Sat, Sun & Public Holiday** (HK$/Day)	(HK$/Event)
Level 1				
Stars Atrium (Whole)	7,343 sq. ft.	44,000	88,000	30,000
Stars Atrium (Each Section)	1,490 sq. ft.	11,000	22,000	15,000
Level 2				
Square Atrium A (Opposite to Shop 202-205)	279 sq. ft.	6,200	15,200	5,000
Square Atrium B (Opposite to Shop 290-291)	302 sq. ft.	6,800	16,800	5,000
Level 3				
Square Atrium	257 sq. ft.	4,000	8,600	5,000

For Non-Commercial Organizations, Tenants and Inter-Group Company

	Administration Charge (per day)	**Venue Fee**	**Rental of Facilities & Cleaning Charge**
Inter-group company (under Wharf Group)	Not Applicable	50% off Discount	Full Payment
Non-profit Making / Charity Organization	Not Applicable	Free of Charge	Full Payment
Public Services (Government bodies)	$3,000 (Mon - Fri) $5,000 (Sat- Sun & Public Holiday)	Free of Charge	Full Payment
Plaza Hollywood Retail Tenants	Not Applicable	60% off Discount	Full Payment

N. B.

* Exhibitors can enjoy 30% off discount on venue fee for 2 consecutive days or above booking. (Not appliable to Inter-group company, Plaza Hollywood Retail Tenants)
* Exhibitors should provide a **Third-Party Public Liability Insurance Certificate** and **Contractor All Risk Insurance Certificate** and required license for the exhibition with the joint names of Plaza Hollywood Limited and its owners.
* 10% loading is added during the peak seasons, i.e. July, August and December.
* The maximum of refundable deposit at Stars Atrium is HK$30,000/ Event.

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* Deposit is refundable upon deduction of:
1. **Cleaning charge (compulsory charge for all exhibitors);**
2. **Electricity charge (compulsory charge for all exhibitors);**
3. Hire of facilities and/or costs for damages to the property of the Owner.

Compulsory Cleaning charge

Venue	**Charge /per day**
Stars Atrium ◆ Whole venue ◆ Each section	 HK$ 1,900 HK$ 650
Square Atrium or Other Venue	HK$ 650

Compulsory Electricity charge

Electricity Consumption Fee[1)]	**Charge /per day**
a) 100A 3 Phase	HK$2,200/day
b) 60A 3 Phase	HK$1,600/day
c) 30A 3 Phase	HK$1,500/day
d) 60A Single Phase	HK$675/day
e) 30A Single Phase (Min. charge)	HK$500/day

Hire of Facilities

- For hire of facilities e.g. stage system, tables, chairs, etc. please refer to the exhibition facilities order form (P.7) for details.

GENERAL POLICIES

1. Minimum booking is one day for any of the Exhibition Areas.

2. The available exhibition time is from 11:00am to 10:00pm per day. If necessary, the exhibition time can be adjusted with the prior approval of Plaza Hollywood Limited.

3. Direct selling, sub-letting or third-party commercialism is strictly forbidden without the prior approval of Plaza Hollywood Limited.

4. Distribution of leaflets, gifts or any promotional materials outside the Exhibition Areas is not permitted.

5. For promotional/charitable activities at Exhibition Areas (excluding Stars Atrium), the total number of promoters/helpers should not be more than four without the prior approval of Plaza Hollywood Limited.

6. All promotional activities at the Exhibition Areas are not allowed to contradict the business of the shop tenants of Plaza Hollywood Limited and the Wharf Group Limited except with the prior approval of Plaza Hollywood Limited.

7. Display material cannot be placed in front of shops in such a way as to obscure the shop windows and will not cause inconvenience to any users and other tenants of Plaza Hollywood Limited. Plaza Hollywood Limited reserves the right to require the exhibitor to remove any material which contravenes this requirement or which Plaza Hollywood Limited in any other way finds objectionable.

8. Easy pull banner is prohibited. Exhibits, stands, display panels and backdrops should not exceed 2.5 meters in height at Stars Atrium, Level 1 and 1.85 meters in height and 1.83 meters in width at Square Atrium Level II & Level III except with the prior approval of Plaza Hollywood Limited.

9. All exhibits and stands must be prefabricated before delivery to the Exhibition Areas. Construction work and painting are not permitted to be carried out in the venues.

10. Tidy and decent carpet setting for covering the venues is a must. The exhibitor is responsible for clearing all debris after the exhibition has been set up and must keep the venues in a good, clean and tidy condition throughout the exhibition period.

11. Full details of the layout plan (including elevations of each component and dimensions, i.e. height, depth and width) must be submitted for approval at least 7 working days before the commencement of the exhibition.

12. Plaza Hollywood Limited reserves the right to approve the standard and content of display, the layout of the exhibition, lighting, sound control and decoration. Plaza Hollywood Limited also reserves the right to remove any material that is not mentioned in the approved layout plan.

13. No exhibit will exceed the permissible floor loading limit of 5.00 Kpa.

14. No telephone line is to be installed at the Exhibition Areas or any part of Plaza Hollywood without our prior approval. All installed setting should be dismantled immediately after the exhibition.

15. Any operation involving noise is not permitted.

16. The exhibitor is responsible for the security of the exhibition materials, and should inform Plaza Hollywood Limited if a security guard is required to be employed for this purpose.

17. The exhibitor is required to provide a Third Party Public Liability Insurance Certificate and Contractor All Risk Insurance Certificate covering the joint names of exhibitor, and Plaza Hollywood Property Management Company Limited, Plaza Hollywood Limited, Mullein Company Limited, Wettersley Company Limited, Bright Smart Limited, Excellent Base Limited, as Owners of Plaza Hollywood, for their respective rights and interests appear with cross liability clause for a limit not less than HK$20 million (for event at Stars Atrium) / HK$10 million (for event at L2/L3 Square Atrium) in value for any one accident and unlimited for the period of coverage commencing from the moving in of the exhibits by the exhibitor to Plaza Hollywood Limited until the complete removal of same therefrom.

18. The exhibitor should indemnify Plaza Hollywood Limited, Plaza Hollywood Property Management Company Limited, Mullein Company Limited, Wettersley Company Limited, Bright Smart Limited and Excellent Base Limited as Owners, Plaza Hollywood Limited as Manager against any loss or damage and hold them as well as yourselves harmless in respect of any claim for personal injury or damage to property arising out of the exhibition.

19. The exhibitor should pledge to make reference to the Environmental Protection Department's Green Event Guidebook (https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf) to enhance the environmental performance of events and to reduce waste generated from the events, including but not limited to reduce consumption of one-off disposable items & paper, reduce food waste, use recycled materials for setup, reuse event resources, channel the materials to proper recycling or donation outlets, wider use of electronic means of communication, etc.

20. Licence requirements are the responsibility of the exhibitor.

21. Set up may commence at 10:00pm before the first exhibition day of the said period. The exhibitor agrees to remove all materials immediately at the end of the said period and return the site to Plaza Hollywood Limited in a clean and appropriate condition in any event not later than 10:00pm on the last day of the said period in case another exhibitor will move in. Otherwise, the exhibitor should move out after 10:00pm on the last day of the said period.

22. Drilling or damage to the fabric of any part of the Exhibition Areas is not permitted.

23. To confirm booking of exhibition areas, the exhibitor should send written confirmation and other necessary information (e.g. photos of previous exhibitions and initial layout plan) to Plaza Hollywood Limited for approval. To the successful application, Plaza Hollywood Limited shall return written confirmation.

24. All of the staff of the exhibitor, guests and celebrities attending the event should put on the stickers of Plaza Hollywood prominently during the entire event time. Logos of Plaza Hollywood should be placed at the prominent position of event backdrop and credit mentions should be given to Plaza Hollywood in all of the promotional materials relating to the event. Mic Tag of Plaza Hollywood should also be adopted during the entire show time.

25. To order any facilities from Plaza Hollywood Limited, i.e. reception table, banquet chair, sound system, lighting system, electricity supply, barriers and cleaning service, the exhibitor should send Plaza Hollywood Limited the duly filled-in exhibition facilities order form with no less than 7 working days prior to the commencement of the exhibition.

26. For promotional activities, within one day after the end of each calendar day of the said license period, exhibitors shall prepare and deliver to Plaza Hollywood Limited a written statement certified by our chief accountant as true and correct showing the gross proceeds of all goods and services of any and every kind and description derived (whether on credit or otherwise) in the exhibition area for the preceding days. Each written statement shall be in such form and contain such particulars as Plaza Hollywood Limited may from time to time require.

REGULATIONS - MOVING IN AND OUT

ALL organizers, contractors and workers are required to obey the following regulations:

1. All set up shall commence at 10:00 pm in the evening before the first exhibition day and be finished not later than 8:00 am on the first exhibition day.

2. Noisy work shall only be carried out in between 11:00 pm to 11:00 am. Smelly work shall only be carried out in between 11:00 pm to 9:00 am.

3. If noisy works are carried out beyond the above mentioning time, warning shall be given, suspension of electricity supply and deduction of deposit shall be taken place as follows:

No. of Warnings	1st	2nd	3rd	4th or above
Action	Verbal Warning with suspension of electricity supply for 30 minutes	Suspension of electricity supply for 30 minutes with deduction of HK$2,000.00 from deposit	Suspension of electricity supply for 1 hour with deduction of HK$2,000.00 from deposit	Suspension of electricity supply for 2 hours with deduction of HK$2,000.00 from deposit

4. Din, eating, sleeping, being naked, smoking and gambling are strictly prohibited in the venue.

5. All materials must be removed immediately at the end of the last exhibition day from 10:00 pm and the site must be returned in clean and appropriate condition not later than 8:00 am in the day following the last exhibition day.

6. Loading and unloading area is located at car park Basement 2, given that the vehicle's license plate number(s) is/are submitted to Plaza Hollywood Limited Promotions & Advertising Department from the event's main coordinator at least one working day in advance.

7. Please provide the contractor's name and contact number of the on-site person-in-charge for set up and dismantling.

8. The person-in-charge is responsible for collecting work permits for all workers by calling our 24-hour Customer Services Hotline at 2118 8811. Security guards may further record the names of workers.

9. Please submit power load enquired and electricity loading list at least a week in advance for our arrangement. Plaza Hollywood Limited will only provide power point(s) at location(s) agreed.

10. The exhibitor needs to pay for technical staff on service if required, the amount shall be deducted from the refundable deposit (as stated in our venue rates). In case of enquirer during the set up period, the exhibitor can call our 24-hour Customer Services Hotline (2118-8811) for assistance.

11. Exhibitor/Organizer is responsible for the security of her own exhibits and has to employ their security guards if necessary.

12. Organizer is responsible to inform contractors for above venue regulations before move-in and out. Contractor is required to sign the letter of commitment for above venue regulations before move-in and out.

13. Any infringement act is found in contractors or organizer, Plaza Hollywood Limited reserves the right to terminate the license immediately without any compensation.

APPLICATION FOR TEMPORARY ELECTRICITY SUPPLY

All exhibitions/contractors who wish to apply temporary electricity supply must submit the following information 7 working days before the first day of the booking period for our approval:

1. Schematic diagrams showing the total power consumption, loading distribution, etc. of the electrical system
2. Cable-run layout
3. Photocopy of license of the registered electrical worker (i.e. Certificate of registration of Electrical Worker)
4. Full address of owner of fixed electrical installation and its contact number during set-up/show time
5. Fill in and sign the letter of undertaking

The followings power levels are readily available at Plaza Hollywood:-

- 100 Amp 3-phase at Stars Atrium
- 13 Amp single-phase at other exhibition area

Hirers wishing to add, extend or in any way alter their temporary wiring installation or apparatus to be connected to the Plaza Hollywood Limited's main supply, shall submit details to the Manager for approval.

Please also request in advance for any provision exceeding the mentioned power levels, we will send you then a quotation for the extra provision and an additional cost will be charged.

As a reminder, a cost will be charged for any electrical consumption at Plaza Hollywood Limited.

Notice

Hirers are advised not to commence any installation work until they have ascertained from the Manager that supply is or can be available as the Plaza Hollywood Limited does not guarantee the provision of a supply at any given point.

The temporary installation will insect and test by registered electrical contractor before the installations is allowed to connect to the performing venue's main supply. Should any part of a hirer's installation be found to be defective in the course of inspection and testing, or otherwise not in accordance with the relevant Rules, a notice requiring the hirer to remedy such defect of breach shall be served. Failure to comply with such notice may result in termination of supply.

ABOUT THE PAYMENT

DEPOSIT

1. It must be paid upon signing of Licence Agreement.
2. It will be forfeited if the organizer cancels the exhibition.
3. It will be refunded at the end of the exhibition period after deduction of charges for electricity, cleaning services, technical services, hire of facilities and/or costs for damages to the property of the Owner.

RENTAL

1. Full payment for rental must be made two weeks before commencement of the exhibition.
2. The venue rentals are subject to change without prior notice and Enquirer should be made in advance to ascertain applicable charges.

RESERVATION

1. It is advisable to reserve exhibition space in writing at least one month in advance.

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EXHIBITION FACILITIES ORDER FORM
(Effective from 1 Jul 2026)

(Please fax the completed form to Promotions & Marketing Department at 2118-8078 10 working days prior to first exhibition day. **During non-office hours, please contact our B. I. at 2118-8811 or 2118-8837.**)

	Unit Cost	Qty	Rental Period	Subtotal
Reception Table (with skirting) a) 6' (L) x 2' (W) x 2.5'(H) or b) 5' (L) x 2' (W) x 2.5' (H)	HK$180/day			
Banquet Chair	HK$42/day			
Lighting System (Fixed on 2/F)	HK$2,000/day			
Stage: 32'(L) X 16' (W) X 0.6m (H) (Total: 16 units {4' X 8' per unit})	HK$6,000/event			
Compulsory Cleaning Service	Entire Stars Atrium - HK$1,900/day Each section at Stars Atrium – HK$650/day Other Venue - HK$650/day			
Compulsory Electricity Consumption Fee[1)] a) 100A 3 Phase b) 60A 3 Phase c) 30A 3 Phase d) 60A Single Phase e) 30A Single Phase (Min. charge)	 HK$2,200/day HK$1,600/day HK$1,500/day HK$675/day HK$500/day			
			Total	

Exhibition Title : _____

Exhibition Date : _____ Exhibition Venue: _____

Move-in Date / Time: _____ Move-out Date /Time : _____

Exhibition Operation Time: _____

Company Name : _____

Address : _____

User's Name : _____ Title : _____

Tel. No. (during office hrs.) : _____(After office hrs.)_____

_____ _____

Exhibitor Signature with Company Chop Plaza Hollywood B.I. Signature

1. Exhibitors have to prepare sufficient wires (at least 25') and adapters to connect electricity supply themselves.
2. For employing security services not via Plaza Hollywood Ltd., the exhibitors have to send information on company name, 24-hour hotline and contact person of security service to Plaza Hollywood Ltd.
3. Charges will be deducted from refundable deposit.
4. Subject to CLP Power Hong Kong Limited's announcement on electricity tariff, electricity consumption fee will be changed without prior notice.

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Plaza Hollywood
Exhibition / Road Show Application Form

Particulars of Exhibitor

Name of Company _____

Nature of Company
- ☐ Commercial Organization (Please attach BR copy)
- ☐ Non-profit Making / Charity Organization (Please attach relevant IRD document)
- ☐ Government Department (Please sign with relevant department chop)
- ☐ Plaza Hollywood Retail Tenants
- ☐ Others (Please Specify) _____

Company Address _____

_____

Contact Person _____

Title _____

Telephone Number _____ Fax Number _____

Pager / Mobile _____

Email _____

Details of Proposed Event

Official Name of Event (English) _____

(Chinese) _____

Desired Venue 1. _____

2. _____

Desired Date (s) 1. _____ 2. _____

Operation Time: _____

Nature of Event
- ☐ Exhibition
- ☐ Sales Exhibition
- ☐ Exhibition cum Ceremony
- ☐ Ceremony
- ☐ Ceremony cum Variety Show
- ☐ Stage Performance (Please specify, e.g. Debate, fashion show) _____
- ☐ Carnival
- ☐ Games stall
- ☐ Charity Sales
- ☐ Fund Raising Activity
- ☐ Others(Please specify) _____

Products/Theme to be displayed/promoted

_____

Name of security company covering the event (if any) _____

Security company contact _____ Telephone No. _____

Details of any pre-event publicity (e.g. press, radio, TV, leaflet, banner)

_____

_____

Name of the VIP (if any, such as official person, famous person, actor/actress)

_____

_____

Co-organizer/Sponsor(if any) _____

Particulars of PR / Advertising Agency (if any)

Name of Agency (English) _____

(Chinese) _____

Address _____

_____

Contact Person _____

Title _____

Telephone No. _____ Fax _____

Pager / Mobile _____ Email _____

The applicant _____confirms that the information herein is true and correct and agrees to be bound by the terms and conditions of the use of venues as laid down by the Landlord.

_____ _____

Signature of Applicant with Company Chop

Date

This form and all correspondence should be **SENT/ FAXED/ EMAILED** to the relevant office at least **1 month** prior to the proposed event commencement date.

Contact: Promotions & Marketing Department, Plaza Hollywood Limited

Email: promotion@plazahollywood.com.hk

Tel: 2118 8811

Fax: 2118 8078

Address: Mezzanine Level, Plaza Hollywood, 3 Lung Poon Street, Diamond Hill, Kowloon, Hong Kong